



NORTHWESTERN UNIVERSITY

Evanston, Illinois

RESIDENCE HALL RULES AND REGULATIONS

- A. The rules and regulations enumerated below are those referred to in paragraph 7 of the Northwestern residence and board contract; by that reference, they are incorporated into and made part of the residence and board contract between the student resident and Northwestern University.
- B. Board
1. The board portion of this residence and board contract is for 13 traditional meals per week, which is the required minimum for students living in University residence halls. The University typically serves 20 meals per week in its residence hall food services when classes are in session: three meals per day, Monday through Saturday, and brunch and dinner on Sunday. Continuous dining is available from breakfast through dinner and late night snacks are normally available Monday through Thursday according to a published schedule. Students with board contracts are free to choose whichever combination of 13 meals per week they wish, subject to the exceptions noted in the following paragraphs and in accordance with University policies and guidelines. When counting meals, Sunday is considered to be the first day of the week.
 2. All students are initially assigned a traditional 13 meals/week board contract, which includes a quarterly allocation of Wildcat Points that may be used at eligible a' la carte dining locations or for guest meal purchases in residence halls. Various other board contract options are also available for an additional charge; these options may provide different Wildcat Points allocations. Traditional plan meals may be used only in the residence hall food services, do not carry any cash equivalency with them, and do not allow repeat entries into dining halls during a single meal period.
 3. Block meal contracts are also available. These plans provide a fixed number of meals per quarter, and an allocation of Wildcat Points. Some Block Plans may include a meal equivalency feature. Wildcat Points may be used at residence hall food services and at authorized a' la carte dining locations. Full details of the board plans and use policies are available in the University Dining Services Guide available on the World Wide Web at: <http://www.northwestern.edu/diningservices/plans/>
 4. Students are permitted to make one change to their board contract per quarter. Requests for changes made after the second week of classes will be effective the following quarter. Meals in excess of the contracted number may be purchased for cash at the time the meal is taken.
 5. No meals are available during University vacation periods including Thanksgiving and quarter breaks.
 6. Each student is issued a photographic identification card (WildCARD), which must be presented in order to obtain access to the food services. Students who lose their identification card must go to the WildCARD Office for a replacement and pay the applicable replacement fee. Meals will not be provided without a valid WildCARD.
 7. No partial refunds on board contracts will be provided. Since it is not possible to give refunds for every cause, we cannot make exceptions for religious groups or charitable organizations, nor can meals or points be assigned to or donated to others. Points and meals expire at the end of each quarter and can not be carried forward.
 8. A student who works for board at a University food service will be released from the board portion of the contract upon written notification to the University Food Service Office from the supervisor of the food service manager. Upon termination of employment, the board portion of the contract is immediately reinstated.
 9. A student who can demonstrate a need acceptable to the University Food Service Office to be released from board because of medical reasons must apply for such release in writing at the University Food Service Office and must also provide a letter from the University Student Health Service substantiating the request for release. Releases to take effect for the fall quarter must be filed by Friday of the second week of classes of that quarter. Requests filed after this deadline will not become effective prior to the end of the fall quarter. Releases to take effect at the end of the fall or winter quarters must be filed two weeks before the last day of classes for that quarter; requests filed after this deadline will not become effective prior to the end of the following quarter.
 10. A student who withdraws from the University or who moves from a University residence hall to an off-campus residence may be released from the board portion of this contract effective the last day of the student's residence, if the student applies for such release in writing at the University Food Service Office.
- C. Release from Contract
1. A student who demonstrates a need acceptable to the University Housing Office to be released from any portion of the residence and board contract must apply for such release in writing at the University Housing Office. Releases to take effect at the end of the fall or winter quarters must be filed two weeks before the last day of classes for that quarter.
 2. A student withdrawing from the University, who has filed an application for release from contract, will be released from the residence and board contract at the end of the last quarter in which the student was enrolled for any portion of the quarter.
 3. A student may be released from the residence and board contract during a quarter for the following reasons: (a) academic dismissal, (b) disciplinary exclusion from the University, (c) marriage (a copy of the marriage certificate must be filed), (d) induction into military service, or (e) health, upon written recommendation of the University Student Health Service.
 4. A student may be released at the end of any quarter because of a leave of absence required by an academic curriculum, such as co-op for students in the McCormick School of Engineering and Applied Science, or the Teaching Media program for students in the Medill School of Journalism. In order for such release to take effect, students must notify the University Housing Office four weeks prior to the end of the last quarter they will be in residence.
 5. A student who moves from a University residence hall into off-campus housing, or into a fraternity or sorority house, will be held to full contracted room and maintenance fee charges, as long as they are enrolled as a student, and as long as the vacated space remains unassigned. If a student in this category is able to find a student new to University housing to fill the resultant vacancy, the student will be released from this contract effective the date that the replacement takes residence after signing a residence and board contract. To be released from the board portion of the contract, a student moving into a fraternity or sorority must demonstrate in writing that they have contracted with the fraternity or sorority for a meal contract of equivalent value.

6. A student who is released from the room portion of the contract is automatically released from the board, social dues and maintenance fee portions of that contract.

D. Housekeeping and Safety Regulations

1. To comply with City of Evanston housing codes and to insure the general welfare in the residence halls, the University reserves the right to enter and inspect rooms for health, fire safety, during an emergency, to protect life or property from imminent danger, or to provide repair or maintenance services. Absent an emergency or imminent threat to health or safety, no search of the contents will be made without either consent of a resident of the room or a search warrant. Closets that are part of the room may be opened and inspected. Any hazardous conditions or violations noted during a safety inspection must be corrected upon notification of the residence.
2. Fire alarms, automatic sprinklers, extinguishers, and other devices are provided for the safety of residents in case of fire. Exiting through an alarmed security door (except in case of emergency) or propping open, disabling or tampering with a fire door is prohibited. Tampering with these devices or using them for other purposes is prohibited. Fire exit drills for residence halls are required by Illinois and Evanston law. All occupants of a residence hall must leave the building during a fire alarm or exit drill. Sounding a false alarm is a violation of city and state law and University regulations. Persons found to have sounded a false alarm, tampered with extinguishers, or smoke or fire detection devices, or automatic sprinklers may be fined and other disciplinary sanctions may be applied up to and including removal from university housing. When responsible individuals cannot be identified, residence hall governments may be assessed.
3. By Illinois law, a person commits aggravated arson when, by means of fire or explosive, he or she knowingly damages, partially or totally, any building, and he or she knows, or reasonably should know that one or more persons are present therein. Aggravated arson is a Class X felony; imprisonment of not less than 6 years, without probation, must be sentenced upon conviction.
4. Northwestern University forbids the use or storage in sleeping rooms of microwaves, hot pots, toaster ovens or any appliances for cooking or heating food or beverages. In addition, other heat producing appliances such as irons may not be used in sleeping rooms, and refrigerators with interiors larger than three cubic feet are prohibited.
5. Smoking is prohibited in all areas of all residence halls. These areas include sleeping rooms, lounges, suite living rooms, dining rooms, corridors, stairwells and washrooms.
6. Room decorations are permitted except for hanging blankets, tapestries, rugs or fishnets. Combustible decorations must not be put on the ceiling, in the entryway, on the door or near heat sources such as radiators or light bulbs. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors or furnishings is prohibited.
7. Lighted candles, live holiday trees, holiday or decorative lights, incense, fireworks, explosives and incendiary materials are prohibited. The possession or use of firearms or other weapons of any description and for any purpose is prohibited. No decorations, flags, banners or other items may be hung on the exterior or draped from a window or doorway of any residence hall. Signs or posters in windows must have the approval of all roommates and are subject to the approval of the University.
8. Bicycles may not be stored in any area of a residence hall other than in areas specifically designated for such use. Bicycles parked in stairwells, on ramps, attached to handrails or otherwise impeding egress from a building will be removed at the bicycle owner's expense. Bicycles inappropriately parked in the common areas surrounding residence halls may also be removed. No motorcycle or other motor vehicle is permitted to be brought into any area of any residence hall for storage or for any purpose whatsoever.
9. The installation of air conditioners by residents is prohibited.
10. The removal or opening of window screens or stops designed to limit the opening of the window, by residents, either permanently or for a short period of time, is prohibited.
11. The use of water beds is prohibited. The building or installation of "lofts," furniture, or other structures of any kind or size, including but not limited to cinder block or wooden platforms, is prohibited. All University furnishings and fixtures must remain in the room at all times. Furniture in lounges and common areas must not be removed.
12. Additions to, modifications of, and unauthorized connections to existing wiring systems are prohibited and will be removed at the student's expense — such systems include electrical, telephone, data, and television/radio signal wiring and distribution systems. Residents are prohibited from installing additional wiring or distribution systems, including satellite dishes. Any such unauthorized wiring will be removed at the owners expense. Only the jacks and outlets provided in a resident's room may be used for obtaining electrical power or for connecting telephone and data transmission equipment. Use of unapproved wireless access points to transmit data to or from the University's or a private network is prohibited. No cameras or recording devices may be installed in any area of the residence hall.
13. A resident may not use any facilities or areas of the residence halls, including the room assigned to the resident, for any commercial purpose or activity without a permit from the Director of Housing. No one is permitted to place materials on, at, or under resident room doors, unless for official University business or communication between known acquaintances. At no time and under no circumstances will door-to-door solicitation be permitted within the residence halls.
14. Rooms must be maintained in good sanitary condition and must be returned in as good repair as when possession was taken, ordinary wear and tear excepted. Damages to students' rooms, including costs for replacing missing furnishings, will be charged to the last known student occupants of that room. Damages to the public areas of a residence hall, including costs for replacing missing furniture and other furnishings, which cannot be attributed to specific individuals or groups, will be charged to all residents of the smallest applicable area of the hall, the total being divided equally. Assessments for damages are made quarterly (and more frequently, at the discretion of hall governments) by the University. Residence hall funds derived from maintenance fees and, in some cases, social dues, may be used to pay assessments for damages to public areas.
15. No pets or animals of any kind are permitted in the residence halls at any time for any reason.
16. All keys are the property of Northwestern University. Residents are prohibited at all times from giving and/or loaning their keys to anyone for any reason. Any duplication of University keys is strictly prohibited. Replacements for lost keys must be obtained from the housekeeping office. If a room door key is lost, the door lock is automatically changed, for which the charge (including a new key) is \$125. The charges for replacing other keys are as follows: front door keys and security door keys—\$25 each; mailbox keys—\$6 each. If a key is broken, it will be replaced without charge, provided the portion of the key with the identification numbers is returned to the housekeeping office.
17. Any student vacating a residence hall for any reason — including but not limited to withdrawal from the University, moving to a different residence hall, and vacating the hall at the end of the academic year in June — must return all keys within 24 hours. Failure to return any key within this time limit will be cause for the assessment of liquidated damages as specified in paragraph 7 of the residence and board contract and an improper check out charge.
18. No surface of any room may be painted except in accordance with the University's room painting policy.
19. Residents are prohibited from entering onto roofs, balconies or fire escapes for any purpose except in case of an emergency.

E. Miscellaneous Rules and Regulations

1. These rules and regulations are subject to change as the University may deem appropriate. The University then will notify students under a residence and board contract of any revisions as soon as practicable.
2. Signing the residence and board contract automatically constitutes acceptance of membership in the respective student government of the hall to which a student is assigned, with all rights, privileges and responsibilities of such membership.
3. A resident may not unreasonably interfere with a roommate's or any other resident's rights under a residence hall contract. This includes the right to a reasonable degree of quiet, and each living unit, under the supervision of its elected student executive board, is expected to determine quiet hour policy at the beginning of each academic year. Playing musical instruments in any resident's room and engaging in physical games of any kind in the residence halls is prohibited. Infractions that cannot be resolved by the residence hall staff will be referred to the Director of University Residential Life, who will have discretion to resolve such problems through administrative/disciplinary action.
4. Only residents assigned by Northwestern University may reside in their assigned rooms; residents may not invite or permit any other person to reside in their assigned room, or in any other area of the residence hall.
5. If any resident unreasonably refuses to accept a roommate or hinders the University in the assignment of or occupancy by a roommate, the University may, at its discretion, require that resident to be responsible for the total rent for the room.
6. A resident may have overnight guests, limited to one guest per resident at any one time, provided proper written approval of all roommates/suitemates is filed and guests are properly registered with the University Residential Life Office. Guest privileges are limited to a maximum of 3 consecutive nights and a total of 7 nights per resident per quarter. Overnight guests must be of the same sex as that of the residents assigned to the room/suite. A guest is defined as a non-resident who requires a room in which to sleep for the night. Guests may not occupy or sleep in common areas of residence halls.
7. A resident may not have visitors in the resident's room/suite between the hours of 1 a.m. and 7 a.m. without the consent of all roommates/suitemates. A visitor is defined as a non-resident of a room/suite who is invited by a resident of that room/suite to spend some time in the room/suite, presumably of a short duration. Visitors must be escorted by a resident at all times, and must be registered with the security monitor on duty.
8. No individual resident, overnight guest or visitor may use the residence hall's washroom facilities designated for use by the opposite sex.
9. All telecommunication services in the residence halls, including but not limited to, direct dial local and long distance telephone services, and data services, are provided exclusively through Northwestern University Information Technology (NUIT). Residents agree to comply with the policies and procedures for NUIT Residence Hall Telephone and Data Services, and agree to pay all charges incurred to their student account. In-room telephone service is optional to the resident where available and is charged to student accounts on a quarterly basis; residents must provide their own telephone sets. One data port per resident is provided per room as part of the room rental charge; residents must provide their own computers.
10. NUIT will repair without charge all interior telecommunication wiring to telephone jacks in student rooms, except when damage to jacks or wiring is caused by vandalism or tampering with the jacks, lines or equipment. In the case of such damage, NUIT will perform the repair and charge the cost of the repair to the person or persons responsible.
11. When it appears, through reports of the residence hall staff, University Police, etc., that a student has broken the residence and board contract or has violated a residence hall rule or other University rule or regulation as specified herein, the University reserves the right to review the case and take appropriate action administratively. The Vice President for Student Affairs will appoint the reviewing administrator. When, in the opinion of the reviewing administrator, a student has broken the contract, the reviewing administrator may remove the student from housing, or apply a lesser sanction such as a required room or hall change, or housing probation. The decision of the reviewing administrator will be final. Contract violation cases will not be accepted in the University Hearing and Appeals System unless additional disciplinary action, such as disciplinary probation, suspension, or dismissal from the University, appears warranted.
12. The Vice President for Student Affairs may act administratively to maintain the residence hall living and learning environment by moving a student to a room other than the one to which he or she was initially assigned, by moving the student to another residence hall, or, when required in the best interests of the University as determined by the vice president, by removing a student from University housing. The vice president's decision on such matters is final. Administrative action taken in accordance with this regulation is not — and should not be construed as — a determination by the vice president on the merits of any underlying disciplinary charge filed by or against the affected student(s).
13. As deemed necessary, the Vice President for Student Affairs or his designee may relocate any resident without cause or prior notice for health or safety reasons or to protect University property, restore operations, or meet the needs of the University community.
14. The University shall not be responsible for disruption or non-performance as a result of a major campus disruption, strike, fire, flood, wind or snow storm, or other acts of God, act of terrorism or other events beyond the University's control. In the event of such occurrences as described in the preceding sentence or for the convenience of the University for construction or other purposes, the University may at any time, and at its sole discretion, close all or part of any residence hall. If all or a part of any residence hall is prematurely closed, the affected residents shall vacate that hall within 24 hours of such closing and shall be relieved of all subsequent room obligations for that building after the closing date.
15. The University reserves the right to relocate residents with prior written notice for the purposes of consolidation of residents. Such consolidation may be undertaken to promote individual or community health or safety, reduce costs, or for such reasons as deemed necessary by the Vice President for Student Affairs.
16. At the University's sole discretion, construction may take place near residential units. No adjustment will be made to any residence charges at any time based solely on that construction.
17. No resident may remain in the residence halls during any vacation period. All residents must check out of their residence hall within 24 hours of their last scheduled final exam each quarter. In addition, all residents must check out and remove all personal belongings from the residence halls within 24 hours of their last scheduled final in June. Storage of personal belongings over the summer months in any space within the residence halls is prohibited. Northwestern University will not be responsible for any loss due to fire, theft, or other casualty.