

Northwestern STUDENT AFFAIRS



Recognized Student Organizations/Groups Guide to the University Hearing and Appeals System (UHAS)

Link: [2024-25 Student Handbook](#)

Link:

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Contacting Inter/National Headquarters

When an organization/group has a governing body, such as an inter/national headquarters, the OCS, or a designated campus partner such as FSL, will conduct outreach to that governing body to inform them that their local organization/group is engaged in the UHAS process at Northwestern. Student leaders are encouraged to proactively outreach to their inter/national headquarters, if applicable.

OCS Student Representatives

In non-separation level cases involving a student organization/group, the Case Resolution Coordinator in the OCS may be accompanied by a trained Student Representative to serve as a co-Case Resolution Coordinator. Student Representatives receive specific training on how to co-adjudicate organizational misconduct in a fair, impartial, and confidential manner. The student leader representing their organization/group will receive notification of the name of the Student Representative prior to the hearing. If the student leader is concerned about the Student Representative's ability to act impartially or participation in the hearing, they can request that the Director of Community Standards review the assignment of the Student Representative.

Information Collection

The OCS encourages student leaders representing their organization/group to collect information on who in the organization/group may have been involved in an incident, what may have taken place, and who else may have witnessed the incident in question prior to meeting with the OCS. Student leaders are discouraged from falsifying or tampering with information, including but not limited to coaching potential witnesses on what to share with the Case Resolution Coordinator(s) or Investigator(s). Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of a case is considered misconduct within the student conduct process and will be adjudicated individually (Student Handbook, p. 32).

Transparency and confidentiality is appreciated and expected for all students meeting with the OCS. Specifically, OCS expects all students within the a hearing or investigation to be honest and transparent about the incident, inclusive of providing accurate information. Further, OCS expects information shared within the hearing or investigation remain confidential and thus not shared with other students, organization members, or the broader Northwestern community.

Retaliation towards any individuals who report the alleged misconduct, or participate in an hearing or investigation, is also prohibited ([Northwestern's Policy on Non-Retaliation](#)).

Hearing Types Non-Separation Level

Cases involving non-separation level allegations, meaning allegations that if determined responsible **would not result** in group suspension or dissolution, will typically be resolved through an Administrative Hearing facilitated by a Case Resolution Coordinator and a Student Representative in the OCS. Information on non-separation level cases can be found in [the Appendix V U@LEQ O SJOT F O 2 F 9](#)

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Hearing Type: Separation Level

Cases involving separation-level allegations, meaning allegations that if determined responsible **could result** in group suspension or dissolution, including housing removal if applicable, will be resolved by one or more investigators, and if applicable, a Sanctioning Panel. Information on separation level cases can be found in the Appendix: UHAS (p. 21-28).

A c c e p t i n g R e s p o n s i b i l i t y

In cases typically used for separation level matters, prior to the conclusion of an investigation, Student Organization may elect to take responsibility for the alleged conduct.