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# Texas Housing Handbook

**Northwood Housing Facilities—Satellite TV service, internet access and local phone service in each residential room is available at no extra charge for those who bring their own TV, personal computer and room telephone.**

## **Knights Row Dorms—9 units (5 male, 4 female)**

- Total residential capacity is up to 96 residents with 6 rooms and 2 baths in each unit.
- Each room contains 2 chairs for built in desk, 2 chest-of-drawers, 2 twin size beds and 2 built in closets.
- Single occupancy rooms contain 1 chair, 1 chest-of-drawers, 1 twin size bed and 2 built in closets.
- Each building has a stackable washer/dryer for residents of that building.

## **Knights Court Dorms—4 units (2 male units/2 female units)**

- Total residential capacity is 96 residents.
- Each building has 8 triple occupancy rooms, each with private bath and walk-in closet.
- Each room has 3 beds with drawer storage, 3 desks and 3 chairs.
- Large common area separates the 4 bedrooms on each end.
- Each common area has its own separate laundry room and guest bathroom.

## **Knights Cove Dorms— 1 unit (1 Floor Male/1 Floor Female)**

- Total residential capacity is 62 residents.
- Each floor has 15-16 double occupancy rooms, each with private bath and a closet.
- Each room has 2 beds with a dresser and 2 desks .
- Large common area and laundry room for each floor .

## **Housing Office**

Located in the Butler Building, Suite 102, (972) 293-5408. This office serves as a source of services and information, housing applications, room assignments, and maintenance assistance in addition to other housing-related responsibilities.

*Housing Office Hours* Monday—Friday, 8:30 am to 5:00 pm

## **Northwood Housing Staff**

For a list of our housing office staff, check our website at <http://www.northwood.edu/tx/studentlife/residencelife/> or call the housing office at (972) 293-5408.

## **Check-In and Check-Out Procedures**

Resident students are required to fill out the appropriate paperwork in order to check-in or out of university housing. Routine room checks will be conducted throughout the year by the housing staff. Proper check-out involves going through the room with the RA and signing the check-out form. RAs will provide a schedule at the end of the year for residents to sign up for a check-out time. It is not the responsibility of the RA to track the resident down for check-out. Fines will be assessed for improper check-out.

## **Staff on Duty**

After business hours and during weekends, there will always be a Resident Assistant serving “On Duty.” The Resident Assistants are available to handle student concerns, as well as all other dorm-related activity. The Security Office and Housing Staff will have a duty calendar at all times.

## **Resident Assistant (RA)**

The RAs are the residential life staff members with whom students come most in contact with on a daily basis. The RA staff is made up of upperclassmen who have been carefully selected because of their leadership ability, social skills, positive attitudes, and sense of commitment to the university.

The RA is a first response problem solver, educator, programmer, and an aid in community development. The RA serves as an important information source and referral link. Part of this multifaceted role is to maintain a reasonable degree of order and discipline in the residential areas. RAs document, on incident reports, violations of university housing policies. RAs do not determine responsibility or impose sanctions.

## **Mail, Mailboxes and Keys**

All resident students are issued keys to their personal mailbox at housing check-in, which must be turned in when housing closes at the end of the academic year. There is a replacement fee of \$25 for lost mailbox keys. All incoming mail can be picked up from residential mailboxes located in the breezeway of the Swalwell Student Union building, and mailboxes should be checked frequently since space is limited. All packages can be picked up at the Business Office in the Lambert Commons building Monday—Friday, 8:30 am to 5:00 pm. Student ID is required to pick up packages from the Business Office.



**Your campus address will be:**

Northwood University  
Student Name  
1114 W. FM 1382, Box # *(Insert Box Number Here)*  
Cedar Hill, TX 75104

**FOR INFORMATION OR ANSWERS**

Security Officer: (972) 293-5442  
24 Hour Emergency  
Website: <http://www.northwood.edu>

|                           |                |                               |                |
|---------------------------|----------------|-------------------------------|----------------|
| Academics                 | (972) 293-5411 | Housing                       | (972) 293-5408 |
| Admissions                | (972) 293-5400 | Information Technology        | (972) 293-5462 |
| Bookstore                 | (972) 293-5416 | Package Pick-Up (Bus. Office) | (972) 293-5432 |
| Business Office           | (972) 293-5432 | Public Relations              | (972) 293-5456 |
| Campus Arts               | (972) 293-5401 | Registrar                     | (972) 293-5459 |
| Career Assistance         | (972) 293-5452 | Security                      | (972) 293-5442 |
| Counseling (academic)     | (972) 293-5465 | Student Activities            | (972) 293-5401 |
| Counseling (non-academic) | (972) 293-4075 | Student Services              | (972) 293-5408 |
| Dean of Students          | (972) 293-5408 | On-Campus Employment          | (972) 293-5432 |
| Financial Aid             | (972) 293-5430 |                               |                |
| Food Services             | (972) 293-5435 |                               |                |
| Health Center             | (972) 293-5495 |                               |                |

**SODEXO CAMPUS FOOD SERVICES**

Cafeteria Meal Hours

|                          |                      |
|--------------------------|----------------------|
| Monday through Friday    |                      |
| Breakfast                | 7:30 am to 9:00 am   |
| Lunch                    | 11:00 am to 1:30 pm  |
| Dinner                   | 5:30 pm to 6:30 pm   |
| Monday through Wednesday |                      |
| Late Night Dining        | 9:30 pm to 10:30 pm  |
| Saturday and Sunday      |                      |
| Brunch                   | 11:00 am to 12:30 pm |
| Dinner                   | 5:00 pm to 6:00 pm   |

Jerry's Café Hours

|  |  |
|--|--|
| Monday through Thursday  |  |
| 7:45 am to 2:00 pm   |  |
| 5:30 pm to 7:45 pm   |  |
| Friday   |  |
| 8:30 am to 1:00 pm   |  |
| Selected Saturdays   |  |
| 8:45 am to 12:45 pm (please see schedule posted at Jerry's Café) |  |
| Sunday   |  |
| Closed   |  |



## Health Services

Campus Health Center

Location: Knights Court, Dorm 21, D-room  
Phone: (972) 746-7915  
Hours: Monday through Friday, 11:00 am to 3:00 pm, during the academic year

## Library Hours

Fall and Spring Terms

|                         |                     |
|-------------------------|---------------------|
| Monday through Thursday | 8:00 am to 10:00 pm |
| Friday                  | 8:00 am to 4:00 pm  |
| Saturday                | 10:00 am to 4:00 pm |
| Sunday                  | 1:00 pm to 9:00 pm  |

Finals week, Compressed Sessions, vacations and holidays are **AS POSTED**.

## Maintenance

All maintenance problems will need to be reported to your Residential Assistant, if not available, contact the Housing office at x5408.

## Mandatory Housing Meetings

There are four (4) mandatory housing meetings per academic year, twice each semester, on Tuesdays at 7:00 pm in the Patterson Chapel, during the 2nd and 13th weeks of every semester. Even though these mandatory meetings are brief, they are very important because information relating to specific semester activities and campus information is relayed to all residents at the same time. There is a \$35 fine for missing a mandatory housing meeting.

## Satellite

Contact Housing with any problems or questions.

## Internet

Internet access is provided for students who live on campus through Ethernet ports located in each dorm room. If you have wireless capabilities on your computer, you may also access the internet wirelessly in your room. Commuters may also access the internet while on campus in various locations by using a laptop equipped with wireless networking.

## Telephone Services

Service provided for local calling areas. Students provide their own phone for rooms. Contact Housing with any problems or questions (maintenance request required for problems).

## Trash Removal

Resident students are expected to bag and dispose of trash in dumpsters at each resident area. Trash left in or around residential areas and not disposed of properly may result in fines for the entire residential unit unless guilty party can be identified. Residents are expected to be considerate in the way they leave public areas. Extraordinary cleaning required because of abuse of facilities and excess trash left in the rooms or common areas will be at the expense of the residents.

## Lockouts

Residents must carry their student ID, which is also their room key, at ALL times. In case of a lockout, residents are to contact the Housing office during normal business hours or Security when the Housing office is closed, after hours or on weekends. NO room will be unlocked without proof of residency and completion of a lock-out request. First occurrence = warning, no fine; subsequent occurrences will carry a \$5.00 lock-out fee. Propping open exterior doors is an automatic \$50.00 fine. It is important that locked doors are not compromised in any way.

## Roommate Conflicts

Primary responsibility lies with the student. The Housing staff is always available to assist in the resolution of any difficulties that roommates experience. No roommate changes are considered until after the first two weeks of the semester. Only changes based on extenuating and/or irreconcilable circumstances after consultation and approval by the Director of Housing, will be considered. Successful group living is dependent on cooperation and the responsible exercise of personal freedom. Each member of a community needs to be aware of his or her rights, privileges, and responsibilities and be prepared to act in a manner that does not infringe on the rights and privileges of others. The right to study and sleep in one's room has the highest priority at all times. Through a strong residential life program, it is hoped that students will develop new interests, broader perspectives, increased self-awareness, and enhanced interpersonal skills.

See Roommate Bill of Rights.



## Guests

Northwood students are permitted non-student guests if these guidelines are followed:

- All guest visiting Northwood residents must be at least 18 years old and able to prove it. No overnight guests under 18 years old allowed.
  - All guests must have a Guest Request Form (completed 24 hours prior to visit) on file in the Housing Office.
- Guests must abide by all Northwood regulations and violators are subject to immediate removal from the premises. The host student is responsible for the actions of their guests.
- Guest meals may be purchased on a pay-as-you-eat basis in the cafeteria (when available).
- Approved overnight guests must be the same sex as the resident and the host must have the permission of all roommates before guest can stay. If guest will have a car on campus, a temporary visitor's permit must be received from the Housing office.
- Guests may stay no longer than 3 consecutive weekend (Friday, Saturday, Sunday) days. Weekday guests (Monday through Thursday) are limited to one night with special approval from Housing. Visitors not completing proper paperwork or complying with guidelines will be asked to leave the campus, and the host student will be subject to a fine for failure to register guest with the Housing office.

## Damages in Public Areas

It is the collective responsibility of those living in the residential areas to report individuals who cause damage to community areas or property. Damage beyond normal wear and tear that is not accountable to individuals may be bill in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas.

## Babysitting

NO babysitting is allowed in the residence areas or on University property.

## Pets

In order to maintain sanitation standards and avoid causing disruption of normal activities, pets and/or animals are not permitted in residence halls. The only exception are fish, kept in a 10 gallon or smaller aquarium. Animals found in residence halls will be removed and the individuals responsible will be subject to disciplinary action in addition to receiving an \$80 flea treatment fee that will be assessed to the student (s) responsible for any fur-bearing animal found in a residence.

## RESIDENCE HALLS

### *Northwood University Housing Policies:*

1. All resident students must remain on campus the entire academic year. The University may terminate this agreement and take possession of any housing unit promptly (a) upon any failure of resident to timely pay any charges required under this agreement, (b) upon any failure of resident to comply with any of the terms of this agreement, and/or (c) when the resident is enrolled in less than 12 credit hours per term at the University. The decision to permit early termination shall be at the sole discretion of the University, and the University may require payment of a termination fee of up to \$1,600 as a condition of early termination. Students must fill out all official Housing paperwork with the Director of Housing before moving off campus.
2. The University will assign and provide housing while classes are in session and the student is officially registered in those classes. Housing may be provided during term breaks for an additional fee.
3. The University will assign and provide reasonable safety and security protection in campus housing, but is not liable for personal injuries sustained while residing on campus; for theft or loss of money, valuables or other personal effects of any person; or for the loss or damage of any person's property by fire, wind, or water. We encourage the student to have home owners or renters insurance on all personal property. Recommendation: have valuables engraved with an identifying mark.
4. The University reserves the right to make changes in room assignments whenever it is deemed advisable and, when necessary, Northwood may consolidate room assignments at any point during the school year.
5. The University will respect personal property, but has the right to periodically inspect the rooms for damages, for violations of any University regulation, for health or social reasons, or for any other reason deemed sufficient by University officials. The University may hold the room damage deposit fee for up to 60 days after the student leaves the school.



## **Refunds**

Room charges & fees are non-refundable after the first day of classes each semester. Students who move off-campus after classes begin forfeit the room charge for that term. Prepayments will be refunded in full on all payments made prior to validation day with the exception of application fees and commitment deposits. Any changes of classes must be done during validation. All charges stand after that time. For any student withdrawing from college, the following policy applies:

- |   |                                 |
|---|---------------------------------|
| 1) On first day classes start             | 100% credit of all charges      |
| 2) From 2 to 7 days after classes start   | 90% credit of tuition and board |
| 3) From 8 to 14 days after classes start  | 80% credit of tuition and board |
| 4) From 15 to 21 days after classes start | 70% credit of tuition and board |
| 5) From 22 to 28 days after classes start | 60% credit of tuition and board |
| 6) From 29 to 35 days after classes start | 50% credit of tuition and board |
| 7) From 36 to 42 days after classes start | 40% credit of tuition and board |
| 8) More than 42 days after classes start  | 0% credit of tuition and board  |

Days listed above are calendar days and include weekends and holidays. Room charges and fees are non-refundable after the first day of classes each semester. Students who move off-campus after classes begin forfeit the room charge for that term.

## **Alcoholic Beverages**

Northwood University is a dry campus; therefore, the possession and/or consumption of alcoholic beverages on university property, including residential areas, is prohibited. Empty alcoholic beverage containers imply consumption of the contents, and collections of the same are not permitted in residential areas.

## **Animal Cruelty**

Because of our physical environment, our campus is also home to various types of wildlife who might be accustomed to the close proximity of people and therefore might not exhibit any fear of humans. Animal cruelty will not be tolerated and will result in disciplinary action including a fine of \$50.00.

## **Dress Code**

There is no specific student dress code; however, faculty will enforce appropriate dress for classes. Students are expected to use good taste and judgment in selecting appropriate attire. \*Rule of thumb would be, if not appropriate for class, then it is not appropriate for public areas and could be subject to a minimum fine of \$50.00.

## **Quiet Hours**

Quiet hours is the period during which noise is kept to a minimum and is observed from 10:00 pm to 8:00 am daily in all residential areas. All students must be able to sleep or study without noise or interruption during these times. 23 hours Quiet Hours may be instituted and maintained during finals week of each term.

## **Visitation**

For security and privacy reasons, Northwood has established visitation hours for its residents and guests. Residents may not have guests in their dorms after established hours. Guests include commuter students, other residents not assigned to that residential area, all non-students and members of the opposite sex.

### *Visitation Hours:*

Sunday through Thursday, 10:00 am to 12:00 am (midnight)  
Friday and Saturday, 10:00 am to 2:00 am

Students visiting (or hosting guests) in residential areas at hours other than those listed above will be subject to fines for violation of residence hall hours. The campus is closed to unauthorized traffic at 9:00 pm. Campus Security has the right to stop all incoming cars, even those showing Northwood parking permits. Anyone coming to campus after 9:00 pm will be expected to sign in on the Visitor's Log (residential students excluded). After visitation hours, only resident students will be admitted to campus. These measures are for the benefit of Northwood residents as well as the residential environment.

## **Smoking**

Northwood University buildings are designated as "smoke-free" areas. This includes the residence halls. Smoking of any kind or the burning of candles or incense is not permitted inside any residential building. Students, faculty and staff are allowed to smoke outdoors in designated areas only. If smoking outside, the residence door must be closed to prevent smoke from entering the residence area. Standing in an open doorway and blowing cigarette smoke outside is not acceptable and fines will be assessed—no exceptions. Smokers will be responsible for properly disposing of cigarette butts and other associated trash. Failure to do so is considered to be littering and is subject to fines of up to \$100. If cigarette butts are left on the ground at the residential areas, it will be the responsibility of the residents to keep the



area clean and free of litter.

### ***Sexual Harassment Policy***

Northwood University prohibits sexual harassment by all faculty, staff and students. The University is committed to creating and maintaining an environment for all personnel and students that is free of objectionable and disrespectful conduct and/or communication of a sexual nature that creates an intimidating, hostile or offensive working or learning environment. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students. Some state laws and/or regulations also render it illegal.

### ***Room Cleanliness***

The cleanliness of your residential area is up to you while you are in housing. If upon inspection, your room is found to be in an uninhabitable or filthy condition, you will be given 24 hours to correct the situation. If not corrected in that time, disciplinary action will be taken. Repeated violations will be considered a major violation and dealt with accordingly. Although residential areas are sprayed for insects by professional exterminators on a regular schedule, room cleanliness is the best form of pest control. The key to controlling pests is to eliminate possible breeding grounds and other attractions such as unwrapped food. Empty cans and bottles should be discarded immediately.

### ***Room Decoration***

We encourage our students to personalize their residential areas. However, to maintain satisfactory condition of the areas, the following guidelines are set forth.

- No additional furniture may be brought into your residence. Northwood-supplied furniture must remain in your designated area at all times. No room painting is allowed.
- No construction may occur in your room. This means that homemade bookshelves, lofts, etc., may not be constructed and are prohibited. Building items such as wood, cinderblocks, bricks, etc., may not be brought into the residence halls.
- Pictures, posters and tapestries may be placed on walls, within reason. They must be suspended by small tacks or the removable fasteners (Command strips) that will not damage paint, or leave holes in the walls. Items may not be secured to the walls or ceiling fan blades by nails, masking, cellophane or duct tape, or any other items that may remove paint, cause holes or create other damage to walls.

### ***Vehicle Maintenance, Repair and Storage***

University property and residential area parking lots are not to be used for washing vehicles (including the use of personal water hoses) or performing automotive repairs. This includes automobiles, bicycles, and motorcycles. Motorcycles or mopeds are not permitted to be stored in the residential areas. Students are required to notify security anytime they request towing or vehicle repair service on campus.

### ***Signs***

Public signs and road hazard equipment, whether they come from home or not, are not allowed in the residence hall complex and will be confiscated when found.

### ***Suspension***

In some emergency situations, it may be necessary to consider emergency suspensions. At the discretion of the Dean of Students, a limited action for suspension can be imposed upon a student prohibiting on-campus residence, the use of certain facilities or attending dance/participation at University functions.

### ***Theft***

Northwood University strives to protect personal and community property and will deal very seriously with those individuals who violate the provisions of this regulation. No student shall steal, or assist in the theft of any money, property or item of value not belonging to him/her. No student will illegally use or appropriate any property not belonging to him/her. Knowingly possessing stolen property on Northwood premises or at school functions will not be tolerated. Students found to be responsible for violating the theft policy will be subject to suspension or dismissal from the University. The best security against the possibility of theft is for residents to keep their room doors and windows locked at all times.

### ***Unauthorized Entry***

No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or Northwood official except by permission or invitation of the resident student or Northwood Security official or faculty member.



### **Trespass**

- Unauthorized presence and/or use of any Northwood property.
- Intentionally trespassing in areas from which the individual has been banned by previous order, i.e., residence halls, cafeteria, etc.
- Individual students are not permitted in residence hall areas designated as opposite sex housing after posted visitation hours.
- Individuals are not permitted in any undeveloped area of the campus. This includes all quarry and wooded areas.
- Individuals are not permitted in or on the lakes, streams or ponds. Driving, walking, swimming, bathing, rafting or diving in such outdoor areas is prohibited.

### **University Vehicles**

Students are not permitted to use or operate any university owned, leased, or rented vehicles or golf carts at any time.

### **Violence to Persons**

No student shall engage or attempt to engage in any form of violence directed towards another person or group of people. Any act or attempted act of violence occurring on campus or involving a Northwood student in an off-campus location will be referred to the Dean of Students as well as to local law enforcement officials.

### **Firearms and Weapons**

Any object that could potentially inflict injury or cause harm that is used in a threatening, careless, or aggressive manner will be considered a weapon. Possession of weapons of any type including, but not limited to, firearms, ammunition, air guns, gun replicas, incendiary and explosive devices, slingshots, knives and martial arts training materials are prohibited. Possession and/or use of any of these items will result in immediate confiscation of the item plus disciplinary action.

### **Assessing Penalties**

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses, each violation will be handled on an individual basis and will be decided by the Dean of Students and/or the Director of Housing & Security.

### **Aiding or Abetting Violations/Failure to Discourage**

Individuals aiding or abetting in carrying out an unlawful act or the violation of any University policies, whether he or she directly commits the act, may be treated under the regulations as if he or she had directly committed such violation. Students present during the execution of a University policy infraction may be considered in violation under this regulation. It is expected that students will exercise good judgment and appropriately report a violation (s) in progress. Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly.

### **Disobedience or Disrespect—Minimum Fine of \$100.00**

- 1) Deliberate refusal to comply with a clearly stated, reasonable directive issued by any school personnel, including RAs and Security personnel, acting in the performance of their duties.
- 2) Disrespect by work or manner of conduct to any school employee, including RAs and Security personnel, acting in the performance of their duties.
- 3) Penalty for the failure to produce proper ID to university RAs, Security or other officials will be assessed by the Director of Security and/or Housing officials.
- 4) Penalty for harassing, abusing or failing to cooperate with Security, RAs or other officials will be assessed by the Director of Security and/or Housing officials.

### **Major Violations (\$100 to \$250)**

- Sale of drugs (marijuana, etc.)
- Theft (items valued greater than \$25.00)
- Weapons
- Violence to persons
- Repeated violations of any Northwood regulations and policies
- Malicious destruction
- Cases involving multiple violations of Northwood or residence hall policies in one incident
- Trespass
- Failure to comply with disciplinary action
- Violation of campus election rules defacing, destruction of campaign posters, ballot fraud, etc.
- Cruelty to Animals



### Flexible Violations (\$5—\$250)

Flexible violations are those which may be considered to be either major or minor depending on the circumstances involved in each case.

- Alcohol and drug abuse, alcohol containers, alcohol and drug paraphernalia
- Non-compliance with an official request
- Dangerous practices including use or possession of fireworks
- Destruction of property
- Disorderly conduct
- Falsification of official information
- Fire drill and false alarm
- Tampering with fire lighting equipment
- Hazing
- Misappropriating Northwood University property
- Obscene conduct or Public Indecency
- Off-campus parties that result in underage drinking and/or police involvement
- Personal abuse
- Projectiles
- Violation of residence hall regulations
- Unauthorized entry
- Unauthorized use of Northwood University property or documents
- Burning candles or incense, oil burners or any kind of masking agents
- Smoking
- Drug or paraphernalia possession

### Minor Violations (\$5—\$100 Minimum Amounts)

Northwood University reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of Northwood to make a reasonable attempt to inform the student body of any change in, or addition to, the current policies and regulations, and to indicate whether an infraction of the policy is to be considered a major or minor violation. Minor violation penalties will be determined by Student Services staff.

|  |              |
|--|--------------|
| 1. Christmas trees/branches (live) not allowed   | \$ 50.00     |
| 2. Disorderly conduct  | \$ 50.00     |
| 3. Fireworks of any sort (possession and/or use) per piece   | \$ 15.00     |
| 4. Littering—per bag of trash  | \$ 25.00     |
| 5. Noise or disturbance (per person)   | \$ 25.00     |
| 6. Pet in room (immediate remove) (per day)  | \$ 25.00     |
| 7. Flea treatment (one time fine)  | \$ 80.00     |
| 8. Removal of furniture from proper area or possessing unauthorized property (school, public, private—not less than and/or replacement)                | \$ 50.00     |
| 9. Taking food or equipment from cafeteria—per item  | \$ 25.00     |
| 10. Untidy residences during semester room check (per person)  | \$ 25.00     |
| 11. Untidy residence at the end of the year (per person)   | \$ 50.00     |
| 12. Violation of residence hall hours (per person)   | \$ 25.00     |
| 13. Water beds (immediate removal)   | \$100.00     |
| 14. Kegs or pooled alcohol   | \$250.00     |
| 15. False fire alarm (and/or suspension)   | \$100.00     |
| 16. Possession of hot plates, toaster oven, space heaters (see Student Services), gas appliances, grills, stoves, etc. (per day and immediate removal) | \$ 25.00     |
| 17. Tampering with room smoke detectors  | \$ 50.00     |
| 18. Smoking in undesignated buildings  | \$ 50.00     |
| 19. Rollerblading, bike riding inside residence areas (plus damages)   | \$ 50.00     |
| 20. Failure to vacate building during fire alarm   | \$100.00     |
| 21. Vandalism (plus restitution)   | \$ 50.00     |
| 22. Unauthorized use of university vehicles (golf cart, gators and etc)  | \$100.00     |
| 23. Removal of items from a university building and brought to residence areas   | \$50.00(min) |
| 24. Playing sports in hallways of residential areas  | \$ 50.00     |
| 25. Walking on any building roof and/or structures   | \$ 50.00     |
| 26. Possession of alcohol (1st Offense, fines will increase hereafter)   | \$ 75.00     |
| 27. Unauthorized room changes  | \$ 75.00     |
| 28. Lock out fines   | \$ 5.00      |



|  |                       |
|--|-----------------------|
| 29. Burning candles/incense (immediate confiscation)                                 | \$ 25.00              |
| 30. Setting fires (per person)   | \$100.00              |
| 31. Missed mandatory housing meeting   | \$ 35.00              |
| 32. Unauthorized/improper check-out  | \$ 75.00 (min)        |
| 33. Discharging fire extinguisher  | \$ 50.00              |
| 34. Malicious damage of housing  | \$100.00 (min)        |
| 35. Failure to comply with an RAs /NU official's request                             | \$100.00              |
| 36. Weapons  | \$ 50.00              |
| 37. Failure to register guest with the Housing Department                            | \$ 50.00              |
| 38. Failure to comply with reasonable request of Housing official                    | \$100.00              |
| 39. Failure to adhere to cleaning schedule   | \$ 25.00              |
| 40. Finding and using staff keycards   | \$ 50.00              |
| 41. Residing in housing after housing has closed without permission                  | \$ 50.00 (per day)    |
| 42. Failure to complete transmittal form with end of year signatures                 | \$ 50.00              |
| 43. Any Pool/Slipping Slide or other water device brought into housing area/facility | \$ 50.00 (per person) |
| 44. Empty Alcohol containers   | \$ 50.00              |
| 45. Items left in room after end of year check out                                   | \$ 25.00              |
| 46. Speeding on campus   | \$ 50.00              |
| 47. Governor's Loop going wrong way  | \$ 50.00              |

Fine Minimum Amounts (continued)

- Motor vehicles
- Posters (nudity, obscenity, profanity or discriminatory against any individual or group of individuals with respect to race, color, religion or ethnic background)
- Soliciting, selling, surveying and publicizing
- Motor vehicles
- Littering

**Miscellaneous—(See Disobedience or Disrespect pg. 8)**

1. Penalty for the failure to produce ID to University RAs, Security or other officials will be assessed by the Director of Security and/or Housing officials.
2. Penalty for harassing, abusing or failing to cooperate with Security, RAs or other officials will be assessed by the Director of Security and/or Housing officials.

**Penalties**

Any student found guilty of violating any of the regulations or policies of Northwood University may be subject to one or more of the following penalties:

**Warning:** Generally, students are given, but not entitled to, a warning on the first offense unless that offense is a major violation. The student must report to the Student Services Office. The student may be asked to telephone his/her parents from this office to alert the parents of the disciplinary actions.

**Fines:** The Director of Housing & Security may impose fines. The fines shall be no less than \$5 depending on the degree of the infraction. All payments are to be made to the Northwood University Business Office. Failure to pay the fine will result in imposition of more severe penalties.

**Special Assignments:** In special cases, such as alcohol, drug abuse, or emotional instability, students with infractions may be assigned a special task, or be assigned to a special counselor for rehabilitative purposes. Failure to complete a special assignment will result in the imposition of more severe sanctions.

**Disciplinary Probation:** Student placed on Disciplinary Probation will enter into a contract drawn between the University and the student.

**Suspension from Northwood Housing:** The student loses the privilege of living in, or visiting anyone in, Northwood housing for a specified length of time, after which the student is allowed to reapply and may be admitted, if space is available.

**Expulsion from Northwood Housing:** The student permanently loses the privilege of living in, or visiting anyone in Northwood housing.

**Restitution Reimbursement:** Made by the student to Northwood University, or to a member of the community, to cover the cost of damage to, or misappropriation of community or personal property.



**Penalty for Alcohol Use/Abuse and/or Possession**

- 1) First Offense—A \$75.00 fine will be assessed
  - A. Confiscation of alcohol
  - B. Disciplinary Probation (10 Weeks) with contract
  - C. Notification of parents (optional at discretion of University officials)
  - D. Possible referral to Student Assistance Counselor. A \$50.00 fine will be added if non-compliant.
  - E. Referral to athletic director and coach if student is an intercollegiate athlete.
  - F. Possible suspension or dismissal
- 2) Second Offense—A \$125.00 fine will be assessed
  - A. Meeting with parents (within seven [7] days)
  - B. Counseling, outpatient or inpatient rehabilitation program. Successful completion of program or \$50.00 fine will be added, if non-compliant.
  - C. Possible suspension/dismissal.
- 3) Third Offense—A \$175.00 fine will be assessed.
  - A. Notification of parents
  - B. Dismissal, pending recommendation by Dean of Students to Provost.
  - C. Proof of completion of an alcohol rehabilitation program for re-admittance consideration.

**Penalty for Drug Use and/or Possession, or Drug Paraphernalia**

- 1) First Offense—A \$75.00 fine will be assessed
  - A. Confiscation of drugs and/or paraphernalia
  - B. Disciplinary Probation (10 weeks) with contract
  - C. Notification of parents
  - D. Possible referral to Student Assistance Counselor. A \$50.00 fine will be added if non-compliant
  - E. Referral to athletic director and coach if student is an intercollegiate athlete
  - F. Ten (10) community service hours—optional for first offense at University's discretion
  - G. Possible suspension or dismissal
- 2) Second Offense—A \$125.00 fine will be assessed
  - A. Meeting with the parents (within seven [7] days)
  - B. Counseling, outpatient or inpatient rehabilitation program. Successful completion of a program, or \$50.00 fine will be added if non-compliant
  - C. Possible suspension or dismissal
- 3) Third Offense—A \$175.00 fine will be assessed
  - A. Notification of parents
  - B. Dismissal
  - C. Proof of completion of drug rehabilitation program for re-admittance consideration

**Sanction for the Sale or Distribution of Drugs**

- A. Notification of parents
- B. Notification of local law enforcement agency
- C. Possible permanent dismissal from the university or disciplinary probation status for a period of 10 weeks with contract and monetary fine dependent upon investigation and/or circumstances.
- D. Mandatory substance abuse evaluation and mandatory participation in a substance abuse class (minimum 6 hours)
- E. 20 supervised community service hours (converts to a monetary fine for non-compliance)

**Note: An alcohol violation occurring while a student is on probation for a drug violation may result in suspension/dismissal from the university.**



### **Penalty for Illegal Off-Campus Parties**

- 1) Off-campus parties resulting in a police department or sheriff's department being called:
  - A. First offense: Disciplinary Probation (10 weeks)
  - B. Second offense: Suspension (The parents of the individual hosting the party will be notified.)
  - C. Third offense: Suspension/Dismissal
  
- 2) Off-campus parties resulting in police arrest of a Northwood student:
  - A. First offense: Disciplinary probation (10 weeks)
  - B. Second offense: Suspension/dismissal

(Penalty for off-campus arrest for law violations will be brought to the attention of the Dean of Students who will evaluate each case as to the severity of the alleged crime. Parents will be informed. Appropriate action will be taken by the Student Services office.)

- 3) Illegal off-campus parties resulting in serious physical injuries or accidents to students attending the party:
  - A. The Dean of Students will confer with the Provost and evaluate the situation.
  - B. The parents of individuals hosting the party will be notified.
  - C. Appropriate disciplinary action will be taken if ANY university rules regarding parties have been violated.

### **Traffic Relations**

Generally, traffic violations are handled through traffic tickets. However, continued violations may result in further disciplinary actions by the Dean of Students.

### **General Regulations:**

1. All automobiles, motorcycles, motor scooters, mo-peds, and other motorized vehicles, parked on Northwood property, by resident and commuter students, must display a valid parking permit issued by Student Services.
2. All students using a car, regardless of ownership, must register the car if it is to be parked on Northwood property. No student may register a vehicle for another student or non-student.
3. All vehicles must be registered by the Friday of the first week of classes at the beginning of the academic year. Summer sessions and Orientation sessions do not require parking permits. If the permit is not purchased on Validation Day, the absolute deadline is one week later. During this week, the parking permit must be obtained from Student Services, located in the Butler Building, suite 102.
4. A parking permit must be purchased for \$40 per school year, beginning fall semester. Students beginning school spring semester pay \$20. A registration form must be filled out when a permit is purchased. Permits expire and require renewal in July of each year. Failure to register a vehicle will result in a fine.
5. If more than one car is being used, another form and permit is required plus an additional \$15.00 is needed for each additional vehicle. Only one vehicle is allowed on campus at a time.
6. Permits must be displayed in accordance with instructions received from Student Services. The permit must be positioned to be clearly visible. If not visible, a non-negotiable fine may be assessed.
7. A student requesting a new permit due to loss of the original will be charged a \$15.00 replacement fine. Vehicle or license plate number changes must be reported to Student Services.
8. Permits are not transferable from one vehicle to another or from one student to another. If the vehicle is sold, it is the responsibility of the registrant to remove the permit and obtain a new permit from Student Services for the new vehicle. However, fines may continue to be charged if the permit displayed on a vehicle is not registered for that vehicle.

### **Parking**

No motor vehicles may be driven or parked on lawn areas or sidewalks. Driving is permitted only on campus streets and appropriate parking lot areas. Parking is permitted only in permit-authorized parking lots. No parking is permitted on streets, driveways, delivery areas, grassy areas, or any other area not specifically marked as a legal designated parking lot area.

1. No students, faculty or staff are permitted to park in the designated visitor sections.
2. Students who do not honor the parking and driving regulations will have their cars ticketed and/or booted and/or towed.

Requests for privileges not granted by these regulations are to be submitted in writing to the Director of Security and the Dean of Students. A physician must certify physical disabilities. Time conflicts between classes and employment is not considered a valid reason for special privileges. Students shall not pick up and return individuals, or load and unload personal belongings from the street area, except on the first and last days of a semester.



The Director of Security may impose such sanctions as a warning, fine, restitution, special assignment, suspension of vehicle on campus, and/or may recommend to the Dean of Students suspension or dismissal from Northwood if a more serious traffic offense occurs.

In the case of all other security and safety infractions (e.g., theft), the Director of Security will impose such sanctions as a warning, fine, restitution, special assignment, and/or may recommend to the Dean of Students suspension or dismissal from Northwood.

A security/safety brochure providing a general description of safety/security policies, programs and crime statistics as well as a brochure on general parking rules is available upon request in the Student Services department.

### ***Reckless, Careless Driving or Parked Illegally Violations Reported to Security Officer***

- 1) First violation is a \$75.00 fine
- 2) Second violation will be cause for driving privileges to be suspended for a specific length of time (not to exceed one semester) and a \$100.00 fine
- 3) Third violation will be cause for a one-week suspension from driving vehicle on campus, attending classes, residing or visiting housing and a \$150.00 fine
- 4) Fourth violation will be cause for dismissal from Northwood

### **Severe Weather**

Definition of terms:

- A. Severe weather—any weather with potential to damage property or create injuries.
- B. Severe weather watch—conditions exist in which the formation of severe weather may occur. Notify RAs and the Residential Director
- C. Severe weather warning—severe weather has already formed in the area. Notify all persons on campus to take shelter in the appropriate areas (See individual building section for shelter areas.)
- D. Tornado watch—conditions may exist in which the formation of tornadoes may occur. Notify RAs and the Residential Director.
- E. Tornado warning—a tornado has been sighted and confirmed within the area. Shelter should be taken immediately. (See individual building section for shelter areas.)

### **Severe Weather/Tornado Warning Shelter Areas**

Northwood University does not generally cancel classes during periods of bad weather. However, in case of extreme weather should the University have to cancel classes; announcements will be made via Northwood NOW!, Blackboard, TV channels 4, 5 and 8 and/or radio station KRLD 1080 AM. A recorded message announcing class cancellations will be on the University's main phone number, (972) 291-1541, no later than 7:00 am.



## Safe Areas/Evacuation Areas

### Knights Row Dorms

- A. Severe Weather “Safe Areas”
  - Lower restroom
  - Lower hall outside restroom
- B. Evacuation Routes
  - Hopkins parking lot
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Knights Court Dorms

- A. Severe Weather “Safe Areas”
  - Bedroom hallways
  - Bring mattresses
- B. Evacuation Routes
  - Parking lot on East or West end of dorms
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Hopkins Academic Building

- A. Severe Weather “Safe Areas”
  - Basement
  - Restrooms
  - Alternate location—Rotunda rooms 112 and 113
- B. Evacuation Routes
  - Hopkins parking lot
  - Alternate location—courtyard area outside solarium
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Butler Academic Building

- A. Severe Weather “Safe Areas”
  - Room B101
  - Room B103
  - Room B105
- B. Evacuation Routes
  - Butler parking lot (assemble by first parking space on the left)
  - Alternate—courtyard area outside front door between Hopkins & Butler
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Hach Library

- A. Severe Weather “Safe Areas”
  - Restrooms
- B. Evacuation Routes
  - Through front entrance to courtyard area in front of library
  - Alternate—through back door on right rear side of building, to concrete pad at Recreation area behind library
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Sloan Cabin

- A. Severe Weather “Safe Areas”
  - Under desks
- B. Evacuation Route
  - Courtyard area in front of library
  - Alternate—Hopkins parking lot

- Stay in a group and wait for instructions to be given by RAs or Campus Security

### Patterson Memorial Chapel

- A. Severe Weather “Safe Areas”
  - Center aisle, under pews
- B. Evacuation Routes
  - Courtyard area in front of library and chapel
  - Alternate—Butler parking lot
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Lambert Commons

- A. Severe Weather “Safe Areas”
  - Serving area of cafeteria
  - Alternate—dining area under tables
- B. Evacuation Routes
  - Lambert parking lot
  - Alternate 1—side exit by Registrar’s area, grassy area outside side exit
  - Alternate 2—Back door by Provost’s office, grassy area behind deck
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Fitness Center

- A. Severe Weather “Safe Areas”
  - Men’s locker room
- B. Evacuation Routes
  - Courtyard area in front of library
  - Alternate—concrete pad at Recreation area behind library
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Gaubert Student Activities Center

- A. Severe Weather “Safe Area”
  - Restrooms
  - Alternate—Vending machine room
- B. Evacuation Route
  - Service area near Provost’s window
  - Alternate—1st light pole on sidewalk leading to the Swalwell Student Union
  - Stay in a group and wait for instructions to be given by RAs or Campus Security

### Swalwell Student Union

- A. Severe Weather “Safe Area”
  - Middle of Admissions hallway
  - Alternate—restrooms
- B. Evacuation Routes
  - By the Code Blue Emergency Phone Pedestal in the Swalwell parking lot
  - Alternate 1—Hopkins parking lot by the ramp
  - Alternate 2—By the 1st light pole on the sidewalk leading to the Gaubert Student Activities Center
  - Stay in a group and wait for instructions to be given by RAs or Campus Security





# HOUSING SCHEDULE

## For 2011—2012 Academic Year



**Fall Semester 2011** *15 Weeks with 1 Week for Finals (Traditional) / 16 Weeks (ADP)*

|                                       |   |
|---------------------------------------|---|
| Move-In Day.....                      | Friday, August 26, 2011                   |
| Squire Camp.....                      | Friday, August 26, 2011                   |
| Squire Camp.....                      | Saturday, August 27, 2011                 |
| Squire Camp.....                      | Sunday, August 28, 2011                   |
| Classes Begin .....                   | Monday, August 29, 2011                   |
| HOUSING MEETING.....                  | TUESDAY, August 30, 2011 @7PM             |
| Labor Day Holiday (No Classes) .....  | Monday, September 5, 2011                 |
| Drop/Add (Traditional) .....          | August 29 - September 9, 2011             |
| HOUSING MEETING.....                  | TUESDAY, November 15, 2011@7PM            |
| Thanksgiving Break (No Classes) ..... | Thursday & Friday, November 24 & 25, 2011 |
| Classes End (Traditional).....        | Friday, December 9, 2011                  |
| Final Exam Week (Traditional) .....   | Monday-Sunday, December 12-18, 2011       |
| Classes End (ADP) .....               | Sunday, December 18, 2011                 |
| Compressed Course I (6 Days).....     | Monday-Saturday, January 2-7, 2012        |
| Compressed Course II (6 Days) .....   | Monday-Saturday, January 9-14, 2012       |

**Spring Semester 2012** *15 Weeks with 1 Week for Finals (Traditional) / 16 Weeks (ADP)*

|                                      |                                    |
|--------------------------------------|------------------------------------|
| Classes Begin .....                  | Monday, January 16, 2012           |
| Drop/Add (Traditional) .....         | January 16 - 27, 2012              |
| HOUSING MEETING.....                 | TUESDAY, February 21, 2012@7PM     |
| Spring Break .....                   | Monday-Friday, March 12-16, 2012   |
| Good Friday (No Classes) .....       | Friday, April 6, 2012              |
| HOUSING MEETING.....                 | TUESDAY, April 10, 2012@7PM        |
| Classes End (Traditional).....       | Friday, May 4, 2012                |
| Final Exam Week (Traditional) .....  | Monday-Sunday, May 7-13, 2012      |
| Classes End (ADP) .....              | Sunday, May 13, 2012               |
| Compressed Course III (6 Days) ..... | Monday-Saturday, March 12-17, 2012 |

**Summer Semester 2012** *12 Weeks*

|  |                         |
|--|-------------------------|
| Classes Begin .....                            | Monday, May 21, 2012    |
| Memorial Day Observance (No Classes) .....     | Monday, May 28, 2012    |
| Independence Day Observance (No Classes) ..... | Wednesday, July 4, 2012 |
| Classes End .....                              | Sunday, August 12, 2012 |



## NORTHWOOD UNIVERSITY RESIDENT CONTRACT

### NORTHWOOD UNIVERSITY WILL:

- A. The University will assign and provide housing while classes are in session and the student is officially registered in those classes. Provide a reasonable, safe housing environment, but is not liable for personal injuries sustained while residing on campus.
- B. Provide reasonable safety and security protection in housing units, but is not liable for theft or loss of money, valuables or other personal effects of any person, or for the loss or damage of any person's property by fire, wind, or water. We encourage the student to have home owner's insurance on all personal property. Recommendation: Have valuables engraved with a driver's license number or other identifying mark.
- C. Reserve the right to make changes in room assignments whenever it is deemed advisable and when necessary, Northwood may consolidate room assignments at any point during the school year.
- D. Respect personal property, but has the right to inspect the rooms for violations of any University regulation, for health or social reasons, or for any other reason deemed sufficient by University officials.
- E. Inspect rooms periodically for damages and may hold the room damage deposit fees 60 days after the student leaves school.
- F. All students must remain on campus the entire year. If a student moves off-campus prior to the end of the year, board charges are refunded on a prorated basis, using the percentage of total term enrollment time. Room charges are not refundable. Students who move off-campus after classes begin forfeit the room charge for that semester. Students must fill out all official housing paperwork with the Director of Housing before moving off-campus.

### THE STUDENT AGREES TO:

- A. Reside in campus housing his/her entire freshman year if under the age of 20, unmarried, and not commuting from parent's or guardian's home in the Dallas or Fort Worth area.
- B. Familiarize himself/herself with all regulations which the University and governing bodies of the resident students have enacted, and both student and Northwood agree that these rules and regulations are the condition of residence on campus. (Refer to Student Handbook.)
- C. Be liable for any damage to University property. Students will pay an agreed upon damage deposit fee per Admission policy.
- D. Contribute to making his/her residence a clean and pleasant living area. Participate in cleaning immediate living area and adjoining common areas, including all outdoors areas adjacent to resident. Refrain from disassembling Northwood's furniture. Any beds from home, including waterbeds, lofts, and bars, are not allowed.
- E. Exercise reasonable care in the use of common facilities and to maintain established quiet hours for study in all campus residential halls.
- F. Bring members of the opposite sex into the residence dorms or apartments only during hours designated as "open."
- G. Refrain from bringing pets, firearms or ammunition, fireworks or other explosives, public signs, undesirable decorations, or flammable substances on campus. Cooking and other unauthorized electrical appliances are not allowed in residential quarters. The only exceptions are UL approved small refrigerators, automatic coffee makers, irons, popcorn poppers, and small microwaves.
- H. Refrain from removing utensils or equipment of any kind from the dining hall, lounges or any other University location.
- I. Retain occupancy in assigned dorm quarters for the entire academic year unless granted the right to change upon petition to the Dean of Students and Business Office.
- J. The use of illicit drugs and the consumption of alcohol is prohibited in all University affiliated housing. No drugs, alcohol or alcohol containers are allowed in the residence halls.

### THE UNDERSIGNED AGREES TO AND ACCEPTS ALL TERMS AND CONDITIONS OF THIS AGREEMENT:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Northwood University reserves the right to change this agreement if necessary.

Northwood University does not discriminate on the basis of sex, race, religion, or national origin in its education programs, activities, or employment policies. This statement is published as college policy, and in partial compliance with Section 86.9 of Title 45 (which implements Title IX of the education amendments of 1972.) Inquiries about the policy may be directed to the appropriate admitting or employing office.



## ROOMMATE INFORMATION

Whether or not you get the roommate you requested, there are several points that you should consider. Having a good roommate relationship is possible without common interests. One of the most rewarding college experiences is the opportunity to meet and appreciate a wide variety of people. Learning to value and respect differences in people and their cultures can become an important part of your college education.

Remember that each roommate, including you, is an individual, with his or her own beliefs and opinions. Do not disregard other's opinions just because they are different from yours. If a problem does arise between you and your roommate (s), confront the issue with an open mind. Discuss the problem as soon as it becomes bothersome. Honesty always pays off. If this is not successful, talk to your Resident Assistant or the Director of Housing. Remember, your roommate is due the courtesy of a direct personal discussion about your concern.

## ROOMMATE BILL OF RIGHTS

This document is intended to serve as a suggested format for an agreement between roommates to insure that each individual's rights are respected. Learning to accept each other's differences without infringing on one another's freedom is a valuable part of your total education. Your level of enjoyment and satisfaction from resident hall living will depend to a large extent on the thoughtful consideration you demonstrate as roommates. As roommates, each of you should mutually determine the decisions and the stipulations for the behavioral contract and endorse it. Your residence hall staff is available if additional assistance is needed.

The basic rights of a roommate include:

- 1) The right to study free from undue interference (noise, stereo, guests, etc.) in one's room. The following will be reserved for quiet study: (a) Quiet hours are to be maintained in all on-campus housing from 10:00 pm to 8:00 am daily.
- 2) The right to sleep without undue disturbance from noise, guests, roommates, etc.
- 3) The right to expect that roommates will respect each other's personal belongings.
- 4) The right to a clean environment in which to live.
- 5) The right to free access to one's room and facilities without pressure from roommates.
- 6) The right to personal privacy.
- 7) The right to host guests at agreed upon times, and with the expectations that guests are to respect the rights of the host's roommate (s) and other hall residents. See Housing Handbook regarding guests and visitation.
- 8) The right to expect that the roommate (s) will not violate Northwood University policies in the room and/or in the residence hall.
- 9) The right to expect reasonable cooperation in the use of the telephone.
- 10) The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable, when any roommate feels it necessary to involve a housing staff member in such a discussion.
- 11) The right to be free from harassment and discrimination.

We, the undersigned, agree to the above stated rights and behavioral decisions. Additionally, we agree that specific stipulations may be adjusted by the mutual agreement of all roommates.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Statement of Receipt

I have received the Northwood University Resident Student Policies & Procedures Handbook and it is my responsibility to familiarize myself with all the rules and regulations that pertain to Resident Housing on the Northwood University Texas Campus.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



