

STUDENT HANDBOOK APPENDIX

**UNIVERSITY HEARING AND
APPEALS SYSTEM**

2025-2026

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The provisions of this Student Handbook do not constitute a contract, expressed or implied, between any students, prospective and/or matriculated, and 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 to reflect its response to a pandemic, outbreak, or other significant public health concern 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.

UNIVERSITY HEARING AND APPEALS SYSTEM

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

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

- The mission and values that undergird the Office of Community Standards approach to engaging with students around Northwestern's community-set standards.
- Important roles within the process, including advisors.
- The rights and responsibilities of students engaging as respondents in the process.
- How a report is reviewed and considered.
- When and why interim actions might be taken during a process.
- The various types of resolution and the important steps that may occur within each type.

OVERVIEW

Office of Community Standards (OCS)

The Office of Community Standards (OCS) is responsible for upholding the Student Code of Conduct. By doing this, OCS helps ensure students honor and respect themselves, their peers, and the NU community. OCS does this by maintaining and enforcing the Student Code of Conduct and the student conduct process known as the UHAS. OCS is responsible for resolving nonacademic student conduct matters, for ensuring student compliance with all nonacademic conduct conditions and sanctions assigned through the student conduct process, and for maintaining official nonacademic student conduct records. OCS designates individuals or entities to administer the student conduct process.

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

The Office of Community Standards values and believes in:

Collaboration

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

Community

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

Developmental Growth

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

Fairness

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

Humanity

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

Connection

Creating a climate that empowers a broad representation of community members to inform processes and standards at Northwestern.

Purview

OCS uses the UHAS process/procedures outlined in this Appendix to resolve alleged violations of non-academic University policies by Northwestern students. The academic faculty of the University's individual schools have purview over alleged violations of academic standards and policies; those matters are resolved in accordance with the process/procedures adopted by each school. Cases involving allegations of violations of [Northwestern's Office of Civil Rights and Title IX Compliance](#) (NU-OCR) policies by Northwestern students are resolved through the respective resolution processes as outlined in the respective OCR policies.

The School of Professional Studies, Kellogg School of Management, Pritzker School of Law, and Feinberg School of Medicine may resolve alleged violations of University policy not related to academic or OCR policies through the faculties of the school and in accordance with the procedures adopted by each school. Where cases have been formally resolved through a school, the case will not also be resolved through UHAS. Matters that violate the Student Code of Conduct may alternatively be referred to the OCS for resolution, when appropriate.

Definition of Roles

In the student conduct process, the person impacted by an alleged policy violation is known as the reporter. The term reporter is synonymous with the term complainant, which is used in other processes of the University. The person who is alleged to have violated University policy is known as the respondent. Parties is a term that refers to the reporter and the respondent collectively. Witnesses are people who have direct or indirect knowledge related to specific aspects of a conduct case.

Case Resolution Coordinators and Investigators

Case resolution coordinators (CRCs) are conduct administrators assigned to a specific informal resolution ([see page 11](#)) or non-separation level case ([see page 14](#)) of alleged misconduct. In limited circumstances, a CRC may be assigned to resolve a sanctioning referral for a previously separation-level case. CRCs are members of the University community, usually from within the Division of Student Affairs. CRCs are trained by OCS to investigate, hear, and resolve matters of student conduct according to the policies and procedures outlined here.

Investigators are conduct administrators assigned to a specific separation-level case ([see page 16](#)) of alleged misconduct. Depending upon the circumstances, one or more investigators will be assigned from OCS. In limited circumstances, another University office or contracted external investigators may conduct an investigation, co-investigate with OCS, or collaboratively investigate under the direction of or alongside OCS. All investigators are trained on applicable law and the University's policies and procedures.

It is the responsibility of OCS to ensure CRCs and investigators are able to act impartially in all cases they hear. If a student is concerned about the ability of a CRC or investigator to act impartially, they can request that the Director of Community Standards review the assignment of the CRC or investigator. For an administrative hearing, this request should be made upon receipt of initial contact by the CRC, and in all cases, prior to the beginning of the investigation process.

Student Representatives in Student Organization/Group Cases

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

Advisors

An advisor is a support person who is present to provide support to either a reporter or respondent during the student conduct process. Reporters and respondents may be accompanied by one advisor throughout the student conduct process, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings or hearings.

Given advisors support purpose, advisors may not speak, write, or otherwise communicate with an investigator, CRC, or panel and may not represent the reporter or respondent in the process. The advisor is not permitted to review any document or to attend any meeting in the absence of the party they are assisting. Any submissions and information from the advisor will not be considered or accepted. If an advisor attempts to present information or submit documents on behalf of the party, OCS will notify the party and provide the party a reasonable amount of time to submit the information or documents directly, however OCS will not extend procedural deadlines for this reason. If the party elects not to submit information or documents, OCS will not consider such information in the investigation or resolution. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or individuals involved in resolving the complaint.

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

Advisors who do not abide by these guidelines may be excluded from the student conduct process, which will continue without the advisor present. Information on advisors related to alleged violations of NU-OCR's policies is outlined in [these policies](#).

Time Limitations

All reports should be made as soon as possible after the incident of alleged misconduct because the passing of time makes a review of the evidence much more difficult, and the memories of

involved parties become less reliable. There is no time limit for when an incident of alleged misconduct may be reported; however, absent exceptional circumstances, OCS typically will not investigate reports submitted over one calendar year after the occurrence of the alleged incident, over one year prior to the time the investigation was requested, or after the respondent has graduated.

Case Timelines

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

Privacy

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



Respondent Rights and Responsibilities in UHAS

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

- To be given timely notice of the allegations before the hearing and to have the allegations explained clearly and fully
- To a prompt, fair, and impartial investigation and resolution
- To a hearing—defined as the opportunity to be heard and to give one's account of the situation
- To be knowledgeable about the information being considered by the investigator/case resolution coordinator and to have the opportunity to respond to that information
- To have the allegations resolved by case resolution coordinators, panel members, and investigators who are properly trained and who are able to act impartially



- To be accompanied by an advisor, if desired ([see “Advisors,” on page 5](#))
- To be advised of the appeals process

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

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

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

REPORTS AND INITIAL INQUIRY

Reports of Alleged Misconduct

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

- Reports of alleged violations of University policy by Northwestern students can be submitted to OCS. A link to file a report online can be found on OCS [web page](#). Reports can also be submitted by contacting [the office](#) or [847-491-4582](#).
- Reports of alleged violations of Northwestern's NU-OCR policies by students can be made to the NU-OCR. Information on filing reports can be found on the [Sexual Misconduct Response and Prevention webpage](#).
- Reports of alleged bias or hate related incidents can be reported to the Bias Incident Response Team. For information [read more about filing reports](#).

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

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

A "good faith report" is defined by someone sharing their knowledge of Code of Conduct related behaviors for consideration. The reporter must have an honest and sincere belief in the accuracy of their account, and that belief must be one that a reasonable person in the same position would form based upon the information available to them at the time. Consequently, a report can be made in good faith even if the allegations are later determined to be unfounded. Conversely, a report is not in good faith if it intentionally ignores or recklessly disregards known facts that would disprove the report.

OCS has discretion to offer a reprieve from disciplinary action to any student or student organization who files a good faith report or participates in good faith during an investigation, even if they also violated the Code of Conduct during the reported incident. This policy is intended to encourage reporting without fear of minor disciplinary sanctions. Reprieve would not be considered if the reporter's own behavior placed the health, safety, or well-being of others at significant risk, such as actions that result in a hospital admittance. If an investigation reveals that the reporter may have engaged in discrimination, harassment, or sexual misconduct, OCS staff are legally obligated to report this information to the NU-OCR for review under the University's policies governing such behaviors.

Initial Inquiry

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

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

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

INTERIM ACTIONS

Upon receipt of a report but prior to the resolution of an allegation of misconduct, OCS or designee(s) may take interim action, including protective measures and accommodations, to ensure the safety and security of the University community, University community members, or University property. Interim actions are all placed pending prompt resolution proceedings through UHAS. In such instances, the respondent may respond to the actions via the “Interim Action Review” process ([see page 10](#)).

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

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

Interim Relocation or Removal from Campus Housing

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

Interim Suspension

An interim suspension of a student from the University for allegations of non-academic misconduct (including alleged violations of the NU-OCR policies) may be imposed by the Dean of Students or designee in their discretion and shall become effective immediately. Allegations that may warrant an interim suspension include, but are not limited to:

- Sale, distribution, use, or possession of illegal drugs
- Possession of dangerous weapons
- Sexual misconduct
- Theft of or damage to property
- Action or threat of action that endangers or threatens to endanger the health, safety, or well-being of any person (including oneself)
- Fraud
- Violations of federal, state, local, or international law, such that the University could reasonably conclude that the student is not fit to be part of the University community

Any student who receives an interim suspension will be required to remove themselves immediately from the residence halls and/or fraternity or sorority residences, will not be permitted to attend class, and will be excluded from University property and University events unless the student's presence on campus or at University events is explicitly authorized by the Dean of Students or designee issuing the interim action.

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

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

Interim Action Review

In the event the University imposes an interim action, it will provide the respondent with notice and an opportunity to challenge the interim action decision to the Dean of Students or designee. If the student or student organization wishes to challenge the interim action, the student must submit the challenge in writing within two business days of their receipt of the notice.

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

Any challenge or reevaluation of interim actions will be based on both the original and any new information collected related to the safety and security implications for the parties involved and the University community. Should the Vice President of Student Affairs or designee find the sum of the information presented in a challenge insufficient to relieve the original safety and security implications that led to an interim action, the original interim action will stand. If the new infor-

mation is found to relieve some or all of the original implications, the University will consider what modifications may be appropriate.

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

INFORMAL RESOLUTION

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

- A no contact directive placed between students or between a student and another member of the University community
- Changes in academic, work, or living arrangements
- An educational meeting with a student or community
- A formal advisory letter and/or request that a student cease current behaviors
- Deferred conduct action

Deferred Conduct Action

In appropriate situations, conduct cases may be deferred. When a case is deferred, the University refrains from taking any action on a case for a designated period of time (generally up to one year from the date of the incident), during which time a student may be given the opportunity to satisfy certain conditions or obligations as a means of avoiding further conduct action. Sanctions may also be deferred.

ALTERNATIVE RESOLUTION

In matters where information collected by OCS has passed the initial inquiry, a directly impacted party exists, and OCS determines the context makes it appropriate, the parties involved may elect to resolve the matter through alternative resolution. Both parties may request alternative resolution. Participation is voluntary, and OCS will not require parties to engage in this process.

Alternative resolution utilizes informal resolution mechanisms to resolve incidents in lieu of a formal resolution process, as outlined ([see pages 13-22](#)). In matters that do not pass initial inquiry, OCS may refer students to other University dispute resolution services, such as the [Office of the Ombudsperson](#) or the [Office of Community Enrichment](#). The context of some incidents which directly intersect with University policy may not be appropriate to be resolved with a referral.

In order to initiate the alternative resolution process, the necessary parties involved in an incident must agree to participate. If any party does not agree, the matter may proceed to the formal resolution process.

Invitations to Participate

All parties will be required to provide voluntary, written consent to the alternative resolution process before it begins. Alternative resolution must be deemed an appropriate option by the Director of Community Standards or designee in order to move forward. In assessing the appropriateness of alternative resolution, considerations may include, but are not limited to, the physical

health and/or safety of the campus community, the severity of the conduct, and whether there have been any prior policy violations. OCS offers various forms of alternative resolution options to assist the parties in reaching a facilitated agreement. Parties interested in alternative resolution will receive written notice disclosing:

- The reported behavior.
- The requirements of the available alternative resolution process(es).
- The right to consult an advisor, as defined within the UHAS process.
- Notice that at any time prior to agreeing to a resolution, any party has the right to withdraw from the alternative resolution process and request that a formal resolution process be initiated.

Alternative Resolution Record Keeping

In the event a party withdraws from the alternative resolution process, or the process is terminated by the facilitator, records from the alternative resolution process will not be shared with those investigating the matter but will be maintained by OCS. If an alternative resolution agreement is reached, these records will be maintained by OCS but are not considered conduct actions and thus are not considered reportable records. Records will be maintained in a manner consistent with the University's record retention policy, which includes compliance with relevant laws and court orders.

Alternative Resolution Agreements

Examples of resolution terms obtained through this process may include, but are not limited to:

- Participation and completion of educational offerings
- Restrictions from participation in campus events and/or registered student organizations
- Administrative and/or academic changes
- Restriction, relocation, or removal from various on-campus housing or dining locations
- No Contact Directive

Agreements reached as part of alternative resolution are final and cannot be appealed. Alternative resolution can be terminated by either party prior to an agreement being signed. OCS may also terminate the alternative resolution process if they believe it is no longer an appropriate option for the parties. The decision to terminate an alternative resolution process will be based on factors such as the nature, context, and/or severity of the conduct described in the report, concerns related to safety/risk to campus community, or if the parties are unable to reach a mutual resolution agreement within a timely manner.

In situations where a party fails to comply with their agreed upon actions steps within the signed resolution agreement, the party may be referred to OCS for evaluation of the Misconduct in the Student Conduct Process (g) policy - failure to comply with interim actions or informal resolution. If it is determined that the responding party is responsible for Misconduct in the Student Conduct Process (g), the impacted party may additionally request that OCS evaluate the allegations through a formal resolution process.

OCS will be responsible for assigning a trained facilitator(s) to these matters. The facilitator(s) for the alternative resolution process must not be the same person as the investigator or decision maker in a particular matter.

ADMINISTRATIVE REVIEW

OCS has the discretion and authority to conduct an administrative review under the following conditions: when there is not enough information to proceed with a formal resolution process against a known respondent; where a group is alleged to have violated the Code of Conduct but OCS does not have sanctioning purview; or where OCS deems it an appropriate response. In determining whether to conduct an administrative review of allegations, OCS will consider all known information, including:

- The nature and the severity of the allegations.
- Whether the allegations are amenable to resolution through other channels, such as an OCR investigation.
- The history of prior complaints regarding the same individuals, and/or group(s).
- The expressed wishes, if known, of any impacted individuals.
- Any other pertinent information.

Upon initiation of an administrative review, OCS will notify the appropriate student leader, group advisor, and/or department liaison of the commencement and scope of the review. Administrative reviews may include interviewing parties with relevant information and reviewing pertinent documents, and will typically follow timelines similar to those of formal resolution cases. At the completion of the administrative review, OCS has the discretion to produce either a findings letter or written report outlining the findings of the administrative review and any recommended action items to the party responsible for the group. Any information disclosed in the course of the administrative review which indicates a policy of concern from the Student Code of Conduct or other University policy may result in responsive action, including case referrals, for the indicated parties.

Within 30 days of receipt of the administrative review findings and recommended action items, the responding party shall notify OCS and the University Compliance Office (Compliance) indicating if they intend to take or not take the recommended actions, any alternative action steps taken, the intended timeline for completion of all actions, and the rationale for any deviations from the recommended actions. Once the responding party's action plan steps are completed, documentation verifying implementation shall be submitted to both OCS and Compliance.

The same level of confidentiality available to groups and individuals, respectively, in formal resolution processes will apply to administrative reviews and is also expected of process participants. Unauthorized release or disclosure of information related to an administrative review may result in OCS no longer sharing case information with group representatives, and referral to applicable University processes, as appropriate.

FORMAL RESOLUTION

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

Depending on the circumstances and in its discretion, the OCS may consolidate for investigation and resolution multiple incidents involving the same respondent, and/or cases in which parties have made allegations.

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

Standard of Evidence

OCS uses the preponderance of the evidence standard in investigations and hearings. This means that the investigator(s) or CRC must determine more likely than not what occurred. A preponderance of the evidence means that over 50% of the information supports a finding that the misconduct occurred.

Notification

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

Withdrawal of Complaint

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

Formal Resolution: Non-Separation Level Cases

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

Investigation

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

Acceptance of Responsibility

Individual Students: After assessing reported incidents based on time, location, and context, OCS may issue students a proposed resolution letter as an opportunity to expedite the resolution process. The initial notice letter will be inclusive of an incident summary, any relevant information collected, allegations, and proposed outcomes.

Students then have the option to accept the proposed resolution; understanding that by accept-

ing the resolution, they are admitting to the alleged violation of the Student Code of Conduct and are waiving the right to have a matter reviewed in a hearing or subsequent appeal. Should the individual choose to reject the proposed resolution, it will be referred back to OCS, and a CRC will outreach with a scheduled opportunity to engage in an administrative hearing in which the student will have the opportunity to share their perspective and any relevant information prior to the CRC making a decision.

Student Organizations or Groups: Student organizations/groups may have the opportunity to engage in both self-governance and collaboration with the University when an organization accepts responsibility for the prohibited conduct and all charges via “collaborative resolution meeting.” OCS will determine whether a matter meets the criteria for a collaborative resolution meeting by reviewing the following criteria: the alleged policies of concern; the organization’s disciplinary history; the overall safety and appropriateness; the complexity of the violation; the organization’s motivation and ability to participate; whether or not adequate resources exist to invest in the collaborative resolution meeting (time, staff, etc.); and, if the resolution would be most successful for the student organization and University. Matters that cannot be resolved via a collaborative resolution meeting will be resolved through an administrative hearing for non-separation level matters.

- The student organization is given the opportunity to accept responsibility for the alleged policy/ies of concern prior to an Administrative Hearing via link provided in their initial notice letter.
- Following acceptance, the representative for the student organization must present a proposed action plan to correct the behaviors in question, which must be initially evaluated by an OCS, in collaboration with campus partners, prior to the collaborative resolution meeting.
- The student organization’s representative will participate in a collaborative resolution with up to three individuals designated by OCS. This will include a representative from OCS, one Student Representative, and one university administrator. These three individuals and the representative for the student will discuss the proposed action, modify the action plan as necessary, and determine an appropriate final action plan. If a student organization has a local advisor or Headquarters representative, they may participate only to speak to the stated or available action items they can make available for the organization. Should the advisor violate the limited nature of their participation, they may be removed.

The action plan is not considered final until it is agreed upon by an OCS staff member. This action plan will be indicated on the student organization’s conduct record, and the outcome of responsibility and action plan are not appealable. The case is considered resolved so long as the action plan is completed, including any designated deadlines for action items are met. If the action plan is not completed as agreed upon, the case will be referred to an administrative hearing.

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

Format of Administrative Hearings

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

Notification of Outcome

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

Administrative Appeals

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

- New information discovered after resolution of the case that could not have reasonably been available at the time of resolution that could materially change the outcome
- Procedural errors within the resolution process that may have substantially affected the fairness of the process
- The individuals who made the determination had a conflict of interest or bias for or against the reporter or respondent generally or the individual reporter or respondent that would change the outcome
- The sanction is disproportionate with the violation

If none of the grounds for appeal are present in the case, the outcome (findings and sanctions) of the CRC will be upheld. If any of the grounds for appeal are present in the case, the decision of the original CRC may be amended or a new outcome (findings and sanctions) may be issued. The appeal reviewer has final authority to determine the outcome of the case. No additional appeal can be requested or granted and all sanctions will take effect immediately. The appeal reviewer may refer the case back to the CRC for further review. If the case is referred back to the CRC, the appeal reviewer may recommend that alternate policies or sanctions be considered. Additionally, if a case is referred back to the CRC, the new decision of the CRC is considered final (no additional appeal will be granted). Following the appeal, a written decision will be delivered as outlined in “Notification of Outcome”.

Formal Resolution: Separation-Level Cases

In matters where the Director of Community Standards, or designee has determined, based on initial inquiry, that the alleged violation(s) has the potential to result in separation from the University (i.e., suspension, degree revocation, expulsion, or group dissolution) the matter will be investigated and resolved by one or two investigators and sanctions will be assigned (if applicable) by a sanctioning panel.

Notification

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

Acceptance of Responsibility

Individual Students: Prior to the conclusion of an investigation, the respondent may elect to take responsibility for the prohibited conduct by contacting OCS via the acceptance of responsibility link in their initial letter. Following the submission, OCS may solicit additional information relating to the matter from the respondent and any relevant parties. OCS will issue a brief outcome determination, inclusive of any information collected, summarizing the timeline and allegations and stating the respondent has accepted responsibility. OCS may then refer the matter to a sanctioning panel. In limited circumstances, when the findings, without other aggravating factors, no longer warrant consideration of separation, OCS may provide the respondent the option to resolve the matter administratively via a sanctioning referral. Following the determination of sanctions, a respondent may appeal the sanctions but not the finding(s) of responsibility as accepted by a respondent. In the event a respondent decides to accept responsibility for some but not all the allegations, OCS will determine whether to proceed with the formal resolution process for the remaining allegations or for all allegations.

Student Organizations or Groups:

Accepting All Allegations: Student organizations or groups are given the opportunity to accept responsibility for their alleged policy/ies of concern prior to the determination of findings via acceptance of responsibility link provided in their initial notice letter. Following the submission, OCS may solicit additional information relating to the matter from the organization and any relevant parties (executive members, general members, witnesses).

- OCS will then issue a brief outcome determination, inclusive of any additional information gathered, summarizing the timeline and allegations and stating the responding group/organization has accepted responsibility.
- OCS may refer the matter to a sanctioning panel ([see page 25 in the Student Handbook](#)). In limited circumstances, when the findings, without other aggravating factors, no longer warrant consideration of separation, OCS may provide the responding group/organization the option to resolve the matter administratively via a sanctioning referral.
- If applicable, the responding group/organization can submit a copy of any applicable action plans as developed by the responding group/organization within five days of receiving the outcome determination and prior to the sanctioning panel. The action plan will be shared with the sanctioning panel as a part of their materials for evaluation. The document should be no longer than five pages in length, inclusive of attachments.
- Following the determination of sanctions, the responding group or organization may appeal the sanctions but not the finding(s) of responsibility.

Accepting Some Allegations: The organization may also elect to take responsibility for some, but not all, allegations of concern. In this case, OCS will determine whether to proceed with the formal resolution process for the remaining allegations or for all allegations.

Governing Body Actions: If a finding and sanction(s) are issued by a non-Northwestern governing body (e.g., inter/national Headquarters) prior to the resolution of UHAS formal student organization conduct process, the University may give the responding student organization or group, (inclusive of the non-Northwestern governing body) the option to follow the acceptance of responsibility process above. The Director of Community Standards or designee may then choose to either come to a mutual agreement between the University and the organization or group as to sanctions or consult with a sanctioning panel to determine the appropriate sanctions from the University, either of which will be based on the sanctioning factors ([see page 19](#)). Acceptance of responsibility and the proposed University sanctions prevents the need for a full investigation through the UHAS process. OCS reserves the right to investigate and, as appropriate, hold any individuals accountable for their behaviors that may be related to the matter for which the responding organization or group accepted responsibility.

Investigation

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

The investigators will record (with permission of the individual being recorded) and transcribe (or arrange for transcription of) all interviews. For individuals who elect not to have their interview recorded, investigators will prepare a statement of the interview, and the individual who declined to be recorded will be given the opportunity to review their own interview statement of their own interview and correct spelling/grammar or factual errors, and provide clarification if needed by the deadline set by the investigators. If the interviewed individual does not provide any response to the interview summary within the allotted timeframe, the investigator will consider the interview summary accurate.

Investigators may address any substantive comments or corrections submitted in the investigative report. Both interview transcriptions and statements will be included within the investigative report documents made available to the respondent. Meetings that do not constitute an interview are not audio or video recorded by the University.

Evaluation and Notification of Process Change

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

Report Review Procedures

1. Preliminary Investigative Report:

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

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

The respondent may submit written comments, feedback, additional documentary evidence, requests for additional steps in the investigation, suggest written relevant questions for any party or witness, names of additional witnesses, or any other information they deem relevant to the investigator(s), up to twenty (20) pages, within five (5) business days after the preliminary report

is made available for review. *The comment and feedback portion of the response is limited to five (5) pages of the twenty (20) page limit.* The Director of Community Standards or designee may, in their discretion, waive or adjust the page or time limit for the feedback.

Investigators will review the written response provided by the respondent and conduct any additional investigation necessitated by that response. If the investigator receives information from the respondent in response to the preliminary report that warrants further substantive investigation or review, the investigator has the discretion to extend the investigation. If new information is received (not including written feedback), a second preliminary report will be issued. The respondent may submit up to five (5) pages of feedback regarding the new information within five (5) business days after it is made available for review.

The respondent and their advisor, as defined in “Advisors” ([see page 5](#)), are permitted to review the preliminary report and second preliminary report solely for the purpose of this complaint resolution process and may not photograph or disseminate the report to any other individual or the public.

Final Investigation Report and Outcome

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

Resolution of cases where no violation has been found

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

Resolution of cases where a violation has been found

- Following notification of the outcome of an investigation, a UHAS sanctioning panel will be convened. In rare circumstances, when the findings, without other aggravating factors, no longer warrant consideration of separation, OCS may provide the respondent the option to resolve the matter administratively via a sanctioning referral.

Note: In cases where a policy violation was found following an NU-OCR investigation, the matter will be referred to OCS to facilitate the sanctioning process.

Format of Sanctioning Panel

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

The parties will be provided a list of all potential sanctioning and appellate panel members prior to the sanctioning panel, and will be given the opportunity to express specific concerns about

any potential sanctioning panel member's material conflict of interest or material bias within 3 business days of receiving their sanctioning panel memo. The Director of Community Standards or their designee will determine whether material conflict of interest or material bias exists. In cases where there are exigent circumstances (including but not limited to concern for the safety or security of the University community or the academic progress of a student) or in cases where context requires the case be heard within a constrained time period, trained CRCs who have no prior involvement in the case can serve as sanctioning or appellate panelists.

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

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

Notification of Sanctioning Panel Outcome

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

The respondent's academic program as well as other University programs (e.g., Athletics, offices of employment), may be notified of information related to a conduct case, including the outcome, whenever there is a legitimate educational interest to do so (for example, when a finding of responsibility impacts the respondent's participation in a University program, or as necessary to implement accommodations for a reporter). If Northwestern University is not a student's home institution (e.g., students who are studying abroad or on exchange at Northwestern), the University reserves the right to notify the student's home institution of serious violations of University policy or accommodations related to a student's enrollment at the home institution. For information on Sanctions, ([see page 25 in the Student Handbook](#)).

Notification to the Reporter and/or Alleged Victim

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

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

The disclosure may include:

- The findings for each alleged violation.
- The sanction(s) imposed on the respondent that directly relate to the reporter and/or alleged

victim. In a case related to alleged sexual assault, stalking, dating or domestic violence, the notification of sanction to the complainant will also include the rationale and all sanctions imposed on the respondent, not just those directly related to the complainant.

- Appeal rights, if applicable.

Appeals

The respondent has the right to submit an appeal for the findings and, if sanctions are imposed, a determination of sanctions. In a case of a crime of violence, the reporter or respondent may each submit an appeal. An appeal must be submitted in writing via the appeal submission form within a reasonable time as designated by the conduct administrator (typically, within five (5) business days of their receipt of the outcome). Appeals must be limited to fifteen (15) pages. The Senior Associate Dean of Students or designee will review appeals. In cases in which the Senior Associate Dean played a previous role or otherwise cannot be impartial, a designee will review the appeal. The original finding and sanction are presumed to have been decided reasonably and appropriately, and the only grounds for appeal are as follows:

- New information discovered after resolution of the case that could not have reasonably been available at the time of resolution that could materially change the outcome
- Procedural errors within the resolution process that may have substantially affected the fairness of the process
- The individuals who made the determination had a conflict of interest or bias for or against the reporter or respondent generally or the individual reporter or respondent that would change the outcome
- The sanction is disproportionate with the violation

An appeal is not a rehearing of the case; it is a written statement specifically stating the grounds for the appeal and any supporting information. In cases involving crimes of violence and multiple parties, the non-appealing party will be able to review the request for appeal and will be given an opportunity to submit a written response within the same time designated for the request for appeal. A written response is limited to fifteen (15) pages. The appealing party will be able to review the response upon request.

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

The appeal reviewer will review the appeal, the final investigation report, and the case record. The appeal reviewer may consult with other members of the University community in order to substantiate the grounds for appeal or to seek clarification of issues raised in the appeal (examples might include, but are not limited to, consulting the investigator(s) for the case on the specifics of the findings or consulting a panel coordinator about the sanctioning determination).

In the event the appeal includes the appeal of a sanction, the appeal reviewer will, prior to issuing a written decision, consult with an appellate panel comprised of three faculty or staff members who will evaluate any sanctions to be imposed.

If the appeal reviewer does not find that any of the grounds for appeal are present in the case, the outcome (findings and sanctions) of the investigators and/or sanctioning panel will be upheld. If the appeal reviewer finds that any of the grounds for appeal are present in the case, they may amend the decision of the investigators and/or sanctioning panel or may issue a new outcome (findings and sanctions). The appeal reviewer has final authority to determine the outcome of the case. No additional appeal or review can be requested or granted and all sanctions

will take effect immediately. The appeal reviewer may refer the case back to the investigators or sanctioning panel for further review. In this case, the appeal reviewer may recommend that alternate policies or sanctions be considered. Additionally, if a case is referred back to the investigators and/or sanctioning panel, the new decision of the investigators and/or sanctioning panel is considered final (no additional appeal will be granted).

Deliberations of appellate panels are never recorded by means of audio or videotaping and no transcripts are kept, and the University does not allow for the recording or transcribing of these proceedings.

A written decision will be delivered within a reasonable amount of time, typically ten business days from the date of review, following receipt of the appeal.

Disclosure of Appeal Outcome

If an appeal is filed regarding the outcome of a case, the final outcome of the appeal(s) will be made to any appropriate parties beyond the respondent, consistent with the terms outlined for disclosure of the original decision ([see page 20](#)). The disclosure may include, at minimum:

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

Appellate Panel

Appellate panel members will be trained annually by the OCS. Appellate panels will be made up of administrators and academic leaders who represent the Division of Student Affairs and the Office of the Provost. Three members of the appellate panel must be involved in each appeal decision that involves the appeal of a sanction, and decisions are made by a majority vote. In times of exigent circumstances, a conduct administrator or panel member who has had no previous involvement in the case can be assigned by the appeal reviewer to fill in for a member of the appellate panel to ensure expediency of the decision. The Senior Associate Dean of Students or designee will be privy to all appellate panel discussions to ensure compliance with the UHAS procedures.

SUMMARY RESOLUTIONS

Summary resolution involves administrative action taken when exigent circumstances require immediate action to protect the safety of the University community. These actions take the place of formal resolutions through the UHAS system, are considered final, and are not subject to further review or appeal.

ADDITIONAL INFORMATION ABOUT UHAS

Record of Student Conduct Proceedings

Records of student conduct proceedings (i.e., administrative hearings, investigations, sanctioning panels) are kept by OCS. Any party involved may take written notes during interviews and sanctioning panels, but audio or video recordings and typed transcripts by the parties are not allowed in any matters. Any exception to this policy is in the sole discretion of the Director of Community Standards.

To help protect the privacy interests of the parties, while the reporter and the respondent are in

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

Status of a Student/Group Pending Administrative Appeal or Appellate Panel

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

Effect of Withdrawal

If at any time after the University receives a report and before the final decision is reached, a respondent withdraws from the University, the University may elect to continue resolving the case. If the respondent does not make a good faith effort to participate in the process, the University may resolve the matter without the respondent's participation.

If a party withdraws from the University while an appeal initiated by that party is pending, the University may either continue with the appeal review process or treat the withdrawal as a withdrawal of the appeal. If the appeal is withdrawn, the decision from the most recent resolution will become final.

Disciplinary Hold

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

Violations of the Law and the Student Code of Conduct

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

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

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

Accommodations for Students with Disabilities

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and applicable state laws, Northwestern University will reasonably accommodate students who require modifications or adjustments on the basis of a disability, unless a fundamental alteration or undue hardship applies.

Students seeking a disability accommodation for the UHAS process must register and request an academic accommodation with AccessibleNU (ANU) where the Associate Dean of Students or designee will review the accommodation request.

When requesting disability-related accommodations, students are responsible for: initiating an accommodation request through ANU; engaging in the interactive process and following ANU's procedures; and for promptly communicating with ANU if an accommodation is needed or there is a concern about an accommodation's implementation. For more information on how to register and request accommodations, please visit the [AccessibleNU website](#).

AccessibleNU
2122 Sheridan Road, Suite 130
Evanston, IL, 60208
Phone: 847-467-5530
Email : accessiblenu@northwestern.edu

Grievance Procedures

Northwestern University has adopted internal grievance procedures for prompt, equitable, and impartial resolution of grievances alleging any action prohibited by the ADA or Section 504. If a student wishes to challenge ANU's determination on an accommodation request made pursuant to a UHAS process, the student should file a grievance with the ADA Coordinator at the earliest opportunity. The ADA Coordinator may be contacted by phone or email through the NU-OCR.

ADA Coordinator Office of Civil Rights and Title IX Compliance
1800 Sherman Avenue., Suite 4500 Evanston, IL, 60201
Phone: 847-467-6165
Email: NU-OCR@northwestern.edu

Students may also submit their grievance online through the [Online Reporting Form](#).

For the complete Grievance Procedure, including information about filing a grievance, investigation and resolution of grievances, confidentiality, and other topics, please see [Northwestern University's Reasonable Accommodation Policy](#).

Complaints Against Faculty and Staff

Where there exists a complaint against a member of the faculty, administration, or other staff of the University, there are established procedures for handling such complaints. A complaint against a faculty member should be filed with the appropriate dean and/or with the Office of Human Resources. A complaint against a member of the administration or staff should be filed with the appropriate superior and/or the Office of Human Resources.

Discrimination, Harassment, or Sexual Misconduct related cases concerning members of the faculty, staff, or third-parties can be filed directly with [NU-OCR](#).