

**NORTHWOOD UNIVERSITY**  
**STUDENT HANDBOOK**  
**2024-2025**

## **Our Mission**

We develop free-enterprise leaders who drive global economic and social progress.

## **Our Vision**

We inspire human potential through immersive learning to advance economic freedom, for everyone, everywhere.

## **Our Values**

We affirm the natural yearning in every human heart to be free. Our academic community welcomes individuals, their distinctive talents, and their potential to make a difference through a life well spent. We believe in:

- The advantages of an entrepreneurial, free society
- Individual freedom and personal responsibility
- Leading from a foundation of ethics and integrity
- Embracing the global and multicultural nature of enterprise
- Celebrating individual uniqueness and diversity of perspectives in an inclusive community

## **Common Degree Outcomes**

A university education encompasses learning through courses and co-curricular experiences. In totality, these elements allow our graduates to achieve Common Degree Outcomes. As a learning community, we promote the achievement of six outcomes which become competencies our graduates share.

1. Articulate and apply the principles and values of freedom and free-enterprise.
2. Communicate effectively in speech and writing.
3. Demonstrate critical thinking, analytical skills, and problem-solving proficiency.
4. Demonstrate foundational knowledge of the functional areas of business.
5. Demonstrate acumen applied to the global business environment.
6. Demonstrate effective leadership, teamwork, and interpersonal skills.

## **Attributes**

At Northwood, we emphasize qualitative personal development. Through purposeful programming and course offerings we develop individuals who: can explain their personal values; appreciate the aesthetic, creative and spiritual elements of life; seek lifelong education; are effective self-evaluators and action-oriented. These attributes encompass our holistic approach to developing the future leaders of a global free-enterprise society.

## Code of Ethics

The community of students, faculty, and staff of Northwood University affirms this code of ethics as the behaviors that advance our shared values:

**FREEDOM** • Exercise personal freedom and accountability that uplifts and respects individual freedom for all.

**RESPECT** • Treat all others with consideration for their circumstances and with thoughtful regard for their value as human beings.

**EMPATHY** • Show compassion for the feelings, thoughts, and conditions of others.

**SPIRITUALITY** • Seek the spiritual development necessary to create our happiness, inspiration, reverence, meaning, and purpose.

**HONESTY** • Embrace truthfulness, fairness, probity, and demand the absence of fraud or deceit in ourselves and others with whom we act.

**ACHIEVEMENT** • Demonstrate persistence, determination, and effort in order to achieve our goals and applaud the high achievements of others.

**INTEGRITY** • Be guided by a code of behavior which reflects our values, unimpeded by circumstance, personal gain, public pressure, or private temptation.

**RESPONSIBILITY** • Be accountable for the care and welfare of others and responsible for the intended and unintended consequences of our actions.

## The Northwood Idea

We view a Northwood University education as an investment in your future. Any person who devotes time to a Northwood education gives up the opportunity to devote that time to other pursuits he or she might engage in during that time.

We believe and teach that:

- Competitive, productive effort can overcome obstacles, solve problems, and achieve goals;
- Human beings can make a difference in the world in which they live;
- Political and economic freedom are of paramount importance in releasing creativity and productivity;
- Sacrifice—savings—is a necessary prerequisite to progress;
- Equality of opportunity based on contribution and inequality of reward using the same criteria are not only appropriate, but the necessary conditions;
- It is the differences among us that make us interesting and useful to each other;
- We need the freedom to fail.
- In a competitive system, all who participate benefit from it.

- As a society, we cannot gain from the establishment of legal monopolies except in a very few and constrained circumstances.
- An understanding and appreciation of the arts and humanities is a primary source of human enrichment in the lives of productive human beings.
- Education is never something that one person can do to another. It is, rather, something two people do together.

We dedicate ourselves to the elimination of artificial barriers to equal opportunity for all human beings. Racial, religious, and sexual barriers are anathema to us.

We practice a healthy skepticism of large and powerful government because we believe history has clearly demonstrated that such structures move rapidly from being of the people toward being over the people, and freedom is lost in the balance. Our intolerance of monolithic power is consistent across the business, labor, and government spectrum.

This is The Northwood Idea

## **NOTIFICATION OF NON-DISCRIMINATION**

Northwood admits students of any race, color, sex, national or ethnic origin, or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at Northwood. It does not discriminate on the basis of race, color, sex, age, national or ethnic origin, or handicap, in administration of its educational policies, admissions policies, scholarships, and loan programs, employment of the faculty, and other administered programs as specified by federal laws, and regulations. Any inquiries concerning the application of these federal laws and regulations may be referred to the President's Office.

## **GENDER-BASED and SEXUAL MISCONDUCT**

Members of the Northwood University community (students and employees) guests and visitors have the right to be free from all forms of discrimination under Title IX not just instances of sexual harassment. Examples of gender and sex-based discrimination can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Northwood University will not tolerate unlawful discrimination. When an allegation of discrimination or misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. We encourage all members of our University community to seek support for and report sexual misconduct directly to the Title IX Coordinator or the Safety and Security team. To access Northwood's Title IX and Sexual Harassment Policy and grievance process online in its entirety, please visit:

<https://static1.squarespace.com/static/5cb0ef2ea09a7e1dbb21c096/t/5fe0feae0c861748f3429cf4/1608580782599/title-ix.pdf>

## **STUDENT RESPONSIBILITY FOR RULES AND REGULATIONS**

The student must become familiar with the academic and other policies, curriculum requirements and associated deadlines as outlined in the Northwood University Catalog, whether hardcopy or posted to the university website. The academic staff will advise the student on all matters related to their program of study and will aid the student in the interpretation of policies whenever necessary. However, it is ultimately the student's responsibility for meeting all stated requirements for the degree and the policies related thereto.

It is also the student's responsibility to actively utilize their Northwood University email and **my.northwood.edu**, as these are major communication resources and are often our primary communication tools used with our students.

## **COMMUNITY PROFILE**

Residents and tourists alike enjoy Midland's abundance of cultural and recreational facilities. The Midland Center for the Arts, Herbert H. Dow Historical Museum, Dow Gardens, Whiting Forest, the Chippewa Nature Center, the Herbert D. Doan Midland County History Center, the religious and residential architecture of Alden B. Dow, the Northwood Gallery, and the Northwood campus itself all reflect the culture and heritage of Midland.

Unusually fine recreational opportunities are provided by the 30-mile-long Pere Marquette Rail Trail, the Midland Community Tennis Center, a 107,000-square-foot Civic (ice) Arena with two ice rinks and one turf field, a large soccer complex which hosts numerous regional and state-wide meets, 72 different local parks, and the popular new activity – Dow Diamond, home stadium to the minor league Great Lakes Loons. The City of Midland has a population of about 42,000 people.

With such strong roots in technology, Midland has asserted itself as a core location for developments in alternative energy and other forward-thinking industries. Whether you're interested in Midland's innovative technologies, natural wonders, or rich culture, it's clear there's a little piece of Midland made for everyone.

**Excerpted from the City of Midland, MI web page: [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov)**

# ACADEMICS

The faculty and staff are committed to providing the highest quality education and service to Northwood University students.

Students must become familiar with academic and other policies, curriculum requirements and associated deadlines as outlined in the student handbook, university catalog, online at [my.northwood.edu](http://my.northwood.edu), and other communications. It is the student's responsibility to actively utilize their Northwood University email, [my.northwood.edu](http://my.northwood.edu) portal, and the university web site as they are the major communication resources and are our primary means of communication with our students.

## Location

Church Family Administration Building, Lower Level

Contact Information Academic Dean's Office Phone: 989.837.4125

## Office Hours

Monday - Friday, 8:30 a.m. - 5 p.m.

## Advising

Academic Advisors advise students on matters related to their program of study and will aid students in the interpretation of policies when necessary.

Academic advising is a collaborative educational process whereby students and their advisors are partners in ensuring student academic success and outlining the steps for achievement of students' personal, academic, and career goals.

It is ultimately the student's responsibility to meet all stated requirements for the degree and the policies related thereto.

The Student Planning tool complements academic advising through collaborative web-based advising tools and is accessed through Self-Service on [my.northwood.edu](http://my.northwood.edu).

## ACADEMIC POLICIES

### Attendance Policy

Attendance is expected as a sign of your interest and seriousness as a student. Excessive absences and tardiness can have an adverse effect on overall course achievement. Students should refer to their course syllabi for faculty absence policies. The administration provides faculty with information concerning field trip participation and other university-related activities that take students from class so that faculty can make judgments about the nature of student absences. Students themselves may furnish information to faculty about the nature of their absences. Students must assume full responsibility for work missed when they are absent. Individual faculty may require attendance or use attendance/participation for grading purposes in their classes. Each faculty member clearly states the

absence policy in effect for each class. An excessive absence pattern may be an important factor in determining quizzes, assignments, and test make-ups as well as in averaging borderline letter grades. Students who must miss classes due to extenuating circumstances such as an extended illness or death in the family must work with an Academic Advisor, who will advise the student on how to document the absence and send to the appropriate staff member in Academics or Disability Services. The faculty member will determine the impact of the absences on the student's performance in the class.

### Technology in Classroom:

The faculty at Northwood University strives to create a classroom atmosphere that is conducive to learning and the use of electronic devices (smart phones, iPads, laptops, etc.) during class time may add to the learning experience of the students. However, it may also interrupt this atmosphere. Individual faculty members have the right to determine what appropriate use is and what constitutes 'disruptive' use of electronic devices in their particular classroom and will create and enforce specific policies to address such use. Your course syllabus will state such policies.

### Grading Policy

To be considered in good academic standing, students must maintain a minimum 2.0 cumulative GPA. The cumulative GPA is calculated from the grades received for courses completed. The designations of W, P, I, or Z are not included in the GPA calculation. However, these grade designations are counted when calculating the cumulative completion percentage for financial aid recipients. This policy is in effect for all certificate-, diploma-, and degree-seeking students. Following is the grading system of the University.

Numeric Grade	Letter	Honor Points	Interpretation
94 – 100%	A	4.0	Excellent
90 – 93%	A-	3.7	
87 – 89%	B+	3.3	Above Average
84 – 86%	B	3.0	
80 – 83%	B-	2.7	
77 – 79%	C+	2.3	Average
74 – 76%	C	2.0	
70 – 73%	C-	1.7	
67 – 69%	D+	1.3	Unsatisfactory
64 – 66%	D	1.0	
Numeric Grade	Letter	Honor Points	Interpretation
60 – 63%	D-	0.7	Failure
Below 60%	F	0.0	
	I	0.0	Incomplete
	P	0.0	Pass
	W	0.0	Withdrawn
	X	0.0	No Credit/Audit
	Z	0.0	Deferred

## **Incompletes, Withdrawn and Deferred Grades**

I – Incomplete - This grade reflects an extraordinary, uncontrollable interruption in completion of course requirements. It is not to be used in the case of a missed test, term paper, etc., unless the incomplete work is caused by the student's hospitalization or an extreme emergency that takes the student away from classes for a week or more. All incompletes must be approved by the faculty teaching the course and are subject to review by the Registrar. Any incomplete not made up within 30 days becomes an F.

W – Withdrawn - This grade reflects student withdrawal from a class by the end of the designated last day to withdraw from a class (eleventh week of the semester for standard 15-week semester courses). Student withdrawals occurring after those times are recorded as F. Withdrawals from the University (and all courses) before final exams result in grades of W.

Z – Deferred Grade - This grade is used to reflect an internship that is still in progress. The Z grade will be replaced when a grade is submitted; if no grade is submitted, the Z grade becomes an F at the end of the next semester.

## **Grade Appeals**

Northwood faculty have the authority and obligation to assign appropriate grades and to conduct classes within the context of university academic policies. Hence, the first level of grade appeal is to the professor whose decision is questioned.

Students who are not satisfied with the decision of the professor to whom they appealed may subsequently appeal in writing to the faculty member, then the department chair, then the assistant academic dean, and then the Academic Dean. The Academic Dean makes the final decision in all grade appeal cases. The "statute of limitations" for requesting a grade appeal is 30 days following the grievance.

## **Orientation**

Freshman and transfer student orientations take place on a variety of dates prior to the start of the fall semester or upon student arrival for students enrolled during spring semester. The purposes of new or transfer student orientations are:

- To review campus rules, regulations, facilities and activities.
- To begin the student's journey toward academic and social success at Northwood University.
- To complete placement tests.

## **Foundations Curriculum**

FDN 1110-Student Success Seminar is required during Fall Semester for all freshmen and transfer students with fewer than 16 credits. This is the first of a three-course sequence which focuses on the Northwood University Code of Ethics. In groups, students will engage in service-learning projects to put the University's core values of freedom, responsibility, empathy, and respect into practice. Reflection on the challenges and opportunities of being part of the Northwood University learning community is emphasized.

Freshmen and new transfer students with fewer than 60 semester credits take FDN 1300-Student Leadership Seminar in the Spring Semester. This is the second of a three-course sequence which emphasizes the relationship that connects leadership, Northwood University's culture, and Student Success. Students prepare for leadership roles at Northwood University and beyond by exploring leadership theories, leadership styles, and other strategies for personal and academic success.

FDN 2500-Blueprint for Success is taken fall semester of the sophomore year. This is the third of a three-course sequence which focuses on personal assessment, introspection, and research. Students will identify their existing skills and attributes through reflection. Discussion of academic, personal, and



professional goals will guide students in charting a path to success based on their self-assessments and research on future careers.

### **Plagiarism/Cheating**

Plagiarism is the act of taking the words, ideas, strategies, formulas, compositions, research or creative ideas of another and presenting them as if they were your own. In any presentation, creative or artistic work, or research project, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. Plagiarism can be either intentional or unintentional, but in either case it is a serious offense. Academic integrity is an important value at Northwood University. We consider all forms of cheating a serious academic infraction. Plagiarism and cheating may lead to failure of a course or expulsion from the university.

### **Academic Honors, Awards**

Northwood University recognizes outstanding academic achievement of students at the end of each semester through the following honors:

#### **The President's List**

Full-time students who in any semester have earned a cumulative GPA of "A" (3.85 or above) and who have no I's or F's or ungraded courses will be on the President's List for that semester.

#### **The Dean's List**

Full-time students who in any semester have achieved a cumulative GPA of 3.25 to 3.84 and who have no I's or F's or ungraded courses will be on the Dean's List for that semester.

### **Student Awards**

On the residential campus, an awards system of academic, curriculum, leadership, and other factors is used to recognize outstanding achievements by graduates. Trophies, cash, and other forms of recognition are used to express honor and appreciation. The faculty, students, and student groups develop the rules and conduct the elections for the various awards. A special Honors Convocation is held to formally present these awards.

### **Graduation with Distinction**

In addition to semester honors, Northwood recognizes students who have maintained high academic achievement throughout their education through the graduation honors. A student is required to earn 30 semester hours of credit through Northwood University to be eligible for one of these graduation honors. Degree honors are awarded as follows:

Cum Laude: A cumulative GPA of at least 3.50.

Magna cum laude: A cumulative GPA of at least 3.70.

Summa cum laude: A cumulative GPA of at least 3.90.

### **Academic Top Honors: Valedictorian and Salutatorian**

The valedictorian shall be that student who has earned a minimum of 60 credits at Northwood University and has maintained the highest cumulative GPA in the graduating class. In the event of a tie for highest cumulative GPA, the student with the greater number of earned Northwood credits will be valedictorian and the other student will be salutatorian.

The salutatorian shall be that student who has earned a minimum of 60 credits at Northwood University and has maintained the second-highest cumulative GPA in the graduating class. In the event of a tie for

second-highest cumulative GPA, the student with the greatest number of earned Northwood credits will be salutatorian.

### **Academic Appeals**

There are academic appeals processes available to provide for appropriate processing of academic grievances outlined in the Undergraduate Scholastic Policies and Academic Services section of the current Northwood University Academic Catalog. The “statute of limitations” for academic appeals is 30 days following the grievance.

### **Academic Progress**

Continued matriculation at Northwood University requires the student to demonstrate satisfactory academic progress in achieving basic scholastic goals. Academic achievement in any semester that results in a cumulative GPA below 2.00 places a student on academic probation. All campuses and academic programs have advising systems to assist the student in raising the earned cumulative GPA so that at scheduled graduation time the student will have had an opportunity to earn the necessary minimum 2.00 GPA and successfully complete (grade of D- or better) all required courses in the curriculum.

During periods of academic probation, students may not carry more than 13 credits to achieve more concentration on less course work.

There is a sliding academic dismissal level of performance, based on the cumulative GPA and the number of hours earned, to which every student is subject, and which can only be exempted on a semester-by-semester basis by the campus academic dean. The dismissal process is as follows.

### **Academic Dismissal**

- Students accepted on academic probation are subject to review at the end of the first semester of attendance. Failure to achieve a minimum cumulative GPA of 2.0 may lead to academic dismissal at the end of the first semester of study at Northwood University.
- A student who is registered for courses during a given semester, and does not earn any academic credits (courses other than PE and courses for extracurricular activities) will be considered for immediate academic dismissal at the end of that semester.

All students, whether new or continuing, must meet the following criteria for Satisfactory Academic Progress (SAP) or be subject to academic dismissal. At the end of each academic year, the Academic Dismissal Committee will review the record of each student who has not met the criteria.

The academic dismissal process is outlined in the Undergraduate Scholastic Policies and Academic Services section of the current Northwood University Academic Catalog.

### **Curriculum and Coursework**

Curriculum guides are student completion guides for bachelor degree programs. The official curriculum guides for each campus and catalog year are available on the [my.northwood.edu](http://my.northwood.edu) Academic Advising and Information link. These guides are designed to assist the student in achieving his or her degree. It is in the student’s best interest to keep on sequence as related to the curriculum guide for the chosen major.

To fulfill graduation requirements, students are to complete all courses in the curriculum guide that is in effect at the time they are admitted to the University.

Northwood University is devoted to continuous improvement of all programs and reserves the right to revise all curriculum guides or academic programs. These enhancements could cause changes in students' programs of study.

If a student stops attending Northwood for a period of five years or more, upon readmission to the University, the student will be re-evaluated on the program requirements currently in force. The student may be responsible for taking additional course work if requirements have changed significantly.

### **Bachelor Degree Programs**

See the current Academic Catalog for information on programs of study, requirements, four-year BBA/MBA program, Honors Program, Honors Scholarship, and Honors Program recognition.

### **Internships**

The Northwood University Internship Program grants academic credit to students for work experience directly related to their academic program. Students may earn 3 credit hours, with 150 hours of work at an internship required, in addition to completion of academic assignments. Internships are required for:

- Hospitality Management
- Merchandizing

Internships may also be completed for all remaining majors. Applications for credit-bearing internships should be submitted through Handshake by visiting [northwood.joinhandshake.com/experiences/new](http://northwood.joinhandshake.com/experiences/new).

Before an international student signs up for an internship, they must first be enrolled as a full-time student for one academic year in order to qualify for curricular practical training (CPT) authorization by the designated school official (DSO).

### **STROSACKER LIBRARY AND LEARNING COMMONS**

The mission of the Strosacker Library and Learning Commons is to enhance the learning environment by supporting instructional services, promoting information literacy, and developing leaders who are independent, life-long learners.

#### **Location**

The Library and Learning Commons is centrally located in upper Strosacker, between Jordan and Griswold buildings.

#### **Contact Information**

Information Desk: 989.837.4333

#### **Library Hours**

Fall and Spring Semesters

Monday – Thursday      8 a.m. - 10 p.m.

Friday                      8 a.m. - 5 p.m.

Saturday                    Closed

Sunday 2 p.m. - 10 p.m.

Summer

Monday – Friday 8 a.m. - 4 p.m.\*\* Closed weekends

\*\*The Library may extend hours upon request for small groups. Arrangements for extended hours must be made ahead with Library staff.

For more information on the Strosacker Library and Learning Commons, please refer to the following link:

<https://www.northwood.edu/academics/undergraduate/academics/library-services>

## Registrar

The Registrar's Office is responsible for maintaining the academic records of each student.

### Location

Church Family Administration Building, Lower Level

### Contact Information

Phone: 989.837.4215

[Registrar@northwood.edu](mailto:Registrar@northwood.edu)

### Office Hours

Monday - Friday, 8:30 a.m. - 5 p.m.

### Student Records

The Registrar's Office maintains student academic records that include the student's original application; letter of acceptance to Northwood; standardized test results; midterm and final grades; transfer credit evaluations; letters of award, honor, or probation; and cumulative transcripts.

### Online Registration and Schedule Adjustment

Students register for classes using Student Planning on the **my.northwood.edu** portal. Registration information is posted on **my.northwood.edu**.

Through registration information postings (or supplementary emails), the student receives a registration timeslot and instructions for online registration. It is the student's responsibility to follow these instructions and register or make schedule adjustments at the times specified. Students can access their my.northwood.edu portal from any computer with Internet access. Students do not have to be on campus to register.

Students may adjust their schedule by dropping or adding courses during the specified times.

### **Course Load**

The normal course load for Northwood undergraduate students is 15 to 16 credit hours per semester. Students taking 12-17 credit hours are charged a block tuition rate. Overload credits are charged per credit hour. See the Business Office section for tuition rates.

Full time - 12 hours is considered a full-time course load for financial aid, athletic eligibility, international student and veteran's benefits load requirements.

Overload - Students who wish to enroll for more than 19 credits per semester must appeal to the Academic Dean for permission to take an overload. A 2.50 cumulative grade point average (GPA) is required to enroll in an overload.

### **Drop/Add**

For Semester courses: A semester is 15 weeks with an added week for final exams (16 weeks). Add is available through the end of the 5th calendar day of the 15-week semester. Drop, with no grade penalty, is available through the end of the 14th calendar day of the 15-week semester. Drop grades (W) are issued on the 15th day of the semester.

### **Course Withdrawal**

Semester-Length Courses - The final day to withdraw from a course with a grade of "W" is Friday of the 11th week. Completed forms must be turned in by Friday of the 11th week of the semester. After that, the grade earned in the course is the grade that will appear on the transcript.

Compressed and Summer Courses - The final day to withdraw from a course with a grade of W is at 73% of the course time.

To withdraw from a course, students must complete a Course Withdrawal Form. All students are asked to discuss withdrawing from the course with the appropriate faculty member. Freshman students should discuss the withdrawal with their Academic Advisor. Varsity athletes must also obtain their coach's approval before dropping any courses. International students must obtain approval from the International Academic Advisor. Military Veterans must report to the Certifying Official when withdrawing from a course.

### **Withdrawal from Northwood University**

Students may withdraw from the University (all courses within the semester) with W grades up until the week before final exams (15th week of semester).

If a student decides to leave school during a given semester, that student must see an Academic Advisor. An official withdrawal form must be completed to notify the following departments: Business Office, Registrar, Financial Aid, Housing, Health Center, and Food Services. International students must see the International Academic Advisor before withdrawing. Military Veterans must report to the Certifying Official before withdrawing from school. The withdrawal process starts in the Registrar's Office.

## **Transcripts**

Official transcripts can be mailed or emailed to third parties only upon request from the student. Transcripts must be ordered through the National Student Clearinghouse at this link: <https://tsorder.studentclearinghouse.org/school/select>

Official transcripts are not given to students and are mailed by Northwood to the requested college or employer. Some restrictions may apply.

Unofficial transcripts are available on Student Planning via the my.northwood.edu portal. Student transcripts are labeled "Issued to Student" and are not considered "official." Each student will receive a student copy of his/her transcript with his/her diploma. Any questions should be directed to the Registrar's office.

## **Enrollment Verification**

Northwood University cooperates with the National Student Clearinghouse to provide the following self-service opportunities to our students:

- Print enrollment verification certificates to send to health insurers, housing providers or other organizations requiring proof of enrollment
- Check the deferment forms and electronic notifications sent to lenders
- Obtain a list of your student loan lenders and link to real-time loan information
- View enrollment history
- View enrollment verifications provided to student service providers at your request.

Enrollment information for the current semester is available approximately the 10th day of the second month of the semester.

If more detailed information is required, enrollment verification forms are available at: <https://nscverifications.org/>

## **Change of Major (Academic Program)**

Students interested in changing their major should discuss this decision with the chairs of the department for their present and prospective program. Then, the student should meet with their academic Advisor to gain a thorough understanding of the impact of the change on degree completion and key course sequences.

The Change of Major form can be located here: <https://forms.northwood.edu/academics/change-major/minor/>.

International students must meet with the International Academic Advisor.

Military Veterans must meet with the Certifying Official to complete VA form 22-5495.

## **Grade Distribution**

Midterm and final grades are available to students on Student Planning via the my.northwood.edu portal. Please check the grade portal in Student Planning vs. Blackboard for final grades. Midterm grades are available by the end of Week 9. Semester final grades are available by the end of the week following final exams. Refer to the academic calendar for exact dates.

### **Repeating Courses**

Courses for which a student has earned a grade of F must be repeated if the course is required in the student's curriculum. Students who wish to improve their achievement level may elect to retake a course at Northwood if they earned a C- or below in that course; courses in which grades of C or better are earned may not be retaken. The letter grade earned in the most recent attempt will replace the prior grade in the calculation of cumulative credit totals and grade point average, even if that grade is lower than the previous grade. All grades will be included on a student's transcript. A failed course may be repeated at another institution and transfer credit will be awarded; however, the Northwood cumulative grade point average will not be affected. Students are encouraged to repeat a failed course at Northwood.

### **Test-Out Policy**

Students may attempt to test out of certain courses, for a fee, with a maximum of 30 credits permitted. Credit for the course will be granted if a grade of C or better is achieved, but no honor points will be awarded. Test-outs may be attempted only once and may not be used to repeat a course.

### **Graduation Requirements**

- Completion of a minimum of 120 semester hours.
- Completion of 30 semester hours of academic credit at Northwood University.
- Successful completion of the program requirements.
- An overall cumulative GPA of 2.0 or better.
- Application for Graduation.
- Recommendation of the faculty with approval by the Board of Trustees.

Degrees are posted as of the last day of the month in which all graduation requirements are met. The date a graduation application and transcripts from other institutions are received may impact a degree date.

### **Graduation Application**

Applications for graduation are due one semester prior to the semester in which course work is completed for the degree. Northwood University's Michigan campus has one commencement ceremony in May.

Candidates wishing to participate in Commencement in May must complete an online graduation application by November 1.

Commencement participation is open to students who:

- Have a 2.0 GPA or above and

- Will complete degree requirements by the end of summer.

Any requests for exceptions to this policy must be addressed in writing to the Academic Dean.

### **Transferring Credits to Northwood University**

In order to transfer in equivalent credits (not grades) from another academic institution, students must earn a grade of "C" (2.00) or better for the course. To determine if a course will transfer, contact the Registrar or an Academic Advisor. Course credit will transfer; however, the grade received does not transfer to Northwood.

Students wanting to take courses at another institution while attending Northwood must receive approval through the Registrar's Office or Academic Advising before enrolling in the course(s). Guest Student Applications must be submitted for review and approval to ensure transferability. Guest Student Applications are available at this link:

<https://macrao.memberclicks.net/assets/docs/MichiganUniformGuestApplication.pdf>

Completed applications will be e-mailed back to students, who have the responsibility of submitting them to the institutions they will attend. NOTE: The original application may be collected at the Registrar's Office, if needed.

### **Family Educational Rights and Privacy Act (FERPA)**

In accordance with FERPA, Northwood University has adopted policies and procedures to protect the confidentiality of student educational records. Student non-directory information cannot be released without written approval. To read the Northwood University FERPA policy, go to

<https://static1.squarespace.com/static/5cb0ef2ea09a7e1dbb21c096/t/5ddc2d9ec258213f084893f6/1574710686294/ferpa.pdf>

### **Parent Access**

Students can enroll parents in Northwood's Parent Proxy system to enable parents to:

- Review your account and bill
- Make payments on your account
- Review your financial aid status and award letter
- Review your class schedule
- Review your final grades
- Review your unofficial academic transcript

This is an opt-in service, which means you are not required to enroll your parent(s).

### **Veterans**

Each program has a veterans School Certifying Official (SCO) to assist students through his/her educational experience. The SCO provides the necessary guidance to take full advantage of the VA education benefits. The SCO will maintain students' VA files and certify enrollment for benefits. It is vital to communicate any changes in enrollment, program, or location to the SCO in order to maintain proper



reporting to the Veterans Administration. It is the student's responsibility to report any changes within 30 days.

## **TIMBERWOLF LEARNING CENTER**

The Timberwolf Learning Center or TLC provides a variety of programs and services to help students succeed academically. All students are encouraged to participate in the TLC programs and services, regardless of current class status or level of achievement. All programs are available to Northwood students free of charge.

Students may choose from three types of tutoring in the Timberwolf Learning Center (TLC).

1. **Drop-in tutoring** is available without an appointment for Accounting Principles 2410 & 2415, Math 1000, College Algebra with Intergrated Review -Math 1050, Finite Math 1100, College Algebra 1150, and Statistics I Math 2310, MIS 1500, Economics 2210 & 2220, Marketing 2080, Management 2300, and help with writing in any subject.

2. **Scheduled One-on-One Tutoring** is available for ONLY non-Drop in subject and is arranged at a time the tutor and student agree on. Students can meet every week, just before tests or as needed. Fill out an online tutor request form through the TLC page on Blackboard, or click on this link:

<https://forms.northwood.edu/student-services/tutor-request/>

3. **Tutor-led Study Groups** are also offered in different subjects every semester but normally include some frequently requested classes like Statistics and Economics. Watch for flyers or ask in the TLC.

### **Tutoring Guidelines**

Students are advised to bring their textbooks, notes from class and any instructions from the professor that will help the tutor to understand the assignment.

### **Location:**

Strosacker Library and Learning Commons (back left corner)

Contact Information

Tamara Hageage

Director of TLC Phone: 989.837.4463

Email: [hageaget@northwood.edu](mailto:hageaget@northwood.edu)

### **Drop-In Tutoring Hours:**

Sunday 3:30 - 8:30 p.m.

Monday – Wednesday 2:00 - 10:00 p.m.

Thursday 2:00 - 7:00 p.m.

Friday – Saturday Closed

# ADMINISTRATIVE OFFICES

## ADMISSIONS

The Admissions Office serves as the liaison between prospective students and the various offices at Northwood University. It is responsible for the marketing of the University's traditional, non-traditional, and graduate programs and working with potential new students prior to enrollment. Many opportunities exist throughout the year to assist in the recruitment process. Please see the Admissions Office in the Freedom Center if you would like to get involved.

### Location

The Office of Admissions is located inside the Plaster Building. Please visit our website to view directions and our campus map.

<https://www.gonorthwood.com/northwood/directions>

### Contact Information

Phone: 800.622.9000

### Office Hours

Monday – Friday, 8:30am – 5 p.m.

## BOOKSTORE

The Bookstore sells textbooks, clothing, gifts, dorm and office supplies, beverages and snacks, and also sells gift cards (Xbox, Verizon, iTunes, Visa gift cards, and bookstore gift cards). The store accepts all major credit cards, debit cards, checks for the exact amount, and of course, cash. During the school year, non-Northwood Press textbooks may be returned in their original condition with receipt within the first seven days of the start of the Fall and Winter semesters. Other refund policies are posted in the store and are printed on the store's receipts. Please refer to the bookstore's web site for more information. Textbooks and other merchandise may be purchased online anytime at the Bookstore's website:

<https://www.northwood.edu/bookstore/>

This website also posts extended hours of operation and other important updates. Look for the Bookstore booth at all home football games.

**Location**

The Northwood University Bookstore is located inside the Student Union at the end of the mall walk, directly behind DuBois and Miner Residence Halls.

**Contact Information**

989.837.4225

**Store Hours**

The school year hours of operation are:

Monday through Friday, 9 a.m. – 4 p.m. (Hours subject to change)

Saturdays, during special events

**FINANCE & ACCOUNTING SERVICES OFFICE**

- Apply payments on a student's account
- Advise students on payment options
- Add additional money on a student's Northwood ID card
- Answer billing questions about a student's statement
- Process financial aid refunds
- Pay for postage

**Location**

Located in the Church Family Administration Building

**Contact Information**

Phone: 989.837.4207

Fax: 989.837.4104

Email: [mibusoff@northwood.edu](mailto:mibusoff@northwood.edu)

**Office Hours**

Monday - Friday, 8:30 a.m. - 5 p.m.

**Payment Due Date**

Students must validate their schedule by the due date to avoid having their classes dropped. Validation is obtained by submitting payment, setting up a payment plan, and/or submitting all required financial aid paperwork. All forms of payment must cover semester charges. This process is conducted prior to the start of each semester. Due dates are indicated on the semester invoice as well as on [my.Northwood.edu--Self-Service--Student Finance](http://my.Northwood.edu--Self-Service--Student Finance).

**Self-Service**

- **Student Finance:** For current, detailed account information please view your account online by logging into [my.northwood.edu](http://my.northwood.edu). Click on the **Self-Service** link and choose **Student Finance**.

- **View Account:** Itemized statement of charges, payments and financial aid.
- **Make a Payment:** Online payments are accepted and include electronic check, American Express, Discover, MasterCard, or VISA. Debit/Credit card payments will be assessed a 2.5% service fee. There is no fee to pay by electronic check.
- **Business Office Forms Bank:** Access frequently used forms and documents such as Address Confirmation, Car Permit, NU Bucks (ID Card), Credit Balance form, Financial Policies, Calendar, etc.
- **Bank Information:** Students can sign up to have their refunds directly deposited into their bank account. A credit balance form must be on file to ensure timely processing of refunds.

## FINANCIAL AID

Northwood University believes that insufficient financial resources should not interfere with your Northwood education. The Financial Aid Office is here to assist you through the awarding of financial assistance based on demonstrated financial need and educational potential.

### Services Provided

- Financial Aid Counseling/Awarding for Federal, State, Institutional, and Private Aid
- Private Donor Scholarship information, application, and awarding
- Federal Work Study guidance
- Student Loan Processing

### Location

Financial Aid is located in the Church Family Administration Building

### Contact Information

Phone: 989.837.4230

Fax: 989.837.4130

Email: [mi.finaid@northwood.edu](mailto:mi.finaid@northwood.edu)

Website: [www.northwood.edu/financial-aid](http://www.northwood.edu/financial-aid)

### Hours

Monday through Friday, 8:30 – 5 p.m.

### How to Apply for Financial Aid

The financial aid office has developed the following list to assist students in applying for financial assistance:

1. To be eligible for federal and/or state aid, you must complete a Free Application for Federal Student Aid (FAFSA). If you are currently receiving assistance, a reminder to complete your FAFSA will be sent to you during the spring semester. You can complete a FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). In order to electronically

sign the FAFSA, please apply for a federal FSA ID# at <https://fsaid.ed.gov> (only for students/parents that have not previously applied). (You may request a paper FAFSA by calling 1-800-4FEDAID, 1.800.443.3243, and mailing it to the federal processor. This action will add approximately four weeks to the application process.)

2. Make sure you list Northwood University, school code 004072
3. A completed FAFSA is required before any Federal, State or Northwood University need-based aid can be awarded. Failure to apply by the application deadline date may jeopardize the amount of the award. March 1 is the preferred deadline for state aid.
4. Respond to all requests for additional information as soon as possible.
5. Once the FAFSA is processed, the federal processor will email the results to you in the form of a Student Aid Report (SAR). If you listed Northwood's Federal School Code as 004072, the Financial Aid Office will receive an Institutional Student Information Record (ISIR). The results of your application, along with any supplemental information requested by the Financial Aid Office, must be received by the Financial Aid Office before any Federal, State or Northwood Aid can be awarded.

### **Need Determination**

The majority of Northwood need-based aid and all Federal and State financial aid is based on demonstrated financial need. The information on the FAFSA will assist us in determining your family's financial need. The Department of Education believes the primary responsibility for educational funding lies with you and your parents.

It is important to note that the FAFSA is the only application needed for the State, Federal and Northwood University need-based aid. To enable students to receive full consideration for all forms of financial assistance, the FAFSA should be completed as soon as possible.

If applying online, the process from application to awarding of aid should take approximately two to three weeks. If a student applies using a paper FAFSA, students should add four to six weeks to that number. Based on the timely submission of the FAFSA to the federal processor, the financial information contained in the results of your FAFSA, academic records, the availability of funds, and other information available to us at the time, we will "package" students' financial aid awards. A financial aid package is a combination of aid sources available, tailored to each student's individual circumstances.

### **Types and Categories of Aid**

The financial aid package could include any combination of the following:

#### **Federal Aid**

- \*Federal Pell Grant
- \*Federal Work Study (FWS)
- \*Federal Supplemental Educational Opportunity Grant (SEOG)

- \*Federal Direct Loans (Subsidized, Unsubsidized, PLUS, and Grad PLUS)

#### **State Aid**

- \*Michigan Tuition Grant (MTG)
- \*Michigan Competitive Scholarship (MCS)
- Tuition Incentive Program (TIP)
- Michigan Achievement Scholarship (MIAS)

#### **Institutional Aid**

- Academic Scholarship
- \*\*Private Donor Scholarships
- Athletic Scholarship
- Business Club Scholarships
- \*Northwood University Grant

\* These sources are need-based and are automatically applied for by filing a FAFSA .

\*\*These sources require a special application available from the Financial Aid Office. Private Donor Scholarship applications are available on our website, [www.northwood.edu](http://www.northwood.edu).

Grants and scholarships are a form of gift aid that do not require repayment or work obligation. Federal loans are federally insured and require repayment with interest. Federal Work Study awards allow a student to work part-time to help pay their educational expenses.

#### **Other Sources of Financial Assistance**

Students should research aid available to them from outside sources, such as local civic groups and associations related to their program of study. Students who may be eligible for Veterans Administration benefits should contact the V.A. or the University's V.A. certifying official for further information.

Availability of Funds: Many funds are awarded on a funds-available basis. It is extremely important that you apply early and provide all requested documentation promptly. Students have the right to be informed of and to apply for all financial aid programs for which they are eligible. Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status.

The university is also committed to compliance with all applicable laws regarding nondiscrimination.

## **INFORMATION TECHNOLOGY**

Information Technology's mission is to promote innovation that enhances student learning and university business. This includes providing network, both wired and wireless, and Internet access in resident halls, labs and classrooms. Also provided to students are a Northwood e-mail account, server storage space, and access to my.northwood.edu.

### **Campus IT Location**

The Information Technology Help Desk is located upstairs in the Griswold Building, Room G201.

### **The IT Help Desk's business hours during the academic year are:**

Monday – Thursday	8:00 a.m. - 9 p.m.
Friday	8:00 a.m. - 6 p.m.
Saturday	12 p.m. - 5 p.m.
Sunday	5 p.m. - 10 p.m.

- All times are displayed in Eastern Standard Time. Holidays are excluded.

### **Getting Technology Help**

Information Technology has a location on campus to assist students with problems related to any Northwood technology initiative. This office can assist students who are having problems with their login, password, S drive, print management, or network connectivity. Students may also contact the IT Help Desk at 989.837.4421 or toll-free at 877.209.HELP during normal business hours for assistance. The IT Help Desk can also be reached via email at [helpdesk@northwood.edu](mailto:helpdesk@northwood.edu) or on twitter @NUITHelpDesk.

Northwood provides complementary, best-effort PC repair services to students under the following guidelines:

- Students are responsible for providing all licensed software necessary to address a given problem.
- Windows 10 and above are supported.
- Northwood reserves the right to deny network access to computers that are suspected to be infected with viruses or spyware.
- No guarantees accompany services provided.
- Timeliness of completion is proportionate to how many qualified technicians IT has available.
- In the event that IT cannot repair a computer, we will return it to the owner and provide recommendations for further action.

### **Acceptable Use Policy**

While using any computer connected to the Northwood network, students must abide by the policies outlined in the Computer User Acceptable Use Policy (AUP). The current and full policy can always be found at [www.northwood.edu/aup](http://www.northwood.edu/aup). The following is a summary of the policy.

Northwood University's technology resources are provided for academic and business purposes. Use of Northwood systems and all resources to which they are connected is a privilege, not a right. Information Technology is committed to protecting Northwood University's students, employees, partners and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly. Inappropriate use exposes Northwood University to risks including virus attacks, compromise of network systems and services, data disclosure/ loss and legal issues.

### **General Use and Ownership**

- All data or messages created on the corporate network or systems remain the property of Northwood University.
- While Northwood University's Information Technology team desires to provide a reasonable level of privacy, users should be aware that while using Northwood University systems and network they should have no expectation of privacy. Because of the need to protect Northwood University's network, management cannot guarantee the confidentiality of network transmissions nor information stored on any equipment belonging to Northwood University.
- For security and network/system maintenance purposes, authorized individuals within Northwood University may monitor equipment, systems and full content network traffic at any time.
- Northwood University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

### **Security and Proprietary Information**

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User password changes are required every six months.
- All computers used by the student that are connected to the Northwood University network, whether owned by the user or Northwood University, shall be continually executing approved virus-scanning software with a current virus database. In addition, such hosts must have installed up to date operating system and application security patches. Students must use caution when opening e-mail attachments, accepting file transmissions or accessing Internet links as they may contain viruses.
- Any messages, files or links from unknown senders should be immediately deleted and not accessed.



## Unacceptable Use

The following activities are, in general, prohibited. The lists below are by no means exhaustive, but attempt to provide a framework for activities that fall into the category of unacceptable use.

### System and Network Activities

The following activities are strictly prohibited:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by Northwood University.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Northwood University or the end user does not have an active license. Please see Fair Use/Copyright Policy for further details.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question.
- Intentional introduction of malicious programs into the network, workstations or servers.
- Revealing an account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home. Please note that authorized Information Technology staff has access to change passwords as required. No Information Technology staff member, or person claiming to be an IT staff member, should ever request you to provide your password.
- Using a Northwood University computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any Northwood University account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless the activity is a part of the user’s normal job/duty.
- Executing any form of network monitoring which will intercept data not intended for the user’s host.
- Circumventing user authentication or security of any host, network or account.

- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, Northwood University constituents to parties outside Northwood University without proper authorization.
- Utilizing Northwood University equipment for business unrelated to the University or personal gain.

### **Email and Communications Activities**

The following activities are strictly prohibited:

- Sending unsolicited bulk email messages, of any kind, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, instant messenger, telephone or texting, whether through language, frequency, or size of messages.
- Unauthorized use or forging of email header information.

### **Electronic Communications Policy**

Northwood University utilizes the **my.northwood.edu** portal and e-mail as the standard, and sometimes preferred, means of internal communication at the University. The University will consider students to be duly informed and in receipt of notifications and correspondences sent by an administrator, staff, or faculty member delivered to a student's Northwood e-mail account or posted on the portal. It is recommended that students frequently access their Northwood e-mail account and the **my.northwood.edu** portal for official information.

### **Enforcement**

Any constituent found to have violated this policy may be subject to disciplinary action, up to and including expulsion from the University. Student-related incidents are to be referred to the appropriate campus Dean. If appropriate, the University will advise law enforcement officials of any illegal activities.

### **Non-Northwood Owned Network Devices**

Without specific authorization by the Network Administrator, users must not physically or electronically attach any foreign networking device to the Northwood University network. This includes, but is not limited to, routers, switches, hubs, wireless access points, and any device that may provide DHCP

services. Violation of this policy may result in the immediate suspension of Northwood University network connectivity privileges.

## **Student Accounts**

A network account and Northwood e-mail address will be issued to all students and will minimally remain active until the student graduates or withdraws from Northwood. After graduation, alumni email is available upon request. All Northwood students must log in using their Northwood network login and password in order to gain access to any Northwood computer on campus. Students should not share their logins or passwords with anyone. It is also critical that students log off when leaving a computer. Students will also be issued a limited amount of secure personal file storage located on a Northwood server (S: drive). Picture ID Cards are required to issue or change any student account.

## **my.northwood.edu**

my.northwood.edu (<http://my.northwood.edu>) is a combination of resources powered by Blackboard™ software that provides the Northwood community with an easy-to-use, comprehensive networked learning and community environment. It is the University's primary venue for supplying access to online student resources, such as the library, bookstore, Wall Street Journal, password reset functionality and dining menu. It is where students will find all current campus news, announcements, and happenings along with emergency notifications. Another major role of the system is to provide students access to their supplemental online course sites, a variety of student-focused online organizations and to their Northwood email. Finally, students will refer to this site for financial and academic information through the Self-Service link. Information includes financial aid status, course registration, schedules, and grades. Students will visit this site on a regular basis for learning, for communicating, and for collaborating.

## **Northwood University Password Reset System**

This system allows students to change their password and unlock their account even if they have forgotten the password. The student must set up their access into this system before it can be used to reset a password or unlock an account. During this setup, the student will be asked to select three security questions and provide the answers. This is a one-time process and takes only a few minutes.

## **Higher Education Opportunities Act**

Northwood University, as required by the Higher Education Opportunities Act, would like to remind you of various policies and procedures regarding the sharing of copyrighted material. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

In addition, Northwood University policy expressly prohibits sharing of copyrighted material without proper consent of the author. Failure to comply with University policies may result in loss of network access and/or disciplinary action through the Dean of Students Office. Northwood University policies covering this topic can be found in the Acceptable Use Policy located at [www.northwood.edu/aup/](http://www.northwood.edu/aup/)

### **NUIT HEOA Compliance Procedures**

[www.northwood.edu/s/heoa.pdf](http://www.northwood.edu/s/heoa.pdf)

The good news is that there are many alternatives to illegal file sharing. Educause, the leading information technology association in higher education, maintains a list of legal sources of online content. The list can be found at <http://www.educause.edu/legalcontent>.

### **Device Registration**

All students who wish to connect their personal computer to the Northwood network must first register their computer. Northwood University provides a computer registration system which walks the student through a series of checks for various security patches and applications. The system also requires the student to login using their Northwood account before using the Northwood network. The goal of this system is to ensure that all computers using the network meet a minimum security baseline and to encourage a secure and reliable network for all students.

### **Anti-Virus Software**

Students who wish to connect computers to the Northwood University wireless network must also have a valid, current virus scanning package installed.

See <https://northwood.teamdynamix.com/TDClient/KB/ArticleDet?ID=30194> for a list of commercial and free anti-virus software tools.

### **Computer Lab Information**

Following is some important information regarding computer labs at Northwood University.

- All computer labs will have varied open lab hours in evenings and also during the day when classes are not scheduled in the room. These hours will change each term as the class schedule changes.

- Computer labs are a public space designed for use by all Northwood students. Any activity which tampers with the productivity of the equipment, or is considered offensive, should NOT be conducted in the labs.
- Students must log in using their Northwood network login and password in order to gain access to any computer on campus. It is also critical that students log off when leaving their workstation.
- Students should not tamper with the file structure or programs on any lab computer.
- Food, beverages and smoking are NOT allowed in any computer lab.

### **Social Media Guidelines for Registered Student Organizations (RSO's)**

It is important for Northwood University RSO's to be aware of social media and how social technologies can help you create and nurture relationships, share information, communicate opportunities, advance knowledge, raise awareness, build support, participate in important conversations, and collaborate on new ideas.

These guidelines are to ensure appropriate and effective use of social media and will evolve as social media evolves.

## **INTERNATIONAL STUDENT SERVICES AND STUDY ABROAD**

**Director of International Operations and Compliance, PDSO (Principal Designated School Official)**  
989-837-4520

**Location**

Church Family Administration Building, Upper Level

**Office Hours**

Monday – Friday, 8:30 a.m. - 5 p.m.

**International Student Engagement and Program Coordinator, DSO**

989.837.4278

**Location**

The CAVE and Student Affairs Office in the Student Union

**Office Hours**

Monday – Friday, 8:30 a.m. - 5 p.m.

### **Immigration Advising and Reporting**

DSOs (Designated School Officials) are typically the University's official contact with U.S. Citizenship and Immigration Services (USCIS), a branch of the U.S. Department of Homeland Security (DHS).

The DSOs advise students about issues related to their non-immigrant alien status (visa, on-campus employment, internships, etc.) and personal matters such as adjustments to U.S. society and education. All emergencies related to international students are handled by the Director of International Operations and Compliance in consultation with other appropriate campus offices.

## **International Student Orientation**

The International Student Engagement and Program Coordinator and International Staff conduct formal orientations for new international students. A comprehensive orientation is held at the onset of each new academic year while smaller sessions are available at the start of each new semester (Spring & Summer) to accommodate smaller groups of new arrivals.

## **Social and Intercultural Programming**

Promoting constructive relationships between foreign and U.S. students as well as citizens of the local community is an area where the International Student Engagement and Program Coordinator is a proactive communicator and facilitator. The coordinator helps international students find opportunities to learn more about U.S. culture outside of the classroom, often acting as a link with community organizations and volunteers, as well as with student associations.

## **Liaison and Public Relations**

The coordinator serves as a representative, advocate, or spokesperson for international students in dealing with U.S. and foreign government agencies, other campus offices and departments, and community members. The advisor also prepares and disseminates information via Blackboard (Bb), newsletters, handouts, and other printed or electronic materials for students, faculty, and staff.

## **Culture Shock**

Although studying in a foreign country sounds glamorous and exciting to those who stay at home, the new life awaiting the international student is full of surprises and challenging realities. Specialists in counseling and intercultural studies recognize that it is sometimes not easy to adjust to life in a new culture.

Furthermore, when a student must achieve certain academic expectations in a new educational system while using a second language, stress easily becomes part of the equation. Feelings of disorientation can appear and “culture shock” can be difficult to manage. Additional information and resources are available; contact the International Student Engagement and Program Coordinator.

## **Academic Values in American Universities**

Students are expected to contribute to class by participating in class discussions or working together with other students on team projects. Some instructors will assign part of your course grade based on your participation and attendance.

Students are expected to do their own work unless specifically directed to do otherwise by the instructor. Cheating and plagiarism (copying from someone else’s work without permission or citation) are grounds for failing a course or even expulsion from the University.

Success will require you to do a considerable amount of work outside of the classroom, working on projects, reports, papers, studying, and preparing for class.

Students are expected to develop knowledge and skills and to develop critical thinking skills regarding their field of study, and regarding general ideas and knowledge. Exams may cover basic information, but you may also be asked to demonstrate how to apply knowledge through projects, writing, or oral presentations.

Extracurricular activities are considered especially important. Faculty and potential employers will look favorably on organizational activities outside of the classroom.

Cultural diversity is important. Students are expected to respect the beliefs and values of others who are from a variety of cultures.

## **Copyright Issues**

Copyright protects original works of authorship. The copyright holder has the exclusive rights to:

- Reproduce or copy.
- Produce derivative works based on the copyrighted work (right to modify).
- Distribute copies of the work.
- Perform or display the work publicly.

The copyright holder has additional exclusive rights regarding visual works, such as the rights to:

- Claim authorship of the work and to prevent the use of his or her name as the author of a work he or she did not create (attribution).
- Prevent the use of his or her name as the author of a distorted version of the work, and to prevent destruction of the work (integrity).

Examples of copyright violations and general guidelines are available on [my.northwood.edu](http://my.northwood.edu).

## **Basic Legal Issues: U.S. Laws Regulating Alcohol, Drugs and Relationships**

Three basic levels of law in the United States:

- Federal law (U.S. Government) – Regulates issues such as immigration, interstate commerce, speed limits on Federal highways, etc.
- State law – Regulates issues such as speed limits on state highways, civil and criminal law, consumption of alcohol and drugs, and relationships.
- County and City Ordinances – Regulates local speed limits, noise, violations, littering, building codes, etc.

Laws concerning alcohol:

- Must be 21 years of age or older to legally purchase, transport, possess, or consume any type of alcohol (even in the privacy of your own room or apartment).
- Cannot transport open containers of alcohol in your car (leave them unopened in the trunk).

Laws concerning other drug use:

- Must be 21 years of age to purchase any kind of tobacco product. Marijuana is NOT allowed on campus.
- Sales and possession of drugs such as cocaine and heroin are illegal and punishable by fines and/or imprisonment.

- The sale, possession, and/or use of marijuana is not allowed on campus.

Laws concerning relationships:

- Having sexual relations with any person under 16 years of age is illegal (statutory rape).
- In the United States, there is the concept of “NO” means “No.” Either person may ask to stop a sexual encounter at any time, and the other person must stop sexual contact.
- If you force another person to have sexual relations, it is considered rape and is punishable by imprisonment.

If you are stopped in your car by a police officer:

- Do not step out of the car unless you are asked to do so by the police officer.
- Keep your hands on the steering wheel while the officer approaches your car. Passengers must keep their hands in plain view.
- The officer will tell you why you have been stopped.
- The officer will ask for your driver’s license and car registration and may ask for proof of insurance.
- If you are speeding, the officer will issue a ticket and explain what you must do, such as pay a fine, or appear in court. The officer may also simply give you a verbal warning.
- DO NOT attempt to bribe the officer with money.

### **Student and Exchange Visitor Information System (SEVIS)**

SEVIS is the web-based system that the Department of Homeland Security (DHS) uses to maintain information on F-1 students in the U.S. and the Student and Exchange Visitor Program (SEVP) certified schools that enroll them.

Northwood University uses SEVIS to fulfill the school’s legal reporting responsibility regarding the student’s address, course of study, enrollment, employment, and compliance with the terms of student status.

### **MAINTAINING F-1 STATUS**

#### **EVENTS THAT MUST BE REPORTED WITHIN 10 DAYS OF THE CHANGE**

##### **CHANGE OF ADDRESS**

- F-1 students are required to report to DHS the address where they are physically living in the U.S.
- Your local address must be updated within 10 days after any change of residence. P.O. boxes are not acceptable.
- Inform your International Student Adviser/DSO so that your SEVIS record is updated.

##### **CHANGE IN LEGAL NAME**

- F-1 students are required to report to DHS any legal name changes.
- Inform your International Student Adviser/DSO so that your SEVIS record is updated.

##### **CHANGE OR ADDITION OF A NEW MAJOR OR MINOR**



- If you change or add a new major, you must inform your International Student Adviser/DSO and obtain a new I-20.

## **ENROLLMENT REQUIREMENTS**

### **MAINTAIN FULL-TIME ENROLLMENT**

- Undergraduate students must be enrolled for a minimum of 12 credits per semester.
- Graduate students must be enrolled for a minimum of 6 credits per semester.
- In special circumstances, students may be eligible for a “Reduced Course Load Authorization,” due to an academic, medical, or emergency situation. Students must see their International Student Adviser/DSO to obtain approval for a reduced course-load authorization.
- Students who are in their last semester may have less than a full course-load if all other degree requirements are met.

## **EMPLOYMENT**

### **DO NOT WORK WITHOUT EMPLOYMENT AUTHORIZATION**

- F-1 students can work on campus up to 20 hours per week when school is in session or up to 40 hours per week when school is not in session.
- Employment off campus is permitted only with Northwood University and USCIS approval.
- Volunteering at a job that is traditionally paid is not permitted.
- F-2 dependents cannot work in the U.S.

## **OTHER REQUIREMENTS**

### **COMPLETE YOUR STUDIES BY THE PROGRAM END DATE**

- If more time is needed to complete the degree, request a Program Extension before the Program End Date passes and obtain a new I-20.
- An I-20 cannot be extended after the Program End Date.
- **KEEP YOUR DOCUMENTS VALID**
- Do not let your passport expire. Obtain travel signatures on your I-20 from your DSO before you depart the U.S.
- **OBEY U.S. LAWS AND REGULATIONS**
- This includes filing U.S. tax forms annually even if you have no income in the U.S.
- **DO NOT STAY IN U.S. BEYOND 60-DAY GRACE PERIOD**
- Students have a 60-day grace period in which to depart the U.S. after completing their program of study as long as they have maintained status.
- Students who have violated their status have no grace period and must depart immediately.

### **YOU MUST NOTIFY A NORTHWOOD UNIVERSITY DESIGNATED SCHOOL OFFICIAL (DSO) IF YOU:**

- Change your name.
- Change your address.
- Change your major.
- Add a major.
- Add a minor.

- Need an extension to your SEVIS Program End Date.
- Need to drop your course load level to less than full-time.
- Want to transfer to another university or school in the U.S.
- Attend another school as a guest student.
- Withdraw from courses.
- Authorized Withdrawals - Students have 15 days to depart the U.S.
- Unauthorized Withdrawals - Students have no grace period to depart the U.S.
- Finish your studies early.
- Change your status.
- Permanently leave the U.S.

### **Social Security Number (SSN)**

A Social Security Number (SSN) is a nine-digit number issued to individuals to report wages to the U.S. government and to determine eligibility for U.S. federal old age and survivor's benefits. It is also used as a taxpayer identification number for employment purposes and tax reporting. International students are not eligible for an SSN unless they have a job offer in writing for employment on campus or have work authorization for off campus employment.

### **Student Employment and SSN Application**

Students with F-1 status are NOT allowed to work in the U.S. without authorization.

F-1 students are pre-authorized to work on campus and are limited to 20 hours per week while school is in session, or 40 hours per week when school is not in session. Students must have employment authorization to be eligible for a social security number. To obtain a social security number for on campus employment, you will need to take the employment offer letter provided by the Job Center and an endorsement letter from a Designated School Official (DSO) along with your original passport, visa, I-20, and I-94 to the Social Security Office.

Employment off campus is permitted only with Northwood University and USCIS approval. Students who must participate in Curricular Practical Training (CPT) as part of their degree program or wish to engage in Optional Practical Training (OPT), pre-completion or post-completion, will also need to apply for a social security number. Off campus work for each type of practical training must be authorized and approved before students are eligible to seek and obtain the SSN.

Curricular Practical Training (CPT) and Optional Practical Training (OPT), as well as off-campus employment for economic hardship can be authorized only after an international student has fulfilled the one academic year full-time enrollment prerequisite. For more details, review the Curricular Practical Training and Optional Practical Training section under the Michigan International Student Organization in [my.northwood.edu](http://my.northwood.edu).

### **State-Issued Driver's License**

Because mandatory identity cards are not U.S. federal requirements, a driver's license is the prime identification document in all states. If you plan to own a car, drive someone else's car, purchase car insurance, or register a car, you must first obtain a state-issued driver's license. To locate a Social Security Office, call 1.800.772.1213, or go to <https://secure.ssa.gov/ICON/>

### **Bank Accounts**

A banking institution cannot and will not process an application for a bank account until the new student has a specific local address on or off campus. Students who will reside on campus must provide a dorm or hall address. Students who will live off campus must have a complete address showing the precise apartment number.

### **Helpful Websites and Resources**

- Study in the States: <http://studyinthestates.dhs.gov/students>
- The SmartStudent Guide to Studying in the USA: <http://www.edupass.org/>
- Michigan Secretary of State: <http://www.michigan.gov/sos/>
- International Students and Social Security Numbers:  
<http://www.socialsecurity.gov/pubs/EN-05-10181.pdf>
- World Time Server.com (times around the world): <http://www.worldtimeserver.com>
- Universal Currency Converter: <http://www.xe.com/currencyconverter>
- List of Embassies/Consulates Worldwide: <http://www.usembassy.gov/>

### **STUDY ABROAD PROGRAMS**

Northwood University is committed to offering faculty-led group study abroad opportunities to its students. Groups of ten to thirty students typically participate in individual study abroad programs. The university currently offers a variety of short-term study abroad programs in Europe, Asia and Latin America occur annually, biennially, or on a one-time basis. Information on all study abroad programs is available on the university's website (<https://international.northwood.edu/study-abroad/>).

Most study abroad programs carry academic credit. Academic credit for study abroad programs entails participation in the travel period, and class work may include written papers, oral reports, daily journals, research projects, group projects, quizzes, and written exams both before and after the travel period. The subject matter of academic credit varies according to the expertise and experience of the faculty leader and the nature of the study abroad program.

Northwood University also provides the opportunity for students to participate in exchange programs where they can study at partner universities around the world for a summer, a semester, or a full year. Students will earn credit from partner universities for coursework completed and transferred back to Northwood. Unless indicated otherwise, exchange programs are taught in English. Students can have the option to take courses to learn the local language as part of the program even though the main courses will be conducted in English.

It is especially important for students who are interested in a study abroad experience to consult with an academic advisor early in their Northwood years to determine how and when academic credit associated with study abroad programs can most appropriately fit within their curriculum.

### **General Eligibility Guidelines for Study Abroad Programs**

1. Successful completion of at least 30 semester credit hours at Northwood University or, for transfer students, completion of the equivalent 30 semester credit hours and at least one semester at Northwood University. Students typically apply for study abroad programs as sophomores or juniors.
2. Fulfillment of any course prerequisites for academic credit associated with study abroad programs.
3. A cumulative GPA of at least 2.5 on a 4.0 scale. Individual programs may establish higher cumulative GPA requirements. Students on academic and disciplinary probation are not eligible for study abroad programs. If a student is in good academic standing when he or she applies for study abroad, but is placed on academic or disciplinary probation between the time of acceptance into the program and the starting date of the specific program, the student becomes ineligible to participate in study abroad.

Individual programs may establish additional eligibility requirements.

## **STUDENT AFFAIRS**

### **STUDENT AFFAIRS**

The Student Affairs Office is concerned primarily with services provided for you that affect your total educational experience outside the classroom. Often, academic and non-academic activities overlap. Student Affairs is staffed with professionals who care about your concerns in student activities, campus culture, clubs, organizations, security and safety. They are ready to assist you in resolving any conflicts that may affect your academic performance, and the university provides many other services for you as well.

### **CAREER SERVICES CENTER**

The Career Services Center, located in the Richard DeVos School of Management, provides career planning assistance to Northwood University traditional students and alumni to assist with career exploration, confidential and professional self-marketing, and developing successful job search techniques. Developing these skills now will benefit you throughout your professional career.

#### **Location**

Richard DeVos School of Management

2<sup>nd</sup> Floor

Contact Information

989.837.4335

[Career@northwood.edu](mailto:Career@northwood.edu)

### **Office Hours**

Monday-Friday, 8:30 a.m. - 5 p.m.

Walk-in hours – These vary per semester, so please check our Career Services Center Organization on Blackboard

Students are eligible to participate in a variety of career-related activities and events including our annual Fall & Spring Career Fairs, on-campus interviews, Etiquette Dinners, company presentations, special workshops and professional development activities.

The Career Services Center works closely with the faculty and Alumni Relations staff to provide comprehensive services to Northwood students and alumni.

### **Career Fairs**

Employers come from across the country to attend Northwood University's Career Fairs to become acquainted with our undergraduate and graduate students, as well as alumni. Through participation in these events, students and alumni will have the opportunity to meet with the broadest possible mix of employers in one setting to discuss internships and full-time positions. All attendees are required to be dressed in professional business attire.

### **Job Board**

Northwood University's Career Services Center is pleased to make available to all Northwood students and alumni an online job database network Handshake. This career platform allows registered users to view all job postings, co-op positions and internships from employers who are seeking Northwood students and/or graduates. Registered users may also post and publish their resume for employers to view, conduct employer searches, and utilize the contacts in the system to network.

### **Resume and Cover Letter Assistance**

The Career Services Center offers resume and cover letter review to all Northwood University traditional students and alumni. If you need to start a resume or cover letter from scratch, we can provide you with the necessary resources. If you already have a resume, review sessions are done on an appointment basis, or you are more than welcome to drop in during our open office hours. Please contact our office to schedule your appointment today!

## **Additional Resources**

To provide you the most comprehensive career-related resource, your Career Services Center and the Strosacker Library and Learning Commons have partnered to bring you a variety of job, internship and employer resources, including Optimal Resume, PrivCo, ReferenceUSA, Going Global, CareerShift and more! All resources are available through each of our Organizations on Blackboard.

## **DEAN OF STUDENT AFFAIRS OFFICE**

### **Location**

Student Union

Contact Information

Andy Cripe

989.837.4376

[cripe@northwood.edu](mailto:cripe@northwood.edu)

## **DISABILITY SERVICES**

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Disabilities Act of 1973, Northwood University provides accommodations for students with documented disabilities. Students are urged to make their needs known as soon as they are admitted to the university.

### **Section 504 of the Rehabilitation Act of 1973**

A person with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

A qualified person with a disability is defined as one who meets the academic and technical standards requisite to admission or participation in the education program or activity.

### **Disability Resources**

If you have a learning disability or physical disability that requires an accommodation, please contact [disabilityservices@northwood.edu](mailto:disabilityservices@northwood.edu).

More information can be found at <https://www.northwood.edu/compliance/disability-services>

## Care Team

The Care Team is an intervention and prevention team that meets to discuss the health and safety of referred students and situations. The primary purpose of the Care Team is to be proactive and prevent, or at least reduce, problems involving students. It is also the goal to assist students with individualized support services, such as counseling, and to help coordinate the efforts and responses of those other university departments to promote the success of Northwood University students.

The Care Team meets every other week during the academic year and as needed. The team comprises several university employees who interact with students in a variety of settings. The team discusses students who have been brought to its attention through one or more of the several notification methods. The team then attempts to identify individual needs of the student and the appropriate response or services. Furthermore, it is the goal of the team to follow up, either in person or with the provided resource departments/personnel, on the progress of students brought to the team's attention to ensure the needs of the student have been met.

### What to Look For:

#### a. Students/Peers:

- o Disengaging or isolating behavior
- o Missing class or not completing assignments
- o Significant change in behavior or appearance
- o Problematic behaviors such as alcohol or drug abuse, self-mutilation, or other uncharacteristic or concerning behavior
- o Any other information that leads one to be concerned for the health and safety of another student
- o Reports/complaints of bullying

#### b. Family:

- o In addition to the above listed behaviors,
- o Any family-related problems or issues, which could include divorce or death of a family member
- o Illness
- o Expressions by the student of being overwhelmed, extremely homesick, wanting to quit or give up

#### c. Faculty:

- o See referral form as well as the above listed items

### II. Resources:

- o Emergency: dial 911 and then security
- o J&A Counseling
- o Shelterhouse
- o National Suicide Prevention Hotline: 800.273.8255 (TALK)

- o Community Mental Health
- o Academic Advisors
- o Tutoring: TLC
- o Career Services
- o Student Disability Services

### III. Submit a Report

- o <https://cm.maxient.com/reportingform.php?NorthwoodUniv>
- o Call the Care Team: 989.837.5150

## **STUDENT LIFE**

### **Location**

Student Union

Contact Information

989.837.4227

[Hoefern@northwood.edu](mailto:Hoefern@northwood.edu)

### **Hours**

Monday – Friday, 8:30AM-5:00PM

### **Counseling Services**

Andy Sovis

Director of Counseling

989.837.4506

[sovisan@northwood.edu](mailto:sovisan@northwood.edu)

Northwood University has personal counseling available to all Northwood students. The counseling staff serves as a mental health and substance abuse resource providing confidential assessments with referrals as applicable. Personal counseling is available on a limited basis and is free of charge with the exception of Northwood University sanctioned, court ordered probation or court- ordered counseling and evaluation.

To schedule an appointment, or for more information, call the Counseling Center at 989.837.4506 or e-mail [counseling@northwood.edu](mailto:counseling@northwood.edu)



## **Greek Life**

Greek Life at Northwood University has a long and treasured history. Fraternities and sororities have provided generations of men and women with opportunities for friendship, community service, leadership development, competition, scholastic support and personal development. Northwood University has over 12 Greek organizations. Our Greek Life mission statement is “To promote character and leadership development, academic achievement, diverse community involvement, and lifelong bonds through principles encompassed in our rituals.”

## **Dining Services**

Creative Dining Services manages the Northwood University Dining Services.

### Contact Information

Director of Dining 989.837.4241

Retail Manager 989.837.5241

Executive Chef 989.837.4412

### Dow Commons Dining Hall: Continuous Service

The Dow Commons Dining Hall is open for continuous service during the following hours:

- Monday – Friday
  - o Breakfast: 7 - 10 a.m.
  - o Continental Breakfast: 10 - 11 a.m.
  - o Lunch: 11 a.m. - 2 p.m.
  - o Lite Lunch: 2 p.m. - 4:30 p.m.
  - o Dinner: 4:30 - 7 p.m.
  - o Late Night: Sun - Thurs. 8 p.m. – 11 p.m.
- Saturdays and Sundays
  - o Breakfast: 9 a.m. – 11 a.m.
  - o Brunch: 11 a.m. - 2 p.m.
  - o Lite Lunch: 2 - 4:30 p.m.
  - o Dinner: 4:30 - 7 p.m.

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

### Other Dining Options

#### Mid Café

- Monday- Thursday: 8:30 a.m. – 6:30 p.m.
- Friday: 8:30 a.m. – 4:30 p.m.
- Saturday: 10:30 a.m. – 2:30 p.m.

#### Wolf Den

- Monday – Friday: 11 a.m. – 5:00 p.m.

#### North Village Bistro

- Monday – Thursday: 8 a.m. – 2 p.m. and 5:00 p.m. – 8:00 p.m.

Meal Plan Options NOTE: ALL swipes are for the use of the student purchasing the plan, with the only exceptions noted below.

Option #1: 250 Block Plan w/\$300

- 250 meals per semester
- \$300 Flex per semester
- Meals expire at end of semester
- Flex expires in May

Option #2: 215 Block Plan w/\$600

- 215 meals per semester
- \$600 Flex per semester
- Meals expire at the end of semester
- Flex expires in May

Option #3: 120 Block Plan w/\$450 – North Village Residents only

- 120 meals per semester
- \$450 Flex per semester
- Meals expire at end of Semester
- Flex expires in May

Option #4: 85 Block Plan w/\$800 – North Village Residents only

- 85 meals per semester
- \$800 flex per semester
- Meals expire at the end of semester
- Flex expires in May

Option #5: 30 Block Plan w/\$100 – Commuters only

- 30 meals per semester
- \$100 Flex per semester
- Meals expire at end of semester
- Flex expires in May

#### Points

Depending on the amount deposited on their card, students can receive additional bonus dollars. These can be purchased from the Business Office, located in The Church Building, or via the GET app. Your Northwood ID Card is your identification for the entire time you are a Northwood student. This is the card you will use for your meal plan, to access library materials, to use in the Bookstore if you have points on your card, and to use in the retail outlets if you have Flex Dollars. To arrange cash card purchases, contact the Accounting and Finance Office.

#### Meal Card

The meal card must be used only by the person whose name and picture appears on the front of the card and it is not transferable. Any misuse of the ID card subjects the holder and/or owner to disciplinary action and forfeiture of the ID card and its privileges.

You must have the ID card to enter the cafeteria unless you are paying cash. You will need to go to the Accounting and Finance office if you do not have your ID card. If you lose your ID card, report it as soon as possible to the Dining Services Office. If you lose your ID card, there will be a replacement fee for a lost ID card.

## **Hach Student Life Center**

### **Contact Information**

989.837.4264

The Hach Student Life Center is a comprehensive recreation facility, built to respond to the lifelong recreational, social, and educational needs of Northwood University. Under the umbrella of Student Affairs, the center is a recreational, intramural, and fitness complex that strives to meet the diverse needs of students, faculty, and staff in a dynamic environment that encourages both active participation and casual use. The Hach Student Life Center features three multi-purpose courts, a four-lane track, a Fitness Center, a Multi-Use/Wellness room, and locker rooms. The lobby area serves as a check-in point – in addition to housing a snack bar and leisure areas equipped with network connections for laptop computers.

## **Health Center**

### **Location**

Health Center  
Miner Hall

### **Contact Information**

Sue Mishler, RN, BSN  
Director of Student Health Services  
989.837.4312  
[mishler@northwood.edu](mailto:mishler@northwood.edu)

The Health Center is staffed by a registered nurse Monday through Friday from 8:30 a.m. - 5 p.m. during scheduled class days of the fall and spring semesters. Advice concerning illnesses and injuries, with limited first-aid treatment, over-the-counter medications and referral options are offered free of charge. On-campus physician hours are available on a limited basis. The Health Center is compliant with the Health Insurance Portability and Accountability Act (HIPAA). Health information is confidential and will only be released under the HIPAA guidelines and your written consent.

MyMichigan Medical Center is near the campus and available 24 hours a day for emergencies. There are also nearby walk-in clinics with extended hours of physician coverage. While we are available to guide you to medical care options, Northwood University is not responsible for your medical expenses.

Insurance

All full-time, traditional undergraduate students are charged for comprehensive healthcare insurance on their tuition bill. Domestic students that are covered by a comprehensive health plan will have the option to opt-out of this plan, if their primary insurance meets the criteria for waiver. If approved for waiver, the charge will then be removed from their tuition bill.

International students will be charged for the NU comprehensive insurance on their tuition bill and will not have an option to waive, or opt-out, of the plan.

All full-time traditional undergraduate students, including undergraduate international students, are covered by a secondary accidental injury policy that is covered by student fees. This policy has coverage benefits up to \$5,000 per accidental 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.

#### International Students and Insurance

As of the Fall Semester of 2016, all international students are required to purchase the NU comprehensive insurance. As noted above, all undergraduates will also have the additional secondary accidental injury policy with coverage benefits up to \$5,000 and the policy will coordinate with the required NU comprehensive insurance plan.

## **Intramural Sports**

### **Contact Information**

imsports@northwood.edu

Northwood offers a variety of intramural sports for men and women. Approximately 600 students participate in flag football (men and women), basketball (men and women), volleyball (co-ed), soccer (men and women), whiffle ball (co-ed), dodgeball (co-ed), slow pitch softball (co-ed), and doubles tennis (coed). In addition to these sports, Northwood also offers tournaments in table tennis, 3-on-3 basketball, bean bag toss and cornhole. All intramural sports will be scheduled in the Hach Student Life Center.

## **Residential Life & Housing**

Living on campus is a convenient option for Northwood University students because there is no commute, no meal preparation, and no utility bills. Also, living on campus allows students to befriend

individuals from around the world with various backgrounds and experiences. Northwood University's residential facilities are diverse environments that give students an advantage crucial to networking, career development, and leadership success in the current job market.

Research has shown that students who live on campus:

- Tend to have a higher grade point average.
- Have more contact with and access to faculty and staff.
- Have up to a 20% better chance of graduating with a degree.
- Are more satisfied with their college experience.
- Are more likely to make life-long friends during college.

### **Contact Information**

Kathryn Waligorski (KJ)  
Assistant Director of Residence Life  
989.837.4925  
Johnsok@northwood.edu  
Student Union

Gavin McMacken  
Assistant Director of Residence Life and Housing Coordinator  
989.837.4977  
Mcmacken@northwood.edu  
Student Union

### **Office Hours**

Monday-Friday, 8:30 a.m. - 5 p.m.

### **Residence Life Handbook**

The Residential Life Handbook includes policies, procedures, and regulations that are enforced in the residential facilities at all times. Students should familiarize themselves with the Residential Life Handbook, which is given to each resident during their check-in with the Housing & Residential Life Department at the beginning of each semester.

### **Quiet Hours**

Quiet Hours are to be maintained in all complexes during the following times (hours subject to change):

- Sunday-Thursday: 10 p.m. - 8 a.m.
- Friday-Saturday: Midnight - 8 a.m.

## **Housing Offices**

The Housing Offices are located in the Student Union and at the front desk of the North Village Apartments. Students may visit the office for provided supplies and to check out cleaning supplies. The Housing Offices are open each semester during the following times:

- Sunday-Wednesday: 10 a.m. - midnight
- Thursday-Saturday: 10 a.m. - 3 a.m.

## **Student Obligation**

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 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 provisions of this code.

## **Housing Locations**

- Miner Hall
- Dubois Hall
- Naegele Village
- North Village

For more information on housing locations, please refer to the Residential Life Handbook

## **Roommates**

Students may request a roommate or to be paired with a student with similar interests. Students will complete a Personal Preferences Survey when completing the Housing Contract to assist with roommate placement. Students with specific roommate requests must complete the "Roommate/Suitemate Requests" portion.

## **Guests**

Guests must be registered with Security and may stay up to 48 hours at a time.

## **SECURITY**

Security services at Northwood University are provided in a coordinated effort by STT Security, Inc. The security department has 15 full-time security certified security professionals on staff and are available 24 hours a day, 7 days a week which includes holidays and breaks.

### **Contact Information**

989.837.4373

<https://www.northwood.edu/student-life/security>

### **Safety and Security Programs**

STT Security Inc., in partnership with Northwood University, strives to promote a safe campus through coordinated safety operations and emergency/disaster preparedness. We are committed to maintaining a campus free from recognized hazards that could cause serious harm or threaten the life safety of students, staff, faculty, and visitors.

#### **Safety Programs Offered by STT Security, Inc.**

- Safety Escort Service
- General safety
- Social media safety training

#### **Programs Offered in Conjunction with Northwood University**

- New student orientation
- Transfer student orientation
- RA training

#### **Safety Escort Service - STT Security, Inc. at Northwood University**

The Safety Escort Service is a service provided by STT at Northwood University for students, visitors, faculty, and staff at Northwood University. The service consists of escorts from one Northwood campus location to another. If a person feels uncomfortable and would like to be escorted by security staff, the person can call 989.837.4373 and request an escort. Upon receipt of the phone call, an STT security officer or student employee will be dispatched to the caller's location. The security officer will then escort the caller to the desired on-campus location and a record will be made in the dispatch log.

#### **Code Blue Phones**

Code Blue phones are emergency phones placed throughout campus. These phones offer a one-touch connection to campus security. Upon activation, campus security is notified, and an officer dispatched to the location. There are unique numbers associated with each phone that allow security to locate the caller in the event the caller cannot verbalize their location. In addition, the Code Blue Phone has an oscillating blue light on top of the pedestal that lights up upon activation.

#### **Courtesy Phones**

In addition to the Code Blue Phones, there are courtesy phones in each Northwood University on-campus building. These phones can make local calls. These phones are also capable of reaching the security department by dialing x74373. Instructional signs have been placed near each phone.

### **Classroom Phones**

Each classroom on the campus of Northwood University is equipped with a telephone. These phones can reach the security department by dialing x74373.

### **Emergency Messaging**

Northwood University utilizes NorthwoodNow! as the emergency messaging provider. This system allows Northwood University to deliver a mass notification in an emergency. Students and staff must sign up for the service through My.northwood.edu. Parent information must be entered by the registered student. All personal information must be maintained by the registrant.

### **Emergency Contact Information**

**989.837.4373**

### **Emergency Response Process**

Northwood University is dedicated to the safety and security of all students. Northwood has created several cross-functional teams to identify and address crisis situations that may face the university. These teams include the Core Crisis Team, the Crisis Management Team, and the Care Team.

In the event of an emergency:

1. Call 911.
2. Call Security at x74373 or 989.837.4373.

Security will:

- a. Activate the Core Crisis Team who will determine what action to take.
- b. Dispatch Security staff to the crisis/event location.

NOTE: On-campus phones must dial "9" to access an outside line. When calling, be prepared to answer the following questions:

1. Your name & status
  - Student, faculty, staff
2. Nature of emergency
3. Local authorities contacted/involved (For example, did you call 911?)
4. Location of emergency
  - Include room/building, city & state
5. Are you in a safe place? (if applicable)
6. Did you witness the emergency?
  - How many people were/are involved?
  - Provide as much detail as you can
7. Callback telephone number

### **When do I call 911? Example situations**

- Medical emergency
- Criminal situations such as those outlined by the Clery Act
  - o Sex offenses or attempt
  - o Murder/homicide or attempt
  - o Robbery
  - o Assault
  - o Burglary
  - o Motor vehicle theft



- o Arson
- o Weapons violations
- o Hate crimes

### **Daytime Closure Process**

Closure information will be communicated with the following:

- o Northwood NOW!
- o Blackboard: Critical Module located at the log-in page before logging on to Blackboard. This is also displayed in the top right corner after an individual logs into Blackboard
- o Northwood University website

### **Evening Closure Process**

The decision to cancel evening classes will be made by 3:00 p.m. The Dean of Student Affairs will coordinate with the Adult Degree Program and the DeVos Graduate School. Closure information will be communicated using the following:

- o Northwood NOW!
- o Blackboard
- o Northwood University website

### **Severe Weather**

The threat of severe weather exists at every site year-round.

- o A severe weather WARNING means a severe storm containing heavy Rain, lightning, hail, and damaging winds over 58 miles per hour.
- o A severe weather WATCH indicates conditions are favorable for heavy rain, lightning, hail, damaging winds, and tornadoes to develop.
- o A tornado WARNING means a tornado has been sighted in the area.
- o A tornado WATCH indicates conditions are favorable for tornadoes to develop.
- o other forms of severe weather can include blizzards, heavy snow, and ice storm warnings and watches.

### **Active Shooter/Barricaded Gunmen/Hostage Situation**

During an incident of this kind, students, faculty, and staff should immediately move away from the danger through this process:

1. "Get Out" (Evacuate the building)
2. "Hide Out" (Shelter in place)
3. "Take Out" (Engage the captor/shooter). Avoid direct engagement with the active captor/shooter except "last resort" situations in which one's life is in imminent danger.
4. "Call Out" (Alert proper authorities)
5. "Let Out" (Un-secure/un-lockdown areas)
6. "Reach Out" (Provide psychological resources)

### **Detail:**

1. "Get Out" (Evacuate the Building)
  - Move away from danger.

- o Have an escape route and plan in mind.
- o If it is possible to exit the building and move away from the danger, do so immediately, to another building or covered area.
- o Leave your belongings behind.
- o Keep your hands visible.
- o Upon exiting to safety, call 911.
- o Notify anyone of the danger while exiting the building.
  - o Notify NU Security at 989.837.4373.
  - o Do NOT approach the suspect(s).

## 2. "Hide Out" (Shelter in Place)

- If exiting the building is not possible, move away from the danger and seek protection within the building.
- Hide in an area out of the active captor/shooter's view.
  - o Go to the nearest room or office.
- Block entry to your hiding place and lock the doors.
  - o If possible, close and lock the door
  - o As noted above, call 911 and NU Campus Security.
  - o Turn off lights.
  - o Close blinds.
  - o Keep quiet: turn off cell phone ringers, turn off radios and computers, and keep yourself and others quiet.
  - o Stay out of sight. This includes looking out of the windows.
  - o Seek cover/protection within the room
    - Behind concrete walls
    - Under desks
    - Behind filing cabinets
    - Do not open or answer the door

## 3. "Take Out" (Engage the Captor/Shooter)

- Direct engagement of the captor/shooter is a "last resort and only" option when one's life is in imminent danger.
  - o Attempt to incapacitate the active captor/shooter.
  - o Act with physical aggression and use any necessary means to incapacitate the perpetrator.

## 4. "Call Out" (Alert Proper Authorities)

- What to Report:
  - o Your Name.
  - o Your location (be extremely specific).
  - o Number of captor/shooter (if known).
  - o Types of weapons being used. Try to be specific, i.e., handgun, rifle, shotgun.
  - o Identification or description of captor/shooter (again, be specific).
  - o Number of people involved (a semi-accurate guess of how many people are in the building).
  - o Report any injuries if known and number of potential victims at the location.

o Note: The 911 call system will be overwhelmed, so be prepared to redial.

5. "Let Out" (Un-Securing Areas, as Warranted)

- Consider risks before unlocking rooms.
- Remember, the captor/shooter may not stop until engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the people inside a secure area.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

6. "Reach Out" (Provide psychological resources)

- The University will provide counseling services for students, faculty, and staff as the need arises.
- Be aware that services are available, and the University encourages their use.

**DESIGNATED AREAS FOR SHELTER**

Bennett Sports Center

- o Restrooms
- o Locker rooms

Church Family Administration Building

- o Downstairs to the vault/hallway away from stairwell

Dow Commons Dining Hall (Miner Building)

- o Restrooms/inside hallways

DeVos Graduate School of Management

- o Interior administrative office area (Room 131) is the shelter.
- o Bathrooms may also be used.
- o Stairwells

Griswold

- o Lower-level restrooms, storage room coatroom and hall area near the elevators

Hach Student Life Center

- o Inner locker room facilities. In the event these areas are filled, shelter can be taken along the east wall of the gymnasium.

Jordan Hall

- o Downstairs to interior area classrooms or hallways away from windows.

Miner Hall Basement Office Areas

- o Basement conference rooms.
- o Restrooms may also be used.
- o Hallway away from windows

NADA

- o Restrooms and the interior bathrooms inside the guestrooms

Naegele Village

- o Lower level (stay away from glass)
- o Laundry areas

Plaster

- o Restrooms at front of building and at McNair Center
- o Hallways away from windows
- o Interior classrooms

#### Residence Halls (Dubois and Miner)

- Residence hall hallways
- Residence hall bathrooms

#### Sloan Family Building for Aftermarket Studies

- North classrooms and bathrooms with no windows
- Stay in groups and wait for instructions to be given by Building Contact or Campus Security.

#### Strosacker Library and Learning Commons

- Basement interior office and hallway alcove areas near classroom entrances with classroom doors closed.
- Restrooms can also be used.

#### Student Union and Bookstore

- Restrooms and Student Services Offices

#### North Village Apartments

- First floor Stairwells
- First floor bathrooms
- First floor hallways away from windows/doors

## UNIVERSITY POLICIES AND REGULATIONS

### POLICIES AND REGULATIONS

The Northwood University community is not immune to society in general; therefore, regulations have been established to provide the best possible environment conducive to human growth. These regulative policies are reflective of the values inherent within the University that recognize the need for each individual to be free to live as she/he wishes as long as she/he does not infringe upon the rights of another individual.

Northwood University, as an educational institution, has set reasonable standards of behavior in an attempt to safeguard the educational process, protect individual and institutional rights and property, and help insure the safety of all members of the college community.

#### **Advertising**

Posters, banners, or any other printed material may be displayed only on authorized areas and bulletin boards inside Northwood buildings. Permission to display or distribute printed advertisements **MUST** be obtained from the Dean of Student Affairs. Advertising must be down no later than two school days after the date of the event. One advertisement or poster is permitted per bulletin board or other area designated by Student Affairs.

Posters/flyers/banners are limited to:

- Dow Commons Dining Hall – bulletin boards located in the Dow Commons Dining Hall
- Library and Learning Commons – bulletin boards located in the front entrance

- Academic Buildings – bulletin boards designated for Student Services use only
- Residential Buildings – Inside front door or residence bulletin board

Students may use their own doors, but should use poster putty or small tacks. Do not use tape of any kind, nails, or any other items that may remove paint, leave a residue, cause holes or create any other damages to University property.

The following is prohibited:

- Posting advertisements on glass doors or windows
- Distributing any material in or under doors on campus
- Advertisements for ANY party that mentions or infers alcohol use or sale
- Placing flyers or advertisements on car windshields
- Use of sidewalk chalk without permission in authorized areas
- Signs in grassy areas on wooden sticks

### **Advertising of Alcohol**

No on-campus advertising is allowed for any kind of party that involves alcohol.

### **Alcohol/Drug Policy**

Misuse of alcohol and other drugs interferes not only with students' academic and co-curricular performance, but also with their emotional, physical, mental and social development. As an educational entity, Northwood University attempts to provide a caring and supportive learning environment for each student within the system. It is recognized that this environment is the first step in helping to prevent an individual from becoming harmfully involved with drugs of any kind. This includes alcohol. The distribution, use, or possession of substances that 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.

It is important that students who are uninformed about drugs and their usage consult with any of several Northwood University offices for authoritative and documented information. These offices include Student Services, the Health Center, the Alcohol and Drug Counseling Center (located in the Health Center), and/or one's own personal physician. It is felt that this kind of self-education will greatly minimize the use or abuse of all such substances.

Agencies within the Midland city area such as the FOCUS Substance Abuse Counseling and Information Center, Midland Mental Health Services and the Crisis Center, all of which are listed in the Midland telephone directory, may be of help in obtaining detailed information and consultation. In spite of such efforts, Northwood University understands that some students may still become harmfully involved with some chemical substances. This involvement could create pain for themselves and/or others.

### **Alcoholic Beverages**

Possession, consumption and sale of alcoholic beverages are expected to conform with state law. In summary, this prohibits:

- Possession or use of liquor, wine and beer by persons under 21 years of age.
- Consumption of alcoholic beverages in unlicensed public places.
- Sales and/or advertisement of sale of alcoholic beverages.
- Public Intoxication
- Kegs, mass purchases or pooled alcohol (trash can parties).

If you are 21 years old, you may possess and consume alcoholic beverages, responsibly, within the confines of your own room or apartment. Responsibly means students may not serve alcohol to other individuals who are under 21 years of age and may not disturb others because of drinking. Drinking WITHIN the room or apartment means the students may not consume outside their room or apartment on college property.

### **Drugs Policy**

No student shall distribute or possess an illegal drug as such distribution or possession is prohibited in any building or on any property owned or operated by the University. Students convicted of drug distribution charges in off-campus locations will be subject to Northwood University discipline.

### **Medical Marijuana**

Northwood University is subject to Federal Law, specifically the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Additionally, the Federal Controlled Substances Act lists marijuana as a Schedule I controlled substance with “no currently accepted medical use...” ([http://www.deadiversion.usdoj.gov/21cfr/cfr/1308/1308\\_11.htm](http://www.deadiversion.usdoj.gov/21cfr/cfr/1308/1308_11.htm)). Therefore, Northwood University prohibits the use or possession of marijuana on, or in, any property controlled by the University.

As noted above, distribution or possession of illegal drugs is prohibited in any building or on any property owned or operated by the University. Furthermore, students convicted of drug distribution charges in off-campus locations will be subject to Northwood University discipline.

### **Alcohol and Drug Education Program for Students**

Northwood University recognizes that substance abuse and its consequences represent a serious threat to the individual as well as to society as a whole. Therefore, Northwood University has developed a substance abuse counseling program which is designed to assist those students with drug or alcohol related issues in seeking supportive and rehabilitative services. This program is an independent, confidential, professional counseling service.

As an educational institution, Northwood University must continue to operate as a caring rather than a punitive community. To that end, the University may refer the student to participate in the counseling program or educational classes.

**Animal Abuse**

Animals may not be used in pranks, or otherwise, for amusement or ceremony in connection with any college, club, or fraternity function or activity. Violation of this policy or any other abuse of animals shall be grounds for disciplinary action. For purpose of this policy, the term animal shall include any wild or domesticated, warm-blooded or cold-blooded animal or insect.

**Audio – Electronic Devices**

Various outdoor student activity programs require the use of sound amplification equipment. However, Northwood reserves the right to specify where and when such amplification equipment may be used.

Use of mechanical, electronic or any audio devices that disturb the peace on campus premises, including but not limited to classroom areas, residential facilities and administration offices, is prohibited.

Speakers or other audio devices may not be directed out of windows or doors in housing facilities. Non-school owned TV and/or radio antennas or satellite dishes may not be placed outside windows or on the roof of the housing facilities or other campus buildings. The school reserves the right to confiscate and store, or have removed from the premises, any electronic or audio devices that are determined to be repeatedly disruptive to others attempting to study or sleep.

**Compliance with Disciplinary Decision**

No student shall fail to comply with any disciplinary conditions imposed upon him/her by those in authority.

**Compliance with an Official Request**

No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff members, residence hall staff members, security or other employees acting in the performance of their official duties.

A request for proper identification from a student is a reasonable expectation. No student shall intentionally provide or give false information, verbally or in writing, to faculty or staff members acting in the performance of their official duties.

**Obedience to Criminal Law**

Violations of Federal, State, or local laws committed by students, whether prosecuted or not, constitute a violation of University regulations when it appears that the act adversely affects the college.

**Dangerous Practices**

No student shall engage in any activity which shall endanger the lives or safety of that student or of others in any building or on any property owned or operated by the University. This includes, but is not limited to, activities such as:

- The use or possession of any dangerous chemical or explosive materials such as fireworks, firecrackers, gunpowder, etc.
- Inappropriate or dangerous activities involving fires, open flames, candles, matches or other flammable materials in all residence halls, apartments, or in any other building owned or operated by Northwood.
- Blocking or in any way preventing the use of fire exit doors, residence hall room doors and building hallways.
- Improper use of electrical appliances or wiring as to create a fire hazard.

### **Destruction or Attempted Destruction of Property**

No student shall intentionally or negligently damage or attempt to damage property belonging to or in the care of Northwood University, a member of the Midland community, a campus visitor, or another student.

Damage which is caused accidentally should be promptly reported to the residence hall staff or appropriate official. Failure to report accidental damage will be considered a violation of this regulation.

### **Littering**

No student shall intentionally drop, deposit, discard, throw or otherwise dispose of cigarette butts, bottles, cans, papers, food, or refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose.

### **Disorderly/Obscene Conduct**

No student shall make or incite any disturbance, excessive noise or contention, in or near any building or any other property owned or operated by Northwood University.

No student shall engage in lewd, indecent, or obscene conduct or expression on Northwood University-owned property or University-operated buildings. Students shall refrain from using profane language, profane gestures, and displaying profane and/or obscene words or pictures in public areas. This includes articles of clothing displaying obscene or profane material. No student shall indecently expose themselves in public.

Students shall not display nude, obscene or vulgar photographs, paintings or drawings nor shall they post profane, vulgar or obscene words or statements in any location visible to the public and/or the campus community. This includes postings on residential facility windows and external doors.

Students shall refrain from making public remarks or posting material which defames or discriminates against any individual or group of individuals with respect to race, color, religion, or ethnic background.

### **Interference and Disruption**

Intentionally or recklessly interfering with normal school or school-sponsored services is prohibited. No individual shall cause a disruption and/or obstruction of any Northwood personnel, students and/or traffic by blocking reasonable entrance to or exit from any school building or property. No one shall



intentionally and substantially interfere with the freedom of expression of others on Northwood premises or at school-sponsored activities.

### **Dress Code**

Students are expected to use good taste and good judgment in selecting appropriate attire.

### **Fire Drills and False Alarms**

No student shall knowingly disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding, or a fine may be imposed.

No student shall ring any bell or attempt to operate or trigger any mechanical or electrical components or combination for the purpose of creating a false alarm.

### **Fire Fighting Equipment**

No student shall tamper with any firefighting equipment except for the purpose of extinguishing a fire.

### **Gambling**

Illegal gambling in any form is prohibited on Northwood property. This includes, but is not limited to, card games involving the exchange of money, betting on sporting events, etc. Any student found organizing or operating gambling activities will be subject to disciplinary action up to and including dismissal from the University.

### **Grievance Procedure**

It is the policy of the University to maintain a learning environment that is free from harassment because of an individual's race, color, gender, national origin or disability. The University prohibits any and all forms of harassment because of race, color, gender, national origin and disability. It shall be a violation of University policy for any student, teacher, administrator or other school personnel to harass a student through conduct of a sexual nature, or regarding race, color, gender, national origin or disability, as defined by this policy. The policy can be located at [www.northwood.edu/compliance](http://www.northwood.edu/compliance) or a paper copy may be obtained from the Human Rights Officer in the Human Resources Department, Northwood University Administration Office, Midland, MI. The telephone number for this office is 989.837.4345.

### **Hazing**

No form of hazing is permitted by any individual or group connected with the University. Hazing is defined as any activity that demeans the character or inflicts bodily harm on any person.

The University prohibits any student, acting alone or with others, to conspire to engage in hazing or to participate in hazing. Hazing is defined as any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation with any organization or team which jeopardizes the physical and/or mental well-being of any individual, or is presumably an illegal activity.

Freedom from humiliation and danger of hazing is guaranteed to every student on this campus. This policy includes individuals as well as whole campus chapters. Any violation of this policy should be reported immediately to the Office of Student Activities, from which the situation will be referred to the appropriate judicial body and appropriate action will be taken.

### **Illegal Off-Campus Parties**

Northwood does not approve of disturbing the peace in residential neighborhoods. Students living in off-campus housing are asked to respect their neighbors by not having loud, disorderly parties. Off-campus arrests for law violations will be brought to the attention of the Dean of Student Affairs who will evaluate each case as to the severity of the alleged crime. Parents may be informed. The Dean of Student Affairs will take appropriate action. Appropriate disciplinary action will be taken if ANY college rules regarding parties have been violated.

### **Misrepresentation or Forgery**

No student shall alter or have in his/her possession an altered identification card, nor alter or enter false information on an official college document.

No student shall provide false information or fail to provide current information to the University for the purpose of defrauding the University.

### **Non-Academic Counseling Records**

These records consist of the personal notes of contacts with clients. These confidential records are maintained according to ethical standards. No information will be released to individuals or Northwood personnel. Confidential material will be released to competent professional persons who are engaged in the continuing treatment of the client only if the professional so requests and the client has signed a statement authorizing this release.

### **Notification of Non-Discrimination on the Basis of Gender**

Northwood University does not discriminate on the basis of gender in violation of Title IX of the Education Amendments (PL92318) of 1972. Inquiries concerning the application of Title IX and implementing regulations may be referred to the Title IX Coordinator.

### **Notification of Non-Discrimination on the Basis of Handicap**

Northwood University does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973. This requirement not to discriminate in educational programs and activities extends to employment by the University and admission thereto. Inquiries concerning the application of Section 504 and the implementing regulations may be referred to the Human Resources Director.

### **Notification of Non-Discrimination on the Basis of Race, Color, Religion, Gender, or National Origin**

Northwood University does not discriminate on the above in violation of Title VII of The Civil Rights Act of 1964. Inquiries may be referred to the Human Resources Director.

### **Pets**

Refer to the Residence Life Handbook

**Physical Threat or Abuse Policy (Bullying)**

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.

**Definition of Physical Violence**

Inflicting physical or sexual injury, or imposing the threat of physical or sexual injury, or intimidation by threat of physical or sexual injury, shall be considered physical or sexual violence. Violations may include, but are not excluded to, pushing, punching, slapping, or sexual force or the threat of such action.

Physical abuse, sexual abuse, detention, intimidation, or threat of violence to any person (student, faculty, staff, employee, or supplier) on any part of campus in the Northwood community, at an off-campus site involving Northwood students, or at any school function will not be tolerated and is subject to disciplinary and criminal action.

**Personal Abuse**

Students shall refrain from the personal abuse of other individuals through word or action. No student shall harass, threaten, offend, physically assault, or degrade anyone on Northwood-owned or –operated property, including a student, faculty, or staff member. A monetary fine and possible suspension or expulsion from the university may result depending on the severity of the violation.

**Smoking**

All Northwood University buildings are designated as “smoke-free” areas, including the residence halls. Standing in an open doorway or window and blowing cigarette smoke outside is not acceptable. A monetary fine may be assessed.

Students, faculty, and staff are allowed to smoke outdoors in designated areas only. 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 a monetary fine.

**Soliciting, Selling, Surveying, and Publicizing**

No student or student organization shall advertise or sell any goods, services, or tickets; solicit for any purpose whatsoever on Northwood University’s property or in University-operated buildings; or survey students without first obtaining the written approval of the Dean of Student Affairs. Students who wish to use any building must file a request with Student Affairs. Food that is sold on campus may be purchased through Northwood University Dining Services.

Non-student and non-related organizations may not sell or solicit on the campus for any purpose without authorization from the Dean of Student Affairs. Solicitors may leave calling cards, catalogs, or order books with the Dean of Student Affairs, but may not transact business or promises for further

transactions. No resident of the dorms or Resident Advisor may profit from presentation by virtue of his/her role in securing sponsorship for the solicitor. Free gifts, commissions, or any other forms of remuneration are not allowed.

Door prizes, discounts or any other forms of free gifts used to promote attendance or to encourage interest must be available to all on an equal basis. No door-to-door solicitation is permitted.

### **Theft**

Northwood University strives to protect personal and community property but cannot guarantee the safety of said property. The university will take protective measures and will deal very seriously with 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 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.

### **Trespass**

Unauthorized presence on or use of any Northwood property is considered trespassing. 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 that student or Northwood official. The following situations are considered trespassing and may result in disciplinary and/or criminal action:

1. Any individual refusing to leave an area as directed by an authorized agent (e.g. student renting the area, Residence staff member, administrative office or faculty member responsible for that area, or Northwood Security).
2. Any unauthorized individual entering Northwood-operated buildings or rooms which have been closed and/or locked.
3. Intentionally trespassing in areas from which individuals have been banned by previous order, i.e., housing facilities, cafeteria, etc.
4. Students found in areas designated as opposite-sex housing that have not been checked in with security.
5. Individuals found in any undeveloped areas of the campus, including all wooded areas.

### **Northwood University Missing Student Protocol**

As part of our commitment to the safety and security of our students, and to maintain compliance with the Higher Education Opportunity Act, Northwood University has established the following missing student protocol. This protocol specifically pertains to students who live in on-campus housing and have been missing for at least 24 hours.

## **General**

Any member of the Northwood University community who believes that a student who lives in on-campus housing has been missing for more than 24 hours should immediately call security at 989.837.4373.

## **Procedure**

### **1) Sign-Up**

- a. All students will be requested by the Office of Residence Life at the time of housing sign-up to provide the name and contact information for a person to be contacted in case of emergency. In addition, the students who choose to live on campus will also be given the option to provide the contact information for a person to be contacted in the event that student is missing for at least 24 hours.
- b. The Office of Residence Life will maintain the contact information for each student in case of emergency and maintain this information as confidential. The emergency contact information will not be used for any other purpose.
- c. If a report is made to the security department that a student living in on-campus housing is missing and it is determined the student has been missing for at least 24 hours, the following notification procedure will be followed.

### **2) Notification Procedure**

- a. Upon receipt of a report of a missing person, the security department will immediately notify the Dean of Student Affairs
- b. If it is determined the student has been missing for at least 24 hours, the person(s) listed as the emergency contact(s) will be contacted/notified by the Director of Security or the Dean of Student Affairs or by a member of the security department. This notification will take place within 24 hours of the time the student was reported missing. In addition to notifying the emergency contact person, the Midland Police Department will be contacted immediately upon the determination that the student has been missing for at least 24 hours.
- c. If the student is under the age of 18 years and is not emancipated, the student's custodial parent(s) or legal guardian(s) will be contacted.

## **University Vehicles**

Students are permitted to use or operate university-owned, -leased or -rented vehicle if they have been approved by Northwood University Human Resources. This includes security- and maintenance-operated golf carts.

## **Weapons and Explosives**

No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, pellet gun, BB gun, knife 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.

Any student found with a weapon will receive a monetary fine, be fined for any damages, have the weapon confiscated, be subject to either suspension or expulsion from the university or university housing, and local law enforcement may be called at the University's discretion.

The possession, use or storage of any explosive material on Northwood premises or at any school function is not permitted. The possession or use of fireworks of any variety manufactured either by an individual or a company (i.e. firecrackers, bottle rockets, etc.) is not allowed.

### **Guidelines for Assigning Penalties**

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses, the following guidelines have been set:

1. The Director of Student Discipline and/or Dean of Student Affairs will determine penalties and fines for a major violation.
2. The Director of Student Discipline and/or Dean of Student Affairs will determine penalties for a flexible violation.
3. Penalties for a minor violation may be a warning, a fine, restitution, or disciplinary probation.
4. Any student convicted of a felony may be suspended or dismissed.
5. Replacement, repairs and labor costs are additional to assessed fines.

### **Failure to Comply**

Any student failing to comply with a disciplinary decision within the designated period will have a transcript and registration hold placed on the student's academic record. The Dean of Student Affairs will make the final decision on this penalty.

### **Miscellaneous**

- Penalty for the failure to produce ID to university RA's, Security or other officials will be assessed by the Director of Security and/or Housing officials.
- Penalty for harassing, abusing or failing to cooperate with Security, RA's or other officials will be assessed by the Director of Security and/or Housing officials.

### **Payment**

All fines are charged to the student's account. Payment of fines should be made at the Business Office. No grades or transcripts will be sent until all fines are paid.

## **CAMPUS PHONE DIRECTORY**

(area code 989)

### **ACADEMIC ADVISING**

Church Building

837.4494

### **ACADEMIC DEAN'S OFFICE**

Church Building

837.4494

<b>ADMISSIONS</b>	
Plaster Center	837.4273
<b>BOOKSTORE</b>	
Student Union	837.4225
<b>CAREER SERVICES</b>	
Richard DeVos School of Management	837.4335
<b>DEAN OF STUDENT AFFAIRS</b>	
Student Union	837.4221
<b>DINING SERVICES</b>	
Dow Commons	837.4241
<b>FINANCIAL AID</b>	
Church Building	837.4230
<b>FINANCE AND ACCOUNTING</b>	
Church Building	837.4207
<b>HEALTH SERVICES</b>	
Miner Hall	837.4268
<b>INFORMATION TECHNOLOGY</b>	
Upper Griswold	837.4421
<b>INTERNATIONAL STUDENT ENGAGEMENT &amp; PROGRAM COORD.</b>	
Student Union	837.4278
<b>LIBRARY AND LEARNING COMMONS</b>	
Strosaker Library and Learning Commons	837.4333
<b>PRESIDENT'S OFFICE</b>	
Church Building	837.4125
<b>REGISTERED STUDENT GROUPS &amp; ORGANIZATIONS</b>	
Student Union	837.4227
<b>REGISTRAR</b>	
Church Building	837.4215
<b>RESIDENTIAL LIFE &amp; HOUSING</b>	
Student Union	837.4221
<b>SECURITY</b>	
Miner Hall	837.4373
<b>STUDENT AFFAIRS</b>	
Student Union	837.4221