STANDARDS OF CONDUCT CONTRACT (RESIDENTS)

To ensure a beneficial, enjoyable, and safe experience while enrolled in our program, we require that you adhere to the following standards of conduct. Discuss the terms of this contract with your parents, then sign and return.

**Attendance:** Except in cases of serious illness, students are required to attend the College Prep seminars and all classes for which they are registered. If a student is to be absent from the campus during any of these scheduled classes, he/she must obtain advanced written permission from the Resident Director. The course instructor’s approval may be required as well. Students who miss more than two classes must meet with the Resident Director for counseling. If the Resident Director concludes that all academic obligations are not being met, she will consult with the student and the student’s parents about securing additional help, or may suggest withdrawal from the program.

**Academic conduct:** Students must abide by the academic rules of conduct established by Northwestern University, including the guidelines of the Statement of Academic Integrity included in the CPP Student Handbook. Cheating or plagiarism in any Summer Session class or in the IN FOCUS seminars may be cause for dismissal from the program and from the University. Please read the Statement of Academic Integrity carefully.

**Living arrangements:** Residents are required to live in the room and residence hall designated to them by the College Preparation Program and may not sleep over in any other hall or room.

**Curfew:** All College Prep students must check-in at the residence hall with a Resident Advisor by 10 pm, Sunday–Thursday and 11 pm, Friday–Saturday, unless accompanied by a staff member of the College Preparation Program. Residents are required to remain inside the residence hall from curfew until 6 am every day. Failure to check-in and leaving the hall after check-in without permission are serious violations and will be dealt with accordingly.

**Quiet hours:** Monday–Friday 11 pm–9 am, and Saturday–Sunday 12 am–10 am. Students may play music softly with room doors closed. This rule does not apply to common areas designated by Resident Advisors.

**Off-campus stays:** Except in the case of emergencies, college credit course students may request up to two weekday evenings and one weekend away from the residence hall during the course of the program. Off-campus stays must be authorized at least 24 hours in advance by the student’s parent or legal guardian and the Resident Director. CPP IN FOCUS participants will be permitted off-campus stays in special circumstances, and should discuss this with the Resident Director individually.

**Visitors:** Only staff and residential College Prep students may visit residential floors of the dormitory unless permitted specifically by residential staff. Guests must vacate the residence hall common areas by curfew. Overnight guests are not permitted.

**Extracurricular activities:** The program staff organizes many supervised extracurricular excursions beyond campus during the summer, all of which provide students with ample opportunity to explore the area. Sign-up sheets for such events will be available in the residence hall or conducted through email or Facebook.

Students may explore the area unaccompanied by program staff, but must inform a program staff member before doing so and must return for check-in by the specified time. Note: this rule does not apply to absences approved by parental consent.

Students should remember that as mature participants in the College Preparation Program, attendance is not required at most extracurricular activities. The aim of the program is to give students a realistic and rewarding experience of college life. This includes individuals assuming responsibility for scheduling their time and fulfilling all academic obligations before participating in extracurricular activities. Students should always consider academic priorities before accepting an invitation to an outing.

**Automobiles:** Students may not operate motor vehicles on campus while enrolled in the program, and may not ride in motor vehicles except those operated by immediate family members, Northwestern staff, or when accompanied by staff members of the program.

**Respect for self and others:** Students must maintain a high level of respect for each individual in the program and in the University community at all times. Verbal, written, sexual, or physical harassment/harm of any kind to any person including self will not be tolerated and may be cause for dismissal from the program and the University.

**Respect for property:** Students may not physically damage or vandalize the residence hall and classrooms, or any other University or private property. This includes but is not limited to defacing trees, walls, sidewalks, and structures on or off campus. Students may not physically damage or vandalize another student’s personal property. Such damage or vandalism will not be tolerated and may be cause for dismissal from the program and from the University.
Smoking: Students may not smoke while they are a part of the program. Matches, cigarette lighters, candles, or any other device producing an open flame are not permitted in the residence hall.

Alcohol and drugs: Alcoholic beverages, narcotics, and any other controlled substances are prohibited, except in the case of valid prescriptions. Students who purchase, consume, use, sell, distribute, or possess such substances face dismissal from the program. Furthermore, it should be understood that the use of any substance, including but not limited to, over-the-counter medicines, in a manner not in accordance with labeling or common nutritive applications is strictly prohibited and violates the Standards of Conduct.

Firearms and weapons: The possession or use of firearms, ammunition, BB guns, air rifles, firecrackers, explosives, sling-shots, knives (including pocket knives), or other weapons of any description, for any purpose, is prohibited. Any violation of this rule will result in immediate dismissal from the program.

Consequences of dismissal: There will be no refunds of any kind or cancellation of room and board charges for a student who is dismissed from the College Preparation Program for rules infractions. The College Prep Program reserves the right to provide the fact and reason for this dismissal to the Northwestern University Office of Undergraduate Admissions.

Financial obligations: Students and/or their parents or legal guardians are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee(s). In addition, the student and/or the parents or legal guardians are liable for any costs associated with the collection of the past due account, including, but not limited to, collection agency costs, court costs, and legal fees.

Your student account will be charged the following: your individual program fee, tuition, any lab fees, room/board charges, and any other additional charges you may have requested or incurred (i.e. Cat Cash added to your account, parking fees, late fees, lost room key, etc.). Program costs are listed on the CPP website and in your student handbook.

These regulations are for your safety and cannot realistically cover all situations. The preclusion of actions or behaviors from those listed in this document does not deem them permissible. The Resident Advisors, Resident Director, and Director of Summer Session will determine whether rules have been violated and what disciplinary action, if any, should be taken. This contract includes the “Residence Hall Rules and Regulations,” available at www.northwestern.edu/reslife.

If a student is dismissed from the program and has reason to believe the dismissal is unjustified, he or she may file an appeal to the NU CPP Appeals Committee. Appeals will be limited to errors in procedures, the interpretation of regulations or the question of whether the student was in actual violation of a rule. The decision of the Appeals Committee is final.

Please note: Students may be photographed, video recorded, or interviewed by Northwestern University staff to promote the College Preparation Program. Student and Parent/Guardian(s) grant Northwestern University permission to use the Student’s likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Northwestern University, in perpetuity, and for other use by the University. Neither the Student nor Parent/Guardian(s) will make any monetary or other claim against Northwestern University for the use of the interview and/or the photograph(s)/video.

Student and Parent/Guardian hereby indicate their understanding and acceptance of the regulations and disclosures contained in this document. The Student further authorizes representatives of Northwestern University’s College Preparation Program to discuss with his or her parent/guardian(s) any significant academic, administrative or disciplinary matter related to the student’s enrollment in the program.

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