

2024

STUDENT HANDBOOK

2025

Northwestern

An aerial photograph of the Northwestern University campus, featuring a large blue lake with a fountain, a bridge, and various university buildings. The image is partially obscured by a white diagonal shape in the top left and a purple geometric pattern in the bottom left.

INTRODUCTION

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

WHO WE ARE

Northwestern is a comprehensive research university that is deeply interdisciplinary across multiple schools. Our rigorous, yet empathetic, academic environment is impactful, producing top-tier research, new knowledge, creative expression and practical application.

WE ARE GUIDED BY THESE PRINCIPLES

We transform society

We grow leaders

We champion access, diversity and belonging

We encourage debate

We embrace breadth and depth

We pursue excellence across all disciplines

We strengthen our community

We care about one another



These principles require us to live and learn independently and in community with each other. Students must engage fully and consistently in their academic pursuits. Students are responsible for adhering to class attendance policies, completing coursework in accordance with established deadlines, and participating respectfully and collaboratively in all learning environments. Northwestern is distinctive in the multidisciplinary journey it offers students. Most students take courses across many disciplines and schools and are responsible for learning and adhering to the policies in each school of enrollment.

Undergraduate students are required to live on campus during their first and second years of enrollment; limited housing is also available for upper-class and graduate students. Students must be self-sufficient, able to live safely and independently, care for their basic human needs, and treat other members of their residential communities with dignity and respect. Every student is expected to create and sustain an inclusive living and learning environment, which includes fostering open dialogue and a sense of belonging.



TABLE OF CONTENTS

Community Values at Northwestern	06
Academic Conduct Policies	10
Student Code of Conduct	14
<i>Overview and Scope</i>	15
<i>Prohibited Conduct</i>	16
<i>Use/Misuse of Alcohol, Cannabis, and Other Drugs</i>	16
<i>Alcohol Violations</i>	16
<i>Cannabis Violations</i>	17
<i>Other Drug Violations</i>	18
<i>Amnesty Through Responsible Action</i>	19
<i>University Demonstration and Display Policies</i>	20
<i>Destruction of Property</i>	26
<i>Discrimination, Harassment, and Sexual Misconduct</i>	26
<i>Disorderly Conduct and Disruption</i>	26
<i>Endangering Self or Others</i>	26
<i>Failure to Comply</i>	27
<i>Fire Safety Violations</i>	27
<i>Guest and Visitors</i>	28
<i>Hazing</i>	28
<i>University Housing Violations</i>	30
<i>Information Technology Violations</i>	30
<i>Intimidation</i>	31
<i>Misconduct within the Student Conduct Process</i>	32
<i>Misconduct (Unrecognized Student Orgs or Groups)</i>	32
<i>Misrepresentation</i>	33
<i>Unauthorized Taking of Property</i>	33
<i>University Properties (Misuse of)</i>	33
<i>Violations of Law and Other University Policies</i>	34
<i>Weapons and Related Items</i>	34
<i>Sanctions</i>	34
<i>Conduct Records/Student Status</i>	42

TABLE OF CONTENTS (CONTINUED)

Office of Civil Rights & Title IX Compliance (OCR) Policies	43
University Housing Policies	50
Other University Policies and Resources	59
<i>Administrative Obligations.....</i>	<i>60</i>
<i>Health and Safety.....</i>	<i>61</i>
<i>Student Life and Organizations.....</i>	<i>66</i>
<i>Technology and Communication.....</i>	<i>72</i>
<i>Transportation.....</i>	<i>76</i>

The provisions of this Student Handbook do not constitute a contract, expressed or implied, between any students, prospective and/or matriculated, and Northwestern University. The University reserves the right to change any of the provisions, programs, rules, or regulations articulated in the Student Handbook at any time without prior notice with respect to any subject matter. For example, the University reserves the right to change any information contained herein as part of its response to the novel coronavirus, COVID-19, or similar public health crisis at any time. The University likewise expressly reserves the right to modify the Student Handbook and its other written policies and procedures in response to unforeseen circumstances or circumstances beyond its control that impact the University or its campus.

Statement of Community Values¹

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

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

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

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

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

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

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

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

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

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

¹ Northwestern's six Community Values were developed by a committee representing students, faculty, and staff. The committee was co-led by senior level administrators from the Office of the Provost, Student Affairs, and HR, and included student representatives from the Associated Student Government (ASG) and the Graduate Student Association (GSA). Between 2018-2019, the committee worked to identify the values that define the strengths and aspirations of our community, and today these values underlie multiple facets of University life and the student experience.

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

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

The Student Handbook contains the standards for behavior and conduct in the Northwestern community. It includes Academic Conduct Policies, Student Code of Conduct, Office of Civil Rights & Title IX Policies, University Housing Policies, and other University policies and resources. Its companion, The [*Student Handbook Appendix: University Hearing and Appeals System*](#), outlines the procedures that are followed when these standards are not met. Students should read and familiarize themselves with both documents, including the rights and responsibilities outlined below.

STUDENT RIGHTS AND RESPONSIBILITIES

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, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law in matters of admissions, employment, housing or services or in the educational programs or activities it operates. Northwestern's notice on non-discrimination can be read in full here: <https://www.northwestern.edu/civil-rights-office/about/statements/non-discrimination-statement.html>.
2. Student records may be released to persons outside the University only on request of the student or through compliance with applicable University policies and laws.
3. Students have a right to be secure in their possessions subject to law and University policy.
4. 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.
5. Subject to University policy and applicable law, students are free to form, join, and participate in any group for intellectual, religious, social, economic, political, or cultural purposes.

6. A student is free, individually or in association with other individuals, to engage in all campus activities, provided they do not in any way purport to represent the University and comply with applicable laws and University policies, including but not limited to time, place, and manner restrictions imposed by the University.
7. Students are free to use campus facilities for meetings of registered student organizations, subject to University policies, including reservation and other time, place, and manner policies governing the space or facility.
8. Subject to University policy and applicable law, 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.
9. Subject to University policy and applicable law, students are free to assemble, to demonstrate, to express their views, 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.
10. 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 law or University policy. Policies shall be fully and clearly communicated in advance of the alleged violation. A student is subject to local, state, and federal statutes.
11. Every member of the Northwestern community has the responsibility to conduct themselves in a manner that does not violate the rights and freedoms of others.





**ACADEMIC
CONDUCT POLICIES**

ACADEMIC CONDUCT POLICIES

Academic integrity at Northwestern is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both graduate and undergraduate, belongs to a community of scholars where academic integrity is a fundamental commitment. The University as an institution makes collaboration and the pursuit of knowledge possible, but always promotes and evaluates individual effort and learning.

The Basic Standards of Academic Integrity and the Eight Cardinal Rules of Academic Integrity are outlined below. They describe the principles of student academic conduct supported by all academic programs at the University, at every level – both undergraduate and graduate, and regardless of modality or venue, including, but not limited to, online courses and study abroad programs.

Students are responsible for knowing and following the rules and policies governing their specific academic programs. Academic integrity violations and sanctions are determined and imposed by a student's school of enrollment. More resource information, including a list of contacts and procedures for each of Northwestern's schools, can be found here: <https://www.northwestern.edu/provost/policies-procedures/academic-integrity/>.

Basic Standards of Academic Integrity

All students registered for classes at Northwestern must adhere to the University's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

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

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

4. ***Obtaining an Unfair Advantage:*** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work (f) recycling one's own work done in previous classes without obtaining permission from one's current instructor or (g) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. ***Aiding and Abetting an Academic Integrity Violation:*** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; (b) providing false information in connection with any inquiry regarding academic integrity; or (c) providing (including selling) class materials to websites that sell or otherwise share such materials – including homework, exams and exam solutions, submitted papers or projects, as well as original course materials (for example, note packets, power point decks, etc.). In addition to violating Northwestern's policies on academic integrity, such conduct may also violate University policies related to copyright protection.
6. ***Falsification of Records and Official Documents:*** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. ***Unauthorized Access to Computerized Academic or Administrative Records or Systems:*** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Eight Cardinal Rules of Academic Integrity

Maintaining academic integrity requires an intentional approach to all academic pursuits. Students must be mindful of their work process, including appropriate engagement with others, and their work product, particularly the representation of sources and data. The following rules should be internalized by all students and consulted as needed for reinforcement or a mere refresher:

1. ***Know Your Rights:*** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic integrity violation you see.
2. ***Acknowledge Your Sources:*** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.
3. ***Protect Your Work:*** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. ***Avoid Suspicion:*** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of an academic integrity violation may undermine your instructor's confidence in your work.
5. ***Do Your Own Work:*** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious charges against you.
6. ***Never Falsify a Record or Permit Another Person to Do So:*** Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
7. ***Never Fabricate Data, Citations, or Experimental Results:*** Many professional careers have ended in disgrace, even years after the fabrication first took place.
8. ***Always Tell the Truth When Discussing Your Work With Your Instructor:*** Any attempt to deceive may destroy the relation of teacher and student



STUDENT CODE OF CONDUCT

OVERVIEW AND SCOPE

As members of the Northwestern community, all students, groups of students, and student organizations are expected to model exceptional conduct, character, and citizenship on campus and beyond. The Student Code of Conduct outlines behavior that is prohibited and subject to a range of sanctions. Students are responsible for knowing and following the standards and policies in the Code of Conduct. The Office of Community Standards (OCS) is responsible for determining violations and imposing sanctions under the Code of Conduct. More information regarding OCS, including how to report alleged misconduct, can be found here: <https://www.northwestern.edu/communitystandards/>.

The Student Code of Conduct applies to all students, groups of students, and student organizations affiliated with any school or department or the University as a whole (undergraduate or graduate). Student hosts are additionally responsible for any policy violations of their on-campus guests. The Code of Conduct applies at the times and locations described below.

WHEN: The Code of Conduct applies from the date a student receives notification of admission to Northwestern until the date a student is awarded a degree from Northwestern, including, but not limited to these specific time frames:

- During the academic year
- Before classes begin or after classes end
- During time pursuing credit away from campus (e.g., study abroad, internships, coops)
- During periods between terms of actual enrollment
- While on leave from the University

Conduct that occurs during any period of time described above that is not discovered until after a degree is awarded remains subject to adjudication and sanction and may result in degree revocation.

WHERE: The Code of Conduct applies everywhere – on and off campus.

*For information regarding the factors the University uses to determine when groups of students or student organizations are implicated, please see “Groups and Organizations” and “Collective and Individual Responsibility” on pages 9–10 in the **UHAS Process document**.*

Some behaviors or conduct may be covered by more than one University policy or by multiple definitions in the Student Code of Conduct. The University will consider all relevant conduct definitions and University policies when addressing behaviors or conduct.

PROHIBITED CONDUCT

The following behaviors are prohibited by the Student Code of Conduct. Attempting these behaviors and/or assisting or willfully encouraging others to engage in these behaviors also violates the Code of Conduct.

1. Use/Misuse of Alcohol, Cannabis, and Other Drugs

Alcohol Violations

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

- a. Use or possession of alcohol, or containers that previously contained alcohol, by individuals under the age of 21 (or the age of majority in the jurisdiction);
- b. Manufacturing alcoholic beverages on University property, premises, or facilities (except as specifically authorized by the University) or by individuals under the age of 21;
- c. Providing or distributing alcohol to individuals under the age of 21;
- d. Severe intoxication resulting in disruptive behaviors or concern for the student's well-being, regardless of age;
- e. Driving under the influence of alcohol or while intoxicated;
- f. Possession of open containers of alcohol in public buildings, parks, beaches, highways, streets, alleys, sidewalks, parkways, and public parking lots (except as specifically authorized by legal authority); and
- g. Violations of other laws pertaining to alcohol.

The following also constitute violations when a student is on campus or at an event affiliated with Northwestern or a Northwestern organization (including student organizations):

- h. Possession of kegs or other large storage devices, quantity-dispensing containers, or common sources of alcohol (except as specifically authorized by the University), regardless of age;
- i. Drinking practices or games that encourage participants to consume alcohol or promote intoxication and any paraphernalia that supports such activities, regardless of age;
- j. Use or possession of alcohol, regardless of age, in any dry or alcohol-free spaces on campus including, but not limited to, all

fraternity/sorority houses, and designated areas in the residence halls and academic buildings (except as specifically authorized by the University);

- k. Possession of open containers of alcohol on University property, in University facilities, or in University vehicles or transportation (except as specifically authorized by the University). Approval for alcohol in outdoor spaces can be obtained through the Events Planning Office at Norris University Center; and
- l. The sale of alcohol on campus without explicit permission from the Events Planning Office at Norris University Center and an Evanston liquor license.

Students and student organizations who wish to plan an event for undergraduate students at which alcohol is available for individuals over the age of 21 must comply with the Policy Regarding Alcohol at Events for Undergraduates ([see page 66](#)).

Students who live in University housing must also abide by the University Housing policies related to alcohol ([see page 51](#)).

Cannabis Violations

Misconduct relating to cannabis, including the following:

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

“Cannabis” means the parts, products, and derivatives of the plant *cannabis sativa*, *indica*, *ruderalis* and hybrid strains, regardless of the delta-9-tetrahydrocannabinol level. Federal law prohibits the possession, use, manufacture, cultivation, distribution, and storage of cannabis for any purpose by students, faculty, staff, and visitors on all of Northwestern's campuses and properties and at University-sponsored events.

Other Drug Violations

- a. Possession, use, or misuse of illegal drugs or controlled substances (except as expressly permitted by all levels of legal authority);
- b. Possession, use, manufacturing, or distribution of drug paraphernalia;
- c. Manufacturing or distribution of illegal drugs or controlled substances;
- d. Driving under the influence of any illegal drug or controlled substance;
- e. Being in the presence of the use or misuse of illegal drugs or controlled substances on campus; and
- f. Violations of other University drug policies or federal, state, and local laws pertaining to illegal drugs and controlled substances.

“Other drug” means illegal drugs and controlled substances, including, but not limited to narcotics, cocaine, heroin, prescription medication, synthetic cannabinoids, and/or any chemical substantially similar to a controlled substance.

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



Amnesty for Taking Responsible Action in Response to Impairment or Overdoses Involving Alcohol, Cannabis, and/or Other Drugs

At Northwestern, we care for each other. Consistent with this principle, when students or student groups and organizations take the following steps in response to situations involving impairment or overdoses from alcohol, cannabis, and/or other drugs, Northwestern honors that care by using educational and supportive resources outside of the University's disciplinary processes:

Amnesty requires these three actions:

1. ***CALL for help:*** In medical emergencies, immediate action should be taken by calling 9-1-1 from either on or off campus. University Blue Light emergency phones can be activated anywhere on campus. In non-emergency situations, responding staff or emergency personnel can also be sought by contacting NUPD (847-491-3456). For students in residence halls, please contact the Resident Assistant on-duty (phone number varies by building) or the building's Community Service Officer (CSO).
2. ***STAY:*** with the person until responding staff or emergency personnel arrives and they inform the student caller that their assistance is no longer needed.
3. ***COOPERATE:*** with responding staff or emergency personnel, including all requests for information and assistance. This also includes cooperation with any post-incident follow-up by the University.

In situations where students or member(s) of a student group or organization take these responsible actions (for themselves or for others) or have such actions taken for them, they will not face disciplinary action for their personal use or possession of alcohol, cannabis, or other drugs. Individuals who are transported or evaluated for transport may be referred to educational and supportive resources.

Amnesty does not apply to other policy violations arising out of the same incident (e.g., destruction of property, disorderly conduct, hazing, drug distribution, sexual misconduct, or driving under the influence (DUI)). Amnesty also does not apply to deceptive behavior or other actions that intentionally cause delay in getting help.

The University may notify parents or emergency contacts in severe or repeated instances of alcohol, cannabis, or other drug use. Students who refuse emergency medical transport may forfeit their eligibility for amnesty.

2. Violation of the University Demonstration and/or Display Policies

Conduct prohibited by Northwestern's [*Demonstration*](#) and [*Display & Solicitation*](#) Policies. Current versions of these policies can be found in full by clicking the hyperlinks above. An overview of these policies, including definitions and requirements, is outlined below.

Demonstration Policy

The Demonstration Policy governs parameters for free expression and peaceful demonstration at Northwestern.

For purposes of this Policy, “demonstration” is defined as any public speech or other expressive activity by an individual or group occurring either (i) on or adjacent to Northwestern property or (ii) at University-sponsored events off campus. Examples of demonstrations may include but are not limited to assemblies, picketing, protests, counter-protests, rallies, parades, marches, teach-ins, or sit-ins.

These requirements protect the rights of others:

- a. No community member or third party may intimidate, threaten to use force, or use force against any community member or third party.
- b. No community member or third party may deprive (or attempt to deprive) others of the ability to participate in a University activity.
- c. No community member or third party may prevent or obstruct (or attempt to prevent or obstruct) the speech or other expression of another community member, except that University officials may act consistent with this and other Northwestern Policies to ensure the speech or other expression of community members is consistent with the guidelines in this and other Northwestern Policies, including but not limited to those linked at the bottom of this Policy.
- d. Placards, banners, signs, and other displays may not impede the participation of those assembled, endanger other community members, or violate University Policies, including but not limited to those linked at the bottom of this Policy. Displays, including but not limited to banners, signs, installations, light projections, and sound amplification are subject to restrictions detailed in the Display and Solicitation Policy.

These requirements protect University operations:

- a. No community member or third party may disrupt, prevent, or obstruct, or attempt to prevent or obstruct (i) the regularly scheduled activities of the University, such as classes, research,

learning, meetings, interviews, ceremonies, emergency services, or operations of the University; (ii) co-curricular activities; (iii) University or public events; or (iv) medical center access or business.

- b.** No community member or third party may use or occupy campus facilities in a manner that impedes University operation of activities or events.
- c.** No community member or third party may obstruct movement around the campus (including but not limited to preventing entrance to or egress from any campus building or campus facility, or obstructing any University-owned and -maintained roadway or pathway) unless authorized by a University official.
- d.** On weekdays on the Evanston campus, demonstrations at the Rock may not occur until after 3:00 pm, when most classes in adjacent buildings have concluded. Amplified sound, including the use of bullhorns, loudspeakers, and similar devices, is prohibited on weekdays before 5:00 pm at the Rock and is subject to reservation and approval processes. The tradition of painting the Rock is permitted. Tabling and other events reserved through the University may continue to be held at the Rock at their reserved time. See the Display and Solicitation Policy for additional information on amplified sound, tabling, and other displays.

These requirements ensure the physical safety of community members and third parties and compliance with applicable policies and other rules governing use of University facilities:

- a.** Overnight demonstrations, between 12:00 am/midnight and 6:00 am, are not permitted in any University location regardless of space (indoor or outdoor). All materials associated with a demonstration must be collected and/or removed during the overnight hours. One small camping tent at the Rock will continue to be permitted for guarding and painting it.
- b.** All events and demonstrations are subject to the requirements and limitations of the event or demonstration's location (e.g., school, college, or facility), including room occupancy and hours of operation. All events and demonstrations must comply with applicable building safety codes and University Policies.
- c.** Demonstrations cannot take place in areas where the presence of participants would compromise physical safety or a reasonable expectation of privacy, or violate laws, regulations, or Northwestern policies (e.g., laboratories and/or other research areas, residential spaces, dining halls).

These requirements affirm that community members and third parties must comply with direction from Northwestern University Police and other University officials when they (police and officials) are enforcing this Policy and/or other University Policies. The role of Northwestern

University Police during a demonstration is to maximize the physical safety and security of community members as well as protect University property:

- a. Community members and third parties must identify themselves upon request by University officials.
- b. Community members and third parties must remove placards, banners, signs, installations or other displays that violate this Policy and/or other University Policies upon request by University officials.
- c. Community members and third parties must leave University locations when instructed to do so by a University official or Northwestern University Police. When possible, participants will be first given a warning to leave unless a physical safety issue prevents that step.

The University may impose additional time, place, and manner restrictions to achieve the purposes of this and other University Policies. Instances in which the University may enact time, place, and manner restrictions include but are not limited to during major University events (e.g., Commencement, sporting events) and in areas of the University where there is a need to balance free expression with the continuity of University operations.

Participants in demonstrations are subject to other Northwestern policies, city ordinances, and state and federal law in addition to this Policy.

Display and Solicitation Policy

The Display and Solicitation Policy governs the parameters for expression through displays and/or solicitation on University property. The policy defines what constitutes a display and sets requirements for the types, locations, and content of displays.

Display is defined as any sign, flyer, installation, or other material, including but not limited to advertising or informational signs or posters, affixed to or placed on Northwestern's property. Other examples include banners; chalking; painting; leaflets/handbills; tabling on campus property; and tents, art installations, flags, and other 3D materials with a physical footprint on campus property. Displays also include projection of light onto a campus building and amplification of sound on campus property (e.g., using bullhorns and similar devices, loudspeakers, etc.).

Display Types and Locations

- a. ***Flyers*** Flyers can be posted to bulletin boards made available by most academic and other campus buildings. Individuals and groups should consult with relevant schools, departments, or

facilities offices for additional guidance and/or restrictions before adding a display to a board that is managed by a specific office. Permitted outdoor locations for flyers are University-provided bulletin boards and kiosks. Flyers may not be affixed to other outdoor locations, including but not limited to trees, benches, fences, lampposts, exteriors of campus buildings, campus sidewalks, and roadways. Every flyer must include the date on which it was posted and/or, if applicable, the date of an upcoming event being promoted.

- b. **Banners** Banners to be attached or affixed to University property must be approved and consistent with rules for the specific building or space (e.g., academic department, Residential Services, etc.) or Northwestern University Facilities. [Norris Event Management](#) facilitates reservation of banner space between Weber Arch and the Rock. Individuals and/or groups must obtain a reservation from Norris Event Management before displaying a banner at the Arch or trees near the Arch. The banners hung on Weber Arch and affixed to the top of light poles on the Evanston and Chicago campuses are managed by the Office of Global Marketing and Communications. These fixtures are only for official use by University departments. On the Chicago campus, banners hung on light poles must be approved through the [City of Chicago](#). For other banner locations on campus, community members seeking to display a banner must consult with the administrators responsible for the individual location or facility.
- c. **Chalking** Chalking is permitted on Evanston campus sidewalks that are not covered by any overhangs. Chalking on campus property other than the sidewalk is not permitted, including on building exteriors or other vertical surfaces and on horizontal surfaces covered by permanent structures such as covered walkways, tented entryways, and covered terraces.
- d. **Painting** Painting any campus property—other than the Rock, the short wall around the Rock, and lakefront rocks— including any part of the sidewalks, trees, benches, and/or plaza around the Rock, is strictly prohibited. The Rock is an Outdoor Event Space. For more information on painting the Rock, contact [Norris Event Management](#).
- e. **Tabling** All outdoor tabling activities on campus require a confirmed reservation through the [Outdoor Event Request Process](#). For spaces not included in this process, community members must consult with the administrators responsible for the location or facility and ensure they have documented approval available at the table. More information is available on the [Norris Events website](#).
- f. **Installations** Any installation of a 3D display on University property must be reserved through the [Outdoor Event Request Process](#),

- whether the installation is meant for art, advertisement, view-point expression, demonstration, or another purpose. Outside of University-sponsored events, installation of tents is prohibited. One small camping tent at the Rock will continue to be permitted for guarding and painting it. In addition to reserving space through the [Outdoor Event Request Process](#), students and/or student groups must also provide advance notice to [Student Organizations and Activities, or the relevant Student Affairs office in Chicago, for any 3D display](#). Installations meant for demonstration must comply with the Demonstration Policy.
- g. **Light Projections** The University owns and controls the lighting in and on its buildings and properties. Only authorized University officials are permitted to alter or project light onto University buildings or properties. Requests to alter or project lighting will not be considered.
 - h. **Outdoor Sound Amplification** The University prohibits sound amplification using any device including bullhorns, loudspeakers, and similar devices that would disrupt operations of the University, including but not limited to classes. Amplified sound is prohibited on weekdays before 5:00 pm at the Rock. At all other times, sound amplification on the Evanston campus requires a space reservation through the [Outdoor Event Request Process](#). *In some instances, sound permits may be required from the City of Evanston*. While the City of Evanston does not require a permit for bullhorns, their use must adhere to this and other University Policies and cannot disrupt University operations. In Chicago, sound must comply with the Chicago Municipal Code.
 - i. **Prohibited Outdoor Locations** Displays are not allowed on Rebecca Crown Plaza, Technological Institute Plaza, or under the overhangs of any buildings, including but not limited to the Jacobs Center, the Henry Crown Sports Pavilion, any part of Weber Arch, and the west main and south ground entrances to Norris Center.
 - j. **Unit Spaces** Individual schools, units, and certain University facilities may have additional display policies that are more restrictive than the Policy set forth here, in which case the more restrictive display policy will apply. Individuals should consult with relevant schools, units, or facilities offices before adding a display in a space that may be under the control of a specific unit (e.g., classroom, residence hall, whiteboard/chalkboard, hallway, door).

Content

- a. **University Trademark** All displays must comply with the University's Trademark Licensing Policy.
- b. **Prohibited Content Display** content that is deemed by the

University to be in violation of University Policies, including Use of University Facilities for Political Activities, the Student Code of Conduct, and the Policy on Discrimination, Harassment, and Sexual Misconduct, is prohibited and may subject the group or individual to disciplinary action.

Display Removal

The University reserves the right to remove displays, including but not limited to between academic terms, in advance of major University events (e.g., Reunion, Commencement), and when they contain prohibited content and/or violate this and other University Policies. Securing a reservation for a display does not indicate that a display is compliant.

A Northwestern student organization, unit, or individual should remove their own displays in a timely fashion. The University may remove flyers after an event has passed and/or after a week from the date of posting. In addition, individuals whose displays damage University property may face disciplinary consequences, including restitution, to restore the property to its normal condition.

Northwestern community members may remove or cover a display under certain circumstances:

- If an event being promoted has passed, then displays may be removed or covered.
- If multiple displays for the same event, organization, or subject are in the same location, then some (but not all) may be removed or covered to make way for others.
- If a display meets the conditions of unapproved solicitation (as discussed below), then displays may be removed or covered.

Solicitation

Any community member or third party must obtain permission to solicit on campus. Permission must come from the appropriate unit officer or University official responsible for the area or building where the solicitation occurs, as well as observe applicable solicitation policy for that building. Notwithstanding anything in this Policy to the contrary, University employees may engage in protected activity under the National Labor Relations Act, except that no employee should: engage in solicitation of any kind during work time or engage in solicitation of any kind targeted at an employee during that employee's working time. Distribution of materials by employees must only be engaged in during non-working time and in non-working areas. Commercial solicitation is prohibited at the Rock, door to door within University buildings, or in residence halls. Northwestern community members and third parties must comply with the Policy on Use of University Facilities for Political Activities.

3. Destruction of Property

Destroying, damaging, defacing, tampering with, or vandalizing property.

4. Discrimination, Harassment, and Sexual Misconduct

Conduct prohibited by Northwestern's policies on discrimination, harassment, and sexual misconduct, all of which are enforced by the Office of Civil Rights and Title IX Compliance (OCR). Current versions of these policies can be found in full here: <https://www.northwestern.edu/civil-rights-office/policies-procedures/policies/>. An overview of these policies, including definitions of prohibited conduct, can be found in the OCR policies section of the Student Handbook ([see page 43](#)).

5. Disorderly Conduct and Disruption

Disorderly conduct or disruptive acts, including the following:

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

6. Endangering Self or Others

Any action (or threat of action) that endangers or threatens to endanger the health, safety, or wellbeing of any person (including oneself). Severity and/or persistence may be considered. Examples include but are not limited to:

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

7. Failure to Comply

Students are required to comply with the requests, directives, and instructions of University officials acting in performance of their duties. Prohibited conduct includes, but is not limited to:

- Interfering or refusing to comply with University law enforcement, administrators, faculty, staff, and emergency rescue personnel when they are addressing law or policy violations and health or safety concerns.
- Failing to identify oneself by name and with a photo identification card (Wildcard or government-issued ID) when requested by an authorized University official. University officials must also provide identification if requested by students to do so.
- Refusing to remove or adjust a mask or face covering if requested to do so by an authorized University official for identification purposes.
- Failing to dispose of or relinquish prohibited items when directed to do so by an authorized University official.
- Fleeing the scene of an incident when directed to stay on site by an authorized University official or staying on site when directed to disperse/leave the scene of an incident by an authorized University official.

8. Fire Safety Violations

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

Examples include but are not limited to:

- a. Causing, creating, or maintaining a fire or fire hazard; this includes the misuse or unauthorized use of appliances or heating devices prohibited within the residence halls that cause damage, partially or totally, to any University property;
- b. Misuse or tampering with fire safety equipment, including but not limited to fire alarms, smoke or fire detection devices, emergency call devices, fire exits or doors, automatic sprinkler systems, or extinguishers;
- c. Failing to immediately exit any facility or building when an emergency or fire alarm or notification has been sounded; this includes hindering, impairing, or stopping the orderly evacuation of any University facility, building, or premises;
- d. Smoking, including the use of e-cigarettes, vaporizers, or hookahs, in any enclosed University facility, designated smoke-free outdoor area, or within 25 feet of a University facility or building entrance, open window, or ventilation intake system or similar feature; and

- e. Violation(s) of state or local fire or fire-related ordinances.

9. Guest and Visitors

Knowingly allowing guests or visitors to violate the Student Code of Conduct or other University policies and/or failing to monitor the behavior of guests or visitors to assure they adhere to Northwestern policy standards.

10. Hazing

Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off University premises and whether presented as optional or required, that a reasonable person could experience as mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, or other organization, regardless of an individual's willingness to participate. Acceptance of or consent to an activity on the part of a new member or individual does not justify an individual, organization, or group's sponsorship of the activity.

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

- Any physical abuse expected of or inflicted upon another, including paddling, tattooing, or branding in any form;
- Any strenuous physical activity expected of or inflicted upon another, including calisthenics or physical training as punishment;
- Creation of excessive fatigue, sleep deprivation, or interference with scholastic activities, including late night work sessions, meetings, or sleepovers;
- Physical and psychological shocks, including lineups, berating, verbal abuse, threats, and name calling;
- Sexual violations or other required, encouraged, or expected sexual activity, whether actual or simulated;
- Prolonged exposure to severe or inclement weather;
- Periods of silence or social isolation;
- Kidnapping, road trips, abandonment, scavenger hunts, or any other involuntary excursions;
- Wearing of uniforms or apparel that is conspicuous and not normally in good taste;
- Engaging in degrading or humiliating games, activities, stunts; including requiring, encouraging, or expecting individuals to carry, possess, or maintain objects or items;

- Requiring or compelling the consumption of liquid (including alcohol), food, drinks, or other substances;
- Servitude or placing another in a position of servitude, including requiring, encouraging, or expecting a new member to do the tasks of, or to do tasks for, an experienced member, or to address members with honorary or formal titles;
- Taking, withholding, or interfering with an individual's personal property;
- Falsely leading an individual or individuals to believe that they will be inducted or initiated by participating in particular activities;
- Depriving an individual of any privileges of membership or affiliation to which one is entitled;
- Removing, stealing, taking, or damaging public or private property; and
- Requiring, encouraging, or expecting individuals to participate in activities that are illegal or unlawful or are not consistent with the group's mission or values or the policies of the University, including the Student Code of Conduct.

Failure of an individual in a leadership role or position of power to address and/or report an act of hazing committed against another individual may also be a violation of this policy.

Hazing activities may also violate the Illinois Hazing Act, 720 ILCS §5/12C50, which carries criminal penalties of up to three years' imprisonment and a \$25,000 fine.

For additional resources and information about hazing, visit the [Hazing Prevention Website](#).

Reporting Hazing

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

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

11. University Housing Violations

Conduct prohibited by Northwestern's Housing Policy, which is outlined on [page 50](#).

12. Information Technology Violations

Misconduct related to University computer, network, or telecommunications systems or resources, including the following:

- a. Unauthorized use of facilities, services, equipment, account numbers, or files, including using a NetID or account assigned to another user or providing another user with access to your NetID or account;
- b. Reading, copying, changing, deleting, tampering with, or destruction of another user's files, software, programs, and accounts (including monitoring another user's data communications) without permission of the owner;
- c. Use of University resources to interfere with the work of another student, a faculty member, or a University official, or that otherwise interferes with normal operation of University systems;
- d. Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files); and
- e. Violation of any other University policy regarding computers, networks, or electronic communications.

13. Intimidation

Subjecting another person or group to abusive, demeaning, harassing, humiliating, intimidating, threatening, or violent behavior that substantially affects the ability of the person or group to learn, work, or live in the University environment.

Intimidation may occur in person, via written or electronic means, or through a third party. For purposes of this policy, the defined behavior must meet both a subjective standard (i.e., does this person or group believe they were subject to Intimidation?) and an objective standard (i.e., would a reasonable person in the same or similar circumstances believe they were subject to Intimidation?). A single severe incident or a pattern of persistent behavior may constitute Intimidation.

Examples may include, but are not limited to:

- Acts of physical violence against any person or group (e.g., slapping, hitting, biting, punching, shoving, kicking, restraining, or spitting at others).
- Using words, symbols, graphics, or other forms of communication to threaten violence against any person or group.
- Throwing, hurling, or firing of projectiles without regard for the safety of others.
- Verbal and/or written abuse or other forms of hostile behavior directed towards another person or group (e.g., insulting, teasing, mocking, degrading, or ridiculing others).
- Deliberately damaging or defacing another's property, including the desecration of religious objects and places.
- Using force, threat, or coercion to compel a particular course of action or participation in support of a cause or activity
- Engaging in abusive, demeaning, harassing, humiliating, intimidating or threatening behavior that excludes a student from joining or participating in a student organization
- Acts of doxing, i.e., publicly revealing someone's private or personally identifiable information, such as their phone number, home address, or private medical information, online for malicious purposes.
- Abusive behavior toward a university official or agent acting in performance of their duties.

Offensive conduct that does not, by itself, meet the definition of Intimidation under this policy may still be the basis for educational or other non-punitive interventions; the goal of such interventions is to prevent behavior from escalating and becoming a future policy violation.

Conflicts among roommates and suitemates do not typically meet the definition of Intimidation under this policy; resident assistants (RAs)

and professional staff in Residential Services are trained in conflict mediation and serve as valuable resources to help students resolve conflicts in their on-campus living environments.

14. Misconduct within the Student Conduct Process

Misconduct related to the student conduct process (University Hearing and Appeals System) or an Office of Civil Rights and Title IX Compliance investigation, including the following:

- a. Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged offenses;
- b. Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged policy violation;
- c. Institution of a frivolous or malicious student conduct proceeding (including an appeal);
- d. Any action that attempts to retaliate against, intimidate, threaten, coerce, discriminate against, or improperly influence any Northwestern community member for reporting alleged violations of policy or concern for the health or safety of a Northwestern community member, assisting another in making such a report, or participating in an investigation or resolution of such matters;
- e. Unauthorized release or disclosure of information related to a student conduct proceeding;
- f. Failure to comply with the sanctions or outcomes imposed for violations of this code or other University policies; and
- g. Failure to comply with the interim actions or informal resolution put in place by a University administrator, including, but not limited to, failure to comply with a no-contact directive.

15. Misconduct Related to Unrecognized Student Organizations or Groups

To knowingly affiliate with or provide assistance to any groups, teams, or organizations that have had their University recognition withdrawn, suspended or permanently revoked by the University for disciplinary reasons or not meeting the registered student organization annual requirements is prohibited. The definition of affiliation includes joining, rushing, pledging or being involved in any activity that would normally be associated with being a member of such an organization.

This applies to organizations or social clubs that were created, even under a different name by members of a de-recognized organization, in an attempt to continue its presence in the community. Students perpetuating and/or affiliating with these organizations are subject to disciplinary action.

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

16. Misrepresentation

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

- a. Forgery, alteration, or misuse of University documents, records, or identification or other materials;
- b. Knowingly furnishing false, forged, or inappropriately altered information to the University, any University official, or emergency response personnel;
- c. Intentionally misrepresenting the University, any University official, your status at the University or utilizing the University's brand without permission;
- d. Possession, use, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual's identity, age, or other personal characteristics, including using another individual's identification;
- e. Intentionally initiating or causing to be initiated any false report, warning, or threat of emergency or crisis.

17. Unauthorized Taking of Property, Services, Materials or Funds

- a. Taking (e.g., stealing, theft) of property or services that do not belong to you without the permission of the owner.
- b. Knowingly possessing, selling, collecting, or distributing stolen or misappropriated property, materials, or funds.

18. University Properties (Misuse of)

Unauthorized presence in, entry to, and access/use of University facilities, property, systems, services or space. Prohibited conduct includes, but is not limited to:

- a. Unauthorized access to athletic fields or facilities, construction sites, or any other University building or property;
- b. Presence on roofs, balconies, or fire escapes of any University building or facility for any purpose except in cases of emergency;
- c. Hosting, attending, or participating in an event in University-owned or University-operated facilities, property, or space that violates the policies governing that space, including rules related to occupancy, opening/closing times, or other use restrictions;
- d. Possessing, duplicating, distributing, or using keys, access codes, access cards, or other means of entry or access to any University property, amenity, premises, or location without authorization; this includes loaning and/or giving one's own University key/access card to anyone for any reason.

19. Violations of Law and Other University Policies

Actions that violate federal, state, or local laws or ordinances or that violate other University policies.

20. Weapons and Related Items

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

- a. Possession of any such item on University premises or at University activities or events (except as specifically authorized); and
- b. Use or brandishing of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to, or otherwise endangers others.

SANCTIONS

When a student or student organization is found in violation of the Code of Conduct or other policies referenced in the Student Handbook, any of the sanctions described in this section may be imposed. The following factors guide decisions on sanctions:

- The nature, context, and severity of the incident;
- The level of accountability and responsibility taken by the student/student organization;
- The need to stop the misconduct and prevent its recurrence;
- The impact of the conduct on the reporter when one exists;

- The impact of the conduct on the community or the University;
- The need to remedy and address the impact or effects of the conduct on others;
- The disciplinary history of the student /student organization;²
- The developmental needs of the student/student organization;
- The best interests of the University community; and
- Any other aggravating, mitigating, or relevant factors.

2. For student organizations, the deciding sanctioning body will review the group's history for the 30 months prior to the incident date.

A student/student organization's proactive use of harm reduction techniques, or lack thereof, prior to or in connection with an incident may be considered when determining the nature, context, and severity of any responsibility findings involving alcohol, cannabis, and other drugs. Participation in high-risk drinking or drug behaviors, including, but not limited to, high proof alcohol consumption or distribution (30 proof or higher), including shots, common source alcohol, sharing or consuming high THC level cannabis, are generally seen as escalating the severity. Harm reduction techniques such as following the planning tenets laid out in the Alcohol at Undergraduate Events health, safety and wellness guiding principles ([Provision 6](#)), offering or consuming food and water during use, consuming or providing only lower proof alcohol (29 proof or lower), and other techniques may be considered as lowering severity. For proactive education in these areas, students/student organizations may contact the Health Promotion and Wellness office (www.northwestern.edu/wellness/hpaw/services/).

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

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

Sanctions of an educational, interventional, or restorative nature are used to ensure students learn the most from their actions and are equipped to make better decisions in the future. Options include but are not limited to the following:

Educational Requirements: Participation or completion of a project, class, or other activity to build awareness or knowledge relevant to the nature of the offense or oneself, including research papers, personal reflections, workshops, organizing events, designing community education, or preparing an action plan.

Disciplinary Service Hours: Assignment of a designated number of service hours that 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 receive a mental health, medical, substance use, or threat assessment from an appropriate health care professional and follow through with the recommendations of the professional.

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

Parent or Family Notification: Contact with a student's parents or legal guardians may occur or be required in certain circumstances, 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 University.

Disciplinary Sanctions (Individual)

University Warning: Formal notice that a student's actions violated a University policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a University policy, may result in more impactful disciplinary action. Students are expected to reflect upon their decisions and be mindful of how their future choices and actions may impact themselves, others, and the University community.

Disciplinary Probation: A status imposed for a specific period of time to alert the student to the fact that their behaviors are substantially inconsistent with University policy and expectations. During this time, students are expected to take active steps toward improving their decisions and behaviors and to demonstrate that they can abide by University policy and succeed as a member of the Northwestern community. Disciplinary probation may impact other opportunities for which a student's disciplinary record is considered as a criterion for participation.

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

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

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

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

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

Expulsion: Expulsion is the permanent removal of a student from the University. Expulsion includes forfeiture of all rights and degrees not conferred at the time of the expulsion, withdrawal from all courses, and forfeiture of tuition and fees. A student who has been expelled may not register for classes, submit coursework, receive academic credit, attend classes, remain in University housing, or participate in any function or event sponsored by the University or any of its departments, groups, or organizations (unless specifically authorized by the dean of students, or designee). A student who is expelled is also banned from entering, visiting, or being present on University property or facilities including for the purposes of work (unless specifically authorized by the Dean of Students, or designee). A student who has been expelled may never apply to be a student at Northwestern University again. A student who is expelled will have their NetID and Northwestern email deactivated. Expulsions are noted on student transcripts.

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

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

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

- Restriction on representing Northwestern University in any official capacity;
- Restriction from holding positions of leadership in any University recognized student group or organization or from being hired by University departments to serve in leadership roles;
- Restriction from attendance at University events or activities;
- Restriction on use of University resources;
- Restriction on entry or access to particular locations, premises, or events;

- Restriction on contact with another member or group of members of the University community;
- Restriction on ability to study abroad; and
- Additional conditions as deemed appropriate by the OCS.

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

Housing Warning: Formal notice that a student's actions violated a Housing policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a Housing policy, may result in more impactful disciplinary action. Students are expected to reflect upon their decisions and to be mindful of how their future choices and actions may impact themselves, others, and the Housing community.

Housing Probation: A status, imposed for a specific period of time, to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by policies and expectations. Any violation that occurs while on this status may result in a sanction of relocation, suspension, or removal from a residential facility or fraternity/sorority house. Students may be required to resign any office or committee appointment associated with Residential Services or its affiliated student organizations. Housing Probation is typically assigned for a minimum of the rest of the quarter.

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

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

Housing Removal: Permanent removal from residence halls, residential colleges, and fraternity/sorority houses. Students removed from housing must comply with all University vacancy procedures, including properly turning in keys and checking out of the housing unit. All access to the residence hall, residential college, or fraternity/sorority house may be terminated and students may not be able to enter into or visit any residence hall, residential college, or fraternity/sorority house. Housing fees may be forfeited.

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

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

Disciplinary Sanctions (Group)

Group Formal Warning: Formal notice and censure that a student group's or organization's actions violated a University policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a University policy, may result in more serious disciplinary action. Student groups and organizations are expected to reflect upon their decisions and be mindful of how their future choices and actions may impact themselves, others, and the University community.

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

Group Probation: A status imposed on a student group or organization for a specific period of time to alert the group to the fact that their choices and behaviors are significantly inconsistent with University

policy and expectations. During this time, the group is expected to take active steps toward improving the actions of their group and to demonstrate that they can abide by University policy. Any policy violations while a group is on Disciplinary Probation will result in strong consideration of Group Suspension or Group Dissolution. Group Probation will be assigned for a minimum of three months and typically not more than two years. Probation will frequently be accompanied by a Loss or Restriction of Privileges or Activities (see below).

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 has ended, if the group has met all other terms of its sanction, it will be allowed to resume activity as a recognized group.

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

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

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

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

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

CONDUCT RECORDS/ STUDENT STATUS

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

Disciplinary matters that result in suspension, expulsion, or degree revocation are kept permanently and will be reported to external third parties (such as graduate schools, employers, or licensing agencies) if requested by the student or otherwise required or permitted by law and University policy. Disciplinary matters that do not result in suspension, expulsion, or degree revocation are kept until a student's graduation plus an additional amount of time as specified by law or University policy (generally seven years); these matters are not reported to external third parties unless required by law or specifically requested by the student.

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

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



**OFFICE OF
CIVIL RIGHTS
& TITLE IX
COMPLIANCE
(OCR) POLICIES**

DISCRIMINATION, HARASSMENT & SEXUAL MISCONDUCT POLICIES

Northwestern is committed to fostering an environment in which all members of our community are safe, secure, and free from prohibited discrimination, harassment, and sexual misconduct in any form. Discrimination, Harassment, or Sexual Misconduct related concerns are addressed by the Office of Civil Rights and Title IX Compliance (OCR). Additional Information about OCR can be found [here](#). Additional Information about OCR's policies and procedures can be found [here](#). The definitions of conduct prohibited by these policies are excerpted below. These definitions are current as of the publication date of the Student Handbook each year. Any changes to these definitions during the academic year will be updated in the policies linked above.

POLICY ON DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT VIOLATIONS

Northwestern prohibits discrimination and harassment on the basis of race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law (referred to as "protected statuses or protected characteristics") in the educational programs or activities Northwestern operates, including but not limited to matters of admissions, employment, housing, or services.

1. Discrimination and Harassment

Discrimination:

Discrimination is adverse treatment of an individual based on one or more actual or perceived protected bases or characteristics listed in this policy. Discrimination is a violation of this policy when it results in adverse action or negatively impacts the terms and conditions of an individual's employment or education or denies or limits participation in programs, services, or activities, except as permitted or required by law. Some examples of discrimination include:

- Not allowing a student to join or participate in a student organization based upon their religious belief or because they wear symbols or styles of dress associated with their religion;
- Refusing to allow a student or employee to participate in a program, class, or meeting based upon their national origin;
- Not offering a job to a person based on their age;

- Not recommending a person for promotion based on their gender identity.

Harassment:

Prohibited harassment is unwelcome verbal, physical, written, or visual conduct or conduct using technology based on an actual or perceived protected characteristic that when based on the totality of circumstances is subjectively and objectively offensive and so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity or has the purpose or effect of creating an academic or working environment that a reasonable person would consider to be intimidating, hostile, or offensive.

In determining whether the conduct is sufficiently severe or pervasive so as to meet the above standards, NU-OCR examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior prohibited harassment under this Policy. The behavior must create a hostile environment and/or substantially interfere with access to a University program or activity from an objective perspective.

Examples of harassing conduct that may create a hostile environment include:

- Verbal abuse or use of racist, anti-Semitic, or anti-Arab slurs or hostile behavior, which could include insulting, teasing, mocking, degrading, or ridiculing another person or group regardless of whether the person is actually a member of the group;
- Defacing an individual's property with hateful symbols, such as a swastika or noose;
- Inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands based on one or more actual or perceived protected characteristics;
- Physical assault, intimidation, or stalking on the basis of one or more actual or perceived protected characteristics; or
- Displays or electronic transmission of derogatory, demeaning, or hostile materials related to one or more actual or perceived protected characteristics

2. Sexual Misconduct

Sexual Assault

Sexual penetration without consent:

Any penetration of the sex organs or anus of another person when

consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

Sexual contact without consent:

Knowingly touching or fondling a person's genitals, breasts, buttocks, or anus, or knowingly touching a person with one's own genitals or breasts, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

1. For incidents that occur outside of the U.S. (e.g, study abroad programs), Illinois law will apply in determining a violation of this policy.

2. Breast-feeding a child is not indecent.

Statutory rape:

Sexual intercourse with a person who is under the statutory age of consent under the laws of the state¹ in which the incident occurred. In Illinois, the age of consent is 17 years old. However, if the offender is in a position of authority or trust over the victim, the age of consent is 18.

Incest:

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sexual Exploitation:

Taking sexual advantage of another person or violating the sexual privacy of another 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, listen to, or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present²;
- Recording (through video or audio) any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual information, images, or recordings about another person without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person for the purpose of engaging in sexual conduct with someone who lacks capacity to consent, regardless of whether prohibited sexual conduct actually occurs.

Dating/Domestic Violence:

Dating violence is any violence (including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse) between two people who are or have been in a social relationship of a romantic or intimate nature. The existence of such a relationship will depend on the length and type of the relationship and the frequency of interactions between the persons involved.

Domestic violence is violence between two people who are or have been in an intimate or romantic relationship, who share a child in common, or who live or have lived together as spouses or intimate partners. Violence against any person by that person's caretaker or guardian (such as abuse against an elderly, young, or disabled person) may also be considered domestic violence. Examples of domestic violence include but are not limited to physical, emotional, sexual, technological and economic abuse or threat of abuse.

Stalking:

Knowingly engaging in a course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress. "Substantial emotional distress" means significant mental suffering, anxiety, or alarm.

Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means e.g., cyberstalking), 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 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.

Sexual Harrassment:

Sexual harassment is any unwelcome conduct of a sexual nature where:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University program and/or activity,

or is used as the basis for University decisions affecting the individual (often referred to as “quid pro quo” harassment); or

The conduct has the purpose or effect of:

- Substantially interfering with, limiting or depriving a member of the community from accessing or participating in the academic or employment environment, and/or substantially interfering with an individual's academic performance or work performance; or
- Creating an academic or working environment that a reasonable person would consider to be intimidating, hostile, or offensive.

Examples of conduct that may constitute sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship;
- Unwelcome sexual advances;
- Unwelcome touching, kissing, hugging, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary references to parts of the body;
- Sexual innuendoes, gestures, or humor; or
- Sexual graffiti, pictures, or posters.

INTERIM POLICY ON TITLE IX SEXUAL HARASSMENT

Title IX Sexual Harassment

Conduct on the basis of sex that satisfies one or more of the following:

Quid Pro Quo Sexual Harassment:

An employee of Northwestern conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

Hostile Environment Sexual Harassment:

Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Northwestern's Education Program or Activity.

Title IX Sexual Assault:

Title IX Sexual Assault as defined in 20 U.S.C. 1092(f)(6)(A)(v). Under 20 U.S.C. 1092(f)(6)(A)(v), the term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The Uniform Crime Reporting System includes the following offenses as forcible or nonforcible sex offenses:

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object or instrument, or oral penetration by a sex organ of another person, without the consent of the victim or where the victim is incapable of giving consent, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Title IX Dating Violence:

“Dating violence” as defined in 34 U.S.C. 12291(a)(10). Under 34 U.S.C. 12291(a)(10), the term “dating violence” means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

Title IX Domestic Violence:

“Domestic violence” as defined in 34 U.S.C. 12291(a)(8). Under 34 U.S.C. 12291(a)(8), the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Title IX Stalking:

“Stalking” as defined in 34 U.S.C. 12291(a)(30). Under 34 U.S.C. 12291(a)(30), the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.



UNIVERSITY HOUSING POLICIES

UNIVERSITY HOUSING POLICIES

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

All residents and their guests are expected to comply with all reasonable requests and instructions of all University officials and emergency personnel (e.g., Residential Services staff, Resident Assistants, Graduate Resident Assistants, and Community Service Officers) to ensure the general safety and welfare of students or to follow up on suspected violations of University policies.

Access, Keys, and Wildcards

1. Residents and non-resident residential college members are prohibited at all times from giving and/or loaning their Wildcards/keys/access cards to anyone for any reason. Any duplication of University keys/access cards is strictly prohibited.
2. Students are prohibited from: entering vacated rooms, entering buildings during times when they are closed, entering other restricted areas, or entering and exiting through windows for any purpose except in case of an emergency.

For more information regarding access and keys, please visit the Residential Services Access & Keys webpage (<https://www.northwestern.edu/living/services/keys.html>).

Alcohol

1. Students under the age of 21 may not be present in any University housing location in which an alcohol policy violation is occurring. Students under the age of 21 are expected to leave the location in which the alcohol policy violation is occurring or notify appropriate staff members to stop the violation.
2. Residents who are 21 years of age or older may consume alcohol in the privacy of their rooms/apartments so long as the only individuals present are at least 21 years of age or those under 21 are the student's roommates or in the case of students in graduate

housing, family members.

3. Residents and their guests may not possess or use alcohol, regardless of age, in any common area of a University housing facility (except as specifically authorized by Residential Services).
 - Graduate students, residing in graduate housing facilities, who are over the age of 21, may consume alcohol in community lounge spaces, not including children's play areas, so long as no disturbance is created, common source containers (i.e., kegs) are not present, and all individuals consume responsibly.

Facility Use

1. Rooms must be maintained in good sanitary condition and free of any noxious odors. A noxious odor is any aroma of such intensity that it can be detected outside of the room. Any odor may become noxious or offensive when it is too strong.
2. Window screens and/or limiters designed to control how the windows open must be kept intact.
3. All University furnishings and fixtures must remain in the room they are assigned to at all times. Furniture in lounges and common areas must not be removed from the room they are located in.
4. Playing musical instruments in any resident's room is prohibited when the playing disturbs the community.
5. Engaging in physical activities of any kind in public spaces, outside of areas designated for physical activity (e.g., fitness centers), in the residential facilities is prohibited.
6. University housing facilities are restricted areas and may not be used for sale and solicitation of goods and services, for the collection of information, or to gain support for organizations or causes without permission from Residential Services. Students may not operate a business or other commercial enterprise, including those conducted online or via the internet, from their residence hall room or building. Students may not use room/apartment addresses, phone numbers, data jacks, or wireless internet access for non-residential purposes. Any exception to this policy requires written approval from the Executive Director of Residential Services or designee.
7. Subletting, purchasing, or rental of rooms to another individual outside of the assigned resident is always prohibited (e.g., Airbnb, HomeAway, etc.). This can include the solicitation of room changes for compensation (i.e., cash, gift cards, vouchers, trinkets, etc.).

8. No one is permitted to place materials on, at, or under resident room doors outside of official University business or communication between known acquaintances. At no time and under no circumstances will door-to-door solicitation be permitted within University housing.
9. Residents may be held accountable for behavior they allow to occur in their room or apartment, even if they are not present.
10. Students are prohibited from any misuse, or modification, of a room, suite, building common area, and/or lounge in any University housing facility.

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. For more information regarding flyer and publicity posting in University Housing, please visit the [*Residential Services Posting Policy webpage*](#).

For more information on building evacuations, residents are encouraged to review the [*Environmental Health and Safety Building Evacuation webpage*](#).

Guests

A guest is defined as any person who does not have a contract to live in a given space.

1. Only residents assigned by Northwestern University may reside in their assigned rooms. Residents may not invite or permit any other person to reside in their assigned room or in any other area of University housing.
2. A resident may have overnight guests, limited to one guest per resident at any one time with approval of all roommates/suitemates. Overnight guest privileges are limited to a maximum of three consecutive nights and a total of seven nights per resident per quarter.
3. A resident may host non-overnight guests at any time with approval of all roommates/ suitemates. All guests who are not residents of the building must be escorted by a resident at all times and must be registered with the community service officer when on duty.
4. Residential College/GREEN House Non-Residents: Non-resident members of residential colleges or GREEN live in a different building on campus or off campus with the ability to participate in programmatic opportunities offered in the community. These members apply through the Office of Residential Experience and

are approved by Residential College staff and executive board members. Non-residents are held responsible for all residential policies while present in the spaces. Specifically, non-residents should be aware of the following:

- Non-residents are only allowed to enter the common spaces within the residential college and are explicitly prohibited from entering the residential areas (i.e., sleeping rooms) of the building unless as the escorted guest of a current resident in that community.

Information Technology

1. 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 modifying Wireless Access Points throughout residential facilities. Residents are prohibited from installing additional wiring or distribution systems, including satellite dishes. Only the jacks and outlets provided in a resident's room may be used for obtaining electrical power or for connecting telephone and data transmission equipment. Use of unapproved wireless routers to transmit data to or from the University's or a private network is prohibited. No cameras or recording devices may be installed in any area of University housing.
2. In conjunction with the Public Showing of Copyrighted Videos and Material Policy (*see page 93*), residents may not show copyrighted videos or materials outside of their own rooms.
3. Residents are prohibited from using University email listservs for the promotion of personal business ventures and from carrying out jokes or pranks on other residents. In addition, it is prohibited to misrepresent oneself or impersonate another person or organization on a University-sponsored listserv.

For more information regarding internet and phone service, please visit the Residential Services Internet & Phone webpage (<https://www.northwestern.edu/living/services/student-telephone-service.html>).

Occupancy

1. Only approved residents may remain in the undergraduate residence halls during break periods. Residents not approved must check out of University housing in the fall quarter by the communicated closing date. In addition, all residents must check out and

remove all personal belongings by the communicated closing date of the Spring quarter.

- Note that scheduled finals are not inclusive of extensions organized with academic departments.
2. Residents may not unreasonably refuse to accept a roommate or hinder the University in the assignment of or occupancy by a roommate. If any resident unreasonably refuses to accept a roommate or hinders the University in the assignment of or occupancy by a roommate, the University may, at its discretion, require that resident to be responsible for the total rent for the room.
 3. Residents or guests may not occupy or sleep in common areas of University housing.
 4. Residents may not host an event, in a University housing room, where the number of individuals exceeds double the occupancy of the sleeping quarters.

Prohibited Items

1. The Evanston housing code (City of Evanston (Ordinance 5-1-3)) prohibits the use or storage in sleeping rooms of any appliances for cooking, preparation, or heating of food or beverages, including, but not limited to,

- microwaves,
- hot plates,
- crock pots,
- coffee pots (except for machines with self-contained heating elements and auto shut-off feature),
- blenders,
- toaster ovens and toasters,
- water heaters,
- rice cookers,
- self-heating hot pots,

2. The following items are also prohibited or restricted:

- a. Refrigerators (other than those provided by the University) with interiors larger than 3.1 cubic feet are prohibited.
- b. Room decorations such as:
 1. Any decoration that covers more than 50 percent of the wall or window space (International Fire Code (Section 807.2, Exception 2)); including peel-and-stick wallpaper

2. Combustible decorations on or near heat sources such as radiators or light bulbs
 3. Live holiday trees
 4. Dart boards
- c. Any method of affixing decorations that puts holes in or marks walls, woodwork, doors, or furnishings is prohibited, including mounting TVs or other items on the walls.
 - d. No items may be hung on the exterior or draped from a window or doorway, from the ceiling, or from exposed pipes of any residence hall.
 - Signs or posters in windows or on doors must have the approval of all roommates and are subject to the approval of the University.
 - e. Candles, candle warmers, incense, and open flames are prohibited.
 - Students who have religious needs to burn candles should submit an accommodation request via the Housing & Dining Accommodation Portal.
 - f. The possession or use of firearms or other weapons of any description and for any purpose is prohibited. Air soft guns, pellet guns, and other plastic guns/weapons whether real or fake are prohibited. Knives that are used for cooking purposes and pocket knives with blades less than four inches are allowed, while all others, including hunting, combat, and switchblades, are prohibited.
 - g. Fireworks, explosives, and incendiary materials are prohibited. Flammable items, such as lighter fluid, charcoal, gasoline, and propane, cannot be stored in residence halls.
 - h. Bicycles and motorized vehicles (bicycles, scooters, mopeds, etc.) may not be stored in any area of a residence hall other than in areas specifically designated for such use. Bicycles and motorized vehicles parked in stairwells or on ramps, attached to handrails, or otherwise impeding egress from a building will be removed at the owner's expense. Bicycles and motorized vehicles inappropriately parked in the common areas surrounding residential facilities may also be removed.
 - No motorized vehicle, including motorcycles, hoverboards, or electronic scooters, may be charged, operated, stored, or used inside any University housing facility.
 - i. The installation of air conditioners or possession of space heaters by residents is prohibited.

- j. The building, installation, or use of “lofts,” or any structures used to increase the height, width, or length of the bed, including, but not limited to, cinder block, wooden platforms, and bed risers or extenders, is prohibited.
- k. The use or possession of items containing large amounts of water that could pose a safety and facilities hazard such as aquariums, water beds or inflatables (hot tubs, pools, etc.), washers, dish-washers, etc. are prohibited.
- l. No pets or animals of any kind (except for documented and approved service and assistance animals) are permitted in University housing at any time for any reason. Students planning to bring their service or assistance animal to reside in University housing must submit an accommodation request and be approved via the Housing & Dining Accommodation Portal.
 - Any approved animals must follow all guidelines documented in the agreement completed at the time of approval and the Service, Assistance, and Other Animals at Northwestern policy. Owners are responsible for the actions/behaviors of the animal and responsible for ensuring the animal is only present in approved locations.

For more information regarding bunking requests, please visit the Residential Services Loft Rental & Bunking Requests webpage (<https://www.northwestern.edu/living/residential-experience/housing-options/loft-rental-bunking-requests.html>)

For more information regarding accommodations, please visit the Residential Services Housing & Dining Accommodation Requests webpage (<https://www.northwestern.edu/living/current/housing-dining-accommodation-requests.html>)

For more information on minimizing fire hazards, residents are encouraged to review the Environmental Health and Safety Fire Prevention-webpage (<https://www.northwestern.edu/environmental-health-safety/workplace-safety/fire-prevention.html>).

Quiet Hours and Noise

All residents are expected to be courteous with regard to noise at all times and to respond appropriately to requests for quiet. Quiet hours and courtesy hours are established and enforced according to the following procedures.

- a. **Quiet hours.** Quiet hours identify times when quiet is essential and required. Generally, during quiet hours, any noise that prevents a resident (who is in their room with the door closed) from sleeping or studying is unreasonable. During finals weeks, all

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

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



**OTHER
UNIVERSITY
POLICIES AND
RESOURCES**

OTHER UNIVERSITY POLICIES AND RESOURCES

The other policies and resources outlined in this section govern additional aspects of student life at Northwestern. While not a comprehensive list, this section outlines the primary policies and resources for navigating the University.



Certain policies, as marked with a clipboard icon here and to the various policies' left, carry the potential for conduct action. Violations of these policies may be resolved through the Office of Community Standards and the University Hearing and Appeals System or other designated resolution procedures.

Administrative Obligations

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 access to personal educational records. A copy of Northwestern's privacy policy is available at the Office of the Registrar's website, <https://www.registrar.northwestern.edu/records/student-information-privacy/privacy-policy-ferpa.html>.

Financial Obligations

The Office of Student Finance is responsible for billing and collection of tuition, fees, and room and board charges. As a Northwestern student, you are responsible for fulfilling your financial obligations to the University. Complete financial regulations for Northwestern students can be found on the Student Finance website <https://www.northwestern.edu/sfs/about/student-financial-regulations.html>.



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. For a list of Wildcard policies, please visit <https://www.northwestern.edu/wildcard/about/policies.html>.

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 Wildcard provides access to secured on-campus buildings, food services, parking, recreation facilities, sporting events, student functions, University Shuttle, residence halls (if applicable), and library services. The Wildcard Advantage program is managed by Payment and Procurement

Services. A list of businesses that participate may be found at this link: <https://www.northwestern.edu/procurement/purchasing/wild-card-advantage-program/>.

For general information, including Wildcard offices contact information and locations, please visit <https://www.northwestern.edu/wildcard/contact/>.

Policies on Student Immigration Status

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



Library Materials and Services

Students must observe policies on the use of library facilities, computers, and materials. These apply to all libraries on the Evanston campus and in general to those on the Chicago campus. Additional policies for Chicago campus library locations can be found on the websites for the Galter Health and Pritzker Law libraries.

The use of computers and digital library resources is subject to the university policies noted in the Information Technology policy ([see page 30](#)), especially in matters of copyright, privacy, and network security.

Theft, mutilation, graffiti, vandalism or any other actions that render books, periodicals, or other library materials or facilities inaccessible or unfit for use will be referred to the Office of Community Standards and may also lead to police investigation and prosecution.

See the Northwestern Libraries website for more information. Any direct inquiries may be sent to library@northwestern.edu.

Health and Safety

Leave of Absence Policies for Health-Related Reasons

Northwestern students must engage fully and consistently in their academic pursuits. Students are responsible for adhering to class attendance policies, completing coursework in accordance with established deadlines, and participating respectfully and collaboratively in all learning environments. When medical or mental health conditions interfere with a student's ability to fully participate, students can speak with their academic advisers about various options for reducing course load or taking a medical leave of absence. AccessibleNU is also available to coordinate academic accommodations for students with registered disabilities.

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 the Northwestern community. Students can apply for a MLOA up to the eighth week of the quarter in which the student wishes to take a leave. During a voluntary MLOA, the student will be assigned an Assistant Dean from Student Assistance and Support Services (SASS) to support a student during both the leave and return process.

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

A MLOA may not be used to circumvent or supplant the procedures of the student conduct or academic integrity processes. If a suspension and a MLOA occur simultaneously, the suspension and leave will be served consecutively and not during the same academic period.

All MLOAs for undergraduate students and students in The Graduate School and master's degree programs in the School of Communication, Medill, and McCormick are processed in the Dean of Students Office. These students can begin the process on the Dean of Students Office website, <https://www.northwestern.edu/studentaffairs/sass/medical-leave/>. Students in other programs should speak to the deans in their schools about medical leave options.

Involuntary Leave of Absence

The University may consider placing a student on an interim Involuntary Leave of Absence (ILOA) for the following reasons:

- The student has engaged or threatened to engage in behavior that poses a significant risk to the health or safety to others;
- The student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety;
- The student has engaged or threatened to engage in behavior that poses a significant disruption to the programs, services, or activities of the University.

In making a determination, the University will conduct an individualized risk assessment using current medical knowledge and the best available objective evidence and will consider whether reasonable accommodations are available to reduce or eliminate the risk. To the extent practicable, students will be given the option to take a voluntary leave of absence before a decision is made with respect to mandating ILOA.

During an involuntary leave of absence, the student will be assigned an Assistant Dean from Student Assistance and Support Services (SASS) to support the student in meeting their individualized requirements for a return from leave. Students on an involuntary leave of absence may be eligible for tuition refunds for the quarter in which they are placed on leave. For more information, please review the full policy on involuntary leave of absence at <https://www.northwestern.edu/studentaffairs/dos/resources/health-and-wellness/involuntary-leave-of-absence-policy.html>.

Post-Hospitalization Process

Due to the rigor of the Northwestern curriculum and the rapid pace of the quarter system, any hospitalization (however brief) creates complex challenges for students. In partnership with Northwestern Medicine Student Health Service, the Student Assistance and Support Services (SASS) team works with hospitalized students to help navigate a successful return to campus life. Health and well-being are prioritized while supporting a plan for persistence to completion of degree. Options may include return to the full quarter of enrollment, reduction of courseload for a treatment program, or medical leave of absence, depending on the recommended treatment course.

Upon discharge from the hospital, students will be asked to meet with a SASS team member and provide medical documentation about their recommended course of treatment and recovery. Together the SASS team member and student will discuss options.

Occasionally, a student is unable to maintain enrollment at Northwestern due to the seriousness of the health condition they are navigating. These decisions are always made on an individualized basis; they are common in cases requiring longer or partial hospitalizations or referrals to intensive outpatient treatment programs and may be implemented through the leave of absence policies.

Behavioral Consultation Team

The Behavioral Consultation Team (BCT) is a multidisciplinary group that engages in early threat identification, conducting risk assessments, and providing interventions and supportive services with members of the University community who display aberrant, dangerous or threatening behaviors that might adversely affect the safety or well-being of the campus community. The safety of the Northwestern community is the primary focus of the team.

Members of the Northwestern community, including faculty, staff, and students, are expected to report concerning and threatening behavior immediately. Individuals who report these behaviors will not be subjected to any acts of retaliation for reporting concerns in good faith. The University will use available resources such as University police, the Faculty and Staff Assistance Program, Human Resources, the Di-

vision of Student Affairs/Dean of Students Office, and applicable programs and policies in responding to alleged acts/threats of violence.

If you are aware of an emergency or imminent danger, please contact the Northwestern University Police Department by calling 911. For further information, visit the website <https://www.northwestern.edu/bc/>. Community members who prefer to report anonymously may do so by utilizing the Wildcats Aware: Concerning Behavior Reporting Form.

Crime and Safety Information

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

Loss of Student Property

The University bears no responsibility for the loss of, theft of, or damage to personal property of students. Students are encouraged to purchase insurance that will cover their personal property while the student is attending Northwestern. Any illicit/unlawful/felonious loss, theft, or damage to personal property should be promptly reported to the University Police Department.

Northwestern Police Department

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

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



Off-Campus Noise

Students are expected to be responsible neighbors and abide by local noise ordinances in the municipalities and cities in which they reside or visit. Such city ordinances often limit the time, volume, and type of noise that is allowed within city limits (e.g., Evanston ordinances on noise and related subjects are found in Title 9, Chapter 5, of the Evanston City Code).

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

Respect NU – Bias Incidents

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

Northwestern prohibits discrimination and harassment on the basis of race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law (referred to as “protected statuses or protected characteristics”) in the educational programs or activities Northwestern operates, including but not limited to matters of admission, employment, housing, or services.

The Bias Incident Response system and team (BIRT) is an informal Northwestern system for students to report identity-based concerns that arise when interacting with a member of the Northwestern community. BIRT was created in response to feedback students gave during community forums after racial incidents that occurred in 2012. A bias incident is an act of conduct, speech, or expression to which a bias motive related to the incident is evident as a contributing factor. Bias Incident Reports are reviewed by the Office of Civil Rights and Title IX Compliance (OCR) and BIRT. OCR reviews a bias report to determine whether the reported conduct may fall under the University’s Policy on Discrimination, Harassment, and Sexual Misconduct or Title IX Policy. If the reported conduct could constitute discrimination, harassment, or sexual misconduct, OCR will respond and provide support, resources, and resolution options to the impacted individual. If the reported incident would not fall within the OCR policies, one of the BIRT members will support the student, connect them with the appropriate resources, and follow-up with them until the situation has been resolved, which can include engaging with other University offices.

For comprehensive information about bias incidents, including multiple avenues for reporting such events, visit the Respect NU website at <https://www.northwestern.edu/inclusion/respectnu>.



Service, Assistance, and Other Animals

Students are encouraged to review the University policy on Service, Assistance, and Other Animals at <https://policies.northwestern.edu/docs/animal-policy-final-012717.pdf>. Students with disabilities who require a service animal to reside in a residence hall with them should submit an accommodation request online through the Residential Services website: <https://www.northwestern.edu/living/incoming-undergraduates/housing-dining-accommodation.html>.

Civility, Mutual Respect, and Unacceptability of Violence on Campus

As members of the Northwestern community, its faculty, staff, and students are expected to deal with each other with respect and consideration. 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. To read the civility policy in its entirety, visit: <https://www.northwestern.edu/up/docs/civility-guidance.pdf>.

Student Life and Organizations



Athletic Facilities Policies of Conduct

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

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



Alcohol at Events for Undergraduate Students

Community Alcohol Coalition's Philosophy Statement: A caring, safe, and well-informed community fosters an environment in which we can all live and learn. To that end, the Northwestern community shares responsibility for promoting healthy behavior. This policy reflects one

aspect of broader coverage of issues related to alcohol that can be found in the Student Handbook. The University takes a harm reduction approach and supports strategies to mitigate the negative consequences of alcohol for students, Northwestern, and in the community, and implores students to consider the impacts of their actions in the same way. The following provisions shall govern on-campus or off-campus undergraduate events where alcohol is present: The following provisions shall govern on-campus or off-campus undergraduate events where alcohol is present:

1. The possession, use and/or consumption of alcoholic beverages by undergraduate students must at all times be in compliance with all applicable local ordinances and laws of the state of Illinois and policies of Northwestern University, including the Student Code of Conduct and the prohibited use or possession of alcohol by individuals under the age of 21. Violation of this policy is grounds for discipline under Northwestern's disciplinary policies.
2. Alcohol may not be purchased using University funds (including student group funds held by the Student Organization Finance Office (SOFO)) for undergraduate student events. In no case shall University funds be used for the purchase of alcohol with any intent to be served to those under the age of 21.
3. All undergraduate student events where alcohol will be available for purchase by attendees who are over 21 years of age (e.g., an event hosted at a restaurant) must be approved by the Vice President of Student Affairs or designee. Failure to secure such approval will result in a denial of all payment and contractual requests submitted for any such event and may result in the denial of future event requests by such student organizations or organizers.
4. Exceptions to this policy may be granted for religious observance in accordance with Illinois state law. Event planners must submit the documented need for an exception, write a harm reduction and risk management plan, be in compliance with this policy statement, and seek approval by the Vice President for Student Affairs or designee.
5. The decision of whether to approve an undergraduate event where alcohol is available for purchase by attendees who are over 21 years of age will be based on a Risk Management plan, with harm reduction and health, safety, and wellness as the guiding principles. (For a full list of the necessary details, see the full text at <https://www.northwestern.edu/aodresources/images/alcohol-at-events-for-undergraduate-students-5-10-17.pdf>.)
6. All approved undergraduate events with alcohol must comply with the following requirements, in addition to all applicable University policies set forth in the Student Handbook:
 - a. Alcohol may only be consumed by students who are 21 or older;
 - b. A screening process shall be in place either by the venue and/or organizers to identify and turn away any students arriving at the event who are already intoxicated;
 - c. In the case of full-venue rental, no hard liquor may be served to attendees at the event;
 - d. Alcohol must be sold on a per drink basis at no less than the published price open to all establishment patrons (i.e., no open bars; no free drink tickets; no pitchers or common containers; no drink specials may be

part of the event);

- e. Water must be available free of charge for the duration of the event;
- f. Food must be available throughout the duration of the event. Snack machines are not acceptable;
- g. Alcohol must be purchased and served by a licensed and insured pourer who has signed the Northwestern University Undergraduate Events with Alcohol Rider;
- h. Alcohol that gets purchased and is unopened must be returned to the licensed and insured pourer, or returned to the place of purchase. It cannot be given away, even to those over 21 years of age. If opened, the contents must be disposed of on site.
- i. The venue and event organizer must ensure controls are in place to prevent the “passing” of alcoholic drinks to underage attendees;
- j. Generally, alcohol can be served for no longer than five hours at events, and alcohol service should conclude at least one hour before the end of the event;
- k. “Drinking games” are prohibited;
- l. Advertising of events must emphasize the purpose and scope of the event and not be related to alcohol;
- m. Events occurring off-campus and outside of Evanston shall have contracted transportation for all attendees to and from the event;
- n. Organizers and organizations are prohibited from receiving payment for alcohol; all alcohol will be sold by third-party vendors;
- o. The number of people in the event at any given time cannot exceed the fire capacity for the venue;
- p. Individuals responsible for overseeing an event, at a 1:25 ratio of sober monitors to participants, are prohibited from consuming alcoholic beverages prior to or during the event;
- q. Any emergencies shall be immediately reported first to 911 and second to the Administrator on Call, and non-emergency incidents involving student safety or misconduct shall be reported to the Administrator on Call.

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



FSL Recruitment for First-Year Students

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

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



Gambling

Illinois law and University policy prohibit gambling in any form, the sponsoring of lotteries, and the sale of lottery tickets, except lotteries and raffles conducted in accordance with state and local law. It is also Northwestern University policy that any event that suggests 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 any other thing of value, but it may be permissible to offer prizes, awards, or other compensation to the actual contestants in any bona fide contest for the determination of skill. Prohibited activities include blackjack, poker, euchre, any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value, including, but not limited to, cash or prizes. Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded may be permissible, but betting will not be allowed. Any requests for events at which games of skill will be played must be approved by Campus Life or other designated University officials.



Non-Enrolled Students

In regular academic terms as defined by a student's program (typically fall, winter and spring) students must be enrolled at least less than half time to be eligible for privileges afforded to students. Various circumstances may lead to breaks in study such as student choice, academic or disciplinary suspension, dismissal, failure to register in a timely manner, unresolved registration holds, or circumstances beyond the student's control. Regardless of the reason for the period of non-enrollment, students not registered for courses (including graduate continuation and research) are not permitted to live in University

housing, use University facilities and services without permission, maintain or initiate student employment, and/or participate in any Northwestern-sponsored extra-curricular activities/registered student organization membership or leadership in ways that are not also open to the general public. Students also must adhere to academic policies of their individual school, college, and department, and any other conditions required by the University during such a break in study. Students who believe they have a need to access campus resources while not enrolled may contact the Dean of Students Office for consideration of an exception.



Student Organizations

Student organizations must be registered annually and have an accurate roster, including of specific leadership positions, via Wildcat Connection to remain in good standing. All Registered Student Organizations (RSOs) are also responsible for RSO-relevant policies when hosting events for the Northwestern community and conducting any sponsored activities. For a complete set of policies, applications, and information on hosting any type of event for the Northwestern community and conducting any sponsored activities, go to the Office of Campus Life – Student Organizations & Activities on the third floor of Norris University Center, or online at <https://www.northwestern.edu/studentorgs>, or to the office that is responsible for advising the particular group (e.g., Fraternity and Sorority Life, Residential College Office, Residential Services, Multicultural Student Affairs, Religious & Spiritual Life, Competitive Sports or the appropriate academic department).

The recruitment of first-year students is restricted until the first day of classes of the fall; to apply for an exemption your group must contact Student Organizations & Activities. RSOs and their members are responsible for staying knowledgeable about this information and can find all related materials in the “Org Officers” section at <https://www.northwestern.edu/studentorgs>.

In the spirit of an engaged community, students engaged in a student organization must be enrolled in a credit-bearing course; see “Non-Enrolled Students” ([see page 69](#)).



Crowdfunding: RSOs are not authorized to participate in third-party crowdfunding platforms. Students may contact SOFO for more information. Northwestern hosts its own crowdfunding platform, CATalyzer, within the Alumni Relations & Development unit. For more information and information on how to apply, visit: <https://catalyzer.northwestern.edu>. If a group or individual chooses to use another crowdfunding tool, students must:

- Review the terms and conditions of the agreement, including tax issues

- Use individual name or the name of your group or organization (not Northwestern University)
- Identify role at Northwestern but clearly state that the project is separate from Northwestern
- Not use any official NU images for marketing
- Not make any statements about charitable contributions to Northwestern University

Fiscal Responsibility, Contracts, Business Practices

Student organizations, through their affiliation with Northwestern University, must meet requirements that include restrictions and procedures governing fiscal responsibility and the use of University monies (including the use of SOFO, SAFC, and other University funds, accounts, and financial systems), making and executing contracts (including restrictions on who may sign contracts), and business dealings (including conflicts of interest). These policies are in place to assist student organizations in maintaining fiscally sound and ethical practices and to comply with University policies. Many of these policies also include provisions governing the conduct of a student organization's officers and provide specific administrative actions and penalties that may be imposed in the event of a breach.

The Policies and Procedures handbook from the Student Organization Finance Office (SOFO) contains the most comprehensive outline of the guidelines, practices, and policies governing the fiscal and business practices of student organizations. This document is available online at <https://www.northwestern.edu/norris/services/sofo/>.

 **Gambling Policy for Student Groups**: See “Gambling” ([page 69](#)).

 **Hazing Policy for Student Groups**: See “Hazing” ([page 28](#)).

Study Abroad

Before students may be approved to study abroad for credit at Northwestern, they must — in addition to all other requirements — demonstrate emotional stability and maturity, indicating the ability to lead a stable, responsible, and healthy life abroad as a representative of Northwestern and the United States. To make thorough assessments, the Global Learning Office consults with the Division of Student Affairs to determine whether applicants have committed any disciplinary or housing violations and to ascertain the circumstances surrounding any such violations. This information is used in determining a student's suitability for study abroad and may also be shared with the program to which that student applies. Students who have serious or repeated disciplinary and/or academic violations may not be permitted to study abroad. A student who is placed on disciplinary probation that extends into the program's term will not be permitted to study abroad. In some cases, students denied access to study abroad due to disciplinary

probation may have the opportunity to appeal.

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

Technology and Communication

Addresses and Phone Numbers

It is the responsibility of the student to keep the University informed of up-to-date permanent address, local address, and telephone information, as well as emergency contact information. All changes should be reported promptly through the Profile tile in CAESAR. Changes to parent addresses must be reported to the Office of the Registrar. Instructions can be found on the Office of the Registrar website, <https://www.registrar.northwestern.edu/records/student-information-privacy/address-change.html>.




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 restitution of funds, educational interventions, and/or a disciplinary status.




Computers and Networks

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

 **General Policy** It is the policy of Northwestern University to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities of instruction, research, and administration. Users of the networks are to take the necessary measures to safeguard the operating integrity of the systems and the accessibility of other users. Users are also required to comply with software licenses, applicable laws (including copyright), Northwestern Information Technology policies, and other University policy regarding computers, networks, or electronic communication. A complete list of Northwestern Information Technology policies is posted at <https://www.it.northwestern.edu/policies>. The Student Handbook includes an abbreviated list of these policies, as seen below.


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


 **Responsibilities of Network Users** Users are expected to live up to the responsibilities that must be met as part of the privilege of network access. If users knowingly violate a network responsibility, their network access will be suspended. Depending on the seriousness of the violation, users could be referred to the Office of Community Standards. Violations that also violate federal or state laws may result in referral to the appropriate legal authority.


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


give to another, a program that could result in eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.

7. Users must not attempt to circumvent data protection schemes or exploit security 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. Please see the more complete discussion of software copyright protections available on NUInfo and the discussion of copyright law available on University Policies 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 restitution of funds, termination of computer or network access, probation or separation from the University.

 **Wireless Policy** Installation, engineering, maintenance, and operation of wireless networks serving University faculty, staff, or students, on any property owned or tenanted by the University, are the sole responsibility of Northwestern Information Technology. Any independently installed wireless communications equipment shall be removed from service. To read the wireless policy in its entirety, visit <https://www.it.northwestern.edu/about/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. Computers attached to student residence networks must adhere to the Use of Student Residence Computer Networks Policy at <https://www.it.northwestern.edu/about/policies/resnet.html>. System and Network Use Students are expected to familiarize themselves with, and follow, the “Use of Computers, Systems, and Networks” policy. To read the policy in its entirety, visit <https://www.it.northwestern.edu/about/policies/wireless.html>.

 **Drones (Unmanned Aircraft Systems)**
All operations of unnamed aircraft systems (UAS), commonly known as drones, either (i) on, in, or above University property or (ii) in any location, when conducted on behalf of Northwestern, must follow the procedures set forth in the Unmanned Aircraft Systems Program. This program may be reviewed at <https://www.northwestern.edu/environmental-health-safety/workplace-safety/drones.html>.

 **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 and read email in a timely fashion. All students will be assigned an official University email address, and all official University communications will be sent to that address to ensure such communications reach the intended recipient. Faculty may also use a student’s official University email address for communicating with any student registered in their classes. For the University’s full email policy, including University expectations and University Policies regarding use of email, course-related use of email, and expectations regarding students forwarding email, please visit <https://www.registrar.northwestern.edu/registration-graduation/registration/email-policy.html>.

Patents & Inventions

The University’s Patent and Invention Policy, which may be found at <https://www.invo.northwestern.edu/invention-management/policies-forms/patent-invention-policy.html>, applies to all members of the University community, including students. Acceptance of this policy is a condition of enrollment. Questions regarding this policy

should be directed to the Innovation and New Ventures Office at 847-467-2097 or invo@northwestern.edu.



Public Showing of Copyrighted Videos and Material

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies and television shows, may be used. Neither the rental nor the purchase of media, including but not limited to DVDs or streaming service (such as Netflix, Disney+, etc.), carries with it the right to show the video outside the privacy of home, regardless of the number of people in the room or the cost of entry. A Public Performance Site License is a site-based license that allows entertainment produced for “Home Use Only” to be exhibited in a specific public setting.

Public showing of copyrighted material without the appropriate performance is prohibited by University policy and may result in disciplinary action.

For questions regarding what constitutes a legal showing on campus or for further details on how to obtain a license to share media, see “Campus Movie Guidelines” or “Film Screenings” at <https://www.northwestern.edu/studentorgs/organization-officers/policy-index/campus-movie-guidelines.html> and contact an adviser in Student Organizations & Activities or an appropriate Residential Services official.

Transportation

Bicycles

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

Biking in Evanston

There are more than 2.5 miles of bicycle paths on the Evanston campus ([see map](#)).

- For information on bicycle safety and the security of your bicycle, please visit <https://www.northwestern.edu/transportation-parking/commuter-options/bicycle.html>.
- For information specific to bike storage, visit <https://www.northwestern.edu/living/services/luggage-bike-storage.html>.

Motor Vehicles

Policies regarding the possession, operation, and parking of motor vehicles on the Evanston campus are available on the web at <https://>

www.northwestern.edu/transportation-parking/evanston-parking/index.html.

Safe Ride

Safe Ride is a safety service provided to members of the Northwestern community as a free alternative to walking alone after dark when you feel unsafe. Safe Ride operates from 7:00 p.m. to 3:00 a.m., seven days a week during the fall, winter, and spring quarters when classes are in session. Visit the Safe Ride website at <https://www.northwestern.edu/saferide>.

Shuttle Services

Northwestern operates several shuttles for students on the Evanston and Chicago campuses. A valid Wildcard is required to ride the shuttles. Schedules are posted at all designated stops and are available at <https://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 <https://www.northwestern.edu/uservices/gps/index.html>.

