



# RESIDENCE LIFE

## HANDBOOK

# 2024-2025

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## **GENERAL CONTACT INFORMATION**

24-Hour Campus Security Office	989.837.4373
Academic Advising	989.837.4494
Admissions	989.837.4273
Alumni Relations	989.837.4350
Athletics	989.837.4472
Bookstore	989.837.4225
Care Team	989.837.5150
Career Services	989.837.4335
Counseling Center	989.837.4506
Dean of Student Affairs	989.837.4221
Dining Services	989.837.4241
Disability Services	disabilityservices@northwood.edu
Finance & Accounting Office	989.837.4207
Financial Aid	989.837.4230
Hach Student Life Center	989.837.5244
Health Center	989.837.4268
IT Help Desk	989.837.4421
Mail Services	989.837.4217
N.A.D.A. Hotel	989.837.4284
Registrar's Office	989.837.4215
Residence Life & Housing	989.837.4221
Strosacker Learning Commons	989.837.4333
Student Job Center	989.837.4453
Student Life	989.837.4221
Timberwolf Learning Center	989.837.4463

## **NORTHWOOD UNIVERSITY MAIN WEBSITE**

<http://www.northwood.edu>

## **MAIL SERVICES**

Your on-campus address will be:

Student's Name

Northwood University

4000 Whiting Dr., Complex Name and Room #

Midland, MI 48640

## **DINING SERVICES**

Creative Dining Services manages the Northwood University Dining Services. Contact Information:

Director of Dining	989.837.4241
Retail Manager	989.837.5241
Catering Manager	989.837.4795
Executive Chef/Chef Manager	989.837.4412

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

**Sunday – Friday**

Breakfast	7 a.m.-10 a.m.
Lunch	11 a.m.-2 p.m.
Dinner	4:30 p.m.-7 p.m.
Late Night (Sunday – Thursday only)	8 p.m.-11 p.m.

**Saturday**

Breakfast	9 a.m.-11 a.m.
Brunch	11 a.m.-2 p.m.
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.

TO-GO meal option: Students may purchase a reusable TO-GO container from the Dining Hall for a deposit of \$5. A student must use a meal swipe for each to-go box as well as a swipe if they wish to eat in the dining hall before taking food to go.

**Retail dining locations** (Retail locations accept Flex, points, cash and credit):

**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 p.m.

**Wolf Den**

Monday-Friday 11 a.m.-4:30 p.m.

**North Village Bistro**

Monday-Friday

8 a.m.-2 p.m. and 5-8 p.m.

**24-Hour Marketplace (C-Store)**

Open every day of the school year 24/7

**HEALTH CENTER**

Location: Health Center in 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 with a fee for service.

## **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 the waiver. If approved for the 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 the option to waive, or opt-out, of the plan.

All full-time traditional undergraduate students, including international students, are covered by an 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.

## **COUNSELING SERVICES**

Location: The C.A.V.E. – Lower Miner  
Contact Information: Andy P. Sovis LMSW  
Director of Counseling  
989.837.4506  
[counseling@northwood.edu](mailto:counseling@northwood.edu)

Hours: Students are able to request either in-person or virtual appointments. These services are free with the exception of Northwood University sanctioned, court ordered probation or court-ordered counseling and evaluation. Counseling services focus on short-term therapeutic intervention; students who need longer-term services are offered referral assistance and/or other university and community resources. Services are for all currently enrolled students at Northwood University – Midland, MI. Staff are licensed mental health professionals and/or supervised graduate student trainees. Hours of operation and scheduling can be found at Student Portal—Counseling Center.

## **CAMPUS SECURITY**

**989.837.4373**

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

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

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

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

## **HOUSING STAFF ON DUTY**

After business hours and during weekends, there will always be STT Security Staff and Residence Life Staff on call. The Security Office and Resident Life Staff will collaborate to build and on-call calendar.

## **NORTHWOOD UNIVERSITY RESIDENCE LIFE & HOUSING STAFF**

To contact a Residence Life & Housing administrative staff member, please contact the Residence Life & Housing Department at 989.837.4221.

## **RESIDENCE HALLS**

**Miner Hall**—Maximum occupancy of 174 residents

**Dubois Hall**—Maximum occupancy of 296 residents

Room Size—12'5" X 9'6"

Entry Hall—7'2" X 4'7 1/2"

Amenities include:

- Dow commons Dining Hall is located in the same building
- Entry doors to see these residence halls are locked 24/7 and residents within these areas will have access to enter these doors with their Student ID Card
- Laundry facilities
- Rooms are furnished with two twin extra-long beds, two built-in desks with chairs, and two large closets
- Suite-style rooms adjoined by a bathroom. Each room houses two suites of students who share a bathroom
- Wireless Internet and Ethernet access
- Miner Diner: a kitchen located in Miner Hall for students looking to cook themselves a meal

**Naegele Village Apartments**—Maximum Occupancy of 136 residents

Naegele Village Apartments include four, five and a very limited number of six bedrooms. Each student has his/her own bedroom.

Amenities include:

- A desk, chair, closet/wardrobe, twin extra-long bed, and dresser in each bedroom
- Central air conditioning
- Laundry facilities
- Living room with sofa, loveseat, chair, and end table provided
- Two full bathrooms (or one double handicap-accessible bathroom)
- Wireless Internet and Ethernet access

**Naegele Village is a fully furnished facility, so no non-Northwood owned furniture or furnishings are permitted.**

**North Village Apartments**— Maximum Occupancy of 322 residents

North Village Apartments include four bedroom/two bathrooms, two bedroom/one bathroom, and a very limited number of one bedroom/one bathroom apartments. Each student has his/her own bedroom.

Amenities include:

- Two elevators
- An indoor and outdoor fireplace is provided in the lobby
- Bedrooms are furnished with a closet, desk and chair, dresser and one twin extra-long bed
- Central air conditioning

- Fully furnished living rooms which can include: sofa, love seat, end table(s), TV stand, breakfast bar stools.
- Kitchen including a refrigerator, stove and dishwasher
- Wireless Internet and Ethernet access
- Lobby breakout rooms
- North Village Bistro food service
- Lounges are located on each floor
- Laundry facilities

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

The Annual Housing Sign-Up occurs in the spring semester for the next academic year. The Sign-Up process consists of completing two documents: the Housing and Food Contract and the Housing Preference Form. Roommate requests can be made as part of the Housing Sign-Up process.

## **HOUSING REQUIREMENTS**

All full-time (i.e., registered for 12 or more credit hours) students enrolled at Northwood are required to reside on campus unless they meet one of the criteria for exemption noted below.

Student must meet one or more of the following criteria to be exempted from the residency policy:

1. Has completed a total of four (4) semesters living in university residence halls (excluding summers) at Northwood University and/or another higher education institution
2. Is two full years removed from their high school graduation date
3. Is residing with parents, legal guardians, or a relative at their primary residence within a 50 mile radius of Northwood University
4. Is 21 years of age or older by the first day of class in the fall semester of the academic year for which an exception is requested
5. Is legally married
6. Is a parent or primary caregiver of dependent child(ren)
7. Has time served as a member of the United States armed services
8. Has a medical, psychological, or physical requirements that cannot be accommodated by the University. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended with the Americans with Disabilities Act of 1990 (ADA), and with the ADA Amendments Act of 2008, students with diagnosed disabilities who may need some form of disability-related housing consideration should submit their request to Disability and Accessibility Services. In rare circumstances when the University is unable to make an accommodation, the student will be granted an exemption from the residency requirement



9. Has documented evidence of extreme, unanticipated, financial hardship (must provide documentation and consult with the Northwood University Financial Aid Office);
10. Has been officially notified of non-admission, withdrawal, or dismissal from the University
11. Is participating in a Northwood University off-campus study abroad or internship program which exceeds more than three weeks in length
12. Has graduated from the University

## **RESIDENCE LIFE & HOUSING**

### **Department Obligation**

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

### **STUDENT OBLIGATION**

- Abides by all rules, regulations, policies, and procedures stated in the Student Handbook, and the Residence Life Handbook
- Allows Resident Advisors or University representatives to inspect the rooms for violations of any University regulations, for health or social reasons, or for any other reason deemed sufficient by University officials with or without notification as appropriate
- Remains in on-campus housing for an entire academic year
- Respects personal property and the rights of fellow citizens

### **CHECK-IN PROCEDURES**

All residents are required to check in to receive keys and fill out appropriate paperwork for the upcoming academic year. Freshmen and new students check in on the first day of Welcome Weekend. Upperclassmen are allowed to check in the weekend (Saturday and Sunday) prior to the beginning of each semester. Please reference the Residence Life & Housing Calendar or contact the Residence Life & Housing Department for these specific dates at 989.837.4221. Northwood University Staff will conduct thorough inspections of each residential complex prior to occupancy to confirm the condition of the complexes. Upon arrival, residents should inventory their suite, apartment, and/or room. Residents have seven calendar days to submit any work orders on Blackboard regarding the status of their room or apartment upon move-in.

## **SEMESTER/HOLIDAY BREAK CHECK-OUT**

Each resident must check out and fill out paperwork with their respective Resident Advisor prior to each semester/holiday break. Residents must sign up with their Resident Advisor at least 24 hours before their departure. Improper check-out will result in monetary fines. Residential complexes close following each semester exam week. Each resident must depart no later than 24 hours after their last regularly scheduled final examination, or no later than 5:00 p.m. on the day after the last regularly scheduled final examination, whichever occurs first. After housing is closed, Staff will do safety checks of all residential buildings. Please view the Academic Calendar for specific dates.

All residential complexes close at the conclusion of the fall semester. Students are not required to remove their personal belongings during the December-January semester break, as long as they are enrolled in courses and housing for the spring semester. All residents are required to remove their personal belongings during the summer months as no storage space is available on campus.

Temporary housing is available during the summer months, and students are charged a fee for each week they reside on campus. On-campus dining services are occasionally available during this time, and students can purchase meals individually at the door. Northwood University's staff may enter the rooms and/or apartments of students with or without notice to ensure safety and security of the residential complexes at any time deemed necessary. This may include, but is not limited to, Northwood University Residence Life & Housing administration and staff, Physical Plant Department staff and STT security officers.

## **STUDENT UNION HOUSING OFFICE**

The Student Union Housing Office assists residents with the following: vacuums, toilet paper, games including yard games, board games. Gaming systems (Nintendo Switch & Xbox) are available for use at the Student Union.

## **NORTH VILLAGE HOUSING OFFICE**

The North Village Housing Office assists North Village Residents with the following: vacuums and toilet paper. Residents can also borrow baking tools or equipment to play pool and ping pong to use in the North Village lobby.

## **FINAL CHECK-OUT / ROOM INVENTORIES**

Each resident must complete a final check-out room inspection with their respective Resident Advisor. Year-end room inventories will be completed at this time. All damages beyond normal wear and tear will be determined by the Maintenance Department. Repair costs will be shared equally among the occupants of the assigned

residence if the responsible person(s) cannot be determined.

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

Residents who move out of university housing before the end of the academic school year (either during a semester or after fall semester) are responsible to remove all items upon checking out with a Northwood University staff member. Any personal belongings left in your room, suite, and/or apartment will be removed and donated 24 hours after checking out. Residents who do not check out properly will also have their belongings donated 24 hours after Housing has been notified of departure. Northwood University will not store your personal belongings and is not responsible for replacing or reimbursing any items donated.

## **RESIDENCE LIFE & HOUSING DEPARTMENT Policies & Regulations**

### **AIDING OR ABETTING VIOLATIONS**

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

### **APPLIANCES**

All grills (including George Foreman® grills), hot plates, toasters, air fryers, and any other appliances with an open heating source are not permitted in any on-campus facility.

### **ASSESSING PENALTIES**

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses, each violation will be handled on an individual basis and will be decided by Student Affairs Staff.

### **BEDS**

Twin extra-long beds are provided in the residence halls. The University supplies all

beds and the use of non-Northwood provided beds is prohibited including inflatable beds or air mattresses. Bunking and lofting beds is prohibited.

### **CANDLES/INCENSE**

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

### **CLEANLINESS**

Regular cleaning by the residents is an expectation. Vacuums are available for student use in the Student Union and North Village Housing Offices. It is the resident's responsibility to keep their living space clean and functioning properly.

### **DAMAGES IN PUBLIC AREAS**

It is the collective responsibility of those living in the residential area to take responsibility for the care of community areas or property. Repair costs will be shared equally among the occupants of the assigned residence hall if the responsible person(s) cannot be determined.

### **DESTRUCTION OF UNIVERSITY PROPERTY**

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

### **DISORDERLY CONDUCT**

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

### **DISRUPTION OF LEARNING**

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

### **DOOR LOCK ACCESS—DUBOIS AND MINER HALLS**

To ensure the safety and security of each resident in Miner and Dubois Halls, all access doors will be locked 24/7. Residents in these residence halls will have access to enter these doors by using their Student ID Cards. If you are caught propping open any doors, you will be assessed a fine, plus the cost for any damages to the property. The exterior doors leading to the Dow Commons Dining Hall will be locked from midnight to 6 a.m. nightly.

## **DOOR LOCK ACCESS—NORTH VILLAGE**

To ensure the safety and security of each resident, all access doors are locked 24/7, with the exception of the North Village Lobby main entrance. The main entrance door will be locked from midnight to 6 a.m. and can only be accessed by North Village residents with their Student ID Cards. If you are caught propping open any doors, you will be assessed a fine, plus the cost for any damages to the property.

## **DRONES**

Students may possess drones, but they cannot be used on campus. Students caught using drones on campus will be sanctioned and must immediately remove the drone from campus.

## **FAILURE TO IDENTIFY, APPEAR, OR OBSERVE TERMS OF DISCIPLINE**

All students are expected to have their university issued student ID on their person at all times. No student shall misrepresent or refuse to identify themselves when requested to do so by identified University officials. Students failing to appear before University officials or bodies when requested to do so, or violate the terms of discipline imposed may result in additional sanctions including suspension and/or dismissal.

## **GUESTS & VISITORS**

All guests, including guests that are Northwood University students, may stay up to 48 hours in a seven day period. Guests may not bring animals into any campus building. Northwood University values mutual respect, and roommates are expected to communicate with each other personal expectations regarding guests.

### **Occupancy limits:**

Residents may have up to four guests per resident living in the room/apartment.

## **HEALTH AND SAFETY CHECKS**

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

## **HYGIENE**

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

## **LOCKOUTS**

Residents are required to carry their room key and Student ID at all times. Any resident who is locked out of their room must contact the Campus Safety & Security Office at 989.837.4373. Students will be charged \$25 per lock out after the third lockout each semester. Key replacements are available for all students by submitting a work order through Blackboard. If a resident loses or breaks their ID, replacement IDs are available at the Finance and Accounting Office. Key and ID replacements carry a charge.

## **MAINTENANCE/PHYSICAL PLANT REQUESTS**

In the case of a non-emergency maintenance request situation, please submit a work order on Blackboard. When submitting a maintenance request, please include a detailed summary of the issue and photos if possible. In the case of an emergency maintenance situation (water/leaks, plumbing, anything that threatens your safety or the integrity of the building), please contact campus security at 989.837.4373.

## **PETS**

No pets or animals are allowed in any University building, including residence halls. If guests of a student bring a pet or animal, it must remain leashed or contained outside and may not enter any building or residence hall for any length of time. The only pet or animal allowed in university housing is non-aggressive fish contained in a 20-gallon tank or less.

## **PHYSICAL THREAT OR ABUSE**

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.

## **POSTERS/SOLICITATIONS**

Northwood University prohibits solicitation of any type or for any purpose. Distribution of circulars, handbills, or literature of any kind is not permitted. Any student can come to the Student Affairs Office to seek approval for flyer distribution.

## **POSTING ON WALLS AND SURFACES**

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

Students residing in Northwood University housing facilities may not hang or affix any material inside their residence that contains any offensive references. Hanging or affixing any material visible outside of any university dwelling (on windows/windowsills, balconies, etc.) is prohibited. Any material promoting policy violations or deemed objectionable by the University may be confiscated.

### **QUIET HOURS & COURTESY HOURS**

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

“Grand Silence,” which is 24-Hour Quiet Hours, begins the Sunday of exam week.

“Courtesy Hours” is a time when students and guests are expected to act with respect to other people living in a given community while taking personal responsibility for one’s actions. These are expected to be followed at all times. Violations to these policies may result in disciplinary actions, including monetary fines.

### **RENTERS INSURANCE**

The University is not responsible for any lost, stolen, or damaged personal possessions of the Resident. The Resident may, at their sole option and expense, purchase Renters and/or liability insurance if the Resident so chooses. The University strongly recommends that Residents purchase insurance for the entirety of their stay on campus.

### **RIGHT OF ENTRY**

The University reserves the right to enter living spaces after notice for the purpose of inspection, verification of occupancy, safety, health, maintenance, or in the event there is evidence of violations of University rules and regulation. The University reserves the right to enter living spaces without notice as provided in this Agreement or as allowed by law. This may include, but is not limited to, Northwood University Residence Life & Housing Department administration and staff, Physical Plant Department staff and STT security officers.

### **ROOM CHANGES**

The University observes a two-week room freeze at the beginning of each semester. When the two-week room freeze is over, students have the following options to request to change rooms:

#### **Option 1:** Opt into a single room in Miner or Dubois (if available)

1. Email [housingoffice@northwood.edu](mailto:housingoffice@northwood.edu) to request to be moved into a single room. Single rooms cost \$1100 extra per semester than a double room in Miner or Dubois.
2. You will receive an email back letting you know about availability options.

**Option 2:** Two roommates from different rooms switch

1. All individual people (the people switching and the people receiving a new roommate or apartment mate) must email housingoffice@northwood.edu to put in writing that all parties are okay with the move.
2. Once all emails have been received, residents will receive an approval email for the move. Residents may not move until the approval email has been sent.

**Option 3:** Switch into an open spot

1. You and all the residents living in that room/apartment must email housingoffice@northwood.edu to put in writing that all parties are okay with the move.
2. Once all emails have been received, residents will receive an approval email for the move. Residents may not move until the approval email has been sent.

**ROOM DAMAGES**

Room damages should be reported through the Physical Plant Work Request form on Blackboard as soon as they occur. Any deliberate or student-caused damages in excess of normal wear and tear will be charged to the student. Room inventories are taken prior to the beginning of each academic year and at the end of each academic year. Damages in excess of normal wear and tear will be charged to the students account within 30 days after vacating the room. Repair costs will be shared equally among the occupants of the assigned residence hall if the responsible person(s) cannot be determined.

**ROOMMATES**

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

**SELF-DESTRUCTIVE BEHAVIOR**

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



## **SERVICE/EMOTIONAL SUPPORT ANIMALS**

Contact Disability and Accessibility Services for accommodations at least 30 days prior to bringing animal to campus. <https://www.northwood.edu/compliance/disability-services>

## **SMOKING**

Smoking is prohibited in several areas on campus, including within all on-campus residential complexes. Smoking is also prohibited in all University buildings. Smoking includes cigarettes, e-cigarettes, vapes, etc. You must remain at least 25 feet from all University buildings while smoking or you will face disciplinary actions. Repeated violations of this policy can lead to removal from University Housing.

## **SPORTS IN RESIDENTIAL COMPLEXES**

Skateboards, rollerblades, longboards, scooters, bicycles, etc. are welcome on campus, but may not be chained within stairwells, balconies, or in hallways. Students are not allowed to play sports in or ride wheeled transportation through hallways. If wheeled forms of transportation are stored in residents' rooms, they must be walked, not ridden, while in the building.

No gas-powered, motorized vehicles are allowed to be brought into any campus building.

## **STUDENT BEHAVIOR**

Admission to Northwood University obligates each student to abide by regulations for acceptable student behavior. All students are expected to conduct themselves as responsible members of the University community and to respect the rights of 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 are also responsible for the behavior of their guests. Students may be charged through the disciplinary process for the actions of guests who violate the rules and regulations of the University. All students are required to abide by the Student Handbook.

## **STUDENT ID**

All Northwood University students are required to have their Student ID on them at all times. Students may be required to show their Student ID's to STT Security, Resident Advisors, and/or Northwood University Officials. Failure to present their Student ID may result in a sanction.

Student IDs are also used to gain access to residence halls. No student should allow another person to use their ID.

## **SUSPENSION AND/OR PROBATION**

When a student has violated a Northwood University policy or regulation, the student may be placed on Social Probation by a Northwood University official or administrator. Social Probation can last from one week to two semesters. In some emergency situations, it may be necessary to consider emergency suspensions. At the discretion of the Dean of Student Affairs and/or the designee, a limited action for suspension can be imposed upon a student prohibiting on-campus residence, the use of certain facilities and/or attendance/participation at University functions.

## **THEFT**

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

## **TITLE IX SEXUAL HARASSMENT**

Members of the University Community have the right to be free from all forms of Sexual Harassment which impede the realization of the University's mission. All members of the University Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, Northwood University does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

Sexual Harassment is defined broadly under this Sexual Harassment Policy. Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of Students, employees, and other members of the University Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions,

ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the Complainant and the Respondent.

For more information: <https://www.northwood.edu/wp-content/uploads/2023/12/title-ix.pdf>

### **TRASH/RECYCLING/RETURNABLES REMOVAL**

Trash should never accumulate in bedrooms or apartments, be placed outside of the rooms, or be placed in the hallways in order to avoid any safety or health risks. North Village Apartments, Miner and Dubois Halls are equipped with trash rooms located within each hallway. Residents of Naegele Village are provided with dumpsters inside of Naegele Circle. Residents should never leave trash outside their apartments or on balconies. Failure to properly dispose of trash will result in monetary fines to the responsible resident(s) and/or the entire apartment. Anything that should normally be discarded should not be used as decoration (i.e., empty cans and cardboard boxes).

### **UNAUTHORIZED ENTRY**

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

### **USE AND REMOVAL OF UNIVERSITY PROPERTY**

Each facility is furnished with University property. Storage space is not available, and University-owned property is not to be removed from living assignments. Residents will be responsible for all missing property. No furniture should be disassembled or altered with the exception of raising or lowering the beds. **NOTE:** Any University-owned property placed outdoors will result in monetary fines to the student's account.

### **VOLUNTARY COMPLIANCE**

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

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

### **WEAPONS**

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

## **MAJOR VIOLATIONS**

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

- Alcohol and/or drug abuse
- Cases involving prosecution in criminal courts which affect Northwood's goals
- Dangerous practices including use or possession of fireworks
- Destruction of property
- Disorderly conduct
- Failure to comply with disciplinary action
- False fire drill and alarm
- Falsification of information
- Hazing
- Improper use of Student ID Card
- Indecent exposure
- Misappropriating Northwood University property
- Noncompliance with an official request
- Obscene conduct
- Personal abuse
- Physical or Verbal threat or abuse
- Selling and/or distributing drugs
- Tampering with firefighting or fire-detecting equipment
- Theft
- Trespassing
- Unauthorized entry
- Unauthorized possession of prescription drugs, drugs, paraphernalia, and/or weapons
- Unauthorized use of Northwood University property or documents
- Vandalism

## **ALCOHOL/DRUG POLICY**

Alcohol may be consumed responsibly by people 21 years of age and older at Tavern 59, Football Tailgate, and other properly designated University sponsored events. Consumption of alcohol by those 21 years of age or older is permitted only in accordance with University policy. Misuse of alcohol and/or other drugs interferes not only with students' academic and co-curricular performance, but with their emotional, physical, mental, and social development. Being an educational entity, Northwood University attempts to provide a caring and supportive learning environment for each student. This environment is recognized as the first step in preventing an individual from becoming harmfully involved with drugs of any kind, including alcohol.

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

## **ALCOHOL DISCIPLINARY SANCTIONS**

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

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

- A common source of alcohol (kegs, trash cans, etc.) or quantities of alcohol determined to be excessive by University personnel is not permitted on campus grounds.
- Alcoholic beverages in factory sealed containers may be transported by individuals (21 years or older) from off campus directly to approved residences
- All provisions of state law pertaining to possession and use of alcohol, furnishing of alcoholic beverages to minors, and falsification of an I.D. for the purchase of alcoholic beverages to minors will be enforced
- Failure to discourage the illegal or inappropriate use of alcoholic beverages, despite a student's obvious use, may be considered a violation under this regulation. It is expected that students will exercise good judgement and appropriately report observed violations in progress. Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly
- Furnishing alcohol to a visibly intoxicated person, regardless of age, is prohibited
- Hosting a party or guests involving the illegal use of alcohol
- Intoxication, disruptive behavior, and/or damage related to the consumption of alcohol is in violation of University policy
- No social events (parties, large gatherings, etc.) are permitted in any University residential complex in which alcohol is present that exceed maximum occupancy
- Possession of alcohol outside student rooms or apartments is not permitted
- Possession of an open container of alcohol in a public area including hallways
- Possession or consumption of alcohol is not permitted on campus by any person

who is under 21 years of age

- Residents will be held responsible for the actions of their guests
- Selling, providing, or serving alcoholic beverages to minors is illegal
- Social events (parties, large gatherings, etc.) may be terminated at any time at the discretion of University staff

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

**1. First Offense**

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

**2. Second Offense**

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

**3. Third Offense**

- a. \$200 fine
- b. Confiscation of alcohol
- c. Possible suspension or dismissal from Northwood University
- d. Possible suspension or dismissal from University Housing
- e. Northwood University sanctioned counseling
- f. \$50 fine will be added, if noncompliant
- g. Coach notified if student is an athlete
- h. Community service

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

### **1. First Offense**

- a. \$75 fine
- b. Confiscation of drugs and/or paraphernalia
- c. 16-week disciplinary probation
- d. Requirement of Northwood University Alcohol and Drug Workshop
- e. \$50 fine added, if noncompliant
- f. Coach notified if student is an athlete
- g. Possible suspension or dismissal from University housing
- h. Community service
- i. Possible referral to local police

### **2. Second Offense**

- a. \$150 fine
- b. Confiscation of drugs and/or paraphernalia
- c. \$50 fine will be added, if noncompliant
- d. Coach notified if student is an athlete
- e. Possible suspension or dismissal from Northwood University
- f. Northwood University sanctioned counseling
- g. Community service
- h. Possible referral to local police

### **3. Third Offense**

- a. \$300 fine
- b. Confiscation of drugs and/or paraphernalia
- c. \$50 fine will be added, if noncompliant
- d. Possible written or verbal notification to parents or guardians
- e. Coach notified if student is an athlete
- f. Possible suspension or dismissal from Northwood University
- g. Northwood University sanctioned counseling
- h. Community service
- i. Possible referral to local police

## **FIRE DRILLS**

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



## **NORTHWOOD UNIVERSITY DOES NOT DISCRIMINATE**

Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of Race, Color, Religion, Age, Sex, Sexual Orientation, Gender Identity or Expression, National Origin, Marital Status, Height, Weight, Disability, Veteran Status, or any other characteristic protected by federal, state, or local laws.

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

## **SEVERE WEATHER SHELTER AREAS**

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

- Bennett Sports Center
  - Restrooms
  - Locker rooms
- Church Family Administration Building
  - Downstairs vault/hallway away from stairwell
- Dow Commons Dining Hall (Miner Building)
  - Restrooms/inside hallways
- DeVos Graduate School
  - Lower interior administrative office area
  - Restrooms may also be used
- Dubois and Miner Halls
  - Hallways
  - Restrooms
- Griswold
  - Lower-level restrooms, storage room, coatroom, and hall area near the elevators
- Hach Student Life Center
  - Inner locker room facilities. In the event these areas are filled, shelter can be taken along the east wall in the gymnasium
- Jordan Hall
  - Downstairs to interior area classrooms
- NADA
  - Restrooms and the interior bathrooms inside the guestrooms

- Naegele Village
  - Lower level (stay away from glass)
  - Laundry areas
- North Village
  - First floor interior hallways
  - Restrooms
- Robert W. Plaster Free Enterprise Building
  - Restrooms at the main entrance
  - Restrooms near McNair Center
- Sloan Family Building for Aftermarket Studies
  - North classrooms & restrooms with no windows
  - Proceed to the first floor bathrooms
- Strosacker Library
  - Basement interior office and hallway alcove areas near classroom entrances with classroom doors closed
  - Restrooms may also be used
- Student Union and Bookstore
  - Restrooms and Student Affairs Offices

## STUDENT CHARGES & DISCIPLINARY FINES

Animal in room (immediate removal)	\$500
Being on any building roof	\$100
Disorderly/obscene conduct	\$100
Failure to provide identification information	\$100
Failure to vacate building during fire alarm	\$100
False fire alarm (and/or suspension)	\$500
Falsifying information	\$100
Fireworks of any sort (possession and/or use)	\$200
ID Replacement (Lost)	\$40
ID Replacement (Broken)	\$25
Improper use of Student ID Card	\$200
Improper use of window	\$100
Indecent exposure	\$200
Kegs or pooled alcohol	\$250
Littering	\$50
Lost mail key	\$35
Lost room key	\$100
Major Housing Violation	\$100-\$500
Noise disturbance (per person)	\$25
Noncompliance (dependent on severity, possible suspension/dismissal)	\$20-\$100
Non-University owned beds (immediate removal)	\$100
Playing sports indoors (plus damages)	\$50
Possession of candle/incense in residence hall (immediate removal)	\$200
Possession of Christmas trees/branches (live)	\$50
Possession of non-approved appliances	\$200
Propping open a door	\$250
Removing furniture from proper area or possessing unauthorized	\$200

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

## RESIDENCE LIFE & HOUSING CALENDAR

### FALL SEMESTER 2024

Welcome Weekend	Friday, August 23-Sunday, August 25, 2024
Freshman & New Student Move-In	Friday, August 23, 2024
Upperclassman Move-In	Saturday, August 24-Sunday, August 25, 2024
Convocation	Saturday, August 24, 2025
Classes Begin	Monday, August 26, 2024
Add Classes	Monday, August 26-Friday, August 30, 2024
Drop Classes	Monday, August 26-Friday, September 6, 2024
Labor Day (No Classes)	Monday, September 2, 2024
Auto Show (No Classes)	Thursday, October 4-Friday, October 5, 2024
Last Day to Withdraw from Classes	Friday, November 8, 2024
Thanksgiving Break	Thursday, November 28–Friday, November 29, 2024
Classes End	Friday, December 6, 2024
Grand Silence & Final Exam Week	Sunday, December 8-Friday, December 13, 2024
Residential Facilities Close	5 p.m. Friday, December 13, 2024

### SPRING SEMESTER 2025

Residential Facilities Open	10 a.m. Sunday, January 12, 2025
Classes Begin	Monday, January 13, 2025
Add Classes	Monday, January 13-Friday, January 17, 2025
Drop Classes	Monday, January 13-Friday, January 24, 2025
Spring Break (No Classes)	Monday, March 10-Friday, March 14, 2025
Last Day to Withdraw from Classes	Friday, April 4, 2025
Classes End	Friday, May 2, 2025
Grand Silence & Final Exam Week	Sunday, May 4-Friday, May 9, 2025
Residential Facilities Close	5 p.m. Friday, May 9, 2025
Spring Commencement	Saturday, May 10, 2025

### SUMMER SEMESTER 2025

Classes Begin	Monday, May 19, 2025
Memorial Day Observance (No Classes)	Monday, May 26, 2025
Classes End	Sunday, August 10, 2025

### FALL SEMESTER 2025

Upperclassman Move-In	Saturday, August 23-Sunday, August 24, 2025
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OFFICE OF RESIDENCE LIFE & HOUSING  
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