



NORTHWOOD
UNIVERSITY

RESIDENCE LIFE HANDBOOK

2017-2018



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GENERAL CONTACT INFORMATION

24-Hour Campus Security Office	989.837.4373
Academic Advising	989.837.4371
Admissions	989.837.4273
Alumni Office	989.837.4350
Athletic Department	989.837.4381
Bookstore	989.837.4225
Business Office	989.837.4207
Career Assistance	989.837.4335
Counseling	989.837.4312
Dean Of Student Affairs	989.837.4398
Financial Aid	989.837.4230
Food Services	989.837.4241
Hach Student Life Center	989.837.5244
Health Center	989.837.4268
Information Technology/Help Desk	989.837.4421
Library	989.837.4333
Mail Services	989.837.4217
N.A.D.A. Hotel	989.837.4284
Northwood University Gallery	989.837.4310
Northwood University General Info	989.837.4200
Part-Time Job Center	989.837.4429
Public Relations	989.837.4423
Registrar's Office	989.837.4215
Residence Life & Housing	989.837.4925
Student Activities	989.837.4227
Student Affairs	989.837.4398
Timberwolf Learning Resource Center	989.837.4463

NORTHWOOD UNIVERSITY MAIN WEBSITE

<http://www.northwood.edu>

MAIL SERVICES

Your on-campus address will be:

Student's Name

Northwood University

4000 Whiting Dr., Complex Name and Room #

Midland, MI 48640

NORTHWOOD UNIVERSITY INFORMATION LINE

989.837.4444 or x74444

You may press the number of the menu item you want at any time during the message.

MENU ITEMS:

- Class Cancellation — 11
- Varsity Athletic Events — 15
- Job Center/University Work Study — 16
- Computer Lab — 19
- Library — 20
- Health Center — 21
- Bookstore — 22
- Operator Assistance — 99

MICHIGAN CAMPUS DINING SERVICES

989.837.4241 or x74241

Creative Dining Services is a U.S. based hospitality and facility management service company that operates the dining services at the University. There is continuous service in the Dow Commons Dining Hall during the following hours:

Monday–Thursday 7 a.m.–7 p.m.

Friday 7 a.m.–6 p.m.

Saturday & Sunday 11:30 a.m.–6 p.m.

The student's ID card will be swiped each time they enter the dining hall for a meal regardless of the service level offered at that time.

Full Service in the Dow Commons Dining Hall will be offered as follows:

Monday–Thursday

Breakfast.....	7–10 a.m.
Lunch.....	11:30 a.m.–2 p.m.
Dinner.....	4:30–7 p.m.

Friday

Breakfast.....	7–10 a.m.
Lunch.....	11:30 a.m.–2 p.m.
Dinner.....	4:30–6 p.m.

Saturday & Sunday

Brunch.....	11 a.m.–1 p.m.
Dinner.....	4:30–6 p.m.

Limited Service in the Dow Commons Dining Hall will be offered as follows: Beverages, rice, waffles, desserts, deli, and cereal available continuously.

Monday–Thursday

Continental breakfast..... 10–11:30 a.m.
Salad bar, deli, and grill 2–4:30 p.m.
Late night meal options 8 p.m.–midnight

Friday

Continental breakfast..... 10–11:30 a.m.
Salad bar, deli, and grill 2–4:30 p.m.

Saturday & Sunday

Salad bar and pizza..... 1–4:30 p.m.

Other Dining Locations and Options:

Mid Café (Proudly Serving Starbucks®)

Monday–Thursday 7:30 a.m.–6 p.m.
Friday 7:30 a.m.–4 p.m.

CAMPUS HEALTH CENTER

989.837.4268 or x74268

Hours: Monday–Friday 8:30 a.m.–5 p.m. (hours are subject to change)

The Health Center is located in upper Miner Hall near the Security Office. The Health Center is staffed by a registered nurse and office assistant with physician office hours on a limited basis. Services provided include:

- Allergy injections
- Assistance with insurance
- Basic first-aid care
- Crutches loaned
- Nurse assessments
- On-campus physician hours
- Referrals to off-campus specialist/clinics
- Samples of medications
- Strep screen/mono tests
- Suture removal

MidMichigan Medical Center is nearby and is available 24/7 for emergencies.

INSURANCE

989.837.4268 or x74268

All full-time students will be charged for a comprehensive health insurance policy unless they are eligible to waive this policy. This policy will provide unlimited coverage per policy benefit schedule for injury or illness with a \$250/year deductible. The policy also has prescription co-pay coverage.

International students are required to purchase comprehensive coverage. Students who are already covered by a U.S. comprehensive health plan will have the option to waive this plan. Once your plan is verified as meeting the required comprehensive coverage, the charge will then be removed from your tuition bill. This must be done each year before the beginning date of classes or you will be charged for the comprehensive coverage.

All full-time traditional students are covered by an accident/injury policy. This policy has coverage benefits up to \$5,000 per accident/injury occurrence and will provide coverage after the student's primary insurance benefits have been applied. This policy does not have an opt-out option.

HEALTH CENTER COUNSELING SERVICES

989.837.4312 or x74312

Hours: By appointment, or walk-in as schedule permits during Health Center hours.



Personal counseling is available to all traditional Northwood University students. The counseling staff from J&A Counseling and Evaluation has on-campus office hours in the Health Center. They are qualified to talk to students regarding any issue causing concern, including:

- Abusive relationships
- Anger management
- Career confusion
- Depression
- Drugs and alcohol issues
- Eating disorders
- Grief counseling
- Homesickness
- Identity confusion
- Loneliness
- Relationship conflicts
- Stress or anxiety
- Time management

Personal counseling is available free of charge with the exception of Northwood University-sanctioned, probation or court-ordered counseling and evaluation. Those excluded charges will be the student's responsibility for payment. All counseling sessions are confidential and follow the professional ethics and state laws that govern the release of this information.

SECURITY DEPARTMENT

989.837.4373 or x74373

Northwood Campus Safety and Security is handled by STT, Inc. through the Office of Student Services. This department provides 24/7 security for the entire campus, including all school functions, athletic events, and parking. Campus security personnel have the authority to enforce all campus policies.

The officers do not carry weapons nor do they have arrest powers. Northwood University maintains a very strong relationship with the City of Midland and county law enforcement agencies.

The main entrances to the main campus of Northwood are guarded by STT Security (staff or personnel) nightly. Guests must be registered. Students must stop for the gate attendant and are required to present a student identification card. Failure to do so will result in disciplinary action.

Residents' guests must register at the Miner Security Office. Guests are allowed to stay **no more than two days and two nights per week**. Guests are required to show a picture ID at the time of registration. The resident hosting the guest will be held responsible for any policy violations or damages to property caused by the guest.

For a list of all Security-related violations and consequences, please refer to the Student Handbook.

PHYSICAL THREAT OR ABUSE POLICY

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

HOUSING STAFF ON DUTY

After business hours and during weekends, there will always be Resident Advisors on duty. The Resident Advisors are available to handle student concerns and all other residential complex-related activity. The Security Office and Housing Staff will have a duty calendar at all times.

GUESTS & VISITORS

Guests must be registered with Security and may stay up to 48 hours in a seven day period. Male and female students have the privilege of visiting the living quarters of the opposite sex during the following times:

Sunday–Thursday	8 a.m.–Midnight
Friday–Saturday	8 a.m.–2 a.m.

NORTHWOOD UNIVERSITY RESIDENCE LIFE & HOUSING STAFF

To contact an administrative staff member, please check our contact information on the Residence Life & Housing website at <https://www.northwood.edu/student-life/residence-life.aspx>, or contact the Residence Life & Housing Department at 989.837.4925.

FRESHMAN RESIDENCE HALLS

First-year residence halls have a maximum occupancy of 476 residents within Miner Hall and Dubois Hall. The Annual Housing Sign-Up Week occurs in the spring semester for the next academic year. Commitments made include a signed contract that does not include a cancellation fee if cancelled within 10 calendar days of being signed. Roommate requests can be made by the student during the Annual Housing Sign-Up Week.

Room Size — 12'5" X 9'6"

Entry Hall — 7'2" X 4'7¹/₂"

Miner Hall — Maximum occupancy of 176 female residents

Dubois Hall — Maximum occupancy of 300 male residents

- Dow Commons Dining Hall is located in the same building
- Entry doors to these residence halls are locked 24/7 and residents within these areas will have access to enter these doors with their Student ID Card
- Floor rugs, computers, televisions, phones, stereos, blankets, pillows, and sheets (extra-long twin) are provided by students
- Laundry facilities are located in the complex
- Newly renovated bathrooms are available in each suite
- No hot plates, candles, or burning incense are permitted
- No open heat source appliances are permitted
- Rooms are furnished with two twin extra-long beds, two built-in desks with chairs, and two large closets
- Small refrigerators and microwaves are permitted
- Suite-style rooms adjoined by a bathroom. Each room houses two suites of two students who share a bathroom
- Wireless Internet and Ethernet access

UPPERCLASSMAN RESIDENTIAL COMPLEXES

Upper-class residence complexes have a maximum occupancy of 294 residents within Naegele Village and North Village. The Annual Housing Sign-Up Week occurs in the spring semester for the next academic year. Commitments made include a signed contract that does not include a cancellation fee if cancelled within 10 calendar days of being signed. Roommate requests can be made by the student during the Annual Housing Sign-Up Week.

North Village Apartments — Maximum Occupancy of 162 residents
North Village Apartments include one bedroom/one bathroom, two bedroom/one bathroom, or four bedroom/two bathroom apartments where each student has his/her own bedroom.

Amenities include:

- All utilities are provided
- An elevator
- An indoor and outdoor fireplace is provided
- Bedrooms are furnished with a closet/wardrobe, desk and chair, and one twin extra-long bed
- Central air conditioning and heating is provided
- Fully furnished living rooms in each apartment
- Full modern kitchen including a refrigerator, stove, and dishwasher
- Wireless Internet and Ethernet access
- Study lounges are located on each floor
- Laundry facilities are located on each floor

North Village is a fully furnished facility, so no non-Northwood owned furniture is permitted.

Naegele Village Apartments — Maximum Occupancy of 132 residents
Naegele Village Apartments include four, five, or six bedrooms where each student has his/her own bedroom.

Amenities include:

- A desk, chair, closet/wardrobe, adjustable bed, and dresser in each bedroom
- All utilities are provided
- Central air conditioning
- Laundry facilities are available
- Living room with sofa, loveseat, chair, and end table provided
- Private bedrooms with private lock access
- Two full bathrooms (or one double handicap-accessible bathroom)
- Wireless Internet and Ethernet access

HOUSING REQUIREMENTS

ALL FRESHMAN students are required to live on campus unless they meet one of the following criteria:

1. Live with adult family member within a 50-mile commuting radius of Northwood University
2. Married
3. Live with a sibling (sophomore or older) who is already established off campus with the Dean of Student Affairs' approval
4. Requirement of special housing/living accommodations, as approved by the Dean of Student Affairs

RESIDENCE LIFE & HOUSING DEPARTMENT OBLIGATION

- Agrees to assign living accommodations for each student in on-campus housing while classes are in session as long as student is officially registered for classes
- Is not liable for the theft or loss of money, valuables, or other personal objects by any person, or for the loss or damage to any resident's property by fire, wind, or water
- Is not liable for personal injuries sustained while residing on campus
- Reserves the right to make changes regarding room assignments whenever advisable

STUDENT OBLIGATION

- Abides by all rules, regulations, policies, and procedures stated in the Student Handbook, as well as the Residence Life Handbook
- Allows Resident Advisors or University representatives to inspect the rooms for violations of any University regulations, for health or social reasons, or for any other reason deemed sufficient by University officials
- Remains in on-campus housing for the entire academic year
- Respects personal property and the rights of fellow citizens

CHECK-IN PROCEDURES

All residents are required to check in to receive keys and fill out appropriate paperwork for the upcoming academic year. Freshman students check in on the first day of Welcome Weekend. Upperclassmen are allowed to check in the weekend prior to the

beginning of each semester. Please reference the Residence Life & Housing Calendar or contact the Residence Life & Housing Department for these specific dates at 989.837.4925. Upon arrival, residents should inventory their suite, apartment, and/or room. Resident Advisors will conduct thorough inspections of each residential complex prior to occupancy to confirm the condition of the complexes.

SEMESTER/HOLIDAY BREAK CHECK-OUT

Each resident must check out and fill out paperwork with their respective Resident Advisor prior to each semester/holiday break. Residents must sign up with their Resident Advisor at least 24 hours prior to their intended time of departure. Improper check-out will result in monetary fines. Residential complexes close following each semester exam week. Each resident should be ready to leave the day of their last final exam to maintain a quiet environment conducive to studying. Please view the Academic Calendar for specific dates.

All residential complexes close at the conclusion of the fall semester. Temporary housing is available during the December-January semester break, but no on-campus dining services are available during this time. Students staying in temporary housing are charged a fee for each week they reside on campus. Students are not required to remove their personal belongings during the December-January semester break, as long they are enrolled in courses and housing for the spring semester. All residents are required to remove all personal belongings during the summer months as no storage space is available on campus. Temporary housing is available during the summer, and students are charged a fee for each week they reside on campus. On-campus dining services are occasionally available during this time, and meal plans are to be determined.

Northwood University's staff may enter the rooms and/or apartments of students to ensure the safety and security of the residential complexes at any time deemed necessary. This may include, but is not limited to, Northwood University Residence Life & Housing administration and staff, Physical Plant Department staff, and STT security officers.

MINER HOUSING OFFICE

The Miner Housing Office assists residents with the following: lock-outs, lost room/mail key replacement, Naegele Village card programming, and toilet paper. The office can be reached at 989.837.4428, or by visiting the office in Miner Hall.

NORTH HOUSING OFFICE

The North Housing Office assists North Village residents with the following: lock-outs, lost room/mail key replacement, toilet paper, and cleaning supplies. The office can be reached at 989.837.5130, or by visiting the office in North Village.

ROOM CONSOLIDATION

Room consolidation takes place after the first few weeks of each semester. Students residing in a shared room without a roommate are contacted via email with information concerning the other individuals currently without a roommate. Students are given the opportunity to contact the other individuals who are available as roommates. Students who fail to find a roommate will receive a roommate determined by the Residence Life & Housing Department administration.

FINAL CHECK-OUT / ROOM INVENTORIES

Each resident must complete a final check-out room inspection and fill out paperwork with their respective Resident Advisor. Year-end room inventories will be completed at this time. All damages beyond normal wear and tear will be determined by the Residence Life & Housing administration. Repair costs will be shared equally among the occupants of the assigned room/apartment if the responsible person cannot be determined.

All personal belongings left in your room, suite, and/or apartment will be removed and donated the first weekday after the end of the Spring Semester or the first weekday after your graduating semester. Northwood University will not store your personal belongings and is not responsible for replacing or reimbursing any items donated after the conclusion of the Spring Semester or your graduating semester.

RESIDENCE LIFE & HOUSING DEPARTMENT POLICIES & REGULATIONS

AIDING OR ABETTING VIOLATIONS

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.

APPLIANCES

All grills (including George Foreman® grills), hot plates, toasters, and any other appliances with open heating sources are not permitted in any on-campus facility. Toaster ovens are only permitted in Naegele Village and North Village.

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 Director of Student Discipline and the Dean of Student Affairs.

BEDS

Twin extra-long beds are provided in the residence halls. The University supplies all beds and the use of non-Northwood provided beds is prohibited.

CANDLES/INCENSE

Residents are not permitted to possess candles or incense within any facility on campus.

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 billed in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas.

DESTRUCTION OF UNIVERSITY PROPERTY

If a student/resident is involved with defacing and/or destroying University-owned property, he/she will be held liable and responsible for all costs associated with damages and/or repairs. Discipline sanctions (including monetary fines) may result as well.

DIGITAL TELEVISION

Each room has basic cable television service which includes over 100 channels. Students must provide their own television and coaxial cables for connection. If you have any questions or problems, contact the Residence Life & Housing Department at 989.837.4925.

DISORDERLY CONDUCT

No student shall engage in conduct that is disruptive or interferes with the rights of others on University property or at a University-sponsored function.

DISRUPTION OF LEARNING

No student shall engage in conduct that obstructs, disrupts, interferes, or attempts to obstruct, disrupt, or interfere with another student's right to study, learn, or complete academic requirements. This includes acts to destroy, prevent, or limit access to information or records used by other students in connection with their University responsibilities.

DOOR LOCK ACCESS

To assure the safety and security of each resident in Miner and Dubois Halls, all entrance doors will be locked 24/7. Residents in these residence halls will have access to enter these doors by using their Student ID Cards. If you are caught propping one of these doors, you will be charged at least \$100, plus the cost for any damages to property.

The doors leading to the Dow Commons Dining Hall will be locked from midnight to 6 a.m. nightly. If you are caught propping one of these doors, you will be charged at least \$100, plus the cost for any damages to property.

DRONES

Students may possess, but not use, drones on campus. Students caught using drones on campus will face a minimum \$100 and must immediately remove the drone from campus.

FAILURE TO IDENTIFY, APPEAR, OR OBSERVE TERMS OF DISCIPLINE

No student shall misrepresent or refuse to identify him/herself when requested to do so by identified University officials, refuse to appear before University officials or bodies when requested to do so, or violate the terms of discipline imposed. Failure to abide by these rules may result in consequences including suspension and/or dismissal.

HEALTH AND SAFETY CHECKS

Health and Safety Checks will be conducted at least twice each semester by the Resident Advisors. Students will be notified at least one week in advance and at any time designated by the Residence Life & Housing Department administration. There will be a \$50 fine per person for violations or failure to sign up for or pass each check.

HYGIENE

It is the responsibility of residents to give particular attention to their own personal hygiene in order to contribute to optimal congenial group living. Residents who fail to live accordingly may be subject to disciplinary action. Hair cutting is not allowed in any residential hallway, classroom, public or suite bathroom, or laundry room. Residents may cut hair in their bedrooms and must promptly and properly clean up after they are finished to avoid any disciplinary actions.

LOCKOUTS

Residents are required to carry their room key and Student ID at all times. Any Dubois Hall, Miner Hall, and Naegele Village resident who is locked out of his/her room must contact the Miner Housing Office during normal hours for assistance. The Miner Housing Office is open 10-12 a.m. Sunday-Wednesday and 10-3 a.m. Thursday-Sunday. North Village residents must contact the North Housing Office during normal hours

for assistance. The North Housing Office is open 10-12 a.m. Please contact the Campus Safety & Security Office at 989.837.4373 if you are locked out after Housing Office's hours of operation. Lockouts are limited to FOUR PER SEMESTER. Additional lockouts will result in a \$10 charge to the student's account. Key replacements are available in the Miner Housing Office for students residing in Dubois Hall, Miner Hall, and Naegele Village. North Village residents must visit the North Housing Office for key replacements.

MAINTENANCE REQUESTS

In the case of a non-emergency maintenance request situation, please notify the Housing Facilities Manager at 989.837.4398 or mihousing@northwood.edu. In the event of an emergency, please notify the Housing Facilities Manager at 989.837.4398. Students should also submit a maintenance request to mihousing@northwood.edu.

Students will receive a prompt response from the Housing Facilities Manager and a Physical Plant employee should be visiting their room within 24 hours to resolve and/or evaluate the issue. When submitting a maintenance request, please include a detailed summary of the issue and images if possible.

MISCELLANEOUS

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

PETS

No student shall bring any pet to Northwood University, with the exception of non-aggressive fish, turtles, and amphibians which are permitted when contained in a 20-gallon tank or less. (Any other pet will result in a \$50 per day fine.)

PHYSICAL AND VERBAL ASSAULT

No student shall engage in verbally or physically assaultive behavior, self-destructive behaviors, gestures, or other conduct to cause danger to the health, safety, or welfare of members of the University community or visitors to the campus.

POSTERS/SOLICITATIONS

Students residing in Miner and Dubois Halls may not post any material inside or outside their residence that contains any offensive references. Any material deemed objectionable by the Residence Life & Housing Department will be confiscated. Northwood University prohibits solicitation of any type and for any purpose. Distribution of circulars, handbills, or literature of any kind is not permitted.

POSTINGS ON WALLS AND SURFACES

The University does not support any product for attaching items to walls or other room surfaces. Students will be charged for any damages caused by products used in hanging items on walls or other surfaces. Students are not permitted to paint any portion of their room or apartment.

QUIET HOURS, COURTESY HOURS, GRAND SILENCE

“Quiet Hours” are to be maintained in all on-campus residential complexes from 10 p.m.–8 a.m. Sunday–Thursday and from 12–8 a.m. Friday–Saturday.

“Courtesy Hours” are expected to be followed at all times that are not included in “Quiet Hours.”

“Grand Silence,” which is 24-Hour Quiet Hours, occurs the week before and week of final exams.

Violations to these policies may result in disciplinary actions, including monetary fines.

ROOM DAMAGES

Room damages should be reported to the respective Resident Advisor, the Director of Housing, and the Housing Facilities Manager. Any deliberate or student-caused damages in excess of normal wear and tear will be charged to the student. Room inventories are taken prior to the beginning of each academic year and at the end of each academic year. Damages that have occurred at the resident’s fault (deemed by a Residence Life & Housing Department administrator) will be charged to the student’s account within 60 days after vacating the room. All charges posted to a student’s account are allowed to be appealed within 30 days of the post appearing on the account. Any appeals need to be in writing addressed to the Residence Life & Housing Department.

ROOMMATES

Students may request a roommate or to be paired with a student with similar interests. Students will complete an Interests and Personal Preferences Survey when completing the Housing & Dining Services Contract to assist with roommate placement. Students with specific roommate and/or suitemate requests must complete the “Roommate/ Suitemate Request” section on the Housing & Dining Services Contract or contact the Residence Life & Housing Department.

SELF-DESTRUCTIVE BEHAVIOR

Self-destructive behavior shall be understood to mean and include attempts or threats on the part of the individual to end his/her life or to inflict serious bodily harm on himself or herself by any means capable of producing such result. Attempted or threatened suicide or self-inflicted physical harm is an occasional form of student behavior with which the University is unsuited to cope on any but the most temporary basis. While the institution aims to provide students with a great deal of individual freedom to think, speak, and act, physically destructive behavior cannot be ignored. All cases/complaints involving self-destructive behavior must be reported to the Dean of Student Affairs.

SEXUAL HARASSMENT POLICY

Northwood University prohibits sexual harassment by all faculty, staff, and students. The University is committed to creating and maintaining a working environment for all Northwood University personnel and students that is free of objectionable and disrespectful conduct and communication of a sexual nature that interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working or learning environment. Sexual harassment is a form of sex discrimination that 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. Complaints and reports of violation notices can be made to the Care Team, Residence Life staff, the Human Resources Director, or any Northwood University official.

SMOKING

Smoking is not permitted in several areas on campus, including within all on-campus residential complexes. Smoking is also prohibited in all University buildings. Smoking includes cigarettes, cigars, e-cigarettes, vaporizers, etc. You must remain at least 25 feet from all University buildings while smoking or you will face disciplinary actions. Smoking in an undesignated area will result in a minimum \$200 fine.

SPORTS IN RESIDENTIAL COMPLEXES

Skateboards, rollerblades, longboards, scooters, bicycles, etc. are welcome on campus, but may not be chained within stairwells, balconies, or in hallways. Hoverboards are not permitted on campus. If you are caught possessing or using a hoverboard, you will receive a minimum \$100 fine, plus the cost for any damages to property. Students are not allowed to play sports in or ride wheeled transportation through hallways. If wheeled forms of transportation are stored in residents' rooms, they must be walked, not ridden, while in the building. Students will be charged \$50, plus the cost for any damages to property, if they are caught disobeying this policy.

STUDENT BEHAVIOR

Admission to Northwood University obligates each student to abide by regulations for acceptable student behavior. All students are expected to conduct themselves as responsible members of the University community and to respect the rights of their fellow citizens. Northwood University regulations may apply to behavior off campus as well as on campus. Violations of the regulations may result in disciplinary action by both the University and civil authorities. Students at Northwood University also are responsible for their guests' behavior. Students may be charged through the disciplinary process for the actions of guests who violate the rules and regulations of the University. All students are required to abide by the Student Handbook.

SUSPENSION AND/OR PROBATION

When a student has violated a Northwood University policy or regulation, the student may be placed on Social Probation by a Northwood University official or administrator. Social Probation can last from one week to two semesters. Consequences can include, but are not limited to, disciplinary fines being doubled. In some emergency situations, it may be necessary to consider emergency suspensions. At the discretion of the Dean of Student Affairs and/or the designee, a limited action for suspension can be imposed upon a student prohibiting on-campus residence, the use of certain facilities, and/or attendance/participation at University functions.

THEFT

Northwood University is committed to the protection of personal and community property and will discipline those individuals who violate the provisions of this regulation. No student shall steal, attempt to steal, or assist in the theft of any money, property, or item belonging to another individual. No student will illegally use or appropriate any property that belongs to another individual.

TRASH REMOVAL

Miner and Dubois Halls are equipped with trash rooms located within each hallway. Trash should never be placed outside of the rooms or in the hallways, in order to avoid any safety or health risks. Trash left in such a manner will result in monetary fines to the responsible residents and/or the entire hallway. Residents of Naegele Village and North Village are provided with dumpsters in each complex. Residents should never leave trash outside their apartments or on balconies, as animals may become a problem. Failure to properly dispose of trash will result in monetary fines to the responsible residents and/or the entire apartment.

UNAUTHORIZED ENTRY

No student shall enter or remain in a room, office, or restricted area under control of another student, faculty member, or Northwood official except by permission or invitation of that student, faculty member, or Northwood official. Northwood University's staff may enter the rooms and/or apartments of students to ensure the safety and security of the housing facilities at any time deemed necessary. This may include, but is not limited to, Northwood University Residence Life & Housing Department administration and staff, Physical Plant Department staff, and STT security officers.

USE AND REMOVAL OF UNIVERSITY PROPERTY

Each facility is furnished with University property. Storage space is not available, and University-owned property is not to be removed from living assignments. Residents will be responsible for all missing property. If furniture is taken apart during the academic year, these items must be assembled correctly prior to check-out.

NOTE: Any University-owned property placed outdoors will result in monetary fines to the student's account.

VIOLENCE TO PERSONS

No student shall engage or attempt to engage in any form of violence directed toward 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 Student Affairs as well as to local law enforcement officials.

VOLUNTARY COMPLIANCE

Students shall obey legitimate and reasonable instructions of University officials to cease conduct that threatens to disrupt or interfere with:

1. The rights of others
2. University discipline
3. Normal University functions
4. A University official acting in an official capacity

WEAPONS

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, bow, crossbow, dog repellent, mace, pepper spray, paintball or pellet gun, BB gun, knife, ammunition, or other lethal or dangerous device capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by Northwood or in any vehicle on campus. Violations of the weapons policy can lead to suspension and/or dismissal.

MAJOR VIOLATIONS

Major violations are those in which the student may be in jeopardy of immediate dismissal from Northwood University.

- Alcohol and/or drug abuse
- Burning candles or incense
- Cases involving multiple violations of Northwood or residential complex policies in one incident
- Cases involving prosecution in criminal courts which affect Northwood's goals
- Dangerous practices including use or possession of fireworks
- Defacement and/or destruction regarding campus elections
- Destruction of property
- Disorderly conduct
- Failure to comply with disciplinary action
- False fire drill and alarm
- Falsification of information
- Hazing
- Improper use of Student ID Card
- Indecent exposure
- Littering
- Malicious destruction
- Misappropriating Northwood University property
- Noncompliance with an official request
- Obscene conduct
- Off-campus parties
- Personal abuse
- Possession of another Student's ID Card
- Possession of hot plates, George Foreman® grills, skillets, toasters, toaster ovens, etc.
- Prohibited posters
- Projectiles
- Repeated violations of any Northwood regulations or policies
- Selling and/or distributing drugs (marijuana, prescription medications, etc.)
- Smoking in undesignated areas
- Soliciting, selling, surveying, and/or publicizing
- Tampering with fire-fighting or fire-detecting equipment
- Theft
- Trespassing
- Unauthorized entry
- Unauthorized possession of prescription drugs, drugs, paraphernalia, and/or weapons
- Unauthorized use of Northwood University property or documents
- Violation of residential complex regulations
- Violence to persons

ALCOHOL/DRUG POLICY

Misuse of alcohol and/or other drugs interferes not only with students' academic and co-curricular performance, but with their emotional, physical, mental, and social development. Being an educational entity, Northwood University attempts to provide a caring and supportive learning environment for each student. This environment is recognized as the first step in preventing an individual from becoming harmfully involved with drugs of any kind, including alcohol.

The distribution, use, or possession of substances which violate state or federal laws are subject to disciplinary action by Northwood University. The University expects students to be aware of their personal conduct and to maintain standards and responsibility, both on and off campus, in regard to drug usage. The University also encourages students to be informed about drugs and any problems that may occur as a result of their use. For more information, please visit www.northwood.edu/compliance.

Any of the following constitute a violation of Northwood University's alcohol policy:

- Being visibly intoxicated within Miner Hall, Dubois Hall, or the Dow Commons facilities
- Hosting a party or guests involving the illegal use of alcohol
- Intoxication
- Possessing an open container of alcohol in a public area
- Possession of alcoholic beverages in Miner Hall, Dubois Hall, or the Dow Commons facilities
- Serving alcohol to minors
- Underage consumption or possession of alcohol
- Underage possession of alcohol containers, regardless of their contents

ALCOHOL DISCIPLINARY SANCTIONS

These sanctions do not preclude criminal prosecution resulting from violations of federal, state, or local laws. Students are cautioned that significant and timely sanctions will be imposed for all alcohol violations. Sanctions will include fines, alcohol education, community service, suspension from the residential complexes, and/or suspension from the University. In addition, parents or legal guardians may be notified of sanctions at the conclusion of a disciplinary case.

- A common source of alcohol (kegs, trash cans, etc.) or quantities of alcohol determined to be excessive by University personnel is not permitted on campus grounds
- Alcoholic beverages in factory sealed containers may be transported by individuals (21 years or older) from off campus directly to approved residences
- All of Miner and Dubois Halls are considered to be “dry dorms.” Alcoholic beverages are not permitted anywhere within these residential complexes, regardless of the age of the individual possessing these beverages
- All provisions of state law pertaining to possession and use of alcohol, furnishing of alcoholic beverages to minors, and falsification of an I.D. for the purchase of alcoholic beverages will be enforced
- Consumption of alcohol by those 21 years of age or older is permitted only in accordance with University policy
- Failure to discourage the illegal or inappropriate use of alcoholic beverages, despite a student’s obvious use, may be considered in violation under this regulation. It is expected that students will exercise good judgment and appropriately report observed violations in progress. Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly
- Furnishing alcohol to a visibly intoxicated person, regardless of age, is prohibited
- Intoxication, disruptive behavior, and/or damage related to the consumption of alcohol is in violation of University policy and will be treated under the University’s Code of Student Conduct and/or criminal laws
- No social events (parties, large gatherings, etc.) are permitted in any University residential complex in which alcohol is present
- Possession of alcohol outside living assignments is not permitted

- Possession or consumption of alcohol is not permitted on campus by any person who is under 21 years of age
- Residents will be held responsible for the actions of their guests
- Selling or providing alcoholic beverages to minors is illegal
- Social events (parties, large gatherings, etc.) may be terminated at any time at the discretion of University staff
- Students in possession of alcohol containers will be considered in violation whether or not the containers hold an alcoholic beverage

PENALTIES FOR ALCOHOL USE, ABUSE, POSSESSION, AND/OR PARAPHERNALIA INCLUDE BUT ARE NOT LIMITED TO:

1. First Offense

- a. \$50 fine
- b. Confiscation of alcohol
- c. 16-week disciplinary probation
- d. Requirement of Northwood University Alcohol and Drug Course
- e. \$50 fine will be added, if noncompliant
- f. Athletic Director and Coach notified if student is an athlete

2. Second Offense

- a. \$100 fine
- b. Confiscation of alcohol
- c. Requirement of alcohol assessment through counseling
- d. Possible suspension or dismissal from University housing
- e. Northwood University sanctioned session through J&A Counseling Services
- f. \$50 fine will be added, if noncompliant
- g. Athletic Director and Coach notified if student is an athlete
- h. Community service

3. Third Offense

- a. \$200 fine
- b. Confiscation of alcohol
- c. Possible suspension or dismissal from Northwood University
- d. Possible suspension or dismissal from University housing
- e. Northwood University sanctioned session through J&A Counseling Services
- f. \$50 fine will be added, if noncompliant
- g. Athletic Director and Coach notified if student is an athlete
- h. Community service

PENALTIES FOR DRUG USE, ABUSE, POSSESSION, AND/OR PARAPHERNALIA INCLUDE BUT ARE NOT LIMITED TO:**1. First Offense**

- a. \$75 fine
- b. Confiscation of drugs and/or paraphernalia
- c. 16-week disciplinary probation
- d. Requirement of Northwood University Alcohol and Drug Course
- e. \$50 fine will be added, if noncompliant
- f. Athletic Director and Coach notified if student is an athlete
- g. Possible suspension or dismissal from University housing
- h. Northwood University sanctioned session through J&A Counseling Services
- i. Community service
- j. Possible referral to local police

2. Second Offense

- a. \$150 fine
- b. Confiscation of drugs and/or paraphernalia
- c. \$50 fine will be added, if noncompliant
- d. Possible written or verbal notification to parents or guardians
- e. Possible meeting with parents or guardians scheduled in next seven business days
- f. Possible suspension or dismissal from Northwood University
- g. Possible suspension or dismissal from University housing
- h. Northwood University sanctioned session through J&A Counseling Services
- i. Community service
- j. Possible referral to local police

3. Third Offense

- a. \$300 fine
- b. Confiscation of drugs and/or paraphernalia
- c. \$50 fine will be added, if noncompliant
- d. Possible written or verbal notification to parents or guardians
- e. Possible meeting with parents or guardians scheduled in next seven business days
- f. Suspension or dismissal from Northwood University
- g. Northwood University sanctioned session through J&A Counseling Services
- h. Community service
- i. Possible referral to local police

FIRE DRILLS

Fire drills will occur each semester. These drills will be unpublicized and must be treated as an emergency. Each resident should evacuate the building whenever a fire alarm sounds for security and safety reasons.

NORTHWOOD UNIVERSITY DOES NOT DISCRIMINATE

Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, sexual orientation, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status. The University also is committed to compliance with all applicable laws regarding nondiscrimination. Northwood University is accredited by the Higher Learning Commission and is a member of the North Central Association (800.621.7440; higherlearningcommission.org).

The Accreditation Council for Business Schools and Programs (ACBSP) Baccalaureate/Graduate Degree Board of Commissioners has also awarded Northwood University accreditation of its business programs.

SEVERE WEATHER SHELTER AREAS

Northwood University has designated severe weather shelter areas in each of our buildings. These areas are marked with a severe weather shelter sign. In the event a sign is missing, or you don't immediately see a severe weather shelter sign, below is a list of the severe weather shelter areas in each of our buildings.

- Bennett Sports Center
 - Restrooms
 - Locker rooms
- Church Family Administration Building
 - Downstairs vault/hallway away from stairwell
- Dow Commons Dining Hall (Miner Building)
 - Restrooms/inside hallways
- DeVos Graduate School
 - Lower level interior administrative office area
 - Restrooms may also be used

- Dubois and Miner Halls
 - Hallways
 - Restrooms
- Griswold
 - Lower-level restrooms, storage room, coatroom, and hall area near the elevators
- Hach Student Life Center
 - Inner locker room facilities. In the event these areas are filled, shelter can be taken along the east wall of the gymnasium
- Jordan Hall
 - Downstairs to interior area classrooms
- NADA
 - Restrooms and the interior bathrooms inside the guestrooms
- Naegele Village
 - Lower Level (stay away from glass)
 - Laundry areas
- North Village
 - First floor interior hallways
 - Restrooms
- Sloan Family Building for Aftermarket Studies
 - North classrooms & restrooms with no windows
 - Stay in groups and wait for instructions to be given by building contact or Campus Security
- Strosacker Library
 - Basement interior office and hallway alcove areas near classroom entrances with classroom doors closed
 - Restrooms may also be used
- Student Union and Bookstore
 - Restrooms and Student Affairs Offices

STUDENT CHARGES & DISCIPLINARY FINES

• Being on any building roof	\$50
• Disorderly/obscene conduct	\$50
• Failure to provide identification information	\$100
• Failure to vacate building during fire alarm	\$50
• False fire alarm (and/or suspension)	\$100
• Falsifying information	\$100
• Fireworks of any sort (possession and/or use) per piece	\$25
• First alcohol offense	\$50
• First paraphernalia offense	\$75
• Improper use of Student ID Card	\$100
• Improper use of window	\$50
• Indecent exposure	\$100
• Kegs or pooled alcohol	\$250
• Littering	\$100
• Lost mail key	\$35
• Lost room key	\$100
• Noise or disturbance (per person)	\$25
• Noncompliance (dependent on severity, possible suspension/dismissal)	\$20-\$100
• Non-University owned beds (immediate removal)	\$100
• Pet in room (per day, per pet, plus damages, and immediate removal)	\$50
• Playing sports indoors (plus damages)	\$50
• Possession of another Student's ID Card	\$100
• Possession of candle/incense in residence hall (immediate removal)	\$20
• Possession of Christmas trees/branches (live)	\$50
• Possession of hot plate, toaster oven, space heaters, etc. (per day)	\$50
• Possession or use of a hoverboard	\$100
• Possession of QAM Digital Converter Box	\$35
• Propping open a door	\$100
• Removing furniture from proper area or possessing	

Section 6 • Student Charges & Disciplinary Fines

unauthorized property (school, public or private – not less than replacement costs)	\$50
• Rollerblading, biking, and/or skateboarding inside residential areas (plus damages)	\$50
• Second alcohol offense	\$100
• Second paraphernalia offense	\$150
• Smoking in undesignated areas (including vaporizers/e-cigarettes)	\$200
• Tampering with smoke detector	\$100
• Taking food supplies or equipment from dining hall	\$25
• Third alcohol offense	\$200
• Third paraphernalia offense	\$300
• Unauthorized entrance into courtyard	\$50
• Unauthorized entry	\$50
• Unauthorized room change	\$75
• Use of drone (immediate removal)	\$100
• Using and/or installing a pool on campus (immediate removal)	\$50
• Using and/or installing a tent on campus (immediate removal)	\$50
• Untidy residences, Health & Safety Checks (per person, per room/apartment)	\$50
• Untidy residences, End-of-Semester Check-out Room Inspections (per person, per room/apartment)	\$100
• Vandalism (plus restitution)	\$50
• Violation of residential complex quiet hours	\$25

RESIDENCE LIFE & HOUSING CALENDAR

FALL 2017

Welcome Weekend	Friday, August 25–Sunday, August 27
Freshman Move-In.....	9 a.m.–1 p.m. on Friday, August 25
Upperclassman Move-In.....	9 a.m.–midnight on August 26 and 27
Classes Begin.....	Monday, August 28
Add Classes.....	Monday, August 28–Friday, September 1
Drop Classes.....	Monday, August 28–Friday, September 8
Labor Day (No Classes).....	Monday, September 4
Convocation	Tuesday, September 5
Room Consolidation	Week of September 18
Auto Show/Homecoming Weekend.....	Friday, October 6–Sunday, October 8
Last Day to Withdraw from Classes	Friday, November 10
Thanksgiving Break (No Classes)	Thursday, November 23–Friday, November 24
Grand Silence & Final Exam Week.....	Wednesday, December 6–Friday, December 15
Residential Facilities Close	8 p.m. on Friday, December 15
Commencement.....	Saturday, December 16

Spring 2018

Residential Complexes Open.....	10 a.m. on Saturday, January 13
Classes Begin.....	Monday, January 15
Add Classes.....	Monday, January 15–Friday, January 19
Drop Classes.....	Monday, January 15–Friday, January 26
Room Consolidation	Week of January 29
Spring Break (No Classes)	Monday, March 12–Friday, March 16
Last Day to Withdraw from Classes	Friday, April 6
Grand Silence & Final Exam Week.....	Wednesday, May 2–Friday, May 11
Commencement.....	Saturday, May 12



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989.837.4925