

SPS RULES AND REGULATIONS OF STUDENT CONDUCT

SPS Student Populations

Students of SPS's wide offerings of academic programming fall into two categories:

- a. Undergraduate and graduate students who are pursuing a credit-bearing credential:
 - These students complete an application for program admittance.
 - Upon program completion, a credential award is noted on the official University academic transcript.
- b. Students in non-credit professional development programs and students-at-large taking individual undergraduate courses:
 - These students receive approval for attendance by completing an open enrollment form.
 - Professional development programs are non-credit and do not receive a Northwestern University transcript.
 - Individual, credit-bearing undergraduate courses taken as a student-at-large are noted on an official University transcript but do not automatically apply toward a credential.

All SPS students, as members of the Northwestern community, are expected to conduct themselves maturely and exemplify behavior consistent with Northwestern community standards. As a Northwestern student, you are expected to not only excel in the classroom but to engage in socially responsible behavior and to model exceptional conduct, character, and citizenship on campus, online, and beyond. All members of the Northwestern community are expected to deal with each other with respect and consideration. All SPS students are expected to be respectful of SPS staff time and resources.

SPS students are subject to University-enacted policies and standards, some of which are found in the Northwestern University Student Handbook (<https://www.northwestern.edu/communitystandards/student-handbook/>) and on the Office of Community Standards website (<https://www.northwestern.edu/communitystandards/>). Any violation of these policies or assisting or encouraging others in the violation of these policies may lead to student conduct action, including discipline.

Prohibited and restricted conduct includes, but is not limited to:

- Endangering self or others, including but not limited to the physical, psychological/emotional well-being of any person, including unwanted physical contact
- Disorderly conduct that significantly interferes with the functioning of the University or a University class, program, or activity
- Interfering with the learning of others in-person and/or online
- The use of University resources or systems to interfere with the work of another student, a faculty member, or a University staff member or that otherwise interferes with normal operation of University systems or processes
- Acts of fraud, misrepresentation, or dishonesty, including misuse of University documents or knowingly furnishing false information to the University
- Unauthorized entry or unauthorized use of University facilities, services, equipment, account numbers, or files, including using a

NetID or account assigned to another user or providing another user with access to your NetID or account

- Unauthorized taking of, or damage to, University property
- Misconduct with weapons of any description, including brandishing any such item in a manner that harms, threatens, causes to fear, or otherwise endangers others
- Discrimination, harassment, and sexual misconduct, which are filed directly with the Northwestern University Office of Civil Rights and Title IX Compliance
- Failure to comply with the request or instruction of a university official or emergency personnel acting in an official capacity

Scope of the Code of Conduct

The Student Handbook and SPS Conduct Policies apply to the following situations. SPS reserves the right to investigate and resolve reports of alleged misconduct occurring from the date a student receives notification of admission through the actual awarding of a degree or completion of a course or program (even if the conduct is not discovered until after completion of program or course of study), including, but not limited to:

- During any part of the academic year, before classes begin or after classes end
- During time pursuing credit away from the campus
- During periods between terms of actual enrollment
- While on leave from the University
- Behavior occurring either on or off campus or online

Student Conduct Processes

Alleged violations of nonacademic University policy or professional standards by SPS students will be reviewed by the Associate Dean of Student Services and/or designee to determine if a case will move forward. Options include:

- close the case due to insufficient information;
- school resolution by Associate Dean of Student Services, and/or designee;
- refer case to the Office of Community Standards (<https://www.northwestern.edu/communitystandards/>) for resolution; or
- refer case to the Office of Civil Rights and Title IX Compliance (<https://www.northwestern.edu/civil-rights-office/>).

All cases that involve allegations of violation of the Policy on Discrimination, (<https://www.northwestern.edu/sexual-misconduct/title-ix/university-policies/>) Harassment, and Sexual Misconduct or Interim Policy on Title IX Sexual Harassment (<https://www.northwestern.edu/sexual-misconduct/title-ix/university-policies/>), regardless of the student involved, are referred to the Office of Civil Rights and Title IX Compliance.

SPS students in undergraduate and graduate credit-bearing, credential programs with cases that have the potential to result in separation from the University, including suspension, will be referred to the Northwestern University Office of Community Standards (OCS) for further action in accordance with the process set forth in the Student Handbook. Cases that do not have the potential to result in separation from the University will be resolved by the Associate Dean of Student Services and/or designee.

Additionally, the Associate Dean, designee, OCS or Office of Civil Rights and Title IX Compliance will determine whether interim actions should be

taken while the case is pending (as detailed in the Northwestern Student Handbook (<https://www.northwestern.edu/communitystandards/student-handbook/>) and Policy on (<https://www.northwestern.edu/sexual-misconduct/title-ix/university-policies/>) Discrimination, Harassment, and Sexual Misconduct or Interim Policy on Title IX Sexual Harassment (<https://www.northwestern.edu/sexual-misconduct/title-ix/university-policies/>)).

SPS students in non-credit-bearing programs, and those taking individual courses as a student-at-large, are expected to conduct themselves according to Northwestern University policies. Failure to follow University policies shall be considered a breach of terms and conditions for enrollment and Northwestern University School of Professional Studies may, at its sole discretion, immediately remove a student from non-credit, and individual course enrollment(s) or implement other sanctions as explained below.

Notification

When the Associate Dean of Student Services or designee determines a code of conduct violation allegation will move forward within the School of Professional Studies, the student involved is notified in writing. Notification will typically include a brief description of the alleged misconduct, including the time, date, and place the incident allegedly occurred, a list of any University policies allegedly violated, and the next steps. Students will be asked for a written response to the allegations and may be asked to discuss the case. The list of policies allegedly violated may be modified based on additional information revealed during the case review.

Resolution Format

Cases being considered within the School of Professional Studies will provide the respondent with the allegation to review and provide an opportunity to give one's own account of the situation. Outcomes will be communicated in a reasonable timeframe in writing. The Outcome Notification letter will be added to the student's academic record. All students have the right to request an Administrative Appeal of finding(s) and/or sanction(s).

Standard of Evidence

Northwestern University Office of Community Standards, Office of Civil Rights and Title IX Compliance and SPS use the preponderance of the evidence standard in reviews and hearings. This means that the reviewer, conduct administrator(s), or panel must determine more likely than not what occurred.

It is the responsibility of every member of the academic community to be familiar with these procedures and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific undergraduate programs, and University research. Students are responsible for knowledge of the information provided by the **Undergraduate Academic Conduct Committee** by which SPS undergraduate students are governed.

Participation

The University expects students to participate promptly and fully in all aspects of the student conduct process. If a student elects not to participate in any part of the process, the case may proceed without the respondent's participation. Respondents may be held accountable for any outcomes issued, even if they fail to participate.

Administrative Appeal

Parties found responsible have the right to request an Administrative Appeal of the outcome of a code of conduct case as detailed in the Northwestern Student Handbook under Administrative Review.

An administrative appeal for students in undergraduate and graduate credit-bearing, credential programs will be referred to the Office of Community Standards, and follow the appeals format outlined in the **Northwestern Student Handbook**.

For students in non-credit bearing programs, and students-at-large taking individual undergraduate courses, administrative appeals will be conducted by the SPS Associate Dean and an SPS academic leader.

For questions about Code of Conduct policies, please refer to the Northwestern Student Handbook and/or contact SPS Associate Dean for Student and Alumni Services.

Student Classroom Conduct

All course participants are expected to behave in a manner conducive to a successful and enjoyable learning experience. Sometimes, relatively harmless things can disrupt the classroom dynamic; for example, some students unintentionally dominate class discussions. Students must think about their role in class as individual students but also as an integral part of a group experience. Some disruptions are of a more serious nature and cannot be tolerated. These policies extend to student interaction with administrative staff. Students should review the Rules and Regulations of Student Conduct. Students with questions about these policies should contact SPS Student Services.

Academic Integrity and Ethics

Academic integrity is fundamental to every facet of the scholarly process and is expected of every student in the School of Professional Studies in all academic undertakings. Integrity involves firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual efforts of both oneself and others.

Ensuring integrity in academic work is a joint enterprise involving both faculty and students. Among the most important goals of undergraduate education are maintaining an environment of academic integrity and instilling in students a lifelong commitment to the academic honesty that is fundamental to good scholarship. These goals are best achieved as a result of effective dialogue between students and faculty mentors regarding academic integrity and sensitivity to the nuances of ethical conduct in scholarly work. SPS strongly encourages students to visit the University's Writing Place (<https://www.writing.northwestern.edu/>), which provides a wealth of information about the proper use of resources. This University published a helpful primer, *Academic Integrity: A Basic Guide* (<https://www.northwestern.edu/provost/policies-procedures/academic-integrity/academic-integrity-guide-2022.pdf>).

Standards of academic honesty are violated whenever a student engages in any action that jeopardizes the integrity of scholarly work. Such actions include cheating in the classroom or on examinations; the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence; fabrication of data; omission or concealment of conflicting data for the purpose of misleading other scholars; submitting identical or nearly identical work for two different courses; use of another's words, ideas, or creative productions without citation in either the text or in footnotes; paraphrasing or summarizing

another's material in such a way as to misrepresent the author's intentions; and use of privileged material or unpublished work without permission. Academic dishonesty is a serious matter for undergraduate students committed to intellectual pursuits, and it will be adjudicated in accordance with procedures approved by the School of Professional Studies.

It is the responsibility of every member of the academic community to be familiar with these procedures and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific undergraduate programs, and University research. Students are responsible for knowledge of the information provided by the Undergraduate Academic Conduct Committee (<https://www.northwestern.edu/provost/policies-procedures/academic-integrity/>) by which SPS undergraduate students are governed.

Discrimination and Harassment

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to:

Northwestern's Office of Civil Rights and Title IX Compliance
1800 Sherman Avenue, Suite 4-500
Evanston, Illinois 60208
847-467-6165
OCR@northwestern.edu

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to:

Northwestern's Title IX Coordinator in the Office of Civil Rights and Title IX Compliance
1800 Sherman Avenue, Suite 4-500
Evanston, Illinois 60208
847-467-6165
TitleIXCoordinator@northwestern.edu

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling

800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

Sexual Harassment

Northwestern University is committed to the maintenance of an environment free of discrimination and all forms of coercion that impede the academic freedom or diminish the dignity of any member of the University community. The University emphasizes this policy specifically as it pertains to the prevention of sexual harassment and to the obligations of all students, faculty, administrators and staff in this regard.

It is the policy of Northwestern University that no member of the Northwestern community of any gender identity – students, faculty, administrators or staff – may sexually harass any other member of the community.

For more information on discrimination, harassment and sexual harassment policies and to get help and advice, please visit the **Office of Civil Rights and Title IX Compliance** or contact:

Northwestern's Office of Civil Rights and Title IX Compliance
1800 Sherman Avenue, Suite 4-500
Evanston, Illinois 60208-1117
847-467-6165
OCR@northwestern.edu

Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (https://www.registrar.northwestern.edu/academic_records/FERPA_policy.html) (FERPA), all students have certain rights with regard to their educational records. A copy of Northwestern's student records policy is available at the above link. FERPA grants students the rights to inspect and review their educational records at Northwestern University; request an amendment of their records to ensure the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights; consent to release or to restrict disclosure of personally identifiable information contained in their educational records, except under certain limited circumstances when, by law, consent is not required; and file a complaint with the U.S. Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

Student Recording Policy

Unauthorized student recording of classroom, Northwestern-related events (e.g. Student Leadership Council events) or other academic activities (including advising sessions or office hours) is prohibited. Unauthorized recording is unethical and may also be a violation of University policy (<https://www.northwestern.edu/provost/policies-procedures/classwork-curricular-policies/recording-class.html>) and state law. Students requesting the use of assistive technology as an accommodation should contact AccessibleNU (<https://www.northwestern.edu/accessiblenu/>). Unauthorized use of any recordings – including distributing or posting them – is also prohibited. Under the University's Copyright Policy (<https://www.invo.northwestern.edu/invention-disclosure/policies-forms/copyright-policy/>), faculty own the copyright to instructional materials – including those resources created specifically for the purposes of instruction, such as syllabi, lectures and lecture notes, and presentations. Students cannot copy, reproduce, display, or distribute these materials. Students who engage in unauthorized recording, unauthorized use of

a recording, or unauthorized distribution of instructional materials will be referred to the appropriate University office for follow-up. For more information, please see the University's general policy regarding student recordings: <https://www.northwestern.edu/provost/policies-procedures/classwork-curricular-policies/recording-class.html>