

# Northwestern University Student Handbook 2014–15



NORTHWESTERN  
UNIVERSITY

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

**—Ernest Boyer, former US commissioner of education**

# INTRODUCTION

The Northwestern community extends you a warm welcome. Your time here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your fellow community members.

This handbook describes the expectations for behavior and conduct in the Northwestern community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this community of scholars at Northwestern University.

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

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

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

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

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

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

<sup>2</sup> Thomas Aquinas, *Summa Theologiae*, I–II, q. 90, art. 4.

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For a searchable PDF of this handbook, go to [www.northwestern.edu/handbook/handbook.pdf](http://www.northwestern.edu/handbook/handbook.pdf)

## THE COMMUNITY AT NORTHWESTERN

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

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

### Statement of Community Principles and Values<sup>3</sup>

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

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

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

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

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

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

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

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

<sup>3</sup> Adapted from Ernest Boyer (1990), *Campus Life: In Search of Community*. San Francisco: Jossey Bass.

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

- “Do no harm to others” is a non-negotiable value.
- Accurate self-understanding is the foundation for empathy, compassion, and understanding others.
- Social responsibility and an ethic of service to others are extended to all members of the community.
- Emotional, physical, and spiritual well-being is cultivated in academic and extracurricular life.

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

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

### **Rights and Responsibilities of the Northwestern Community**

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

Remaining a member of the Northwestern community requires a student to continuously comply with 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 contract, the University’s website, notices disseminated from time to time by the University or its schools and departments, and—of course—this *Student Handbook*.

The exercise of individual rights by students and other members of the Northwestern community may not abridge the following rights, subject, in appropriate circumstances, to the University’s right to take actions to protect the health and safety of the University community and its members, guests, and visitors.

1. The right of a faculty or staff member to exclude from a classroom or other University premises, during the progress of a class or other University-sponsored program or activity, persons not enrolled in the class or other unauthorized persons.
2. The right to privacy of a student or faculty or staff member in his or her office or other work area or lodging.
3. The right of the University to take actions reasonably determined to secure the rights outlined above and to assure that students, faculty, and staff may pursue their legitimate goals on University premises or at University functions without interference.

### *Policy Statement on Student Rights and Responsibilities*

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

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

1. Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.
2. The student has freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.
3. The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.
4. The teacher-student relationship within the classroom is confidential, and disclosures of a student's personal or political beliefs expressed in connection with course work will not be made public without explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance.
5. Students' records may be released to persons outside the University only on request of the student or through compliance with applicable laws.
6. Information on rules, rates, and regulations deriving from contractual agreements with the University will be made available to students on request.
7. 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 he or she does not in any way purport to represent the University.
12. Students are free to use campus facilities for meetings of student-chartered campus organizations, subject to 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 has no authority over a student when outside University property, except where the student is on the property of a University-affiliated institution, where the student is engaged in a project, seminar, or class for academic credit, or as otherwise provided in University policies and procedures or on property that falls within the jurisdiction of University Police. A student is subject to local, state, and federal statutes.
17. A student is free to be present on campus and to attend classes pending action on criminal or civil charges, except for reasons relating to his or her physical or emotional safety and well-being or for reasons relating to the safety and well-being of students, faculty, staff, or University property.
18. It is recognized that every member of the community has the responsibility to conduct him- or herself in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of policy.

## ACADEMIC CONDUCT POLICIES

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

### Academic Failure

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

### Academic Integrity

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

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

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

#### A. Basic Standards of Academic Integrity

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

1. *Cheating*: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. *Plagiarism*: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. *Fabrication*: falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate

methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. *Obtaining an unfair advantage:* (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. *Aiding and abetting academic dishonesty:* (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.
6. *Falsification of records and official documents:* altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. *Unauthorized access to computerized academic or administrative records or systems:* viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

### ***B. Due Process and Student Rights***

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

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

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

### *C. Procedures*

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

### *D. Sanctions*

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

1. Reduced or failing grade.
2. A letter of reprimand.
3. A defined period of probation, with or without the attachment of conditions.
4. Withdrawal of University funding.
5. A defined period of suspension, with or without the attachment of conditions.
6. Exclusion from the University.
7. Notation on the official record.
8. Revocation of an awarded degree.
9. Any appropriate combination of 1–8 above.

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

For more information about academic integrity at Northwestern, please see [www.northwestern.edu/provost/students/integrity](http://www.northwestern.edu/provost/students/integrity).

# STUDENT CODE OF CONDUCT

## Statement of Expectations

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

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. Students can report nonemergency concerns online at [https://publicdocs.maxient.com/reportingform.php?NorthwesternUniv&layout\\_id=127](https://publicdocs.maxient.com/reportingform.php?NorthwesternUniv&layout_id=127). All emergencies should be reported by calling police through 911.

## 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, co-ops)
  - 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 student organizations.

## Groups and Organizations

Groups of students and student organizations are expected to comply with all University policies, including the Student Code of Conduct and all additional policies pertaining to groups and organizations. Allegations of policy violations by groups or organizations will be investigated and resolved through the Office of Student Conduct and Conflict Resolution and University Hearing and Appeals System.

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,

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

### **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, is considered a violation of University policy.

1. Physical abuse of any person or any action that threatens or endangers the emotional well-being, health, or safety of any person (including oneself).
2. Unauthorized taking (e.g., stealing, theft) or damage of property, including the following:
  - a. Theft of property or services;
  - b. Knowing possession, sale, or distribution of stolen property or materials; and
  - c. Destroying, damaging, defacing, or vandalizing property.
3. Unauthorized entry to, presence in, or use of University facilities, property, systems, or services, including the following:

- a. Accessing, entering, or using University facilities, property, systems, or services without authorization;
  - b. Entering onto the roofs, balconies, or fire escapes of any University building or facility for any purpose except in case of an emergency;
  - c. Unauthorized presence in the University's utility tunnels or other restricted-access areas; and
  - d. Unauthorized possession, duplication, distribution, or use of keys, access codes, access cards, or other means of entry or access to any University property, premises, or location.
4. Disorderly conduct or disruptive acts, including the following:
- a. Obstruction or disruption of teaching, research, administration, hearing procedures, or University activities or of other authorized activities, including studying, learning, and emergency services, and other violations of the University's Disruption Policy;
  - b. Action that significantly disturbs or endangers the peace or comfort of others or the community;
  - c. Making, causing, continuing, or allowing to continue any loud, unnecessary, or unusual noise that disturbs the peace of others, including violations of residence-hall quiet hours or Evanston noise ordinances;
  - d. Hosting an event, in a residence hall room or common area, that becomes public or when the number of individuals present exceeds double the occupancy of the sleeping quarters (e.g., four people in a double room); and
  - e. Urinating or defecating in public view or in a public space.
5. Acts of fraud, misrepresentation, or dishonesty, including the following:
- a. Forgery, alteration, or misuse of University documents, records, or identification or other materials submitted to the University;
  - b. Knowingly furnishing false information to the University, any University official, or emergency response personnel;
  - c. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency; and
  - d. Use, possession, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual's identity, age, or other personal characteristics, including using another individual's identification.
6. Misconduct related to the student conduct system, including the following:
- a. Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged offenses (provided that no students shall be required to furnish information that would be self-incriminating);
  - b. Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged offenses;
  - c. Institution of a frivolous or malicious student conduct proceeding (including an appeal);
  - d. Any action that attempts to retaliate against, intimidate, threaten, coerce, discriminate against, or improperly influence any student 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 Conduct administrator, including, but not limited to, failure to comply with a no-contact directive.
7. Failure to comply promptly with the reasonable request or instruction of a University official or emergency personnel acting in an official capacity, including, but not limited to, refusing to provide identification, refusing to dispose of or turn over to University authorities prohibited items, failing to respond, or leaving the scene of an incident.
8. 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. Driving under the influence of alcohol or while intoxicated;
  - e. Possession of kegs or other large storage devices, quantity-dispensing containers, or common sources of alcohol on campus (except as specifically authorized by the University), regardless of age;
  - f. 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; some examples of these drinking practices or games include but are not limited to funneling, card games such as “kings,” “power hour,” and “up and down the river,” flip cup, beer pong, Beirut, quarters, century club, movie/song games, and name games.
  - g. For students under the age of 21, being in the presence of alcohol in residence halls or fraternity/sorority houses;
  - h. Use or possession of alcohol in residence halls during new student orientation, regardless of age;
  - i. For students who are 21 or older, consuming alcohol in residence halls in the presence of underage students is prohibited unless specifically authorized (in rooms or apartments where some residents are 21 or over and others underage, residents who are 21 or over and their 21-or-over guests may consume alcohol in the presence of the underage roommate; however, underage guests are not permitted to be present when alcohol is in plain view or being consumed);
  - j. Use or possession of alcohol in any common area of a residence hall (except as specifically authorized by the University), regardless of age;
  - k. Use or possession of alcohol, regardless of age, in any “dry” or alcohol-free living units, including fraternity/sorority houses or healthy living units;
  - l. Severe intoxication resulting in concern for a student’s well-being or hospitalization, regardless of age;
  - m. Possession of open containers of alcohol on University property, in University facilities, in University vehicles or transportation, and in public buildings, parks, beaches, highways, streets, alleys, sidewalks, parkways, and public parking lots (except as specifically authorized by the University or other legal authority); and
  - n. Other violations of the University’s alcohol policies or state and local laws pertaining



to alcoholic beverages, including those governing the transportation, possession, and consumption of alcohol.

9. Misconduct related to illegal drugs and controlled substances (including marijuana, medical marijuana, narcotics, cocaine, heroin, prescription medication, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance), including the following:
  - a. Use, misuse, or possession of illegal drugs or controlled substances (except as expressly permitted by law);
  - b. Manufacturing or distribution of illegal drugs or controlled substances;
  - c. Use, possession, manufacturing, or distribution of drug paraphernalia;
  - d. Driving under the influence of any illegal drug or controlled substance;
  - e. Being in the presence of the use or misuse of illegal drugs or controlled substances on campus; and
  - f. Other violations of the University's drug policies or federal, state, and local laws pertaining to illegal drugs and controlled substances.
10. Misconduct related to firearms, weapons, explosives, or dangerous substances and devices (including ammunition, air or pellet guns, paintball guns, slingshots, knives, weapons of any description, firecrackers, fireworks, dangerous chemicals or substances, or any other object or substance designed to inflict a wound or cause injury, or imitations or replicas of any such items), including the following:
  - a. Possession of any such item on University premises or at University activities or events (except as specifically authorized); and
  - b. Use or brandishing of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to, or otherwise endangers others.
11. Acts that jeopardize the safety or security of the University, the University community, or any University facilities, building, or premises, including
  - a. Intentionally damaging or destroying property by fire or explosives;
  - b. Creating or maintaining a fire or fire hazard (except as specifically authorized), including burning candles or incense or use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters;
  - c. Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems;
  - d. Failing to immediately exit any facility or building when a fire alarm or other emergency notification has been sounded, or hindering or impairing the orderly evacuation of any University facility, building, or premises;
  - e. Disobeying a directive or command by any University or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter;
  - f. Smoking in any enclosed University facility (including, but not limited to, common work areas, auditoriums, health facilities, athletic facilities, classrooms, conference rooms, private offices, libraries, lounges, hallways, campus living units, cafeterias, stairways, and restrooms), in any designated outdoor areas, or within 25 feet of an entrance, open window, ventilation intake, or similar feature of any enclosed University facility (or other violation of the Smoking Policy); and
  - g. Violations of state or local fire and fire-related ordinances.

12. Misconduct related to University computer, network, or telecommunications systems or resources, including the following:
  - a. Unauthorized use of facilities, services, equipment, account numbers, or files, including using a NetID or account assigned to another user or providing another user with access to one's NetID or account;
  - b. Reading, copying, changing, deleting, tampering with, or destruction of another user's files, software, programs, and accounts (including monitoring another user's data communications) without permission of the owner;
  - c. Use of University resources to interfere with the work of another student, a faculty member, or a University official, or that otherwise interferes with normal operation of University systems;
  - d. Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files); and
  - e. Violation of any other University policy regarding computers, networks, or electronic communication.
13. Knowingly allowing one's visitors or guests to violate this Student Code of Conduct or other University policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards.
14. Violations of the Sexual Misconduct, Stalking, and Dating and Domestic Violence Policy, including, but not limited to,
  - a. Sexual penetration without consent;
  - b. Sexual contact without consent;
  - c. Sexual exploitation;
  - d. Stalking;
  - e. Dating and domestic violence
  - f. Sexual harassment
  - g. Retaliation
15. Actions that may violate federal, state, or local laws or ordinances.
16. Violation of any other policy set forth in the *Student Handbook* or otherwise enacted and published by the University, by living units, or by another delegated authority of the University, including, but not limited to, those concerned with
  - a. Civility, Mutual Respect, and Unacceptability of Violence on Campus;
  - b. Discrimination and Harassment;
  - c. Fraternities and Sororities;
  - d. Gambling;
  - e. Hate Crimes and Bias Incidents;
  - f. Hazing;
  - g. Identification Cards (WildCARDS);
  - h. Residence Hall Policies and Procedures;
  - i. Student Organizations; and
  - j. All other University policies.

### Sanctions

When a student or student organization is found in violation of the Code of Conduct, any of the following types of sanctions may be assigned. Sanctions should be appropriate to the policy violation(s) for which they are assigned. When considering the sanctions to be imposed, a range of factors may be considered, including the

- nature, context, and severity of an incident,
- developmental needs of the student,
- level of accountability and responsibility taken by the student,
- level of cooperation from the student,
- need to stop the misconduct and prevent its recurrence,
- need to remedy and address the impact or effects of the conduct on others,
- disciplinary history of the student,
- 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 additionally 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, 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 University Suspension, Exclusion, 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 additional charges of misconduct, 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 reenroll.

### *Disciplinary Sanctions (Individual)*

**Expulsion.** Expulsion is the most serious University disciplinary action and means the permanent removal of the student from the University. Expulsion includes forfeiture of all rights and degrees not actually conferred at the time of the expulsion, notification of the expulsion to the student and student's college, permanent notation of the expulsion on the student's University records, withdrawal from all courses according to the policies of the student's college or program, and forfeiture of tuition and fees. Any student expelled from the University must refrain from visiting the University premises except when engaged in official business approved in writing by the dean of students. A student who has been expelled may never apply to be a student at Northwestern University again.

**Degree Revocation.** A student's degree is revoked. Degree revocation includes forfeiture of all rights and responsibilities associated with the degree, notification of the respondent and respondent's college, permanent notation of the degree revocation on the student's University records, and forfeiture of tuition and fees.

**Exclusion.** A status in which students are deprived of all attributes of student status and may not register, submit written 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). A student who is excluded 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 excluded must wait a minimum of two years from the time of exclusion before reapplying to the University.

A student who is excluded after having satisfied all degree requirements will not be awarded their degree until the acceptance of their 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). The student may not participate in commencement exercises until that time.

*Suspension.* A status, imposed for a minimum of one full academic quarter, in which students are removed from the University and may not register, 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). Suspension may also include the imposition of conditions for reenrollment. The maximum length of a suspension is two years; however, this may be extended to the planned degree completion date of a reporter to ensure that a respondent is not a student at the same time as a reporter.

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 or reapplication. The student may not participate in commencement exercises until the period of suspension is over.

In the event a disciplinary suspension and an academic withdrawal occur simultaneously, the two leaves of absence are to be effective consecutively, and not concurrently, unless otherwise determined by the dean of students.

*Disciplinary Probation.* A status imposed for a specific period of time to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by University policies and expectations. Any policy violations committed during the probation period may result in additional or more serious sanctions, including suspension, exclusion, or expulsion.

Probation will typically include one or more of the following conditions:

- 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 (e.g., resident assistants, peer advisers, teaching assistants);
- Restriction from attendance at University events or activities (e.g., Dance Marathon, Dillo Day);
- Restriction in their use of University resources (e.g., wireless network);
- Restriction in their entry or access to particular locations, premises, or events;
- Restriction in their contact with another member or group of members of the University community;
- Restriction on ability to study abroad;

- Additional conditions as deemed appropriate by the hearing officer/panel.

Disciplinary probation may impact other opportunities for which a student's disciplinary record is considered as a criterion for participation. Examples include study abroad and student leadership opportunities.

*Formal Warning.* Formal notice and censure 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 serious disciplinary action. Students are thus expected to reflect upon their decisions and to be mindful of how their future choices and actions may impact themselves, others, and the University community.

*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. Failure to pay a fine will result in a registration/graduation hold on the student's account.

*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 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.

*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 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.

*Housing Relocation.* Requires a student to transfer to a different residential facility or housing unit.

*Housing Suspension.* Requires a student to vacate an assigned 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. Suspended students 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 Probation.* A status, imposed for a specific period of time, to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by community standards and expectations. Any violation that occurs while on this status may result in a sanction of not less than relocation, 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.

*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.

### *Disciplinary Sanctions (Group)*

*Group Dissolution.* 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.

*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 Probation.* A status imposed on a student group or organization for a specific period of time to allow the group to reflect upon its choices and behavior and to demonstrate the ability to abide by University policies and expectations. Any policy violations committed during the probation period may result in additional or more serious sanctions, including dissolution or group suspension.

Group Probation will typically include one or more of the following conditions:

- Restriction on representing Northwestern University in any official capacity;
- Restriction from participation in University-affiliated programs, events, and/or activities;
- Restriction in the group's use of University resources (e.g., ability to receive University affiliated funding)
- Restriction in the group's entry or access to particular locations, premises, or events;
- Restriction in the group's coprogramming with other groups or organizations on campus;
  - Additional conditions as deemed appropriate by the hearing officer/panel.

*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.

*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. Fines for student groups and organizations will be assessed to the student group as a whole.

*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 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.

### *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

*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 Counseling and Psychological Services, Health Services, or other appropriate professional and follows through with the recommendations of the professional.

*Restorative Actions.* Requiring a student to engage in actions to restore the impact of a violation and repair the harms resulting from misconduct on other members of the community. These actions may include letters of apology, drafting and implementing a plan of resolution, engaging in restorative justice conferences, and developing plans for reintegration.

*Parent or Family 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 Student Conduct and Conflict Resolution.

### **Responsible Action Protocol**

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

Because the University understands that fear of possible disciplinary actions may unnecessarily deter certain requests for emergency assistance, the University has adopted the following Responsible Action Protocol (RAP) to alleviate such concerns and promote responsible action on the part of students.

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

The University will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged policy violations by the reporting student. This means that through the University conduct system, students will not be found responsible for alcohol- or drug-related policy violations and sanctions will not be issued. However, the incident will be documented, and educational, community, and health interventions—as well as contact with a student's parents or family—may be required. The protocol does not protect repeated, flagrant, or serious violations of the Student Code of Conduct (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police (including officers from the Northwestern University Police Department) or other legal authorities.

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



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

Failure of students or student organizations to take responsible action in an emergency situation where action is clearly warranted, however, will void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions.

For more information about the RAP, see [www.northwestern.edu/student-conduct/conduct/code/rap.html](http://www.northwestern.edu/student-conduct/conduct/code/rap.html).

### **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 Student Conduct and Conflict Resolution and are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA) and University policy.

Disciplinary matters that result in suspension, exclusion, 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, exclusion, 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. Disciplinary matters resolved by the Office of Student Conduct are not recorded on a student's transcript.

The University may also report disciplinary matters that remain unresolved and pending at the time a student left or withdrew from the University, as required or permitted by law and University policy. Records of pending matters are kept indefinitely; once resolved, they are kept and maintained according to the policies stated above. Any response to a request for student disciplinary records will include a statement explaining the University's policy regarding retention and reporting of disciplinary records.

## RESIDENCE HALL AND HOUSING POLICIES AND PROCEDURES

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

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

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. Failure to comply with any University policies and procedures, including those outlined here, will result in action through the student conduct system, known as the University Hearing and Appeals System, as is outlined on page 65 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.

### Declaration of Responsible Living

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

#### *Bill of Rights*

The basic rights of a resident include

- The right to read, study, and live free from undue interference, unreasonable noise, and other distractions that inhibit the exercise of this right;
- The right to expect that others will respect one's personal belongings;
- The right to a reasonably clean environment in which to live, including the right to a smoke-free environment;
- Except when there is a significant threat to health or safety or violation of University policy, the right to uninhibited access to one's room and to the facilities provided in the residence hall;
- The right to personal privacy;
- The right to 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.

#### *The Social Contract*

The basic responsibilities of a resident include

- Treating other residents with respect and consideration and guaranteeing them their individual rights;
- Understanding all policies necessary for the hall community to function and abiding by those policies (contained in the *Student Handbook*, Residence Hall Rules and Regulations, housing contract, and other official University publications and postings);

- Being responsive to all reasonable requests from fellow students;
- Being responsive and cooperative in all dealings with residence hall staff members and other University officials; and
- Accepting responsibility for personal and community safety; e.g., refraining from misusing safety equipment, propping open security doors, and losing, forgetting, or duplicating keys or access devices.

## **Residence Hall Policies and Procedures**

The policies and procedures outlined below are included in the residence and board contract between student residents and Northwestern University. As such, all residents are responsible for complying with these policies and procedures. For the most up-to-date version of these provisions, see [www.northwestern.edu/living/about-us/policies/index.html](http://www.northwestern.edu/living/about-us/policies/index.html).

### *General*

1. Residents are held responsible for actions or violations that take place in their rooms (whether or not they are present) and for actions or violations of their visitors and guests.
2. In conjunction with Student Code of Conduct policy 7, 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 housing assistants, and community service officers. This includes the expectation that residents and their guests comply with requests such as responding, 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.

### *Occupancy*

3. Only approved residents may remain in the residence halls during break periods. Residents not approved must check out of their residence hall within 24 hours of their last scheduled final exam each quarter. In addition, all residents must check out and remove all personal belongings from the residence halls within 24 hours of their last scheduled final exam in June. Storage of personal belongings over the summer months in any space within the residence halls is prohibited. Northwestern University will not be responsible for any loss due to fire, theft, or other casualty.
4. 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.
5. Residents or guests may not occupy or sleep in common areas of the residence hall.
6. No individual resident or guest may use the residence hall's washroom facilities designated for use by the opposite gender.

### *Prohibited Items*

7. The Evanston housing code forbids the use or storage in sleeping rooms of any appliances for cooking or heating food or beverages, including, but not limited to,
  - a. microwaves,
  - b. hot plates,

- c. crock pots,
- d. coffee pots,
- e. blenders, or
- f. toaster ovens

The Evanston housing code also forbids the use in sleeping rooms of all heat producing appliances, such as

- a. irons.

8. 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 are permitted except for hanging blankets, tapestries, rugs, or fishnets, provided the decorations do not cover more than 50 percent of the wall or window space. Combustible decorations must not be put on the ceiling, in the entryway, on the door, or near heat sources such as radiators or light bulbs. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings is prohibited. No decorations, flags, banners, or other items may be hung on the exterior or draped from a window or doorway of any residence hall. Signs or posters in windows or on doors must have the approval of all roommates and are subject to the approval of the University.
  - c. Lighted candles, live holiday trees, holiday or decorative lights, and lit incense are prohibited.
  - d. Fireworks, explosives, and incendiary materials are prohibited. The possession or use of firearms or other weapons of any description and for any purpose is prohibited.
  - e. Bicycles may not be stored in any area of a residence hall other than in areas specifically designated for such use. Bicycles parked in stairwells or on ramps, attached to handrails, or otherwise impeding egress from a building will be removed at the bicycle owner's expense. Bicycles inappropriately parked in the common areas surrounding residence halls may also be removed. No motorcycle or other motor vehicle is permitted to be brought into any area of any residence hall for storage or for any purpose whatsoever.
  - f. The installation of air conditioners by residents is prohibited.
  - g. The building, installation, or use of "lofts," or any structures used to increase the height of the bed, including, but not limited to, cinder block, wooden platforms, and bed risers, is prohibited.
  - h. The use or possession of water beds is prohibited.
  - i. No pets or animals of any kind (except for documented and approved service and assistance animals) are permitted in the residence halls at any time for any reason.

### *Facility Use*

9. Rooms must be maintained in good sanitary condition and must be returned in as good repair as when possession was taken, ordinary wear and tear excepted. Damages to students' rooms, including costs for replacing missing furnishings, will be charged to the last known student occupants of that room. Damages to the public areas of a residence hall, including costs for replacing missing furniture and other furnishings, that cannot be attributed to specific individuals or groups, will be charged to all residents of the smallest applicable area of the hall, the total being divided equally. Assessments for damages are made quarterly (and more frequently, at the discretion of hall governments)

- by the University. Residence hall funds derived from maintenance fees and, in some cases, social dues may be used to pay assessments for damages to public areas.
10. No surface of any room may be painted except in accordance with the University's room painting policy.
  11. 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.
  12. All University furnishings and fixtures must remain in the room at all times. Furniture in lounges and common areas must not be removed.
  13. 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 access points to transmit data to or from the University's or a private network is prohibited. No cameras or recording devices may be installed in any area of the residence hall.
  14. In conjunction with the Public Showing of Copyrighted Videos and Material Policy on page 61, residents may not show copyrighted videos or materials outside of their own rooms.
  15. Playing musical instruments in any resident's room is prohibited.
  16. Engaging in physical games of any kind in the residential facilities is prohibited.
  17. Residence halls 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. 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 access for nonresidential purposes. Any exception to this policy requires written approval from the executive director of residential services.
  18. No one is permitted to place materials on, at, or under resident room doors unless for official University business or communication between known acquaintances. At no time and under no circumstances will door-to-door solicitation be permitted within the residence halls.
  19. Residents interested in posting information in residence halls must contact the residence director responsible for the building in question for permission and public posting locations. For additional information about posting, see "Campus Publicity" on page 63.

### *Fire Safety*

20. Fire alarms, automatic sprinklers, extinguishers, and other devices are provided for the safety of residents in case of fire. Exiting through an alarmed security door (except in case of emergency) or propping open, disabling, or tampering with a fire door is prohibited. Tampering with these devices or using them for other purposes is prohibited. Fire exit drills for residence halls are required by Illinois and Evanston law. All occupants

of a residence hall must leave the building during a fire alarm or exit drill. Sounding a false alarm is a violation of city and state law and University 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. When responsible individuals cannot be identified, residence hall governments may be assessed.

21. Under Illinois law, a person commits aggravated arson when, by means of fire or explosive, he or she knowingly damages, partially or totally, any building, and he or she knows, or reasonably should know, that one or more persons are present therein. Aggravated arson is a Class X felony; imprisonment of not less than six years, without probation, must be sentenced upon conviction.
22. In conjunction with Student Code of Conduct Policy 11f, smoking, including, but not limited to, cigarettes, ecigarettes, and hookahs, is prohibited in all areas of all residence halls, 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.

### *Access and Keys*

23. All keys are the property of Northwestern University. Residents are prohibited at all times from giving and/ or loaning their keys to anyone for any reason. Any duplication of University keys is strictly prohibited. Replacements for lost keys must be obtained from the neighborhood desk. If a room door key is lost, the door lock is automatically changed, for which the charge (including a new key) is \$196. Replacing other keys such as front door keys, security door keys, and mailbox keys may have additional charges. If a key is broken, it will be replaced without charge, provided the portion of the key with the identification numbers is returned to the neighborhood desk.
24. Any student vacating a residence hall for any reason—including, but not limited to, withdrawal from the University, moving to a different residence hall, and vacating the hall at the end of the academic year in June—must return all keys within 24 hours. Failure to return any key within this time limit will be cause for the assessment of damages as specified in the residence and board contract and an improper checkout charge.
25. Residents are prohibited from entering onto roofs, balconies, fire escapes, or other restricted areas for any purpose except in case of an emergency.

### *Quiet Hours and Noise*

26. 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. In addition to courtesy hours, quiet hours are established and enforced according to the following procedures.
  - a. *Defining quiet hours.* Quiet hours identify times when quiet is essential and required. Generally, during quiet hours, any noise that prevents a resident (who is in their room with the door closed) from sleeping or studying is unreasonable.
  - b. *Establishing quiet hours.* The students in each residential community, working with their resident/graduate housing assistants, determine their quiet hour standards at the beginning of each academic year. Quiet hours cannot be less than
    - Midnight to 8:00 a.m., Sunday through Thursday nights, and

- 1:00 a.m. to 10:00 a.m., Friday and Saturday nights.

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

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

c. *Enforcing quiet hours.* Residents are encouraged to post their quiet-hour standards to advise all residents and their guests. Residents are expected to talk directly with persons causing noise and respectfully ask them to reduce the noise. If a resident does not honor a reasonable request to reduce the noise, a resident/graduate housing assistant should be contacted for assistance.

### *Guests*

26. Only residents assigned by Northwestern University may reside in their assigned rooms; residents may not invite or permit any other person to reside in their assigned room or in any other area of the residence hall.
27. 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.
28. 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 security monitor on duty.

### *Information Technology*

30. All telecommunication services in the residence halls—including, but not limited to, telephone and data services—are provided exclusively through Northwestern University Information Technology (NUIT). Residents agree to comply with the policies and procedures for NUIT Residence Hall Telephone and Data Services and agree to pay all charges incurred. One data port per resident is provided per room as part of the room rental charge; residents must provide their own computers. Operation of file or web servers is prohibited.
31. NUIT will repair without charge all interior telecommunication wiring to ports in student rooms, except when damage to ports or wiring is caused by vandalism or tampering with the ports, lines, or equipment. In the case of such damage, NUIT will perform the repair and charge the cost of the repair to the person or persons responsible.

## **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 typically lasts three to five weeks and permits staff to ensure that all residents have returned and to account for any vacant spaces. The residence hall staff is notified when the freeze has been lifted.
2. *Room changes for freshmen.* As stated in the freshman housing brochure, freshmen

are not eligible to change rooms until winter quarter unless otherwise directed or authorized by the University. The first date that freshmen may request a room change is the first day of classes of winter quarter. Forms are processed in the order that they are received, according to their time stamps. Room change request forms are available online at [www.northwestern.edu/living/](http://www.northwestern.edu/living/) and may be submitted electronically. Students wishing to submit a form in person may do so. Residential Services opens at 8:30 a.m.

3. *Room changes for transfer students and upperclassmen.* Transfer students and upperclassmen may make a room change request starting on the first day of fall quarter classes. Residential Services opens at 8:30 a.m.
4. *Waiting lists for room changes.* Students can add themselves to waiting lists for up to three buildings and can specify what type of room (i.e., a single or a double) they seek. If a specified roommate is desired, the students should submit their room change paperwork together.

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

In general, to be competitive for space in a residential college, the student must either already live in that facility or be a nonresident member of that residential college and have a room change form. Spaces in residential colleges will be filled first by nonresident members of the college in the order they sign up for the waiting list and then, if space is still available, can be offered to anyone interested in living in the building.

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

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

### *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.

### *Housing Logistics*

1. *Student government membership.* Signing the residence and board contract automatically constitutes acceptance of membership in the respective student government of the hall to which a student is assigned, with all rights, privileges, and responsibilities of such membership.
2. *Moving out and damages.* Residents are responsible for following University and Residential Services policies and procedures when moving out of a room. In addition, residents may be responsible for damage to their room and residence facilities, including lost or unreturned keys and access devices. Failure to comply with these procedures may result in charges.
3. *Roommate changes.* Please contact a resident/graduate housing assistant or residence director with any questions or concerns.

## SEXUAL MISCONDUCT, STALKING, AND DATING AND DOMESTIC VIOLENCE

### Policy Statement

Northwestern University has adopted the following standards of conduct for all members of our community—students, faculty, administrators, staff, vendors, contractors, and third parties—with respect to sexual misconduct, stalking, and dating and domestic violence. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

### Reason for Policy/Purpose

Northwestern University is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form, including but not limited to, sexual assault, stalking, and dating and domestic violence. Our community expects that all interpersonal relationships and interactions—especially those of an intimate nature—be grounded upon mutual respect, open communication, and clear consent.

When learning of conduct or behavior that may not meet these standards, community members are expected take an active role in upholding this policy and promoting the inherent dignity of all individuals.

### Policy/Procedures

#### *I. Consent*

Consent represents the cornerstone of respectful and healthy intimate relationships. Northwestern University strongly encourages its community members to communicate – openly, honestly and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity. Under Illinois law, a person must be at least 17 years of age in order to give consent; it is illegal in Illinois for a person 18 or older to commit sexual acts on a person under the age of 18 if they have a position of authority or trust over the victim.

The relevant standard that will be applied to determine whether consent was present is whether a sober, reasonable person in the same position should have known that the other party could not consent to the sexual activity.

A. For purposes of this policy, *consent is present when clearly understandable words or actions manifest a knowing and voluntary agreement to engage in specific sexual or intimate conduct.*

This means that, in order for consent to exist, consent must be: knowing, active, voluntary, and present and ongoing.

- *Knowing.* Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- *Active.* Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This

means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

- *Voluntary*. Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity).
- *Present and ongoing*. Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.

B. Consent is not present when an individual is *incapacitated*, voluntarily or involuntarily, due to age (see above) or physical condition (sleep, lack of consciousness, alcohol, drugs), or disability that impairs the individual’s ability to provide consent. Incapacitation due to physical condition includes the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. Other signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation due to alcohol may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which they appear to be giving consent, but does not actually have conscious awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication. Northwestern University considers sexual contact while under the influence of alcohol to be risky behavior. Alcohol impairs a person’s decision-making capacity, awareness of the consequences, and ability to make informed judgments. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not excuse one from the responsibility to obtain consent.

## II. Prohibited Conduct

Northwestern University does not tolerate sexual misconduct of any form, including but not limited to, sexual assault, stalking, and dating and domestic violence. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members.

Therefore, the University prohibits the following actions. An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. Community members may also be held responsible for any misconduct by their visitors and guests.

A. *Sexual Penetration without Consent*: Any penetration of the sex organs, anus, or mouth of another person when consent is not present. This includes penetration or intrusion, however slight, by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.

B. *Sexual Contact without Consent*: Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or any other contact of a sexual nature (including by bodily fluids), when consent is not present. This includes contact done directly, through clothing, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch, fondle, or contact oneself or someone else.

C. *Sexual Exploitation*: Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's full knowledge and consent;
- Indecent or lewd exposure or inducing another person to expose themselves when consent is not present (breast feeding a child is not indecent);
- Recording any person engaged in sexual or intimate activity in a private space without that person's full knowledge and consent;
- Distributing sexual or intimate information, images or recordings about another person without that person's full knowledge and consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

D. *Stalking*: A course of conduct directed at a specific person that is unwelcome and that would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer other emotional distress.

Conduct that can amount to stalking may include any actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means), including but not limited to,

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person's property, residence, or place of employment;
- Monitoring, observing or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person's property (including pets); or
- Engaging in other unwelcome contact.

E. *Dating Violence and Domestic Violence*: Intimidation, harassment, physical abuse, or interference with personal liberty of any person who is a current or former spouse, intimate partner, domestic partner, dating partner, or member of one's family or household.

Individuals encompassed in this definition include, but are not limited to: persons who have or have had a dating or engagement relationship; persons who have or have had a social relationship of a romantic or intimate nature; current or former spouses, domestic partners, parents, children, stepchildren and other persons related by blood or by current or prior marriage; persons who share or formerly shared a common dwelling; persons who have or allegedly have a child in common; persons who share or allegedly share a relationship through a child; and personal assistants and personal caregivers for the elderly or disabled.

F. *Sexual Harassment*: Sexual harassment is any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favors as a basis for academic or employment decisions; conduct that creates a hostile, intimidating or offensive academic or working environment; conduct that has the effect of unreasonably interfering with an individual's work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity.

Some examples of sexual harassment may include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for or forced sexual activity
- Unnecessary references to parts of the body
- Remarks about a person's gender or sexual orientation
- Sexual innuendoes or humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Stalking or cyberbullying that is based on gender or sex
- Email, texting ("sexting") and Internet use that violates this policy
- Sexual assault or violence

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment. For more information about sexual harassment, please see the University's complete Policy on Sexual Harassment.

### *III. Retaliation*

Northwestern University strictly prohibits any retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual misconduct. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual will be addressed in the most serious way by Northwestern, and individuals who engage in such actions are subject to disciplinary action that may include suspension, exclusion, or dismissal from the University. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Deputy Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

#### *IV. Amnesty for Sexual Misconduct Complainants and Witnesses*

Northwestern University encourages reporting of sexual misconduct and seeks to remove any barriers to an individual/group making a report. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. *An individual (group) who (that) reports sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the University for their (its) own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk.*

The University may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from the University.

Amnesty will not be extended for any violations of University policy other than alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

#### *V. Title IX Statement*

It is the policy of Northwestern University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Northwestern has designated Title IX Coordinators to coordinate Northwestern's compliance with and response to inquiries concerning Title IX. For more information about Title IX, please go to [www.northwestern.edu/provost/policies/title-ix/index.html](http://www.northwestern.edu/provost/policies/title-ix/index.html). A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 1-800-421-3481.

#### *VI. Resources, Response, and Reporting*

A. *Privacy/Sharing of Information.* All reports and information concerning conduct that is inconsistent with this policy will be handled discreetly, with facts made available to those who need to know to respond, investigate, and/or resolve the matter.

B. *Confidential Advice and Counseling Services.* The following resources are available to discuss incidents and issues related to sexual misconduct on a confidential basis. These confidential sources can advise individuals about resources, services, and options available both on- and off-campus. Because of the confidential nature of the relationship, disclosing information to or seeking advice from a confidential counselor does not constitute reporting an incident to the University and therefore will not result in any formal response or intervention by Northwestern officials.

CARE: *Center for Awareness, Response, and Education*

(Central location for students to seek advice, support and advocacy about sexual misconduct, sexual violence, stalking, and domestic/dating/relationship violence)

Evanston campus: 633 Emerson Street, third floor

Monday–Friday, 8:30 a.m.–5 p.m.

847-491-2054, [care@northwestern.edu](mailto:care@northwestern.edu), [www.northwestern.edu/care](http://www.northwestern.edu/care)

*Counseling and Psychological Services (CAPS)*

(Provides counseling services to students; also provides a counselor on-call 24 hours a day)

Evanston campus: 633 Emerson Street, second floor

847-491-2151 (24 hours)

Chicago campus: Abbott Hall, fifth floor, 710 North Lake Shore Drive

312-503-0936 (Monday–Friday, 8:30 a.m.–5 p.m.; after hours, call 847-491-2151)

[www.northwestern.edu/counseling](http://www.northwestern.edu/counseling)

*Women's Center Counseling Services*

(Provides counseling services for faculty, students and staff members)

Evanston campus: 2000 Sheridan Road

847-491-7360 Monday–Friday, 8:30 a.m.–5 p.m.

Chicago campus: Abbott Hall, Suite 1400, 710 North Lake Shore Drive

(312) 503-3400 (Monday, Tuesday, Thursday, 8:30 a.m.–5 p.m.)

[s-walz@northwestern.edu](mailto:s-walz@northwestern.edu), [www.northwestern.edu/womenscenter](http://www.northwestern.edu/womenscenter)

*Office of Religious Life*

(Provides spiritual counseling and advice for all members of the University community)

Evanston campus: 1870 Sheridan Road

847-491-7256 (Monday–Friday, 8:30 a.m.–5 p.m.; after hours call 847-864-7865)

[chaplain@northwestern.edu](mailto:chaplain@northwestern.edu), [www.northwestern.edu/religious-life](http://www.northwestern.edu/religious-life)

*NU Life Matters*

(Provides confidential crisis intervention and short-term counseling for faculty and staff, as well as their household family members at no cost)

855-547-1851, [www.northwestern.edu/hr/work-life/nu-life-matters.html](http://www.northwestern.edu/hr/work-life/nu-life-matters.html)

*Emergency Hotlines*

(Not staffed by or affiliated with Northwestern)

Chicago Metro Rape Crisis Hotline (YWCA): 888-293-2080

Chicago Domestic Violence Line: 877-863-6339

Evanston Domestic Violence Line (YWCA): 877-718-1868

LGBT Anti-Violence Project (Center on Halsted): 773-871-2273

*C. Reporting Incidents to the University.*

The University strongly encourages all individuals to report incidents of sexual misconduct to University officials. All University employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to report sexual misconduct of which they become aware, unless they have a recognized confidentiality privilege.

The offices identified below are specially trained to work with individuals who report sexual misconduct, and have knowledge about on- and off-campus resources, services, and options – including possible interim actions and accommodations identified in section F, below.

*Title IX Coordinator*

(Reports about all forms of sexual misconduct)

Joan Slavin, Title IX Coordinator

Evanston campus: 633 Clark Street, Room 2-636

847-491-3745, [j-slavin@northwestern.edu](mailto:j-slavin@northwestern.edu),

[www.northwestern.edu/provost/policies/title-ix/index.html](http://www.northwestern.edu/provost/policies/title-ix/index.html)

*University Sexual Harassment Prevention Office*

(Sexual harassment complaints)

Joan Slavin, Director and Title IX Coordinator

Evanston campus: 633 Clark Street, Room 2-636

847-491-3745, [sexual-harassment@northwestern.edu](mailto:sexual-harassment@northwestern.edu),

[www.northwestern.edu/sexual-harassment](http://www.northwestern.edu/sexual-harassment)

*Office of Equal Opportunity and Access*

(Discrimination and harassment complaints, including Title IX sex discrimination complaints)

Roberto Sanabria, Director and Deputy Title IX Coordinator  
for sex discrimination complaints

Evanston campus: 720 University Place

847-491-7458, [eco@northwestern.edu](mailto:eco@northwestern.edu), [www.northwestern.edu/hr/eo](http://www.northwestern.edu/hr/eo)

*Office of Student Conduct and Conflict Resolution*

(Student-to-student discrimination, harassment, sexual harassment, and sexual violence complaints)

Tara Sullivan, Director and Deputy Title IX Coordinator  
for sexual misconduct complaints against students

Evanston campus: 601 University Place, lower level

(847) 491-4582, [student-conduct@northwestern.edu](mailto:student-conduct@northwestern.edu), [www.northwestern.edu/student-conduct](http://www.northwestern.edu/student-conduct)

## Other Reporting Options

*EthicsPoint*

[www.northwestern.edu/ethics/](http://www.northwestern.edu/ethics/)

*NUhelp* (for reports about students)

[www.northwestern.edu/nuhelp](http://www.northwestern.edu/nuhelp)

*D. Medical Assistance and Preservation of Evidence.* Individuals who experience sexual misconduct are strongly encouraged to seek immediate medical attention in order to treat injuries, test for and treat sexually transmitted infections, test for pregnancy, and access emergency contraception (if requested). In addition, a hospital can perform a rape evidence collection procedure and test for “date rape” drugs.

If possible, an individual who has been sexually assaulted should not shower, bathe, douche or change clothes or bedding before going to the hospital or seeking medical attention. If the individual decides to change clothes, he or she should not wash the clothes worn during the assault and should bring them to the hospital or medical facility. These steps are important to help preserve evidence for possible use in legal actions or



requests for a civil no-contact order and/or an order of protection. Because evidence dissipates quickly, individuals who wish to preserve evidence are encouraged to seek medical attention within 48 hours (and no more than 86 hours) of the incident.

Medical services are available from the following resources on or near campus:

*Northwestern University Health Services*

Evidence collection kit cannot be provided; CARE staff can be contacted to provide support services, if desired.

Evanston campus: 633 Emerson Street 847-491-8100 (doctor on call 24 hours)  
8:30 a.m.–5 p.m. (Monday, Wednesday–Friday); 8:30 a.m.–6 p.m. (Tuesday), and 9–11:30 a.m. (Saturday); closed Sunday

*Evanston Hospital, Emergency Department (24 hours)*

Evidence collection kit available; Evanston Victim Services advocate will be present to provide support services, if desired.

2650 Ridge Avenue, Evanston, Illinois 60201  
847-570-2111

*Northwestern Memorial Hospital, Emergency Department (24 hours)*

Evidence collection kit available; Advocate from Rape Victim Advocates will be present to provide support services, if desired.

251 East Erie Street, Chicago, Illinois 60611  
312-926-5188

Under Illinois law, medical personnel are required to alert police when it reasonably appears that the person requesting the treatment has received an injury sustained as a victim of a criminal offense, including sexual assault or violence (but individuals have the right to refuse to speak to police).

*E. Reporting Incidents to Law Enforcement.* Individuals are encouraged to report incidents of sexual misconduct to campus or local law enforcement officials. The Northwestern University Police Department has officers who are specially trained to work with individuals reporting sexual misconduct. Upon request, University officials (including individuals from CARE, the Dean of Students Office, or Human Resources) are available to assist an individual in contacting and/or notifying the police. Individuals also have the right to decline to report incidents to law enforcement.

*Northwestern University Police Department*

Evanston campus: 1201 Davis Street  
847-491-3456 (24 hours)

Chicago campus: 211 East Superior Street 312-503-3456  
[www.northwestern.edu/up](http://www.northwestern.edu/up)

*Evanston Police Department*

1454 Elmwood Avenue, Evanston, Illinois 60201

911 or 847-866-5000 (24 hours)  
[www.cityofevanston.org/police](http://www.cityofevanston.org/police)

Chicago Police Department, 18th District (covers Chicago campus)  
 1160 North Larrabee Avenue, Chicago, Illinois 60610  
 911 or 312-744-4000 (24 hours)  
[www.chicagopolice.org](http://www.chicagopolice.org)

F. *Interim Actions and Accommodations*. Individuals who have experienced sexual misconduct may seek reasonable accommodations in their academic, living, transportation or working situations. Such accommodations are available regardless of whether the individual chooses to report the crime to campus police or local law enforcement or to file a formal complaint with the University. In addition, University officials can also assist individuals to contact relevant local authorities (such as Evanston Victim Services or rape victim advocates) to obtain civil no contact orders and/or orders of protection.

#### *VII. General Process and Procedures for Investigation and Resolution of Alleged Violations of Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence*

The University will investigate and resolve complaints under this policy in accordance with the applicable procedures below. Violations of this policy will result in disciplinary actions, which can include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, demotion, exclusion, expulsion, and termination of employment, including revocation of tenure.

A. *For Students*. The Office of Student Conduct and Conflict Resolution in the Division of Student Affairs handles investigation and resolution of complaints against students under this policy. See here for process and procedures: [www.northwestern.edu/student-conduct/conduct/formal/index.html](http://www.northwestern.edu/student-conduct/conduct/formal/index.html)

B. *For Faculty/Staff*. The Office of Sexual Harassment Prevention investigates complaints of sexual misconduct, including sexual harassment, except for complaints against students. For complaint resolution procedures, go to [www.northwestern.edu/sexual-harassment/guidelines/index.html](http://www.northwestern.edu/sexual-harassment/guidelines/index.html)

The Office of Human Resources should be notified of any alleged stalking or domestic violence complaints involving staff or faculty under this policy. Human Resources, in consultation with the appropriate offices, will investigate and work to resolve the matter. [www.northwestern.edu/hr/hr-services/index.html](http://www.northwestern.edu/hr/hr-services/index.html)

For information on filing a police report for violations of this policy, please contact the Northwestern University Police Department and see information below: [www.northwestern.edu/up/crime/awareness/sexual-assault-rape-drugs.html](http://www.northwestern.edu/up/crime/awareness/sexual-assault-rape-drugs.html); [www.northwestern.edu/up/crime/awareness/harassing-communications.html](http://www.northwestern.edu/up/crime/awareness/harassing-communications.html)

*VIII. Northwestern University Statement on the Violence Against Women Act (VAWA)*

In addition to this Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence, please see the University's statement of policy, as required under the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. As stated therein, the University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking as defined by federal law, Illinois law, and University policy.

## DISCRIMINATION, HARASSMENT, AND BIAS

### Discrimination and Harassment

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence. (For more information about sexual harassment, please see pages 52–53.)

Examples of discrimination and harassment may include

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

The University's full Policy on Discrimination and Harassment and Title IX Statement can be found at [www.northwestern.edu/sexual-harassment/discrimination](http://www.northwestern.edu/sexual-harassment/discrimination). A brochure with all of this information can be found and printed at [www.northwestern.edu/sexual-harassment/docs/discrimbrochure.pdf](http://www.northwestern.edu/sexual-harassment/docs/discrimbrochure.pdf).

### Hate Crimes and Bias Incidents/Respect NU

At Northwestern we are committed to maintaining an open and supportive environment, free of acts of bias, hate, discrimination, harassment, and all other forms of coercion that impede academic freedom or diminish the dignity of any member of the University community.

It is the policy of Northwestern University not to discriminate or to permit discrimination 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, or genetic information in matters of admissions, employment, housing, or services, or in the educational programs or activities it operates in accordance with University commitment and civil rights legislation.

Furthermore, Illinois law provides for criminal and civil penalties against an individual who commits crimes against another person because of such person's race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin (hate crimes). A bias incident is an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor (regardless of whether the act is criminal). Sanctions may be imposed for students found to have committed hate crimes and for bias incidents that involve

conduct that violates laws or University policies, specifically including the University's Discrimination and Harassment Policy.

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

- Investigate and document the incident
- Provide resources and support to individuals affected by such incidents, and
- Take appropriate remedial and corrective actions to address the incident.

For comprehensive information about bias and hate incidents, including multiple avenues for reporting such events, visit the Respect NU website at [www.northwestern.edu/inclusion/respectnu](http://www.northwestern.edu/inclusion/respectnu).

Additional information about the University's response to hate and bias incidents affecting students is available by contacting Lesley-Ann Brown, Director of Campus Inclusion and Community, 847-467-3419, [www.northwestern.edu/inclusion](http://www.northwestern.edu/inclusion).

## HAZING

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

- 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;
- Creation of excessive fatigue, sleep deprivation, or interference with scholastic activities, including late-night work sessions, meetings, or sleepovers;
- Physical and psychological shocks, including line-ups, 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, quests, treasure hunts, scavenger hunts, or any other such activities carried on outside the confines of the immediate University area;
- Costuming, alteration of appearance, blindfolding (except as part of a formal, approved ritual), or wearing of uniforms or apparel that is conspicuous and not normally in good taste;
- Engaging in degrading or humiliating games, activities, stunts, or buffoonery, including requiring, encouraging, or expecting individuals to carry, possess, or maintain objects or items;
- Consumption of alcohol, food, drinks, or other substances or concoctions;
- 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 (e.g., “Sir” or “Miss”);
- Taking, withholding, or interfering with an individual’s keys, wallet, money, credit or bank cards, identification, mobile phone/device, or other 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.

Acceptance of or consent to an activity on the part of a new member or individual does not justify participation in or sponsorship of the activity. Any violation of this policy should be reported to the dean of students (847-491-8430), the Office of Student Conduct and Conflict Resolution (847-491-4582), or online via the NUhelp website ([www.northwestern.edu/studentaffairs/dosF/nuhelp.html](http://www.northwestern.edu/studentaffairs/dosF/nuhelp.html)).

Individuals, as well as groups of students and student organizations, may face disciplinary sanctions (up to and including removal or exclusion from the University) for acts of hazing. Hazing activities may also violate the Illinois Hazing Act, 720 ILCS §5/12C-50, which carries criminal penalties of up to three years' imprisonment and a \$25,000 fine.

## 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 Student Conduct and Conflict Resolution and the University Hearing and Appeals System or other designated resolution procedure.

### Addresses

It is the responsibility of the student to keep the University informed of up-to-date permanent and local address and telephone information as well as emergency contact information. All changes should be reported promptly through CAESAR under personal portfolio. Changes to parent addresses must be reported to the Office of the Registrar. Instructions can be found on the Office of the Registrar website: [www.registrar.northwestern.edu](http://www.registrar.northwestern.edu).

### Alcohol

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

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

Federal law permits a student's parent(s) or legal guardian(s) to be informed regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the University that the student's use or possession of alcohol or a controlled substance constitutes a violation of a University policy and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s). See FERPA guidelines at the Office of the Registrar's website, [www.registrar.northwestern.edu/academic\\_records/FERPA\\_policy.html](http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html).

The University also regularly publishes a Policy on Drugs and Alcohol pursuant to federal mandates under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which mandate the creation and maintenance of academic and working environments free from illicit drug use and alcohol abuse. Northwestern fully supports the objectives of these laws and their companion regulations. The full policy statement provides further amplification of the additional policies regarding alcohol and drugs found in the *Student Handbook* and can be found at [www.northwestern.edu/alcohol-resources/media/pdfs/policy.pdf](http://www.northwestern.edu/alcohol-resources/media/pdfs/policy.pdf).

### *Undergraduate Residence Halls and Fraternity and Sorority Houses*

Students living in undergraduate residence halls who are 21 years of age or older may consume alcohol in the privacy of their rooms so long as the only individuals under 21 are the students' roommate(s), the event does not become public, and the number of individuals



present does not exceed double the occupancy of the sleeping quarters (e.g., four people in a double room). Students living in fraternity/sorority houses or healthy living units are not permitted to consume alcohol in their residence regardless of age.

Students under the age of 21 may not consume or possess alcohol. Students under the age of 21 may not be in the presence of alcohol in undergraduate residence halls unless the persons in possession of the alcohol are the student's 21-or-over roommate and 21-or-over guests.

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

### ***Graduate and Professional Residence Halls***

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

### ***Other Campus Policies***

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

### ***Within the City of Evanston***

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

### **Athletic Facilities Policies of Conduct**

Students are not permitted to drink or possess alcoholic beverages in Ryan Field, Welsh-Ryan Arena, or other athletic facilities whether or not there is a scheduled University

athletic event. At and during a scheduled University athletic event, students may not distract other patrons or interfere with the progress of any event by the use of cameras, stadium horns, radios, or miscellaneous items such as banners, signs, placards, etc. Also, students must have authorization to be permitted on the floor, field, track, or playing surface of any athletic facility while an event is in progress.

### **Behavioral Consultation Team**

Pursuant to the Illinois Campus Security Enhancement Act of 2008, all institutions of higher education in Illinois are required to develop and implement campus threat assessment teams. Northwestern's Behavioral Consultation Team (BCT) conducts threat assessments; addresses aberrant, dangerous, or threatening behavior that might impact the safety or well-being of the campus community; and provides guidance and best practices for preventing violence and providing supportive services.

The BCT is a multifunctional group that helps to coordinate identifying, assessing, and intervening with members of the University community who are in significant distress, especially those who may pose a threat of harm to themselves or others or whose behavior is significantly impacting the community in a detrimental way.

The BCT consists of a variety of campus officials in areas related to student behavior, including the Dean of Students Office, Counseling and Psychological Services, Human Resources, and University Police. Team members meet regularly or upon demand if the situation warrants it.

University faculty, staff, and students are strongly encouraged to report violent, potentially violent, and threatening behavior, in a timely manner, to University officials and 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 University Police at 847-491-3456 or visit the website [www.northwestern.edu/up/crime/threat-assessment.html](http://www.northwestern.edu/up/crime/threat-assessment.html).

### **Bicycles**

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

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

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

read the complete set of Evanston ordinances regarding bicycles, see the Evanston City Code (Title 10, Chapter 9) at [www.cityofevanston.org/government/city-code](http://www.cityofevanston.org/government/city-code).

Bicycles stored or parked on campus must be registered with the University Police Department. Registration is free of charge and may be completed online at [www.northwestern.edu/up/special/bike-registration-locks.html](http://www.northwestern.edu/up/special/bike-registration-locks.html). Bicycles that are properly registered with the police are much easier to identify and recover should they be stolen or removed.

Owners are highly encouraged to lock and secure their bicycles at all times. Bicycles must be kept in designated areas, which include bicycle racks and bicycle storage rooms. Bikes that are locked to anything other than designated bike parking areas, including those secured to railings, stairwells, handicapped-access ramps, posts, or benches or that are parked in hallways, doorways, or rooms in residence halls or academic buildings, create a safety hazard in the event of fire and are subject to removal at the owner's expense. The University will not reimburse individuals for locks that have been cut to remove bicycles not parked in bicycle racks or storage rooms. The University shall not be responsible for any bicycles illegally secured in campus buildings or on campus property or abandoned on University property.

Students who have had an illegally parked bicycle removed should contact Facilities Management, 847-491-5201, to identify and claim it. If the bicycle is identified and claimed, a fee of \$25 (payable only by check or money order) must be paid before the bicycle will be released to the owner. In addition, when bicycles have been removed from areas that are defined as a "means of egress or access," the violators may be referred to the Division of Student Affairs for potential disciplinary action. Bicycles will be stored in the University storage area for a minimum of 30 days. After 30 days the impounded bicycles are turned over to Facilities Management and auctioned to the campus community at the used bike sale cosponsored by Norris Outdoors of Norris University Center.

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

### **Cable, Satellite, and IP Delivered Television**

The following policies apply to all students using cable television services within the University. For complete information, see the Northwestern University Policy on Cable, Satellite, and IP Delivered Television at [www.it.northwestern.edu/policies/catv.html](http://www.it.northwestern.edu/policies/catv.html).

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

### **Civility, Mutual Respect, and Unacceptability of Violence on Campus**

Individuals covered by these policies include faculty, staff, and students, including post-doctoral 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, suspension, or exclusion from the University.

## **Computers and Networks**

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

### *General Policy*

It is the policy of Northwestern University to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities of instruction, research, and administration. Users of the networks are to take the necessary measures to safeguard the operating integrity of the systems and the accessibility of other users. Users are also required to comply with software licenses, applicable laws (including copyright), Northwestern University Information Technology (NUIT) policies, and other University policy regarding computers, networks, or electronic communication. NUIT policies are posted at [www.it.northwestern.edu/policies](http://www.it.northwestern.edu/policies), including the Rights and Responsibilities policy at [www.it.northwestern.edu/policies/responsibilities.html](http://www.it.northwestern.edu/policies/responsibilities.html).

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

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

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

1. Users are responsible for the use of their network ID (NetID) and all computer accounts that are assigned to them. Users may not give anyone else access to their NetID or computer accounts. Users must not use a NetID or a Northwestern University computer account that was not assigned to them. Users may not try in any way to obtain a password for another user's NetID or computer account. The NetID and its associated password are the property of Northwestern University Information Technology. Applications and services that require their use must be approved by the Office of the Vice President for Information Technology or by a director within NUIT.
2. Users may not misrepresent themselves or their data on the network.
3. Users are responsible for the security of their passwords. This includes changing passwords on a regular basis and making sure no one else knows them.
4. Users must not use Northwestern's network resources to gain or attempt to gain unauthorized access to remote computers.
5. Users must not deliberately perform an act that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone

- network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
6. Users must not run or install on any of Northwestern's computer systems, or give to another, a program that could result in eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
  7. Users must not attempt to circumvent data protection schemes or exploit security loopholes or interfere with standard technical measures that identify and protect the rights of copyright owners.
  8. Users must abide by the terms of all software licensing agreements and copyright laws. Users must not make copies of, or make available on the network, copyrighted material, including, without limitation, software programs, music files, video files, still and digital images, radio and television broadcasts, and written text works, unless permitted by a license, by the consent of the copyright owner, by a fair use limitation under copyright law, or under the Digital Millennium Copyright Act (DMCA) when made by a library or archive for preservation purposes or when incidental to computer maintenance and repair. Please see the more complete discussion of software copyright protections available on NUInfo and the discussion of copyright law available on Northwestern's Office of General Counsel website.
  9. Users must not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of other users. Any person operating a network-intensive application or a defective computer that overloads University networks will be notified, and steps will be taken to protect the overall University network. This may include disconnecting the offending computer system from the University network until the problem is resolved. If the condition is an imminent hazard to the University network, disrupts the activities of others, or violates applicable law, then the offending computer system or the subnet to which it is attached may be disconnected without prior notice.
  10. Users may not place on any University-owned computer system information or software that infringes on the rights of another person or gives unauthorized access to another computer account or system.
  11. Users must not attempt to monitor another user's data communications, nor may users read, copy, change, or delete another user's files or software, without permission of the owner.
  12. Computing and networking resources are provided to support the mission of the University. These resources may not be used for commercial purposes.
  13. Any network traffic exiting the University is subject to the acceptable use policies of the network through which it flows, as well as to the policies listed here.
  14. All University computing and networking facilities are provided for use by faculty, staff, and students for relevant academic, research, or administrative pursuits. As with all other University facilities, private use must be approved in advance in keeping with policies expressed in the Northwestern University *Employee Handbook* and *Student Handbook*.
  15. The content of any information made available to others via the University's network is the sole responsibility of the person who created that information. It is that person's responsibility to become educated and aware of all applicable federal laws, state laws, and University policies. (See also the discussion of copyright law available on

Northwestern's Office of General Counsel website.) That person will be liable for any violations of federal laws, state laws, or University policies.

16. Continued violations of system and network policies will be referred to the appropriate office for discipline. Sanctions may include fines, restitution of funds, termination of computer or network access, probation, suspension, separation, or exclusion from the University.

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

### *Wireless Policy*

Information Technology has developed a policy so as to provide the best possible quality of wireless network service, ensure wired and wireless network security and integrity, and minimize the interference between the campus wireless network and other products deployed throughout campus.

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

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

#### *System and Network Use*

System and network users are responsible for

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

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

### **Network Administration**

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

### **Appeal of an Administrative Action**

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

### **Crime and Safety Information**

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions of higher education to annually provide information on campus crime, safety, and security policies. The Evanston/Chicago report includes fire safety information, which is required for academic institutions with residential facilities. For the Annual Security Reports for each of Northwestern's campuses, see [www.northwestern.edu/up/safety/annual-report](http://www.northwestern.edu/up/safety/annual-report).

Crime alerts are issued in compliance with the Clery Act by Northwestern University Police. A Campus Crime Alert is posted when certain crimes are reported to the University Police or to a campus security authority and the crime is considered to be a serious or continuing threat to the campus community. This information is typically disseminated to campus community members via email and notification on the University homepage and the University Police website.

University Police also publishes the *Blotter*, which archives criminal and noncriminal incidents reported to University Police, every Monday–Friday. The information in the *Blotter* typically includes the nature, date, time, general location, and disposition of each incident, if known. Electronic copies of the *Blotter* are available online ([www.northwestern.edu/up/safety/blotter/](http://www.northwestern.edu/up/safety/blotter/)) and are accessible from a kiosk in the University Police stations in Chicago (211 East Superior Street) and Evanston (1819 Hinman Avenue).

### **Disruption**

Northwestern University stands for freedom of speech, freedom of inquiry, freedom of dissent, and freedom to demonstrate in peaceful fashion. The University recognizes that freedom requires order, discipline, and responsibility, and stands for the right of all faculty and students to pursue their legitimate goals without interference. This University, therefore, will not tolerate any attempt by any individual, group, or organization to disrupt the regularly scheduled activities of the University. Any such effort to impede the holding of classes, the carrying forward of the University's business, or the arrangements for properly authorized and scheduled events would constitute an invasion of the rights of faculty and students and cannot be permitted. If any such attempt is made to interfere with any University activity, the leaders and participants engaged in disruptive tactics will be held responsible and will be subject to appropriate legal and disciplinary action, including expulsion.

Students who commit a disruption or attempt a disruption shall be subject to



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

### **Drugs and Medical Marijuana**

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

Students are expected to comply with criminal laws and University policies regarding the sale, use, and possession of drugs, drug paraphernalia, or other controlled substances. Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act (H.B. 1) allows patients to possess and consume limited amounts of marijuana for certain medical conditions, this state law conflicts with federal laws governing marijuana. Northwestern is subject to the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act Amendments of 1989, both of which mandate campus communities be free of controlled substances (including marijuana). Therefore, the use, possession, manufacture, cultivation, dissemination, or being under the influence of medical marijuana on University property or at University-related activities is and shall remain prohibited.

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

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

Federal law permits a student's parent(s) or legal guardian(s) to be informed regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the University that the student's use or possession of alcohol or a controlled substance constitutes a violation of University policies and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s). See FERPA guidelines at the Office of the Registrar's website, [www.registrar.northwestern.edu/academic\\_records/FERPA\\_policy.html](http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html).

The University also regularly publishes a Policy on Drugs and Alcohol pursuant to federal mandates under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which mandate the creation and maintenance of academic and working environments free from illicit drug use and alcohol abuse.

Northwestern fully supports the objectives of these laws and their companion regulations. The full policy statement provides further amplification of the additional policies regarding alcohol and drugs found in the *Student Handbook* and can be found at [www.northwestern.edu/alcohol-resources/media/pdfs/policy.pdf](http://www.northwestern.edu/alcohol-resources/media/pdfs/policy.pdf).

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

### **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.

At the University all students will be assigned an official University email address. All official University communications will be sent to this official University email address. 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**

Northwestern has selected EthicsPoint to provide students and other University affiliates with a simple way to report activities that may involve misconduct or violations of University policy, including academic or research misconduct, conflicts of interest, criminal activity, discrimination or harassment, health or safety issues, fraud or financial improprieties, workplace violence or threats, and acts of retaliation. Students may file a report online ([www.northwestern.edu/ethics/](http://www.northwestern.edu/ethics/)) or by dialing 866-294-3545. This service 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. Instead, the EthicsPoint system provides an additional means of reporting such issues that provides reporters with options to protect their identity. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the *Faculty Handbook*, *Staff Handbook*, and *Student*

*Handbook*. Northwestern policy prohibits the taking of retaliatory action against anyone for reporting or inquiring about potential breaches of University policy or for seeking guidance on how to handle suspected breaches.

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/academic\\_records/FERPA\\_policy.html](http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html). FERPA grants students the rights to

- Inspect and review their educational records at Northwestern University;
- Request an amendment of their records to ensure the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights;
- Consent to release or to restrict disclosure of personally identifiable information contained in their educational records, except under certain limited circumstances when, by law, consent is not required; and
- File a complaint with the US Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

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

### **Financial Obligations**

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

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

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

### **Fraternity and Sorority Recruitment for First-Year Students**

Northwestern University restricts first-year students from joining Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Association member groups until winter quarter. During fall quarter no fraternity or sorority may offer an invitation of membership to any first-year student. A first-year student may accept an invitation of membership from a chapter only after the start of winter quarter. Upperclass students and transfer students are permitted to participate in fall, winter, or spring quarter informal recruitment programs sponsored by the chapters.

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

### **Gambling**

Illinois law and University policy prohibit gambling in any form, the sponsoring of lotteries, and the sale of lottery tickets, except lotteries and raffles conducted in accordance with state and local law. It is also Northwestern University policy that any event that suggests University endorsement of gambling is not permissible. Students and student organizations involved in gambling-related incidents may face legal and disciplinary actions.

Gambling includes any game of chance or skill played for money or other thing of value, but it may be permissible to offer prizes, awards, or other compensation to the actual contestants in any bona fide contest for the determination of skill. Prohibited activities include blackjack, poker, euchre, any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value, including, but not limited to, cash or prizes. Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded may be permissible, but betting will not be allowed. Any requests for events at which games of skill will be played must be approved by the Center for Student Involvement or other designated University officials.

### **Identification Cards (WildCARDS)**

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

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

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

A cash stripe on the WildCARD may be used for purchases in some vending machines and copiers. To use the cash stripe, find any campus Cash to Card machine and insert the card and then money, up to a maximum of \$50. Visitors may purchase cash stripe cards at select Cash to Card machines in the main University Library.

Hundreds of local businesses participate in the WildCARD Advantage program by offering discounts to students on a wide range of products and services. For more information, visit [www.northwestern.edu/userservices/wildcard/advantage\\_discounts](http://www.northwestern.edu/userservices/wildcard/advantage_discounts).

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

### **International Students and Policies on Student Immigration Status**

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

### **Liability**

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

### **Library Materials**

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

### **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.

All MLOAs for undergraduate, The Graduate School, and School of Law 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](http://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/up/parking](http://www.northwestern.edu/up/parking).

## Noise

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

Evanston city ordinance also states that it is unlawful for any person within the city to make, continue, or cause to be continued any loud, unnecessary, or unusual noise that disturbs the peace of others within the city limits. Included are musical instruments, radios, or any other device for producing or reproducing sound or with louder volume than necessary for the convenient hearing of persons who are in the room or outdoor area. Yelling and shouting, specifically between the hours of 11:00 p.m. and 7:00 a.m., are also prohibited. In addition, no person shall disturb or destroy the peace of the neighborhood (through boisterous behavior or behavior that is dangerous or detrimental to health) in which the building or premises is situated. Any person found violating any provision of this ordinance may be fined for each offense. Local ordinances on noise and related subjects are found in Title 9, Chapter 5, of the Evanston City Code, available online at [www.cityofevanston.org/government/city-code](http://www.cityofevanston.org/government/city-code).

## Northwestern University Police Department

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

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

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

1. Ensure compliance with University policies, including reporting alleged violations to the appropriate administrator for action;
2. Refer students to the Division of Student Affairs for disposition of alleged minor legal infractions or alleged violations of University policies.

## *Responsibilities of University Police*

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

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

*Evanston campus*

1819 Hinman Avenue

847-491-3456

*Chicago campus*

211 East Superior Street

312-503-3456

### **Patents and Inventions**

The University's Patent and Invention Policy, which may be found at [www.invo.northwestern.edu/policies](http://www.invo.northwestern.edu/policies), 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](mailto: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 a videocassette or DVD carries with it the right to show the video outside the home.

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

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

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

### **SafeRide**

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

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

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

- Maximum of three people per ride;

- No advanced reservations; all rides are dispatched on a first-come, first-served basis;
- No transport beyond its boundaries, and no rides for less than two blocks;
- Pickups on Northwestern shuttle routes may be redirected to the shuttles;
- SafeRide reserves the right to refuse service in situations that place drivers in danger, including when passengers are drunk, disorderly, or abusive; and
- SafeRide does not provide medical transport. If an ambulance is needed, please call 911.

### Shuttle Bus Service

Northwestern University operates several shuttles for students on the Evanston and Chicago campuses. A valid WildCARD is required to ride the shuttles. Schedules are posted at all designated stops and are available at [www.shuttle.northwestern.edu](http://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 [maps.northwestern.edu/mobile](http://maps.northwestern.edu/mobile).

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

### Student Organizations

Student organizations at Northwestern University have additional policies. All student organizations are responsible for these policies when sponsoring events. For a complete set of policies, applications, and information on sponsoring any type of event, go to the Center for Student Involvement on the third floor of Norris University Center or online at [www.northwestern.edu/studentaffairs/csi](http://www.northwestern.edu/studentaffairs/csi) or to the office that is responsible for advising the particular group (e.g., Office of Fraternity and Sorority Life, Residential College Office, Residential Services, the Multicultural Center, the Chaplain's Office, Athletics, or the appropriate academic department). Student organizations must be registered via Wildcat Connection through the Center for Student Involvement.

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

To promote health and safety and to ensure compliance with federal, state, and local laws as well as University policies, the University has developed a series of policies that recognized student organizations (as well as residence halls and residential colleges) must follow if they plan to host certain events at which alcohol will be served. These policies include specific requirements regarding compliance with laws regarding alcohol; insurance and indemnification; timelines; the execution of contracts and agreements; the responsibilities



of the organization, its advisers, and the host site or vendor; and costs. Refer to [www.northwestern.edu/studentaffairs/csi/manage-your-org/contracts.html](http://www.northwestern.edu/studentaffairs/csi/manage-your-org/contracts.html) for complete and detailed information on these policies and their requirements.

### ***Campus Publicity***

It is the policy of Northwestern University that only recognized organizations of the Northwestern community are allowed to advertise and promote their events on University property. Furthermore, all advertisements and other forms of publicity must clearly state the name(s) of the sponsoring student(s) and/or organization(s). Specific procedures for publicizing events on campus can be found on the Division of Student Affairs website and/or in the pamphlet “Campus Publicity Policies and Procedures,” published annually and available from the Dean of Students Office (Scott Hall, lower level), the Norris Events Planning and Production Office, and the Center for Student Involvement as well as online at [www.northwestern.edu/studentaffairs/csi/manage-your-org/index.html](http://www.northwestern.edu/studentaffairs/csi/manage-your-org/index.html).

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

### ***Copyright Law and Public Showing of Videos and DVDs***

Student organizations and groups, including residence halls and residential colleges, that wish to show copyrighted material, including movies and television shows, in a public forum are required to secure appropriate performance rights before displaying the material. For more information, see “Public Showing of Copyrighted Videos and Material” on pages 50–51.

### ***Gambling Policy for Student Groups***

See “Gambling” on page 47 of this *Student Handbook*.

### ***Hazing Policy for Student Groups***

See “Hazing” on pages 48–49 of this *Student Handbook*.

### ***Fiscal Responsibility, Contracts, and Business Practices***

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

These requirements include restrictions and procedures governing fiscal responsibility and the use of University monies (including the use of SOFO, SAFB, Cafe, and other University funds, accounts, and financial systems), making and executing contracts (including restrictions on who may sign contracts), and business dealings (including conflicts of interest). These policies are in place to assist student organizations in maintaining fiscally sound and ethical practices and to comply with University 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 [www.norris.northwestern.edu/wp-content/uploads/2010/09/SOFO-Policies-and-Procedures.pdf](http://www.norris.northwestern.edu/wp-content/uploads/2010/09/SOFO-Policies-and-Procedures.pdf). For more information about SOFO policies and other guidelines governing student organizations, please contact the Center for Student Involvement, the Student Organization Finance Office, or the office that is responsible for advising the particular group.

### Study Abroad

Before students may be approved to study abroad for credit at Northwestern, they must—in addition to all other requirements—demonstrate emotional stability and maturity, indicating the ability to lead a stable, responsible, and healthy life abroad as a representative of Northwestern and the United States. To make thorough assessments, the Study Abroad Office, Office of International Program Development, and/or Center for Global Engagement—and, in some cases, the faculty-led University Study Abroad Committee—consult 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—including Northwestern Study Abroad policies—may be subject to further disciplinary action upon returning to Northwestern. The on-site 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

## Overview

The purpose of the conduct process is to promote integrity, civility, respect, and accountability within the University community and to provide an equitable and effective 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.

## *Office of Student Conduct and Conflict Resolution*

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

The Office of Student Conduct and Conflict Resolution 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 Student Conduct and Conflict Resolution designates individuals or entities to administer the student conduct process, including the appointment of University Conduct Investigator(s), University Hearing Officers, and the University Hearing Panel.

## *Standard of Evidence*

The standard of evidence required for an investigator to determine fact and for a conduct administrator or hearing panel to determine responsibility is known as a “preponderance of the evidence.” This means that the investigator, conduct administrator(s), or panel must determine that it is more likely than not that an alleged violation occurred.

## *Time Limitations*

There is no time limit for when an incident of alleged misconduct may be reported; however, absent exceptional circumstances, the OSCCR typically will not investigate reports submitted over one calendar year after the occurrence of the alleged incident or after the respondent has graduated. With agreement from the vice president for student affairs, the OSCCR may investigate and resolve a report of misconduct for a student who has graduated and is alleged to have committed a violation during their time as a student. 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.

## *Case Timelines*

Though the University strives to resolve all cases in a timely manner, there is no typical timeline for a case. The University is committed to providing an initial resolution (hearing outcome) for all cases within 60 days of receiving notice of the incident. Additional time may be needed for appeals. However, many cases are resolved in a much shorter timeframe, many in a couple weeks.

### *Participation*

The University invites students/groups and expects respondents to participate fully in all aspects of the disciplinary process. If a student/group, including a respondent, elects not to participate in any part of the process, the Hearing Officer(s)/Hearing Panel may proceed without benefit of that student's/group's input. Respondents will be held accountable for any sanctions issued as a result of the hearing, even if they fail to participate.

### *Privacy*

Privacy applies to respondents, reporters, witnesses, advisors, conduct administrators, hearing officers, and hearing panel members. All parties involved in a conduct case, investigation, or hearing are restricted from disclosing the identity of the parties and any details or information regarding an incident, investigation, or hearing to anyone except to officers of the University as necessary to implement any provisions of this system or the business of the University or otherwise in conformity with law or University policy. Any individuals who violate these confidentiality provisions will be subject to possible sanctions through the appropriate resolution process. The University reserves the right to share information regarding the case with other appropriate parties on a need-to-know basis in accordance with FERPA.

While the University requests all parties to maintain the privacy of its proceedings, unless otherwise agreed to by a reporter of domestic violence, dating violence, sexual assault, or stalking, federal regulations prohibit the University from interfering with the reporter's redisclosure of the final determination of any such proceeding and any sanction that is imposed against the respondent.

### *Retaliation*

University policy strongly prohibits the taking of any retaliatory action for the good faith reporting of alleged improper or wrongful activity, assisting another in making such a report, or participating in an investigation or resolution of such matters. Thus, it is prohibited to engage, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual associated with the student conduct process. Any participant in a pending UHAS proceeding who is aware of possible retaliation or has other concerns regarding a UHAS matter should report these concerns to the OSCCR, the dean of students, or the vice president for student affairs, who shall take appropriate action to address such conduct in a prompt and equitable manner.

### *Student Rights and Responsibilities in UHAS*

Students who participate in UHAS, as either a reporter or a respondent, have the following rights in the process:

- To be treated with dignity and respect throughout their experience with the conduct process
- 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 given notice of the allegations before the hearing and to have the allegations explained clearly and fully
- To have the allegations resolved by parties (e.g., hearing officers, panel members, investigators) who are properly trained and who are able to act impartially

- To be knowledgeable about the information being considered by the investigator/hearing officer and to have the opportunity to respond to that information
- To be accompanied by an advisor, if desired (see “Advisors,” below)
- To not be retaliated against for their participation in the conduct process
- To be advised of the appeals process

Students who participate in UHAS as a witness have the following rights in the process:

- To be treated with dignity and respect throughout their experience with the conduct process
- To not be retaliated against for their participation in the conduct process

All persons who participate in UHAS, in any capacity, have the responsibility to be completely honest at all stages of the process and with all conduct administrators, investigators, hearing officers, and hearing panel members. Students and others involved in the 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.

### *Advisors*

Reporters and respondents are invited to be accompanied by one advisor throughout the conduct process. An advisor is a support person who is present to comfort either a reporter or respondent during an investigation and hearing. Advisors cannot be witnesses, must be a member of the University community (faculty, staff, or student) and/or a victim advocate, and cannot be a member of the bar nor a family member of either the reporter or respondent. An advisor may not speak, write, or otherwise communicate to a hearing officer or panel, may not speak, write, or otherwise communicate on behalf of a student, and may not function as legal counsel for the purposes of the conduct process. An advisor’s role is supportive and not participative. Advisors who do not abide by the structure of their role will be asked to leave the room, and the investigation or hearing will continue without the advisor present.

In cases of alleged domestic violence, dating violence, sexual assault, or stalking, reporters and respondents are entitled to be accompanied by an advisor of their choice, which can include non-University community members, members of the bar, and family members. Such advisors are limited to the supportive, nonparticipatory role detailed above and will likewise be asked to leave for failure to comply.

## **Referral and Initial Inquiry**

### *Reports of Alleged Misconduct*

Anyone is welcome to submit an incident report to the OSCCR describing alleged student misconduct. The person who reports an incident of alleged student misconduct is referred to as the reporter. In cases where a victim is not the initial reporter of an incident, a victim will be referred to as a reporter if they become a willing participant in the case. The student alleged to have violated a University policy is referred to as a respondent.

Reports of alleged student misconduct can be referred to the OSCCR through an incident report. Incident reports should contain the following:

- Date, time, and location of the incident
- Names of individuals involved

- Email addresses and phone numbers for individuals involved, where available
- Narrative/description of the incident

Incident reports may be submitted by sending an email to the Office of Student Conduct and Conflict Resolution at [student-conduct@northwestern.edu](mailto:student-conduct@northwestern.edu), in person at the OSCCR office (Scott Hall, Room 35), or by providing the information to any University Hearing Officer. Incident reports are also commonly received 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 Evanston Police Department.

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

### *Initial Inquiry*

A student conduct administrator designated by the Office of Student Conduct and Conflict Resolution will gather information regarding the alleged incident in order to determine the appropriate means of resolution. Initial inquiries may include, but are not limited to, review of related documents, interviews, request for written statements from persons involved in the alleged incident, and review of material available electronically.

Based on the information acquired through this step, the conduct administrator will take one or more of the following actions:

- **Dismiss the Case:** In order for a case to be referred for disciplinary action, there must be sufficient information to believe a policy violation may have occurred and the alleged individual/group may be responsible. Cases may be dismissed when insufficient information exists to move forward and when the alleged misconduct—even if substantiated—would not be a violation of policy.
- **Interim Actions:** Restrictions or requirements placed on a respondent prior to the formal resolution to ensure the safety and security of the campus community.
- **Informal Resolution:** The conduct administrator may determine an informal resolution would best resolve the situation. Examples of informal resolutions can include, but are not limited to, a warning to cease current behaviors, referral to conflict resolution, and changes in academic, work, or living arrangements.
- **Formal Resolution:** The conduct administrator may determine that there is reasonable information to suggest a policy violation may have occurred and that it may have been the responsibility of the individual or group. In these cases, the conduct administrator will refer the case to UHAS for further investigation and formal resolution.

### *For Alleged Sexual Misconduct, Stalking, and Dating and Domestic Violence*

Once put on notice of possible sexual misconduct, the deputy Title IX coordinator or designee(s) will promptly launch an initial inquiry into the conduct. The scope and timing of further action will depend upon a number of factors, including but not limited to whether the identity of the alleged victim is known; whether the alleged victim is willing to become a reporter; whether the alleged reporter requests confidentiality or that the investigation not be pursued; whether the reporter wishes to make a report of sexual misconduct; and whether the University has an obligation to proceed with an investigation based on concerns for the safety of the broader University community, regardless of the reporter's wishes. In some rare cases, the timeline of an investigation may be temporarily

delayed by a police investigation but will promptly resume as soon as the University deems appropriate.

### **Interim Actions**

Upon receipt of a report but prior to the resolution of an allegation of misconduct, the Office of Student Conduct and Conflict Resolution or designee(s) may take interim action 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 attempt to speak with the student and give the student an initial opportunity to respond to the concerns prior to issuing the interim actions.

These actions may 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)
- Request that a student seek and maintain treatment for a condition that threatens the safety of the student and/or community.
- Issuance of a timely warning to the University community

### *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 well-being of the respondents themselves, 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 assistant vice president of student auxiliary 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 may be imposed only by the vice president for student affairs, or designee, and shall become effective immediately. The vice president for student affairs or the designee issuing the interim suspension will make every attempt to speak with the student and give the student an initial opportunity to respond to the concerns before issuing the suspension. Actions that may warrant an interim suspension include, but are not limited to,

- Sale, distribution, use, or possession of illegal drugs
- Use or possession of dangerous weapons
- Sexual misconduct, stalking, and dating and domestic violence
- Theft of or damage to property
- Obstruction or disruption of teaching, research, administration, hearing procedures, or other University activities
- Physical abuse of any person or action that threatens or endangers the emotional well-being, health, or safety of any person, including oneself

- Written, verbal, or nonverbal threats of harm to members of the University community or the community as a whole, including oneself
- Fraud

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 vice president for student affairs 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 through the UHAS process. A student who has been suspended on an interim basis will have 90 days to request a hearing; failure to request a hearing within this time shall constitute a disciplinary exclusion from the University. A student on interim suspension may request an expedited hearing through the Office of Student Conduct and Conflict Resolution, which will schedule a hearing within a reasonable time. The Office of Student Conduct and Conflict Resolution must 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 process and outcome.

The University retains the right to postpone a hearing and/or appeal through the UHAS process 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 prior to the hearing and/or appeal through the UHAS process or other designated resolution procedure.

#### *Cases Involving Sexual Misconduct, Stalking, and Dating and Domestic Violence*

Cases involving sexual misconduct often require additional interim actions. At a minimum, the interim action will include taking the steps necessary to ensure a safe and non-discriminatory environment for the reporter and other members of the community (by, for example, offering the interim measures described above), informing the reporter of their options (including the option to file an incident report under this policy), and determining whether the circumstances pose a threat to the health or safety of the University community so as to warrant issuance of a "timely warning." Any of the interim actions listed above can be taken to ensure a safe and nondiscriminatory environment for the reporter. When taking these actions, the conduct administrator/Title IX coordinator will attempt to minimize any adverse effects on the reporter.

#### **Informal Resolution**

If a conduct administrator determines there is not enough information to refer a case of alleged misconduct to the conduct process but still believes a resolution is necessary to address the impact on the University community, University community member, or University property, the conduct administrator may utilize an informal resolution. 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.

Options for informal resolution include, but are not limited to, those listed above under Interim Action (but on a long-term basis) as well as the following:



- A documented conversation between the respondent and conduct administrator
- Referral for conflict resolution
- Permanent relocation or removal from a residence hall or fraternity/sorority-affiliated on-campus housing
- Deferred Conduct Action

### *Conflict Resolution*

Conflict resolution processes empower students to resolve their own disputes. Through conflict resolution, a neutral third party assists students in coming to a peaceful and agreeable solution to their differences. Conflict resolution can be utilized to resolve disagreements or disputes between students or allegations of misconduct at the discretion of the staff in the Office of Student Conduct and Conflict Resolution and/or designee(s) and with agreement of all parties. Options for conflict resolution may include conflict mediation, facilitated discussions, and/or restorative practices.

The goal of conflict resolution is to examine and clarify issues and circumstances underlying disputes, explore areas of agreement, develop an understanding of the impact on others/community, and consider possible courses of action. With full approval of all parties, participants may draft and sign an agreement that outlines the nature of the resolution and what, if any, actions or outcomes for which parties are responsible. If the agreements reached during conflict resolution are not adhered to or are found to be insufficient, and the conflict involves an alleged violation of policy, a reporter can request a formal resolution through the Office of Student Conduct and Conflict Resolution.

Agreements reached through a conflict resolution process are not subject to review, rehearing, or appeal through UHAS or any other designated resolution procedure. Conflict resolution is not available for situations in which the alleged misconduct includes sexual assault.

### *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 assistant 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.

### *Deferred Conduct Action*

In appropriate situations, cases may be deferred. In cases of deferral, 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 disciplinary processes or actions. Sanctions may also be deferred. Please see page 16 for more information.

### *Cases Involving Sexual Misconduct, Stalking, and Dating or Domestic Violence*

Informal resolutions will often be used as ways to remedy the effects and prevent the

recurrence of concerning behaviors in cases of alleged sexual misconduct when the reporter is not known, wishes to remain anonymous, chooses not to file a report, or specifically asks that the University not investigate, provided that the University does not perceive a responsibility to investigate to protect the safety of the campus community.

### **Formal Resolution**

The University Hearing and Appeals System is not a court, legal, or trial system, and the resolution options 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/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.

### *Notification*

When a case is referred to the UHAS system for further investigation and a hearing, a conduct administrator will send notification of the allegation of misconduct to the respondent. The notification will typically include a brief description of the alleged misconduct, including the time, date, and place the incident allegedly occurred and a list of any University policies allegedly violated.

### *Acceptance of Responsibility*

Occasionally the conduct administrator may send students an acceptance of responsibility letter in lieu of notification. An acceptance of responsibility letter contains the same information as a notification, except it provides the respondent the option to forego a hearing and accept responsibility for an alleged violation. Acceptance of responsibility letters are only used for relatively minor incidents at the discretion of the conduct administrator assigned to the case. Respondents may always decline to accept responsibility and request a hearing instead. Failure by a student to decline an acceptance of responsibility letter within a reasonable time as designated by the conduct administrator in writing to the student (typically, within 72 hours of receiving the Acceptance of Responsibility) will result in the decision of responsibility being finalized, and any proposed sanctions will be applied. Decisions rendered by either acceptance of responsibility or failure to respond pursuant to an acceptance of responsibility letter are not eligible for administrative review or appeal, except on the grounds that the student did not have a reasonable opportunity to receive and respond to the letter.

### *Types of Hearings*

There are two types of hearings offered through UHAS: Administrative Hearings and Panel Hearings. The following factors will determine if a case is resolved through an Administrative Hearing or a Panel Hearing.

- All cases of alleged misconduct that do not have the potential to result in suspension, exclusion, degree revocation, expulsion, or group dissolution will be resolved through an Administrative Hearing.
- In cases that have the potential to result in suspension, exclusion, degree revocation, expulsion, or group dissolution and do not involve an alleged incident of violence (defined as incidents that involve force or threat of force, specifically, aggravated

assault, forcible rape, robbery, murder, and nonnegligent manslaughter) for which the victim is a current and continuing member of the University community or for alleged violations of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy, the respondent will have the option to choose an Administrative Hearing or a Panel Hearing.

- All cases that involve an alleged incident of violence for which the victim is a current and continuing member of the University community or an alleged violation of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy and for which suspension, exclusion, degree revocation, expulsion, or group dissolution are potential outcomes will be resolved through a Panel Hearing.

The potential of an alleged violation to result in suspension, exclusion, degree revocation, expulsion, or group dissolution will be determined by the director of the Office of Student Conduct and Conflict Resolution or designee.

### *Administrative Hearings*

An Administrative Hearing is a discussion between a respondent and a conduct administrator, known as a Hearing Officer.

#### *Hearing Officers*

A Hearing Officer is a conduct administrator assigned to a specific case of alleged misconduct. Conduct administrators are members of the University staff, usually from within the Division of Student Affairs. Conduct administrators are trained by the OSCCR to serve as Hearing Officers and to resolve matters of student conduct according to the policies and procedures outlined here. It is the responsibility of the OSCCR to ensure Hearing Officers are able to act impartially in all cases they hear. If a student is concerned about the ability of a Hearing Officer to act impartially, they can request that the director of the OSCCR review the assignment of the Hearing Officer. This request must be made prior to the beginning of the hearing.

#### *Investigation*

Though not always necessary, when the details of an allegation of misconduct are particularly serious in nature, involve complicated facts, or have impacted or been witnessed by other members of the community, the Hearing Officer(s) 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; interviewing the reporter, respondent, and/or witnesses; reviewing material available electronically; or requesting written statements from any person involved in the alleged incident.

#### *Format of Administrative Hearings*

An Administrative Hearing is structured as a discussion or conversation and is conducted in private. The Hearing Officer 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 participate. The Hearing Officer will determine whether the respondent is responsible for the alleged policy violation and, if so, will issue (an) appropriate sanction(s). At times, the Hearing Officer will communicate the outcome of the Administrative Hearing at the end of the meeting. However, more often, the Hearing Officer will take time to consider all of the

information gathered, including the information provided by the respondent, and will communicate the outcome with the respondent in a reasonable timeframe after the Administrative Hearing (see “Notification of Outcome” on page 77).

### *Administrative Reviews*

Students who are found responsible for violations of University policy through an Administrative Hearing may request an Administrative Review of their case. In all cases both the reporter and respondent have the right to request a Review. Requests for Reviews must be submitted in writing within a reasonable time as designated by the conduct administrator in writing to the student (typically, within 72 hours of receiving the outcome of an Administrative Hearing). Reviews will be conducted by the director of student conduct and conflict resolution or designee. The staff member to contact for a Review will be provided in the outcome letter. In cases where the director of student conduct and conflict resolution served as a Hearing Officer for a case (or in which the director cannot serve as an impartial reviewer), a Review will be conducted by the dean of students or designee. Requests for Review must be based on at least one of the following three criteria:

- New information discovered after the Administrative Hearing that could not have reasonably been available at the time of the hearing and is of a nature that could materially change the outcome
- Procedural errors within the hearing process that may have substantially affected the fairness of the hearing
- An outcome (findings or sanctions) that was manifestly contrary to the weight of the information presented during the case

If the grounds for a Review are substantiated, the Reviewer may determine the final resolution of the case or refer the case back to the Hearing Officer for further review and final resolution. If the case is referred back to the Hearing Officer, the Reviewer may recommend that alternate policies or sanctions be considered. Additionally, if a case is referred back to the Hearing Officer, the new decision of the Hearing Officer is considered final (no additional Review will be granted). Following the Review, a written decision will be delivered to the respondent and the Hearing Officer (see “Notification of Outcome” on page 77).

### *Administrative Hearings for Cases Involving Potential Suspension, Exclusion, Degree Revocation, Expulsion, or Group Dissolution*

Cases involving the potential for suspension, exclusion, degree revocation, expulsion, or group dissolution will be jointly investigated, heard, and resolved by two Hearing Officers. Cases that result in a sanction of suspension, exclusion, degree revocation, expulsion, or group dissolution are not eligible for Review but will be eligible for Appeal as outlined on page 78.

### *Panel Hearings*

A Panel Hearing involves a formal investigation and a hearing with a panel made up of trained faculty, staff, and student members of the Northwestern community.

### *Investigations*

Investigations may be conducted by a single investigator or be co-investigated by two investigator(s). Investigator(s) could be conduct administrators, other University staff

trained as investigator(s), or external investigator(s) hired by the University and trained in Northwestern's policies and procedures. Investigator(s) will be identified, trained, and assigned to cases by the Office of Student Conduct and Conflict Resolution.

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 event. The reporter and the respondent will both have the opportunity to speak with the investigator(s), to present a list of witnesses they suggest the investigator(s) solicit information from, and to provide a list of questions they suggest the investigator(s) ask the other party. Reporters and respondents may only present factual witnesses and may not present character or expert witnesses. The investigator(s) will take the lists provided by the reporter and respondent into consideration when identifying whom they will interview and what questions they ask. The investigators may also choose to interview witnesses of their choosing. The investigator(s) can choose to interview multiple witnesses, multiple reporters, or multiple respondents at the same time if they deem it to be necessary in their investigation. However, students from different groups should not meet with the investigator(s) together (e.g., a reporter and a respondent, a reporter and a witness). In cases of alleged violations of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy, no questions or evidence pertaining to the alleged victim's prior sexual conduct with anyone other than the respondent are allowed, and evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

The investigator(s) will submit a report of findings of fact, applying the preponderance of the evidence standard, at least five business days prior to the meeting of the Panel. The report will be submitted to the Office of Student Conduct and Conflict Resolution and will be distributed by the OSCCR to the Panel, the reporter, and the respondent. When possible, the investigator(s) or the OSCCR will meet in person with the reporter and the respondent individually to deliver and discuss the findings presented by the investigator(s).

- The reporter and the respondent will have three business days from the receipt of the investigator's report to send a list of any questions they believe the Panel should ask the other party and/or the investigator based on the findings presented in the investigator's report. These should be submitted to the OSCCR, which will distribute them to the Panel.

### *Panels*

Panel members will be students, faculty, and staff from the University community. Panel members will apply annually and will be selected collaboratively by the Office of Student Conduct and Conflict Resolution and the Associated Student Government. The vice president for student affairs will approve the selection of all Panel members.

The Panel for each case will typically be made up of five members. Ideally, each Panel will have at least two student members, though in times when no student is available, a case can be heard with only faculty and staff members. The Office of Student Conduct and Conflict Resolution should do its best to diversify each Panel—both in terms of social identities and affiliations within the University. If a reporter or respondent is concerned about the ability of a Panel member to act impartially, they can request that

the OSCCR Panel Coordinator review the fit of the Panel member to hear their case. This request must be made prior to the reporter/respondent's meeting with the Panel.

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 the timeline requires the case to be heard when a five-person Panel cannot reasonably be assembled (including but not limited to finals weeks or periods of University break), a three-member Panel may be used in place of a five-member Panel and/or trained Hearing Officers who have no prior involvement in the case can serve as Panel members.

Panels hearing cases of alleged violation of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy will be three-member panels and will be made up of faculty and staff members who have completed Title IX case training. Student panel members will not serve on panels for Title IX-related cases due to privacy concerns for both the reporter and the respondent.

### *Format of Panel Hearings*

A Panel Hearing will include the three or five members of the Panel and a Panel Coordinator from the Office of Student Conduct and Conflict Resolution. The role of the OSCCR Panel Coordinator is to ensure that the Panel follows the process set forth in this document, clarify any questions about the process or the policies in question, and provide consult on available sanctions and past precedent.

The reporter and respondent will each be given an opportunity to independently speak to the Panel. During this time, they should provide their perspective on policy violations given the findings of the investigator(s). The reporter and the respondent will not meet with the Panel together but rather will be given individual time with the Panel. The reporter's and the respondent's time with the Panel will be structured as follows:

- Statement to the Panel: 10 minutes to present a statement to the Panel
- Questions from the Panel
- Final Statement: 5 minutes to provide any concluding comment

Once the Panel has met with the reporter and the respondent, the Panel will meet privately with the investigator. During this time, Panel members will ask any clarifying questions they have of the investigator. They will consider the questions submitted by the reporter and the respondent when determining which questions to ask the investigator.

The Panel will deliberate the policy violations and sanction decisions in private with the OSCCR Panel Coordinator. The investigator will not be present but will remain available to the Panel for additional questions that may come up. During their deliberations, the Panel members will utilize the findings presented by the investigator and the information they heard from the reporter and the respondent to determine responsibility for each alleged policy violation. The Panel will utilize the preponderance-of-evidence standard in all decisions. Absent significant information presented by the reporter or respondent during the hearing, the Panel will accept the findings presented in the investigator's report and utilize them to determine responsibility for each of the alleged policy violations. (For example, if an investigator submits a finding that, unprovoked, Joe hit John in the chest with a closed fist, and significant information to the contrary was absent in the hearing, the Panel will concur with the investigator's finding). The Panel will determine responsibility. A majority vote is needed to find a respondent responsible

or not responsible for each policy in question. Each member of the Panel will have one vote in this process.

Once the policy violations, if any, have been determined, and if the respondent has been found responsible for any policy violations, the Panel will determine appropriate sanctions. Sanctions should be both disciplinary and educational in nature and should balance the needs of the reporter, the respondent, and the University community. The Panel can consult the investigator(s), as well as the OSCCR Panel Coordinator, when considering sanction options, but the decision about which sanctions to issue is solely at the discretion of the three-member Panel. A majority vote is needed to issue a sanction. Each member of the Panel has one vote.

### *Notification of Outcome*

Upon the conclusion of a hearing, the respondent will be promptly notified of the outcome in writing. In the case of an Administrative Hearing, this notification will be made by the Hearing Officer. In the case of a Panel Hearing, this notification will be made by the OSCCR Panel Coordinator.

In accordance with applicable law, the University may disclose to a victim the final result (the violation committed and any sanction imposed) of a disciplinary proceeding against an alleged perpetrator of 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, and forcible sex offenses) or nonforcible sex offense (statutory rape, incest). More information about federal regulations allowing such disclosures may be found at 34 CFR Part 99, App. A, which is available at [www.ed.gov/offices/OM/fpco/ferpa](http://www.ed.gov/offices/OM/fpco/ferpa).

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.

### *Cases Involving the Sexual Misconduct, Stalking, and Dating and Domestic Violence Policy*

In addition, as required by law, when a case involves alleged domestic violence, dating violence, sexual assault, or stalking, both the reporter and respondent will be simultaneously informed, in writing, of the outcome (including all disciplinary sanctions, not just those directly related to the reporter) and its rationale. For cases involving any other alleged violation of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy (i.e., all other harassment and misconduct covered by Title IX), in accordance with the law, the University will provide simultaneous written notice to the reporter and respondent of the outcome of both the hearing and any appeal, which shall include whether the alleged conduct was found to have occurred, any individual remedies offered or provided to the reporter or any sanctions imposed on the respondent that directly relate to the reporter, and other steps the University has taken to eliminate the hostile environment, if such was found to exist, and prevent recurrence. The respondent generally will not be notified of the individual remedies offered or provided to the reporter. For all cases involving an alleged violation of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy, the reporter and respondent will be informed of the procedures to appeal the outcome, any changes to the outcome that occur prior to the time that such outcome becomes final, and when such results become final.

## *Record of the Hearing*

Records of all hearings are kept by the Office of Student Conduct and Conflict Resolution. In the case of Administrative Hearings, this will typically consist of a description of the investigation, a list of people interviewed, and a rationale for the decision. In the case of Panel Hearings, the record that is maintained after the process has concluded will typically consist of the investigator(s) report, notes from each interview, outcome of the hearing, and a rationale for the findings and sanctions.

Because of the investigative nature of this process, the University errs on the side of protecting the privacy of the students involved. Any party involved is welcome to take notes during interviews, but audio or video recordings by the parties are not allowed. Any exception to this policy is the sole discretion of the director of the OSCCR or dean of students. Deliberations by conduct administrators or Panels are never recorded.

## *Appeals*

All cases resolved through a Panel Hearing as well as cases resolved through an Administrative Hearing that resulted in a suspension, exclusion, degree revocation, expulsion, or group dissolution are eligible for Appeal. A reporter or respondent (and a victim, if the victim is not the reporter, in an alleged violation of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy) may appeal the outcome of the hearing in writing to the OSCCR Panel Coordinator within a reasonable time as designated in the outcome letter (typically within 72 hours of their receipt of the outcome). The finding and sanction issued by the original Panel are presumed to have been decided reasonably and appropriately, and the only grounds for appeal are as follows:

- New information discovered after the hearing that could not have reasonably been available at the time of the hearing and is of a nature that could materially change the outcome
- Procedural errors within the hearing process that may have substantially affected the fairness of the hearing
- An outcome (findings 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 to the Appellate Panel (submitted through the OSCCR Panel Coordinator) specifically stating the grounds for the appeal and any supporting information. In cases involving multiple parties, the nonappealing party will be given an opportunity to submit a written response to the Appellate Panel (submitted through the OSCCR Panel Coordinator) within a reasonable amount of time as designated by the OSCCR Panel Coordinator (typically within 72 hours of their notification of appeal).

The Appeal and response to the Appeal may not include new/additional character witness statements not previously submitted to the investigator(s). The Appeal is solely conducted via written statements. Neither the respondent nor the reporter 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 record of the hearing. 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 conduct administrator about the conduct process.)

If the grounds for appeal are substantiated, the Appellate Panel may determine the final outcome of the case (i.e., findings and sanctions) or, in an extraordinary circumstance, refer the case back to the Hearing Officer or Panel for further review.

A written decision will be delivered to the respondent, the Hearing Officer or Panel members, and the victim in cases related to crimes of violence or a violation of the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy by the Office of Student Conduct and Conflict Resolution within a reasonable amount of time following receipt of the written appeal (typically within 15 business days). If the Appellate Panel puts forth a final outcome, the decision of the Appellate Panel is final. No additional Review or Appeal will be granted, and all sanctions will take effect immediately.

### *Appellate Panel*

A standing Appellate Panel will be appointed by the vice president for student affairs and will be trained annually by the Office of Student Conduct and Conflict Resolution. The Appellate Panel will be made up of senior-level administrators and academic leaders who represent the Division of Student Affairs and the Office of the Provost and who are appointed by the vice president of student affairs or designee. 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 who has had no previous involvement in the case can be assigned by the OSCCR to fill in for a member of the Appellate Panel to ensure expediency of the process. The OSCCR Panel Coordinator or designee will be privy to all Appellate Panel discussions to ensure compliance with the UHAS procedures.

## **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 readmission until that matter is resolved.

### *Effect of Withdrawal*

In cases that have the potential to result in suspension, exclusion, expulsion, or degree revocation, 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's withdrawal shall

- constitute a disciplinary exclusion from the University;
- be recorded in the student's permanent file in OSCCR (but not on the transcript);
- prohibit the student from subsequently enrolling in any school in the University unless admitted through the office of admissions of the appropriate school and cleared by the vice president for student affairs.

If a party files with the OSCCR a notice of withdrawal 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 appealed shall become final.

### *Disciplinary Hold*

At any time after the filing of a report, the Office of Student Conduct and Conflict Resolution may place a disciplinary hold on the academic and/or financial records of any student pending the outcome of proceedings or to enforce a disciplinary sanction. A disciplinary 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 University processes concurrent with criminal action does not subject a student to "double jeopardy."

The University operates under different policies, procedures, and standards and thus will not be 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 disciplinary record without invoking the University disciplinary 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. A student may request, however, that the University disciplinary process be placed on hold until criminal actions are resolved. The director of student conduct and conflict resolution, 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 disciplinary process at any point. In incidents involving the Sexual Misconduct, Stalking, and Dating and Domestic Violence policy, the University will not agree to any such hold except at the request of law enforcement for the narrow and temporary purpose of evidence collection. 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, or genetic information in matters of admissions, employment, housing, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and University commitment. It is also Northwestern University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any University program or activity. In response to a request made by a qualified student with a documented disability, the University will arrange, at no cost to the student, for the provision of educational auxiliary aids, including sign language interpreters, real-time captioners, note takers, readers,

and tutors, determined by the University to be necessary to afford the student with a disability the opportunity for full participation in University programs.

The majority of accommodations and services for students with disabilities are coordinated by the Office of Services for Students with Disabilities (SSD), which has locations on both the Evanston and Chicago campuses. For more information, visit [www.northwestern.edu/disability](http://www.northwestern.edu/disability) 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 Equal Opportunity and Access, 720 University Place, Evanston campus, 847-491-7458, fax 847-467-0698, [eeo@northwestern.edu](mailto: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/hr/equalopp-access/employees-with-disabilities/complaints.html](http://www.northwestern.edu/hr/equalopp-access/employees-with-disabilities/complaints.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.

Title IX-related cases concerning members of the faculty or staff or third parties can be filed directly with the Title IX coordinator in the Sexual Harassment Prevention Office at [www.northwestern.edu/sexual-harassment](http://www.northwestern.edu/sexual-harassment).

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