



# OLLI MEMBER/STUDENT CONDUCT RULES AND PROCESSES

*Adapted from SPS Rules and Regulations of Student Conduct. All students are subject to applicable Northwestern University-enacted policies and standards.*

Students admitted into the Northwestern University Osher Lifelong Learning Institute Program (OLLI), offered through the School of Professional Studies (SPS), are SPS students taking non-credit courses in peer-led, discussion format.

OLLI students are subject to the following student conduct policies, rules and processes from the time of a student's registration for OLLI courses throughout participation in the OLLI community. These policies extend to student interaction with each other and with Northwestern staff and faculty, in and outside of the classroom.

**Community Expectations:** All OLLI students, as members of the Northwestern and SPS community, are expected to conduct themselves maturely and exemplify behavior consistent with Northwestern community standards. Northwestern students are expected to not only excel in the classroom but to engage in socially responsible behavior and to model exceptional conduct, character, and citizenship in class and beyond. All members of the Northwestern community are expected to engage with each other with respect and consideration. All students are expected to be respectful of OLLI and SPS staff time and resources.

**Classroom Expectations:** All course participants are expected to behave in a manner conducive to a successful and enjoyable learning experience. Sometimes, relatively harmless things can affect the classroom dynamic; for example, some students are so eager to participate that they unintentionally dominate class. Students must think about their role in class as an individual student but also as an integral part of a group experience. Some disruptions are of a more serious nature and cannot be tolerated.

**Prohibited Conduct:** All OLLI students are subject to applicable University-enacted policies and standards including but not limited to those in the Northwestern University Student Handbook. Any violation of these policies or assisting or encouraging others in the violation of these policies, may lead to student conduct action, including sanctions.

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

- Endangering self or others, including but not limited to the physical, psychological/emotional well-being of any person
- Interfering with the learning of others, including but not limited to in-person behavior, online behavior or use of University resources or systems to interfere with the work of another student, a faculty member, or a University staff member, or that otherwise interferes with normal operation of University systems or processes
- Acts of fraud, misrepresentation, or dishonesty including misuse of University documents or knowingly furnishing false information to the University
- Acts of sexual misconduct, discrimination and/or harassment
- Failure to comply to the reasonable request or instruction of a university staff member or emergency personnel acting in an official capacity

**Scope of Conduct:** OLLI students are subject to SPS Conduct Policies and applicable University-enacted policies found in The Northwestern Student Handbook. Conduct processes are adapted to the parameters dictated by offering peer-led non-credit programming. Northwestern and SPS reserve the right to review

and resolve reports of alleged misconduct occurring from the time of a student's OLLI course registration throughout their time being a member of the OLLI community.

**Student Conduct Process:** All alleged violations of conduct by OLLI students will be reviewed by the program director to determine next steps. Options include, but are not limited to:

- close the case due to insufficient information
- resolution of case by OLLI director
- refer case to Northwestern University's Office of Community Standards, Office of Civil Rights and Title IX Compliance, and/or other appropriate University office or unit. *Per Northwestern's reporting obligations, all allegations of sexual misconduct (including sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and sexual harassment), discrimination based on a protected category, and harassment based on a protected category are referred to the Office of Civil Rights and Title IX Compliance.*

The director will consider whether interim action is appropriate when notice of an alleged violation is received.

**Notification:** When a conduct violation allegation is determined to move forward, the OLLI student involved (respondent) is notified via correspondence by OLLI leadership. Notification will typically include a brief description of the alleged misconduct, including the time, date and place the incident allegedly occurred, and a list of any University policies allegedly violated. The notification letter will include a request for a written response to the allegations within a reasonable amount of time, not to exceed two weeks of receipt.

**Standard of Evidence:** Northwestern University Office of Student Conduct and SPS use the preponderance of the evidence standard in reviews. This means that the conduct administrator(s), determine *more likely than not* what occurred.

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

**Determination of Responsibility, Notification and Sanctions:** Outcomes determined by SPS will be communicated in writing in a reasonable timeframe following student written response receipt, or following the deadline provided for response. The Outcome Notification letter will be added to the student academic record. Using preponderance of the evidence standard, OLLI leadership will determine whether the respondent is responsible for the alleged policy violation and, if so, will issue appropriate sanctions, from warning to program dismissal at sole discretion of program director.

SPS reserves the right to take appropriate action for violations of this policy or other applicable University policies, up to and including dismissal of an OLLI student from the program.