Dear Students:

Welcome to Northeastern University! We are very excited to have you as part of our diverse student body—one that includes Huskies from all 50 states and more than 130 countries.

This handbook contains essential information about life at Northeastern. In addition to important policies and regulations that you are expected to know, this handbook contains information on the many university resources available to you.

Please take the time to read through this book—it has been produced for your use. Be sure to review the Code of Student Conduct, which is described in detail beginning on page 5 of this handbook. It covers Northeastern’s community standards, which are applicable regardless of your location.

I hope you will take this opportunity while you are a member of the Northeastern community to actively participate in campus life at Northeastern. I also hope you’ll get involved in the many organizations and opportunities we offer. Northeastern certainly has something for everyone.

Best wishes for a safe, healthy, and productive year.
Go Huskies!

Sincerely,

Dr. Laura A. Wankel
Vice President for Student Affairs
Northeastern

Undergraduate Student Handbook

2014–2015
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The Undergraduate Student Handbook

The Undergraduate Student Handbook contains Northeastern University’s primary statements about student academic and cocurricular life, conduct, and the responsibilities of students and the University to one another, as authorized by the President or the Board of Trustees. For information about other academic policies and procedures; academic programs and degree requirements; faculty rights and responsibilities; or general personnel policies, benefits, and services, please refer to the Undergraduate Catalog, Cooperative Education Handbook, Academic Operations Manual, Faculty Handbook, Benefits and Services Handbook, or related procedural guides, as appropriate. The Undergraduate Student Handbook contains information current as of the date of printing; however, such information is not intended to be and should not be regarded to be contractual and is subject to change at the discretion of the University.

Please refer to pages 67–68 for more information on the following:

- Accreditation
- Delivery of Services
- Equal Opportunity Policy

Northeastern University Songs

Alma Mater

Music by Louis J. Bertolami, ’60
Lyrics by Joseph Spear

Oh, Alma Mater, here we throng
And sing your praises strong.

Your children gather far and near
And seek your blessings dear.

Fair memories we cherish now
And will forever more.

Come, let us raise our voices strong.
Northeastern, we adore.

All Hail, Northeastern

Music and Lyrics by C. A. Pethybridge, ’32

All hail, Northeastern, We sing in jubilee.
All hail, Northeastern, March proudly, ever free;
All hail, Northeastern, We give salute to thee;
Through the years, We ever will acclaim
Thy glorious destiny.
University Regulations

ACADEMIC POLICIES

Information about the University’s academic policies, including what is expected of students and how progress toward graduation is measured, can be found in the Undergraduate Catalog and online at neu.edu/registrar/catsugd.html.

APPEALS POLICIES AND PROCEDURES

Undergraduate Student Academic Appeals Procedures

It is the policy of the University that all students shall be treated fairly in evaluations made of their academic performance, standing, and progress. The University presumes that academic judgments by its faculty are fair, consistent, and objective. Students must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon teaching prerogatives. Nonetheless, the University believes it is essential to provide an appeals mechanism to students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education determination. This includes claims of misinterpretation or inequitable application of any academic provision of the University’s Undergraduate Catalog, Undergraduate Student Handbook, Faculty Handbook, Cooperative Education Handbook, or Graduate Student Handbook.

In most cases, students should first discuss their concerns with the faculty member who taught the course to see if it is possible to reach agreement on the issue(s). If the student is not satisfied with the outcome of this discussion, or if the student is not comfortable discussing the issue with the instructor, the student should request a meeting with the department chair, or a person named by the chair, to attempt a department-level resolution of the appeal. If these attempts to informally resolve the issue fail, the student can enter the formal procedure at the college level as follows.

Step 1

A student may appeal an academic determination by submitting a written statement (the “Statement”). If the appeal concerns academic probation, it is submitted to the dean of the college in which the student is enrolled. If the appeal concerns a grade or course evaluation, it is submitted to the dean of the college in which the course was given. All appeals of grades should be initiated and resolved before the student graduates. If a student wishes to dispute a grade in his or her final semester, this must be done within forty-five days of graduation. If the appeal concerns a cooperative education determination, it is submitted to the dean of the college in which the student is enrolled.

1In the academic appeals procedures described herein, “dean” refers to the dean of the appropriate college or a designee, and “vice president” refers to the Vice President for Student Affairs or a designee.
The Statement must specify the details of the action or judgment and the basis for the appeal. All parties shall cooperate and act expeditiously in processing the appeal to completion. Though students are always entitled to seek the advice of legal counsel, a student’s lawyer cannot be present in the informal or formal academic appeal procedures. A student may consult with the vice president or the vice provost or their designees at any point in these procedures for advice or assistance. University officials may take whatever steps they deem reasonably appropriate to achieve resolution of the problem at any stage of these procedures. The Statement should be submitted within twenty working days (four calendar weeks) of the day when the student learns of the academic determination in question. If a student feels that he or she has been the victim of harassment or of discrimination prohibited by law or by University policy, he or she should consult with the Office of Institutional Diversity and Inclusion as soon as he or she becomes aware of alleged prohibited harassment or discrimination, and is not required to wait until a term grade or determination is received before seeking advice or redress. If the Office of Institutional Diversity and Inclusion is advised of such alleged prohibited conduct as part of an academic appeal (see below), the appeal shall be pursued and investigated through the Office of Institutional Diversity and Inclusion first. In such cases, the student should submit the appeal to the appropriate dean(s) described in this step, with a copy also given to the Office of Institutional Diversity and Inclusion. Following a resolution of the harassment/discrimination issues, any remaining academic issues will be addressed, at the request of the student, according to the academic appeals procedures.

**Step 2**
The dean shall respond to the student in writing, including specific instructions for the student to seek an informal resolution to the matter, unless such a course of action, as outlined by the student in his or her Statement, is demonstrably futile. The dean’s directions shall include discussing the matter with the person whom the student identifies as involved in the matter. If the student is not satisfied with the informal resolution, the dean shall discuss the matter with the department chairperson (where one exists) or equivalent supervisor and the dean of the college in which the faculty member involved in the matter serves, who shall attempt to effect an informal resolution. The student shall also have the right to discuss the matter with the chairperson (where one exists) or equivalent supervisor in which department the faculty member involved in the matter serves.

If the appeal involves allegations of prohibited harassment or discrimination, the dean shall consult with the Office of Institutional Diversity and Inclusion before making this response and shall, as part of this response, explain the role that the Office of Institutional Diversity and Inclusion will play in Steps 2 and 3 of this procedure.

A copy of this response shall be sent to the department chairperson or equivalent supervisor of the appropriate unit.

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2The Statement shall include when the problem occurred, who made the disputed evaluation, the nature of the evaluation, and what resolution the student would like to see.
Step 3
If the appeal cannot be resolved informally within thirty days of the student’s original submission of his or her Statement to the dean, or if he or she is not satisfied with the disposition of the matter at Step 2, the student may proceed with the appeal through his or her college’s established academic appeals procedure. The dean or the academic standing committee, as applicable, must provide the student and the involved faculty member with a written report of his/her/its finding(s) and decision.

- This step involves a review by an academic standing committee making the recommendation to the dean. The student may obtain a copy of the operating rules of the academic standing committee from the dean of the college involved.
- In appeals involving allegations of prohibited harassment or discrimination, the dean or academic standing committee shall receive a report of the findings of the investigation of the Office of Institutional Diversity and Inclusion for incorporation into its own report on matters left unresolved by those findings that were referred to it. The dean or committee shall be without authority to reverse or modify the Office of Institutional Diversity and Inclusion finding or resolution.

Step 4
If the student or the involved faculty member is not satisfied with the dean’s disposition of the matter, or if the appeal has not been resolved within thirty days after originally being submitted to the dean pursuant to Step 1 (unless the student or faculty member has filed a grievance regarding the same subject matter at OIDE), he or she may further pursue the matter by requesting in writing within fourteen calendar days that the University convene an academic appeals resolution committee to review the issue. Students may obtain information on this process in either the WeCare Program (104 Ell) or the Provost’s Office (110 CH). This committee has been designated as the final authority on these matters. This request must be made within ten working days of the finding of the academic standing committee in Step 3.

1. The academic appeals resolution committee includes:
   - the vice provost for undergraduate education or a designee,
   - the student’s faculty advisor, or in a case in which the faculty advisor is involved in the dispute, a faculty member from the student’s major college, department, or area of specialization,
   - two faculty members appointed by the Faculty Senate Agenda Committee (if the appeal is based on a cooperative education determination, one of the faculty members shall be a member of the cooperative education faculty, but not from the student’s area of study), and
   - a representative of the Office of Institutional Diversity and Inclusion (if the appeal had at any point involved a matter of sexual harassment/discrimination).

The chairperson shall be elected from among the committee’s three faculty members, except that in the case where the student’s faculty advisor agrees to sit on the committee, the advisor shall be ineligible to serve as committee chair.
2. Preliminary Matters

If the academic appeals resolution committee determines, by a majority vote, that the appeal is patently without substance or merit, it may dismiss the appeal.

3. Investigation

The academic appeals resolution committee shall investigate the matter under appeal as quickly as possible by studying the relevant documents, interviewing the parties (especially the student and the involved faculty member), and taking any other action it deems appropriate. At no time shall the committee be bound by rules of evidence but shall at all times conduct itself in a manner that is not arbitrary or capricious. The academic appeals resolution committee may, but is not required to, hold a hearing prior to resolving the issue(s). However, in all instances, the student and the involved faculty member shall have the right to appear and testify separately and privately before the academic appeals resolution committee. The student shall have the right to have an advocate from the University community present during his or her testimony to the academic appeals resolution committee.

4. Authority to Act

The academic appeals resolution committee has been designated as the final authority on these matters. At the conclusion of its investigation, the academic appeals resolution committee shall by majority vote resolve the issue(s) by either upholding the finding of the academic standing committee or dean, in which case no further appeal is available, or granting such relief to the student as the academic appeals resolution committee deems appropriate.

- a. The academic appeals resolution committee may not determine a resolution that contradicts the prior findings or actions of the Office of Institutional Diversity and Inclusion with respect to elements of this appeal.

- b. In the event of a tie vote, the action of the academic standing committee or dean shall be considered upheld.

5. Resolution

All direct parties to the appeal shall be promptly informed in writing of the decisions and actions taken (i.e., the Report) during this academic appeals procedure.

6. Report

A written Report of the appeal and its resolution shall be submitted by the chairperson of the academic appeals resolution committee to the student, the involved faculty member, the Faculty Senate Agenda Committee, the vice president, the vice provost for undergraduate education, the registrar, and the dean.

7. Action

The dean(s) or his or her designee in the involved college(s) shall take whatever action is necessary to implement fully the resolution of the academic appeals resolution committee. This includes reporting the change of grade to the registrar.

8. Appeal

No further appeal can be instituted by the student or the involved faculty member with respect to the issue(s) raised at any level of the formal appeals resolution procedure once adjudicated.
HONOR CODE
On my honor, I pledge to uphold the values of honesty, integrity, and respect that are expected of me as a Northeastern student.

CODE OF STUDENT CONDUCT
northeastern.edu/osccr
Adopted November 12, 1971; last revised in March 2013.

The purpose of the Code of Student Conduct is to set forth the University’s expectations of behavior that promote the safety and welfare of the Northeastern University community. The University seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those instances where violations of the behavioral expectations occur, Northeastern University has developed policies and procedures to protect the interests of members of the University community, individually and collectively.

Applicability of the Code On and Off Campus/Jurisdiction of the Code

The Code of Student Conduct applies to all registered Northeastern University students at all levels of study, in all colleges and programs, locally or abroad who are enrolled at Northeastern University, as well as all student groups and organizations.

The Code of Student Conduct applies on campus as well as off campus. The University sets guidelines for the behavior of its students. The guidelines are established to promote student conduct that does not adversely affect the educational mission of the University or its relationship with the surrounding community, sister institutions, or members of the University community.

Student behavior occurring off campus in violation of the Code, or local, state, federal, or host country laws and that could affect the educational mission of the University or its relationship with the surrounding community may subject students to discipline as noted in the Code of Student Conduct.

Violations of the Code of Student Conduct are handled through the Office of Student Conduct and Conflict Resolution. When a student withdraws or takes a leave of absence from the University after engaging in conduct that may violate any of the University’s policies, rules, regulations, or standards of conduct, but before the alleged violation has been adjudicated through the conduct process, a hold will be placed on the student’s record and the student will be banned from campus. The hold will prevent a student from re-enrolling at the University until the alleged violations have been resolved.

General Expectations

As citizens and as members of an academic community, students enjoy the same basic privileges and are bound by the same responsibilities as all citizens. The campus is not a sanctuary from the general law. Northeastern University assumes that all students will abide by the policies, rules, and regulations of the University and by state, local, federal, and host country laws. The University reserves the right to inform police or other appropriate authorities when student behavior appears to violate laws.
It is recognized that all members of an academic community, individually and collectively, have a right to express their views publicly on any issue; however, the University insists that all such expressions be peaceful and orderly; conducted in a manner consistent with the Code and University policies; and in such a way that University business and respectful academic discourse are not unduly disrupted. Moreover, students must clearly indicate that they are speaking as individuals and not for or on behalf of the University community. Students are expected to display proper respect for the rights and privileges of other members of the University community and their guests. The atmosphere in classes, laboratories, University events, and residence halls must be free from any sort of undue disruption. Furthermore, students must follow the reasonable directions of University personnel.

Students are expected to be honest and forthright in their course of dealings with the University. Falsification, distortion, or misrepresentation of information to the University or University officials will result in being charged with the appropriate violation of the Northeastern University Code of Student Conduct.

The Code of Student Conduct has been developed with the assistance of students, faculty, and staff of the University.

**Student Expectations**

Each Northeastern Student can expect:

1. Written notification of any and all alleged Code of Student Conduct violations within a reasonable* period of time from the filing of the complaint or incident report pertinent to those allegations. This notification will state the date, time, and place of the administrative hearing or pre-hearing meeting, in the case of a Student Conduct Board hearing. The date, place of incident, and the name of the complainant will also be included.

2. The opportunity to reschedule a hearing date up to one (1) business day prior to the hearing, due to academic or other reasonable* conflicts.

3. To request that an administrative hearing be suspended after the presentation of evidence should the student desire to reevaluate responsibility for the charges.

4. The hearing may proceed without the student’s presence, consistent with the Code of Student Conduct.

5. To receive the decision letter within a reasonable* period of time from the conclusion of all hearings pertinent to the case.

*Reasonable as determined by OSCCR.

In cases where a Student Conduct Board hearing is scheduled, the following procedural rights apply, as outlined in the Code of Student Conduct:

1. To review, in writing, all written information pertinent to the case, a minimum of one (1) business day prior to the designated Student Conduct Board hearing date, and to rebut unfavorable inferences that might be drawn from such statements during the Student Conduct Board hearing.
2. To a hearing with no fewer than five (5) Student Conduct Board members present. A student may waive this right if the student wishes to have a hearing convened with no fewer than three (3) Student Conduct Board members.

3. To request the removal of any number of names from the list of prospective conduct board members, with proper notification and explanation.

4. To question witnesses, to produce witnesses on the student’s own behalf, and to present substantiating information and written personal statements on the student’s own behalf. Witnesses are defined as individuals who were at the incident in question and/or have information pertinent to the incident in question.

5. To choose an advisor, as outlined within the Structure and Procedure section of the Code of Student Conduct, to serve as a guide throughout the Student Conduct Board Process.

6. To choose to appeal any decision within five (5) business days of the date of the decision letter on the basis of: procedural error, new information that has arisen that was not available at the time of the hearing, or review of the imposed sanctions based on extraordinary circumstances.

Each Northeastern student has the responsibility:

1. To review and abide by the University’s Code of Student Conduct and University Policies and Procedures.

2. To maintain their University e-mail address and respond to any Northeastern University notifications sent directly to the individual student.

3. To maintain their local address information and update it at the beginning of each semester when they are an active student.

4. To represent the University appropriately, both on and off campus.

5. To respect the differences of individuals and treat others in a civil and respectful fashion.

6. To carry their University ID with them at all times and present it to officials when requested.

Northeastern considers and assumes any communications sent to a student’s official Northeastern e-mail account to be received by the student.

Decision-making Authority

1. The Vice President for Student Affairs is responsible for the overall administration of the Code of Student Conduct as well as the Student Conduct Process. Under the oversight of the Vice President for Student Affairs, the Director in the Office of Student Conduct and Conflict Resolution has been charged with the day-to-day responsibility for administering the Code of Student Conduct and the Student Conduct Process.

2. The Student Conduct Board and designated Hearing Administrators are authorized to take official disciplinary actions in accordance with the policies, regulations, and sanctions contained in the Code of Student Conduct and other policies and regulations of the University.

3. The policies and procedures outlined in the Northeastern University Code of Student Conduct will at all times govern the adjudication of matters relating to the Code.
Standards of Conduct

What follows is a listing of the University policies, rules, and regulations that prescribe the standards of conduct the University requires of students. Students are required to become familiar with these policies and must comply with them. Violations of any of these policies will be handled in accordance with the appropriate University procedure.

The use and/or abuse of alcohol and/or drugs will not be considered a mitigating circumstance for any violation of the Code of Student Conduct. Rather, individuals may be additionally charged with the appropriate alcohol or drug violation.

Violations are listed in alphabetical order; the order of violations is not indicative of the seriousness of each violation. All violations are assigned a level representing the degree of seriousness of the violation. That level is listed next to each violation. It should be noted that while the level represents the degree of seriousness of the violation, other factors might be taken into consideration in applying sanctions. Such factors include but are not limited to the nature of the violation, severity of the damage, harm or injury, or the student’s past conduct history.

Experience demonstrates that inappropriate behavior will often involve violations of more than one standard of conduct listed in this Code. Repeated violations, multiple violations, or the severity of the misconduct may heighten the University’s response and may yield sanctions beyond those discussed in this Code or beyond the suggested seriousness listed in level definitions. Such heightened response could include suspension or expulsion from the University and/or cancellation of the Residence Hall and Dining License Agreement. In addition, students may incur monetary fines of up to $200. Information regarding specific sanctions can be found on pages 10, 11, 12, and 16–18.

The University reserves the right to notify parents when a student has been referred to the Office of Student Conduct and Conflict Resolution (OSCCR).

The definition of each level follows:
Level I: Sanctions for the first violation of level I are up to and including expulsion.
Level II: Sanctions for the first violation of level II are up to and including deferred suspension.
Level III: Sanctions for the first violation of level III are up to and including probation.
Level IV: Sanctions for the first violation of level IV may be a written warning but can be up to and including probation.

Abuse of Others
1. Bullying, defined as the repeated use of written, verbal, or electronic expression or communication, or a verbal, electronic, or physical act or gesture, or any combination thereof that (i) causes or is intended to cause physical, psychological and/or emotional harm to another person or damage to property; (ii) places a University community member in reasonable fear of harm to or damage to property; or (iii) creates a hostile, threatening, intimidating, humiliating, or abusive environment for a University community member or substantially interferes with academic performance,
opportunities, or benefits. For purposes of this section, bullying may include, but is not limited to: social exclusion or isolation, humiliation or degradation, threats, intimidation, harassment, stalking, theft and/or damage/ destruction of property, or the perpetuation of any of the conduct listed in this section by inciting, soliciting, or coercing others to demean, embarrass, humiliate, or cause emotional, psychological, or physical harm to a member of the University community. *(level II or III)*

2. Domestic Violence defined as the intentional infliction of physical, sexual or psychological harm on a current or former roommate, partner, or spouse. Domestic Violence includes dating, intimate partner, and relationship violence. *(level II or III)*

3. Harassment, defined as repeated and/or continuing unwanted behavior, coercion, or intimidation of an individual or group, either directly or indirectly, on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status. *(level II or III)*

4. Verbal, written, graphic, or electronic abuse. *(level II or III)*

*The level of sanctioning will be dependent upon the nature of the incident with respect to above description.

**Academic Integrity**

As defined in the Academic Integrity Policy (pages 38–41). *(level II)*

**Aiding and Abetting**

Knowingly aiding, abetting, or cooperating in an act or action that violates the Code of Student Conduct. A student may be held responsible as though the student was a direct participant in the violation, even if information indicates the student was not directly involved in the perpetration of the violation. *(level I through IV)*

*The level of the sanctioning for the student present may depend upon the actual violation committed.

**Alcohol Policy**

The University expects that all of its students, whether on or off campus, abide by the law and abide by University regulations concerning alcohol and drug use. Where a student engages in conduct off campus that violates University regulations concerning alcohol and drug use and such violation results in behavior which, in the University’s sole judgment, is destructive, abusive, or detrimental to the University’s interests, the University’s conduct process shall apply and such matters will be processed accordingly.

1. A person under the age of twenty-one is prohibited from being in the presence of alcoholic beverages in the residence halls, with the following exception: an individual under the age of twenty-one who has a roommate of legal drinking age may be in the presence of an open container of alcohol in the room only if the roommate of legal drinking age is also present. Non-roommates who are under the age of twenty-one may not be in the room when alcohol is being consumed by the of-age roommate. *(level IV)*

2. A person under the age of twenty-one is prohibited from possessing empty alcohol containers. *(level IV)*

3. No postings, announcements, promotions, or ticket sales may be made, placed, or distributed on Northeastern University-owned or -leased property for non-University sponsored events at which alcohol will be served or consumed. *(level IV)*
4. On-campus possession of a keg, beerball, alcohol by the case, other central sources of alcoholic beverages, or other unauthorized quantities of alcohol is not permitted. Personal possession of alcoholic beverages is limited to one twelve-pack of beer (144 ounces/4.26 liters) OR one-half gallon (64 ounces/1.89 liters) of wine OR one pint (16 ounces/470 milliliters) of hard liquor. *(level III)*

5. Possession or consumption of alcoholic beverages in locations or under conditions prohibited by University policy or by law. *(level III)*
   a. A person must be of legal drinking age to possess or consume alcoholic beverages. In the United States, the legal drinking age is twenty-one.
   b. An individual twenty-one years of age or older may possess and/or consume alcohol only in the student’s residence hall room or in the residence hall room of another resident who is twenty-one years of age or older and present in the room, provided alcohol is permitted in that residence hall for students of legal age.
   c. Any person under twenty-one years of age may not transport or carry alcohol.
   d. Prohibited locations include, but are not limited to: University hallways, lobbies, lounges, stairwells, classrooms, studios, technical facilities, auditoriums, bathrooms, outdoor areas, vehicles, or any other public areas without authorization.

6. The possession or use of items that encourage heavy alcohol consumption is prohibited (examples could include alcohol funnels, AWOL (Alcohol Without Liquid) generators or vaporizers, etc.), regardless of age. *(level III)*

7. Providing alcohol to anyone under the legal drinking age and/or allowing anyone under the legal drinking age to consume alcohol in on- or off-campus residences. *(level II)*

8. Requiring the consumption of alcohol by someone as a condition of initiation or admission into, affiliation with, or continued membership or participation in any group or organization.

9. Distribution, sale, or manufacture of alcohol. *(level I)*
   a. Manufacturing alcohol on Northeastern University-owned or -leased property.
   b. Selling alcohol without a liquor license, including, but not limited to, the sale of cups and/or any other form of container for the distribution of alcohol.
   c. Distributing alcohol includes providing a central source or large quantity of alcohol.

*Distribution or sale of alcohol could result in a sanction of at least suspension from the University.

**Sanction Guidelines for Violating the Alcohol Policy**
The sanctions set forth below provide Hearing Administrators with a starting point for sanctioning cases involving alcohol. Depending on the information obtained through the Hearing and the severity of the harm, the imposed sanctions may be enhanced or lessened. Please be advised that students found responsible for violating these regulations risk the cancellation of their Residence Hall License and Dining Agreement.

1st violation: Disciplinary probation
   - Mandatory completion of an alcohol education program
   - Fine of $100

2nd violation: Deferred suspension from the University
   - Mandatory attendance at alcohol/other drug education program
   - Fine of $200
A letter may be sent home to a parent/legal guardian in all cases where there has been a violation of the Alcohol Policy.

Bias-Related Incidents
Conduct prohibited by this Code, including but not limited to harassment, bullying, abuse of others, disorderly conduct, and vandalism, that is motivated in whole or in part by prejudice towards an individual’s or group’s real or perceived race, color, religion, religious creed, genetics, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status. (level I)

Breaking and Entering and/or Theft
1. The unauthorized use of ATM, phone, or credit cards; checks; Northeastern University ID cards; or computer systems (this may include any violation of the University’s Appropriate Use of Computer and Network Resources Policy on pages 42–50).
2. Attempted or actual forcible access to property. (level I)
3. Possession of stolen property. (level II)
4. Attempted or actual theft of property, identity, or services. (level I)

Dangerous Weapons
Possession or use of items that could be used or are used to threaten another individual with physical harm. Those items include but are not limited to nunchaku (karate sticks), pepper spray or mace, switchblades, knives, fake guns, tazers, BB guns, fireworks, ammunition, explosive devices, or firearms, except under official supervision as part of a recognized student activity. (level I)

Disorderly Conduct
Conduct that is inappropriate, disorderly, or disruptive in nature. Examples include, but are not limited to, disruptive behavior in the classroom, public urination, yelling, use of profanity, behavior that a reasonable person would consider disorderly. (level III)

Disruptive Gatherings
Hosting a disruptive gathering, whether on or off campus. Examples include, but are not limited to: gatherings that result in a noise complaint and/or police response, those that are disruptive to neighbors in any way, excessive attendance beyond what is safe and/or reasonable. (level II or III*)

*The level of sanctioning will be dependent upon the nature of the incident with respect to above description.

Drug Policy
1. Knowingly being in the company of anyone who is using illegal drugs. (level IV)
2. Possession or consumption of: illegal drugs, salvia divinorum, prescription medications belonging to another individual, or over-the-counter substances, nitrous oxide, or other available substances to “get high” or induce a mind-altering state. (level II)
3. Possession, use, manufacture, distribution, or sale of drug paraphernalia or other items used in preparing or consuming illegal drugs. *(level II)*

4. Promotion of illegal drugs. *(level IV)*

5. Distribution, sale, or manufacture of drugs (marijuana, mushrooms, prescription drugs, and so on).* This includes the sharing of drugs, cultivation of drugs, and any other form of distribution or intention of distribution. *(level I)*

*Distribution, sale, or manufacture of illegal drugs could result in a sanction of suspension or expulsion from the University.

**Sanction Guidelines for Violating the Drug Policy**

The sanctions set forth below provide Hearing Administrators with a starting point for sanctioning cases involving drugs. Depending on the information obtained through the Hearing and the severity of the harm, the imposed sanctions may be enhanced or lessened. Please be advised that students found responsible for violating these regulations risk the cancellation of their Residence Hall License and Dining Agreement.

1st violation:   Deferred suspension from the University

Mandatory attendance at drug education program

Fine of $200

2nd violation:   Suspension from the University

Mandatory drug counseling to be completed off campus

Permanent notation to student transcript

*A letter may be sent home to a parent/legal guardian in all cases where there has been a violation of the Drug Policy.*

**Endangering Behavior**

Conduct demonstrating that the student constitutes a threat to self or others, or to the proper functioning of the University, including but not limited to threats, excessive consumption, intoxication, bypassing security measures, dropping items from a window, and using any item to cause fear and intimidation and/or injury to another. *(level II)*

**Excessive Consumption**

Excessive consumption of alcohol is prohibited regardless of age. Being under the influence of and/or the abuse of drugs is prohibited. Behavioral symptoms frequently associated with excessive consumption or intoxication may include, but are not limited to: impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one’s breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others. *(level III alcohol and/or drug)*

**Failure to Comply**

1. Failure to comply with or violation of the terms of an imposed disciplinary sanction.

2. Failure to follow the reasonable directions of University officials (including public safety officers and faculty and staff at Northeastern), law enforcement agents, cooperative work assignment employers, or officials at other colleges and universities that are necessary for the proper conduct of the University and University community. *(level III)*
Fire Safety
Breaching campus fire safety or security through:

1. Setting a fire (including charring, burning, lighting of papers, or any other act that could cause a fire), making a bomb threat, causing or creating a false alarm, or other such intentional or reckless conduct that causes harm or reasonable fear of harm to persons or property. (level I)

2. Misusing, tampering, or damaging fire safety equipment (including alarm systems, alarmed fire safety doors, smoke detectors, or fire extinguishers). (level II)

3. Failure to vacate University buildings during or after a fire alarm. (level III)

4. Entering or re-entering a building during a fire alarm. (level III)

Forgery
Forgery, alteration, or misuse of documents or records (including, but not limited to, parking permits, software and computer databases and/or systems, and/or e-mail). (level I)

Gambling
On-campus gambling (the unlawful engaging in, playing, operating, or assisting in operating a game of chance for money or some other stake) or the sale of lottery or raffle tickets. (level IV)

Hazing
Hazing, as defined by Chapter 269 of the Massachusetts General Laws, or defined as follows: any action taken or situation created, whether voluntary or involuntary, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, which endangers the mental or physical health or safety of a student, creates risk of injury, causes mental or physical fatigue or distress, discomfort, embarrassment, harassment, ridicule, or intimidation, causes damage to or destruction of property, or which is a violation of law, University policy, or the Code of Student Conduct. Such activities include, but are not limited to, the following: striking another student by hand or with any instrument; requiring or advocating alcohol or other drug use; late sessions/meetings that interfere with academic activities; tattooing, branding, or piercing; physical or psychological shocks; wearing of apparel in public that is embarrassing, humiliating, or degrading; or games/activities causing or resulting in fatigue, sleep deprivation, mental distress, panic, embarrassment, or humiliation.
Activities that would not be considered hazing and therefore acceptable would include agreeing to: maintain a specific GPA, comply with a dress code for a team/organizational function, participate in volunteer community service, participate in a team/organizational trip, take an oath, or sign a contract of standards. (level II)

Inappropriate Sexual Behavior/Sexual Violence
1. Sexual Assault (level I)
   a. With penetration, defined as the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without consent, as defined below.
   b. Without penetration, defined as the touching of the intimate body parts of another (for example, breasts, buttocks, groin, genitals, or the clothing covering them, without consent as defined on next page).
2. **Sexual Misconduct** is any unwanted act that is intended in a sexual manner or any unwanted touching of a body part not usually considered intimate. Examples include, but are not limited to, providing an unwanted back massage to another person, exposing one’s genitals or other intimate body parts to a particular person or to the general public, repeated sexually charged verbal abuse related to one’s gender, repeated obscene phone calls or mail, or the viewing, filming, photographing, and/or recording in any manner or by any means transmitting and/or disseminating any recording of any type of sexual acts, partial or full nudity, inappropriate materials, sounds, or images of another person without the knowledge and consent, as defined below, of all parties involved. *(level II)*

**CONSENT:** Appropriate sexual behavior requires consent from all parties involved. Consent means a voluntary agreement to engage in sexual activity proposed by another and requires mutually understandable and communicated words and/or actions demonstrating agreement by both parties to participate in all sexual activities.

Consent may never be given by minors (in Massachusetts, those not yet 16 years of age), mentally disabled persons, or those who are incapacitated or intoxicated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware, or otherwise physically helpless. Physical force, threats, intimidating behavior, duress, or coercion cannot be used to gain consent. A person who is incapacitated or intoxicated cannot give consent to sexual activity with that person. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why, or how of their sexual activities. “Without consent” may be communicated by words and/or actions demonstrating unwillingness to engage in proposed sexual activity.

**Additional clarifying notes for consent:**

- Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another;
- In the absence of mutually understandable words and/or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure to obtain consent from the partner(s); both parties may be initiators at different points of sexual activity; a person’s initiation of a sexual act constitutes consent to that act, but not necessarily to subsequent acts;
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated in mutually understandable words and/or actions, and all sexual activity must cease;
- The person who is the object of sexual advances is not required to physically or otherwise resist;
- Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent;
- Use of alcohol or other drugs by the charged student does not mitigate a violation of the Inappropriate Sexual Behavior Policy;
• Coercion is pressure for unwanted sexual activity. When someone makes clear that they do not want to go past a certain point of sexual activity, continued pressure beyond that point may be considered coercive.

**Inappropriate Identification**
1. The manufacturing, production, and/or distribution of any fake identification. *(level I)*
2. Use of identification other than your own or possession of a false or altered ID. *(level III)*
3. Representing yourself as someone other than who you are. *(level III)*
4. Impersonating a University official. *(level III)*

**Misrepresentation of Information**
Falsification, distortion, or misrepresentation of information to the University or its officials (including public safety officers and faculty and staff at Northeastern), law enforcement agents, cooperative work assignment employers, or officials at other colleges and universities, that is intended to mislead in investigations or administrative processes, or could adversely affect the mission of the University. *(level III)*

**Misuse of Electronic Resources**
Misuse of electronic systems or methods (for example, e-mail, “hacking,” and so on) to steal, misrepresent, threaten, harass, or bully (including on-line aggression or cyberbullying), or violations of the Appropriate Use of Computer and Network Resources Policy (pages 42–50) and/or any other computer or system use. *(level III)*

**Noise**
Noise disturbances in residence halls, on-campus, or in neighborhoods. *(level IV)*

**Physical Abuse**
Physical abuse of others, including, but not limited to, fights and/or injury caused by endangering behavior. *(level I)*

**Retaliation**
Any intentional or attempted act against a person who in good faith makes a report, serves as a witness, or participates in an investigation or hearing regarding a violation of the Code of Student Conduct or other University policy. *(level III)*

**Rioting**
Rioting, defined as inciting, participating in, or encouraging any disturbance for purposes of committing any action that presents a clear and present danger to self or others, causes physical harm to persons, or vandalism to or destruction of property. *(level I)*

**Stalking**
Stalking, defined as a willful and/or malicious pattern of conduct or series of acts directed at a specific person, which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress. Examples of stalking include, but are not limited to, conduct, acts or threats conducted in person, or by mail, phone, electronic communication, or social media. *(level II)*
Unauthorized Access
Unauthorized access or entry to, into, or onto any property owned or operated by the University or any private or restricted property. (level II)

Unauthorized Use/Possession of Other’s Property
Unauthorized use or possession of another’s property. (level IV)

Unauthorized Use of University Identification Marks
Unauthorized use of the University’s name or other identifying mark, including but not limited to: postings, letterhead, websites, pamphlets, Social Media, etc. (level II)

University Guest Policy
Failure to control guests on campus or at University-sponsored events. Refer to the Residence Hall and Dining License Agreement and/or A Guide to Residence Hall Living for specific regulations regarding guests in residence halls. If a guest violates University policy, the host may be held accountable for actions of the guest. The level of sanctioning for the host may be dependent upon the nature of the incident(s). (level I through IV)

Vandalism
Destruction or defacement of public or private property. (level III)

Violation of Guide to Residence Hall Living
Failure to abide by the rules and regulations set forth for all on-campus students and stated in the Guide to Residence Hall Living. (level IV)

Violation of The N.U.In Program Supplemental Guide to Participant Conduct
Failure to abide by the rules and regulations set forth for all N.U.In participants and/or established in conjunction with N.U.In partner institutions. (level I–IV)

Violation of University Policies
Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website. (level IV)

Sanctions
Sanctions imposed for a Responsible finding will be based on a consideration of the following factors:
1. Nature of the violation(s)
2. Severity of the damage, injury, or harm resulting therefrom
3. Student’s past disciplinary record
4. Mitigating circumstances
5. Aggravating circumstances, which may include bias-motivation

The following list of sanctions is meant to be illustrative rather than exhaustive. The University reserves the right to create other sanctions as well as choose more than one sanction based on the nature of the misconduct.
The University’s sanctions include:

1. Expulsion, which is the permanent separation of the student from the University. Students are permanently banned from entering all University property and prohibited from participating in any University-sponsored activities. A permanent notation, “Withdrawn Expelled (WE),” will appear on the student’s transcript.

2. Suspension, which is the separation of the student from the University for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified. During the period of suspension, students are banned from entering all University property, may not live in University housing, and are prohibited from participating in any University-sponsored activities. Students are expected to adhere to all University policies while on suspension and will be held accountable for any violations during the period of suspension. Students will not be granted credit for any academic work during the period of suspension (including a cooperative work assignment). A permanent notation, “Withdrawn Disciplinary Action (WDA),” will appear on the student’s transcript. A student will continue on Disciplinary Probation for a specified period of time following the completion of suspension.

3. Deferred Suspension, which is the most serious formal warning for violation of University rules/regulations that affects the student’s good standing with the University. Students on deferred suspension may be limited in their ability to attend University programs, including those outside the country during the period of deferred suspension. Deferred Suspension is for a designated period of time. If the student is found responsible for violating any additional University rule/regulation during the period of Deferred Suspension, suspension may become effective and the student may be subject to additional sanctions for the additional violation. Restrictions and/or conditions regarding participation in University-sponsored activities may be imposed. Students on Deferred Suspension may be members of organizations but may not hold any elected or appointed position in any recognized student organization or group, represent the student body on any University committee, or serve the University in other leadership positions. A student will continue on Disciplinary Probation for a specified period of time following the completion of Deferred Suspension.

4. Disciplinary Probation, which is a formal warning for violation of University rules/regulations affects the student’s good standing with the University. Probation is for a designated period of time and includes the probability of more severe sanctions to be imposed if the student is found in violation of any University rules/regulations during the period of probation. Students on probation may be members of organizations but may not hold any elected or appointed position in any recognized student organization or group, represent the student body on any University committee, or serve the University in other leadership positions. Students may run for office while on probation, but they may not take office while still on probation.

5. Letter of warning, which is a formal warning for violation of University rules/regulations, including a statement that continuation or repetition of prohibited conduct may result in more serious sanctions.

6. Cancellation of the Residence Hall and Dining License Agreement, which results in the separation of the student from University residence facilities either permanently or for a definite period of time. Upon the cancellation of the agreement, the student is banned from entering all University residence facilities during the specified period of separation.
7. Loss of ability to hold any office or position, either by election, petition, or appointment, in any recognized student organization or group for a specified amount of time.

8. Loss of membership in teams, clubs, and/or officially recognized organizations.

9. Loss of access to University buildings, facilities, or resources for a specified period of time or permanently.

10. Mandated Service.

11. Restitution, which requires the student to make payment to the University or to specified individuals, groups, or organizations for costs incurred as a result of violation of University rules/regulations.

12. Loss of guest privileges on campus or in residence halls.

13. Submittal of letter of apology to complainant/victim.

14. Educational sanction, which may include attending a program, counseling, developing a program, writing a paper, or other educational sanction. Students may be charged a fee to attend an educational program.

15. Fines as outlined in the Code of Student Conduct.

The University also reserves the right to sanction any student found responsible, who pleads no contest, or is found guilty in a court of law for a violation of law. In these instances, disciplinary action will be administered through the Office of Student Conduct and Conflict Resolution and will not be processed by the Student Conduct Board.

Students who are suspended, expelled, or have their Residence Hall and Dining License Agreement canceled are subject to “Refund Policies” found in this handbook and the Residence Hall and Dining License Agreement refund policy found in A Guide to Residence Hall Living. In addition, students should review their financial aid and scholarship information to get clarification on those policies.

**Medical Amnesty Policy**

In cases of a drug or alcohol emergency, the primary concern is the health and safety of the individual(s) involved. Students/organizations are strongly encouraged to call for medical assistance (617.373.3333) for themselves or for another student who they observe to be or feel is dangerously intoxicated/under the influence of drugs. If a student/organization calls on behalf of another student, that student/organization is required to remain with the student experiencing the emergency until medical assistance arrives. Neither the caller nor student requiring medical assistance for an alcohol or other drug-related emergency will be subject to University disciplinary action for the violation of possession or consumption of alcohol or drugs. This policy shall extend to the referring student/organization who called for medical assistance.

The student requiring medical assistance (and possibly the referring student(s)/organization) will receive Medical Amnesty and will have a confidential “check in” meeting with a staff member from the Office of Prevention and Education at Northeastern (O.P.E.N.). As long as the student(s)/organization complies with all directives, there will be no disciplinary action taken related to the violation of possession or consumption of alcohol or drugs and no disciplinary record of the incident kept in the Office of Student Conduct and Conflict Resolution. This policy applies only to those students or organizations who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University employees (e.g., Northeastern University
police, faculty, administrative staff, or residence hall staff), or where the reporting
student(s)/organization did not stay with them.

The Medical Amnesty Policy is not intended to shield or protect those students or
organizations that repeatedly violate the Code of Student Conduct. When repeated
instances of drug or alcohol emergencies occur, the University reserves the right to take
disciplinary action on a case-by-case basis regardless of the manner in which the inci-
dent was reported.

Medical amnesty applies only to alcohol or other drug-related emergencies but does not
apply to other conduct violations such as but not limited to assault, property damage, or
distribution of illicit substances. If other violations occur, then a student will face disciplinary
charges for those violations. The use or abuse of alcohol or drugs is not considered a
mitigating circumstance for any other violations of the Code of Student Conduct.

Medical amnesty applies only to the University response to a medical emergency.
Criminal/police action may still occur separately from the Office of Student Conduct
and Conflict Resolution.

Temporary Measures Administrative Directive
If a student or student organization is acting in such a way that may prove to be a
violation of the Code of Student Conduct, the Vice President for Student Affairs, or
designee, may issue an administrative directive prohibiting the continuation of such
behavior. It is not necessary for there to be current ongoing proceedings or even charges
against the student or student organization when an administrative directive is issued. A
designated University administrator may issue an administrative directive, according to the
guidelines listed, when harm is deemed to be occurring and immediate action is deemed
necessary. The Office of Student Conduct and Conflict Resolution will enforce the directive.

1. A designated University administrator may issue an administrative directive:
   a. to prevent a student from acting in specified ways that may result in violations of the
      Code of Student Conduct. The designated University administrator may also prevent
      a student or student organization from committing an act that would negatively
      impact or interfere with the Office of Student Conduct and Conflict Resolution
      proceedings, or any other similar proceedings.
   b. to restrain a student or student organization from assuming or exercising privileges
      granted to them by the University, pending action, until a final judgment can be
      rendered.

2. In order to receive an administrative directive, the prohibited action must be within the
   jurisdiction of the administrator issuing such an order, or such administrator’s designee.

3. The designated administrator determines the date that the administrative directive
   expires, a period which initially will not exceed 10 days. The 10-day period may be
   extended for cause or if the restrained party consents to an extension.

4. Administrative directives will specify the reasons for the directive, the act or acts that
   are prohibited, and the student or organization bound by such directive.

Interim Suspension
The Vice President for Student Affairs or his or her designee may impose an Interim
Suspension to a student if sufficient facts indicate that the student presents a threat to the
University community. In most instances, a student who has been interimly suspended
from the University will be immediately banned from the University community. Interim Suspension may include restrictions on class attendance, access into residence halls, and/or access to or use of University-owned or operated property. The Vice President of Student Affairs or his or her designee may remove the Interim Suspension.

Students who have been interimly suspended from the University will have a hold placed on their record and will need to make advance arrangements with the Office of Student Conduct and Conflict Resolution for approval any time they may need to be on campus to take care of University-related business during the period of the Interim Suspension. In cases involving Interim Suspension, every effort will be made to conclude the hearing and obtain a decision from the hearing board within 10 business days after the Interim Suspension was imposed.

Structure and Procedure of the Conduct Process
Any academic or administrative official, University staff member, faculty member, law enforcement agency, aggrieved member of the community, or student may file a complaint against any student or student organization for misconduct. The role of the Office of Student Conduct and Conflict Resolution is to resolve complaints or alleged violations of the Code of Student Conduct; it does not represent either party. From time to time, the Office may conduct an investigation to gather information about the alleged violations.

Initiating a Complaint
Any person* wishing to initiate a complaint regarding any Northeastern student may do so by submitting the following information, in writing, to the Office of Student Conduct and Conflict Resolution, if available:

1. Name(s) of the student alleged to have violated the Code of Student Conduct
2. Description of the incident
3. Names and contact information of witnesses
4. Names and contact information of those filing the complaint

*In general, the person who submits a complaint will serve as the complainant in the conduct process.

Incident Reports can be submitted by clicking on the “Reporting an Incident” link found online at northeastern.edu/osccr

Reviewing a Complaint
Once received, the Director of the Office of Student Conduct and Conflict Resolution reviews the complaint to determine if a violation of the Code of Student Conduct allegedly occurred. If so, the case is assigned to a staff member. Once a case is assigned and necessary documentation is received, the staff member will determine the appropriate type of hearing to which the student will be assigned (Administrative or Student Conduct Board). The student will receive notification via e-mail identifying the incident, charge(s), complainant, and meeting time to discuss the resolution of the case.

Hearing Options
Residential Life staff will typically process incidents occurring in the residence halls or involving resident students. Hearings heard in Residential Life typically result in sanctions less than suspension.
The Office of Student Conduct and Conflict Resolution reserves the right to determine if the incident can be disposed of by alternative means of resolution, by mutual consent of the parties involved, or on a similar basis acceptable to the Office. Such disposition shall be final and there shall be no subsequent proceedings.

_Please note: the University reserves the right to resolve cases involving illegal use and/or distribution of drugs, or cases where the safety of the University community is judged to be at risk, administratively rather than through the Student Conduct Board, if necessary, to expediently respond to such violations._

**Administrative Hearing**

When the severity of the incident would not result in suspension or expulsion from the University, the student(s) involved will attend an Administrative Hearing with a Hearing Administrator from either the Office of Student Conduct and Conflict Resolution or Residential Life.

1. **Notification:** The charged student is e-mailed an **Administrative Hearing Notice** to the student’s University e-mail account, which notifies the student of the alleged violation(s), the date of the incident, the location of the incident, and the name of the complainant. The e-mail also notifies the student of the date and location of the hearing. If the student is unable to attend the hearing due to an academic or other reasonable conflict, the student must contact the Hearing Administrator no later than one (1) business day prior to the hearing date to request the hearing be rescheduled.

2. **Hearing:** In an Administrative Hearing, the Hearing Administrator, and student meet one-on-one to discuss the incident resulting in the student’s attendance at the hearing. The Hearing Administrator reviews the documentation concerning the incident with the student, and the student provides an account of the incident. Third parties, including but not limited to witnesses, lawyers, parents, guardians, and advisors, are not permitted to attend an Administrative Hearing. The student can present written statements from witnesses, however. The student may request that the Administrative Hearing be suspended for a brief and agreed upon amount of time after the presentation of evidence, should the student desire to reevaluate responsibility for the charges. Based on a review of the information available (which may be delayed if continued review of the incident is required for a decision), the Hearing Administrator determines if the student is responsible for the alleged violation(s) by using a preponderance of the information, or a “more likely than not” standard of proof. If the student is found responsible, the Hearing Administrator renders a sanction(s).

   **Failure to appear:** If a student fails to appear for the scheduled meeting, then the Hearing Administrator has the option to dismiss the action with or without prejudice to either party, set a new hearing date, or make a decision based on the information available.

3. **The Decision Letter:** After the Hearing Administrator makes a determination and applies necessary sanctions, the student will receive a decision letter via e-mail to the student’s University e-mail account. The letter will include the rationale for the finding(s), sanctions (if applicable), and information on the appeal process (if applicable). Unless otherwise noted in a student’s records, the University reserves the right to notify parents in the outcome of all cases.
Student Conduct Board Hearings
When the severity of the incident would result in suspension or expulsion from the University, or if the facts of the incident are so complex that an Administrative Hearing is not appropriate, the student(s) involved participate in a Student Conduct Board Hearing.

Composition of the Student Conduct Board Hearing
1. The Student Conduct Board shall hear cases involving undergraduate, graduate, online, law, and professional studies students and shall consist of student board members (resident and nonresident students). In cases involving graduate and professional studies students, a simple majority of the board members will be graduate and/or professional studies students. A hearing may go forward with less than a simple majority of graduate/professional studies students if the charged student(s) give written agreement to move forward.

2. The chairperson will be a student, whose responsibilities during the hearing will be to act as presiding officer at hearings and in all voting procedures.

3. A Hearing Administrator from the Office of Student Conduct and Conflict Resolution will be present during the hearing and all deliberations. The Hearing Administrator’s role is to ensure the procedures are followed during the hearing of all cases. The Hearing Administrator does not vote or represent either party.

4. The board will consist of five student members. A hearing may go forward with a board of three student members provided the charged student(s) give written agreement to move forward.

Please note: Attendance at hearings is limited to parties involved and University officials as deemed necessary by the board and/or by the Office of Student Conduct and Conflict Resolution. Attorneys, parents, or guardians are not permitted in Student Conduct Board Hearings.

Pre-Hearing Meeting
The Student Conduct Board Hearing begins with a pre-hearing meeting between the student and Hearing Administrator.

1. Notification: The charged student is e-mailed a Pre-Hearing Meeting Notice to the student’s University e-mail account, which notifies the student of the alleged violation(s), the date of the incident, the location of the incident, and the name of the complainant. The e-mail also notifies the student of the date and location of the pre-hearing meeting. If the student is unable to attend the pre-hearing meeting due to an academic or other reasonable conflict, the student must contact the Hearing Administrator no later than one (1) business day prior to the pre-hearing meeting date to request that the pre-hearing meeting be rescheduled.

2. In the Pre-Hearing Meeting, the Hearing Administrator reviews the incident and the charges against the student and shares the written documentation that forms the basis of the complaint. Third parties, including but not limited to witnesses, lawyers, parents, guardians, and advisors are not permitted to attend a pre-hearing meeting. During the pre-hearing meeting, the Hearing Administrator explains the process for resolving the case to the student. The student can either elect to accept responsibility for the charges or contest responsibility for the charges and have
the Student Conduct Board Hearing scheduled. Upon request, a student can delay this
decision for no more than two (2) business days after the pre-hearing meeting.

**During the pre-hearing meeting, the Hearing Administrator will share a list of
current Student Conduct Board members. The charged student can request
the elimination of an unlimited number of potential Student Conduct Board
members from the hearing. An explanation for this request must be supplied
and will be approved at the discretion of the Hearing Administrator.**

**a. Accept Responsibility:** Students who accept responsibility for the charges
are scheduled for an admitted responsibility meeting. At this meeting, a Hearing
Administrator presents the student’s acceptance of responsibility, along with the
written documentation, to at least two members of the Student Conduct Board. The
student may provide a verbal statement as well as additional written documentation to
the board. The members of the Student Conduct Board then determine the sanctions.

**b. Contest Responsibility:** Students who *contest responsibility* for the charges
are scheduled for a Student Conduct Board at the next available hearing date by an
administrator in the Office of Student Conduct and Conflict Resolution (see “Student
Conduct Board Hearings” on page 22). A student’s request for an extension must
be supplemented by written documentation. An extension will be granted only under
extreme circumstances and at the discretion of the Office of Student Conduct and
Conflict Resolution.

3. **Hearing Advisors:** Each party may have any one member of the University com-
   munity serve as a hearing advisor. During the Pre-Hearing Meeting, the Hearing
   Administrator will provide a list of members from the University community who have
   volunteered to serve as a hearing advisor and been trained in the conduct process.
   Staff or faculty who are hired as a student’s legal counsel outside the conduct process
   may not also act as a student’s advisor in the University process. The charged student
   or complainant may act without an advisor if the student wishes.

   The role of the advisor includes:

   a. Assisting the advisee in understanding how the hearing will proceed.
   b. Assisting the advisee with understanding the resolution process.
   c. Attending the Hearing (Administrative, Student Conduct Board or Admitted
      Responsibility), if the advisee prefers and if schedules permit.
   d. Providing emotional support before, during, and after a hearing. At no time is the
      advisor permitted to address the board directly.

   The Hearing Advisor can request of the Hearing Administrator to adjust the hearing’s
time line should the case warrant such a change.

4. The Office of Student Conduct and Conflict Resolution reserves the right to refer all
   students from the same incident to a Student Conduct Board hearing for a resolution,
   regardless of an individual student’s preference regarding acceptance or contesting of
   responsibility.

5. Should more than one student be involved in an incident going before a Student
   Conduct Board, then all students involved may be assigned to the same hearing.
End of Semester Pre-Hearing Meetings

Incidents that may result in suspension or expulsion and occur during the last two weeks of classes or finals may be resolved by one of the following:

1. An Administrative Hearing held prior to the end of the semester, or
2. A Student Conduct Board hearing for the following semester.

Please Note: The Office of Student Conduct and Conflict Resolution will take into account the severity of the incident when determining the most appropriate method of resolving end of semester cases.

End of Semester Administrative Hearings

Incidents that occur during the last two weeks of classes or finals and will not result in suspension or expulsion may be resolved by one of the following:

1. An Administrative Hearing held prior to the end of the semester, or
2. An Administrative Hearing held immediately following the end of the semester. When distance precludes a student from having a face-to-face Administrative Hearing with a member of OSCCR, the case may be resolved via a Skype or phone hearing.

Preparing for the Student Conduct Board Hearing

1. Attendance at hearings is limited to parties involved and University officials as deemed necessary by the board and/or by the Office of Student Conduct and Conflict Resolution. Attorneys, parents, or guardians are not permitted in Student Conduct Board Hearings.

2. Written Documentation: All parties involved have the opportunity to submit written documentation no later than two (2) business days prior to the hearing.

3. Witnesses may be presented by the complainant or the charged student provided that a witness list is submitted to the Office of Student Conduct and Conflict Resolution two (2) business days prior to the hearing. Live character statements are not permitted. A written request requiring the appearance of an individual before the Student Conduct Board may be issued by a staff member of the Office of Student Conduct and Conflict Resolution if it is determined that the person’s appearance is necessary in providing information for the board to make a decision regarding a student’s case.

Failure to Appear If either party fails to appear when the case is called for a hearing, the Student Conduct Board or Hearing Administrator, in their sole discretion, may dismiss the action with or without prejudice to either party, set a new hearing date, or continue the hearing without that party present and/or represented. In the last instance, the board or Hearing Administrator may make decisions regarding responsibility, and sanction the charged student as appropriate.

In most cases, off-campus legal proceedings will not be grounds for delay. However, if either party has concerns about this, the party should communicate such concerns with the Hearing Administrator.

Student Conduct Board Hearing Procedures

1. Presentation of information shall generally proceed as follows:
   a. Complainant’s (complainant is the individual or the office that initiated a complaint to the Office of Student Conduct and Conflict Resolution) opening statement and perspective
      • Questioning of complainant (charged student and conduct board members)
b. Charged student’s (a charged student is the individual(s) charged with a violation of the Code of Student Conduct) opening statement and perspective
   • Questioning of charged student (complainant and conduct board members)

c. Statements from complainant’s witnesses
   • Questioning of complainant’s witnesses (complainant, charged student, and conduct board members)
d. Statements from charged student’s witnesses
   • Questioning of charged student’s witnesses (charged student, complainant, and conduct board members)
e. Final questions from the Student Conduct Board
f. Complainant’s closing statement
g. Charged student’s closing statement, including any statement as to mitigating circumstances
h. The board may ask questions at any time during the hearing

2. During the course of a hearing, all points of clarification shall be determined by the Hearing Administrator or a majority vote of the Student Conduct Board members.

3. Student Conduct Board proceedings are audio-recorded for the purpose of appeals only. Students who appeal may request to listen to the recording of the hearing in the Office of Student Conduct and Conflict Resolution. Recordings are not to be removed from the Office of Student Conduct and Conflict Resolution. Recordings are destroyed upon expiration of the appeal period.

4. Determinations of responsibility are made based on a preponderance of information, or a “more likely than not” determination, and a simple majority vote by the Board.

5. All records of the case will be confidential.

6. Members of the Northeastern University Police Department or other Law Enforcement Agency may be requested to be present at hearings when the case warrants it.

7. Determinations to impose a level I sanction for any violation other than a level I violation shall require a simple majority vote.

8. Determinations made by a Student Conduct Board or an administrator for all hearings will be recommended to the Director/Vice President for Student Affairs, or designee for final approval.

9. The Decision Letter: After the Student Conduct Board makes a determination and applies necessary sanctions, the student will receive a decision letter. The letter will include the rationale for the finding(s), sanction(s) (if applicable), and information on the appeal process (if applicable). The University reserves the right to notify parents of the outcome of cases, consistent with applicable law.

In cases involving sexual violence, abuse of others, physical abuse, and academic integrity, the Administrator will notify both parties of the decision of the hearing via written communication. The letter to the charged student will include the rationale for the finding, sanctions (if applicable), and information on the appeal process (if applicable). Unless otherwise noted in a student’s records, the University reserves the
right to notify parents of the outcome of all cases. The letter to the complainant and/or affected party will include the charged student’s name, the violation committed, the sanctions that directly relate to the complainant, and information on the appeal process (if applicable). The rationale for the outcome will also be shared with all parties in cases that involve sexual violence, abuse of others, physical abuse.

**Procedures for Student Appeals**

Students may appeal disciplinary actions based on the following:

a. The student asserts a procedural error that impaired the student’s right to a fair opportunity to be heard.

b. Information has arisen that could not reasonably have been made available during the original hearing and may be sufficient to alter the original Student Conduct Board/officer’s decision.

c. The student requests a review of the sanction(s) because of extraordinary circumstances.

**Students may appeal disciplinary actions as follows:**

1. Appeals of Student Conduct Board or Administrative Hearings must be made in writing, by the charged student and received by the Office of Student Conduct and Conflict Resolution no more than five (5) business days after the receipt date of the decision letter. It is the student’s responsibility to obtain a copy of the decision letter. The student must fill out the appeal form that was included with the decision letter, as well as submit a rationale for the appeal letter that specifically addresses the reason for the appeal. The appeals process is primarily a paper process and will not typically involve a meeting with the charged student or other persons unless requested by the Appeals Board. The Appeals Board will review the paper appeal submitted by the appealing party, the documentation from the original case, and any other information deemed necessary by the Office of Student Conduct and Conflict Resolution and will make a decision. The audio recording of the original hearing (in the case of Student Conduct Board hearings) will be made available to the Appeals Board as well.

In cases involving sexual violence, sexual harassment, stalking, domestic violence, dating/intimate partner violence, abuse of others, physical abuse, and academic integrity, the charged student and the complainant have the right to an appeal based on the three reasons stated above.

If either party involved in cases involving sexual violence, sexual harassment, stalking, domestic violence, dating/intimate partner violence, abuse of others or physical abuse files an appeal, the following procedure will take place:

a. The appeal will be reviewed by the Director in the Office of Student Conduct and Conflict and passed on to the original hearing administrator.

b. The non-appealing party will be notified, provided with a copy of the appeal, and given the opportunity to submit a written response to the appeal within 2 business days.

c. The Appeals Board will review all available documentation; including the documents provided for the original hearing and all appeal-related documents/statements submitted by all parties.
2. All conduct hearing appeals will be heard by the Appeals Board. Appeals Board members are individuals who were not involved in the original hearing. The Appeals Board will consist of three voting members (one of whom will be the chair). The board will be comprised of two representatives from Academic Affairs and Enrollment Management and Student Affairs, and a Student Conduct Board member. The Director of the Office of Student Conduct and Conflict Resolution or designee will serve as an ex-officio member of the Appeals Board.

3. The Appeals Board will take one of the following actions:
   a. Concur with original action.
   b. Refer the matter to the appropriate hearing body if based on a procedural error. In this case, the entire case may be reheard, as if it had not been heard before.
   c. Refer the matter back to the original hearing board if based on the grounds of new information. The original board, complainant, charged students, and if required, witnesses, will be reconvened to review only the new information. The board will then render a decision based on the new information.
   d. Mitigate the sanctions. Students should understand that this option would be exercised only in rare circumstances. The University reserves the right to take any action necessary to corroborate the student's statements.

4. All decisions of the Appeals Board will be recommended to the Vice President of Student Affairs or designee for final approval.

**Maintenance of Disciplinary Records**

1. The University will permanently maintain the conduct records of those students separated from Northeastern by suspension or expulsion. A notation will be placed on the transcript of any student expelled from the University. A hold will be placed on the account of any student that withdraws prior to the resolution of disciplinary charges. Such hold may not be lifted until the pending charges are resolved.

2. The University will expunge the conduct records of those students who received sanctions other than suspension or expulsion three (3) years after the student's withdrawal or immediately upon graduation date from Northeastern.

3. Students have the right to submit any documentation in their conduct file to amend a record they believe to be inaccurate or misleading.

**Interpretation and Application**

1. Any question of interpretation or application of the Code of Student Conduct shall be referred to the Director of the Office of Student Conduct and Conflict Resolution.

2. The Code of Student Conduct and its related procedures do not preempt or supplant any similar rules and regulations maintained by individual colleges, programs, departments, or offices. For example, student-athletes and members of student organizations must abide by the policies of the Athletics Department and the Center for Student Involvement, respectively. Any proceedings under such policies may run concurrently with those described herein.

3. Nothing in this Handbook limits the University’s right to take any action it deems necessary to comply with applicable local, state and federal law.
FINANCIAL AID AND GENERAL FINANCIAL POLICIES AND PROCEDURES

Financial Aid Policies

Student Financial Services reserves the right to adjust a student’s initial offer of assistance based upon information brought to the office’s attention subsequent to receipt of the offer, including, but not limited to, outside scholarships or revised family financial data.

Change in circumstances If the student believes that the aid process does not accurately reflect his or her situation, or if family circumstances change during the year, the student should notify his or her Student Financial Services counselor for further evaluation.

Change in enrollment status Students must notify Student Financial Services about any change in planned period of enrollment, whether due to withdrawal from a class, a leave of absence, a change in co-op or in class, or withdrawal from the University.

Outside sources of aid Students must notify Student Financial Services of any aid received from outside sources, such as scholarships. Financial aid offered by Northeastern may need to be adjusted.

Reapplication process Students must re-apply for financial aid each year, by filing the Free Application for Federal Student Aid (FAFSA). To receive priority consideration for aid, the federal processor must receive the FAFSA by April 1. You can file the FAFSA at fafsa.gov.

Students should not wait to file an income tax return before completing the FAFSA, but use estimated information and provide corrections after filing taxes.

Satisfactory academic progress To continue receiving financial aid, students must maintain at least a 1.800 GPA by the end of their freshman year and make continuous, timely progress toward completing degree requirements. Student GPAs are reviewed annually at the end of spring semester. Students must have at least a 2.000 by the end of their second academic year and thereafter. When a student’s GPA falls below the required minimum, the student may appeal to continue receiving aid. If the appeal is granted, the student will be placed on probation and allowed one academic semester of aid. Additional aid will not be allowed thereafter until the GPA reaches the required 2.000 level. Some scholarships require more than the minimum 2.000 GPA. Students must also meet certain quantitative requirements to retain their eligibility for financial aid. Students are expected to complete the requirements for a degree within a reasonable time frame. The allowable time is based upon the number of hours each student attempts. Students must earn at least 67% of their cumulative attempted credits to maintain satisfactory academic progress. The maximum number of hours a student is allowed to attempt for a first bachelor’s degree program is 150% of the minimum number of hours required to graduate in a specific major. For example: If 120 hours of course work is required to complete the degree, then a student can attempt a maximum of 180 hours (120 x 150%). This includes all course work attempted at Northeastern, including credit courses, remedial/developmental courses, pass/fail courses, and all transfer work from other institutions that is accepted by Northeastern. Please visit northeastern.edu/financialaid/policies/sap.html for additional information.
Verification If a student is selected for Verification, the Student Financial Services office is required to collect financial documents to verify the information provided on the FAFSA. Aid cannot be determined until this process is completed.

Payment of Tuition
Full payment of tuition, residence hall fees, and other related charges are due prior to the start of the term as specified on the original bill. A past due balance may result in prevention of registration or grade release. Billing statements are posted to the myNEU portal. An e-mail will be sent to the student when statements are ready to view. Bills are generated approximately four to six weeks prior to the beginning of the semester. Payments will be accepted for billable charges only. The university is not able to process payments for more than the balance due on the student’s account.

Direct Payments to the University
E-Check-myNEU
Please remember:
• Your ATM/Debit card number is NOT your checking or savings account number
• Do not attempt to use credit card cash advance checks, brokerage account checks, or any other checks marked “Do Not Use for ACH”
• Electronic checks are processed the same day they are received by the University
• If the payment is returned because of error or insufficient funds the university will pass any associated fees on to the student account.

Payment by Foreign Currency (International Funds Transfer) Northeastern University offers International Payment Transfer of Funds through Western Union Business Solutions. This provides international students an alternative method for paying student bills. This payment option allows you to pay your student account balance in the currency of your choice and provides a simple and reliable way of initiating payments electronically through your bank. Advantages of using this payment method include:
• You can easily obtain a foreign currency quote by accessing myNEU/NUPay through the Northeastern University website.
• You can pay your tuition and fees in the currency of your choice, which will then be converted to U.S. Dollars.
• There are NO additional transaction charges from Western Union Business Solutions or Northeastern University, though you may be charged a transaction fee by your bank.
• The exchange rate is valid for 72 hours after the transaction is initiated, taking the uncertainty out of the total payment amount.
• The exchange rate is competitive when compared to most banks’ retail rates.
• Payments received will include your reference information, which ensures that your payment reaches your student account quickly.
• Payments will be electronically transmitted to Northeastern University, ensuring timely posting, typically two to five business days from the time you initiate the payment.
• To initiate your payment quote online simply choose the “Student Account, Payment and Ebill” link or NUPAY link on myNEU.
Wire Transfer

- Funds wired directly to the University’s bank: Bank of America, USA, 100 Federal Street, Boston, MA 02110, USA. Account # 9429409686 ABA#026009593. Reference: Northeastern University, Student’s Name and Student Account Number (NUID #).
- If needed, the SWIFT# is BOFAUS3N. Please verify with your bank if they assess wire processing fees and adjust your wire payment accordingly. The University cannot accept wire transfers that are greater than the amount due on the student account.

Check

We are able to accept payment by check under the following conditions:

- Check is written on a U.S. bank account
- Checks must not be starter checks—they must include the bank account owner’s name and address
- The student name and NU ID # is listed in the memo section of the check
- The check is made payable to “Northeastern University” or “Northeastern Univ.” We are unable to accept any other abbreviation
- The check represents an amount due, or less. We are not able to accept overpayment.

You may send payments by mail or pay in person at Student Financial Services in 354 Richards Hall. Payments should be mailed at least 5–7 business days before the due date to allow for processing and to avoid late charges. To send a check or money order through the mail print the payment coupon on the ebill and send a check or money order (no cash) made payable to Northeastern University through the mail to the following address:

Northeastern University
P.O. Box 98108S
Boston, MA 02298-1085

If you are mailing a payment without the payment coupon from the bill or sending the check overnight mail please use the following address:

Student Financial Services
Northeastern University
354 Richards Hall
360 Huntington Avenue
Boston, MA 02115

Monthly Payment Plan The University offers a short-term and a longer monthly payment plan administered through TuitionPay. You do not have to pay interest, only an enrollment fee. To enroll visit TuitionPay.com. For questions you may call 800.635.0120.

Discrepancies in your bill Discrepancies in your bill should be addressed in writing to the Student Accounts Office. Include your name, NU ID, permanent home billing address, myNEU e-mail address, dollar amount in question, date of invoice, and any other information you believe is relevant. Address correspondence to Northeastern University Student Financial Services/Student Accounts, 354 Richards Hall, 360 Huntington Avenue, Boston, MA 02115, or e-mail studentaccounts@neu.edu from your myNEU e-mail address. Responses will be sent to the student’s myNEU e-mail address. If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds.
**Late fees** A past-due balance may result in a late fee on the student’s account, as well as prevention of registration or grade release. In cases where a student defaults on financial obligations, the student may be withdrawn from the University and is liable for the outstanding balance, collection costs, and any legal fees incurred by the University during the collection process.

**Reduced Loads and Course Overloads** Undergraduate day tuition is charged on a flat, per-term basis which includes the cost of each student’s normal academic curriculum requirements for that term.

Adjustments for reduced loads are made only when the Petition to Reduce Load is approved by the academic department and the Office of the Registrar. (NOTE: This form is not to be used by students registered with the Disability Resource Center. Visit the DRC website for details.) Adjustments will then be made if the course load falls below 12 credits during full semesters and six credits during summer half-sessions (calculated at the per credit hour rate). To receive an adjustment the Petition to Reduce Load must be submitted prior to the start of the term. No rebate or credit is granted when a student voluntarily drops a course.

Adjustments for coursework greater than the prescribed curriculum for the term is calculated at the overload rate. Students taking more than eight credits (summer half-session) or 16 credits (full semester) will be charged an additional per credit hour rate for each credit hour beyond the prescribed curriculum for that term. Undergraduate full-time day students may register for one additional music ensemble course without added charge. The list of eligible courses can be found in the Undergraduate Catalog on the Office of the Registrar’s website northeastern.edu/registrar. Students registered for co-op and taking a class will be billed at the per credit hour rate. Students on co-op enrolled in more than 12 credits during full semesters and six credits during summer half sessions are billed the flat per term tuition.

**Refund Policies**

Inquiries about credit balances should be directed to the Student Accounts area of Student Financial Services. Credit balances will be refunded to the student unless otherwise directed by the student or the bill payer.

Please note the following exceptions:

- **PLUS Loans** – Refunds of PLUS Loan funds will be made to the borrower unless a letter of authorization, stating that funds may be released directly to the student, is received from that borrower.

- **Payment Plans** – Credit balances created from overpayment to the Monthly Payment Plan will be refunded to the bill payer on record unless a letter of authorization, stating that funds may be released directly to the student, is received from that bill payer. For more information, please visit northeastern.edu/financialaid/studentaccounts/index.html.

**Official withdrawal adjustments** Students who officially withdraw during an academic term will receive a tuition refund based on the policy specified in this handbook. Institutional funds awarded by Northeastern University will be adjusted based on the actual charges incurred during the semester. Funds from federal Title IV programs will
be returned to the government according to federal regulations. The federal government
"return of funds" policy dictates that a student’s eligibility for federal financial aid is
determined by the number of days enrolled during the semester. The refund will be
calculated from the day the student last attended class.

*If a student attends a class in Maryland or Wisconsin, the specific state refund policy will be applied in addition
to the University Institutional Refund Policy.

Tuition credits are granted through the first five weeks of a semester or first four
weeks of a half-semester, based on the date of the official withdrawal processed by
the Registrar’s Office. Nonattendance does not constitute official withdrawal.
Credit policies vary according to the duration of the course. Typical tuition adjustments are
made according to the following schedule. (The first week ends on the Saturday following
the official “classes begin” date published in the academic calendar.)

**During full semester**

During the first week – 100% refund
During the second week – 100% refund
During the third week – 100% refund
During the fourth week – 60% refund
During the fifth week – 40% refund
After the fifth week – no refund

**Summer half-semesters**

During the first week – 100% refund
During the second week – 100% refund
During the third week – 50% refund
During the fourth week – 25% refund
After the fourth week – no refund

**Unofficial withdrawal adjustments** Nonattendance does not constitute official with-
drawal. If a student who began attendance and did not officially withdraw fails to earn
a passing grade in at least one course over an entire term, the University must assume
that the student has unofficially withdrawn. For this purpose, non-passing grades are
defined as W, NE, *, IP, L, or I. Unofficial withdrawals will be determined within ninety
days of the end of the term. The withdrawal date used for aid recalculation is the midpoint
of the term.

**Other Adjustments**

**Resident rate adjustments** Resident rate adjustments are made by Housing Services.
For specific rate adjustments, refer to the office’s Residence Hall and Dining License
Agreement.

**Tuition paid directly by employers** In those situations where the tuition is paid directly
to the University by a third party, the student must provide the Student Financial Services/
Student Accounts Office with a purchase order or a written statement of intent to pay by
the third party. If there are stipulations associated with the payment agreement, such as a
minimum grade level, then the student must either pay the University directly or enroll in
one of the payment options.
**Tuition reimbursement** Many companies, embassies, and agencies directly reimburse students for their educational expenses upon successful completion of courses. In these situations, the student is responsible for paying the bill at the beginning of the semester or selecting another payment option. Tuition may not be left unpaid pending reimbursement by a third party.

Tuition and fees and default policy Tuition rates, all fees, rules and regulations, and courses and course content are subject to revision by the president and the Board of Trustees at any time. In cases where the student defaults on his or her tuition, the student may be withdrawn from the University and is liable for the outstanding tuition and all reasonable associated collection costs incurred by the University, including attorneys’ fees.

**Mandatory student health insurance** Massachusetts state law requires that all full-time and three-quarter-time matriculated college students be enrolled in a health insurance plan that meets the state requirements. Northeastern University Student Health Plan (NUSHP) meets and exceeds state requirements and is required for those students who do not have comparable coverage with another health insurance plan. If you have comparable health insurance, you may waive enrollment in NUSHP by completing an online waiver form at myneu.neu.edu by the designated deadline date. For more information visit northeastern.edu/nushp or contact nushp@neu.edu

**Medical or Emergency Leave of Absence Tuition and Fee Adjustment**

The University’s leave of absence policy states that all tuition charged for the term for which the leave has been granted will be held by the University and applied toward future tuition charges. Outstanding balances (including unpaid balances) for the academic term in which the leave is taken are still due the University. Tuition adjustments are made depending on the timing of the leave. The adjustments would follow the same schedule as the Official Withdrawal Adjustments. See pages 31–32 for the standard prorating schedule. Financial aid recipients must contact their financial aid counselor to understand the effects on aid received.

If the leave extends more than six months, student loans may go into repayment. Students enrolled in Northeastern University Student Health Plan (NUSHP) will remain enrolled in the plan for the plan year, ending August 31.

Please see the Undergraduate Catalog for further information on how to apply for a Leave of Absence.

**Disability Resource Center Tuition Adjustments**

Students who are registered with Northeastern’s Disability Resource Center and are approved for a reduced course load may be eligible to petition the center for tuition adjustments directly related to their documented disability. Financial aid may be reduced if tuition is reduced. Further information is available from the Disability Resource Center.
GENERAL REGULATIONS

Please review the general regulations that follow as well as all other regulations or limitations included throughout this handbook. Your success at Northeastern depends, in part, on understanding your rights and fulfilling your responsibilities.

Legal Rights and Responsibilities

Grievance Procedure for Disabled Students

It is the policy of Northeastern University to comply with all laws governing access by and discrimination against disabled students. Accordingly, any student who believes that there has been a violation of these laws is encouraged to discuss the matter with the Director of the Disability Resource Center and other persons identified by the director, or with the Director of the Office of Institutional Diversity and Inclusion, to resolve the matter in a prompt and equitable manner. If such discussions do not resolve the matter, the student may then initiate a grievance by taking the steps outlined below.

1. All grievances made by students on the basis of being disabled are considered as being made to the president of the University.

2. In the case of a grievance, the student should discuss the objection with the individual responsible for the office or department where the objection was initially raised.

3. If not satisfied, the student should discuss the objection with the dean of the college or director under which the department falls.

4. If the grievance is not satisfactorily resolved, the student should complete a grievance form and file a written request for a formal hearing with the Grievance Committee for Disabled Students. The request should be filed with the Vice President for Student Affairs.

Upon receipt of a written request for a formal hearing, the grievance committee (including one faculty member from the student’s college, one faculty member not from the student’s college, one representative from the Disability Resource Center, a representative from the Office of Institutional Diversity and Inclusion, the Vice President for Student Affairs or a designee, and another administrator not from Student Affairs) must hold a hearing within three calendar weeks. The grievance committee must allow a full and fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request, and must render a decision in writing to the requesting student within one week of the conclusion of the hearing. The Director of the Office of Institutional Diversity and Inclusion is compliance officer for Section 504 of the Rehabilitation Act of 1973.

Grievance Procedure—Sexual Harassment

No employee, agent, supervisory personnel, or faculty member shall exercise his or her responsibilities or authority in such manner as to make submission to “sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature” as an explicit or implicit term or condition of evaluation, employment, admission, advancement, or reward within the University. Neither shall any employee, agent, supervisory personnel, or faculty member make submission to or rejection of such conduct the basis for employment or academic decisions affecting any employee or
student. Neither shall any employee, agent, supervisory personnel, or faculty member conduct himself or herself with respect to verbal or physical behavior of a sexual nature where such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creating an intimidating, hostile, or offensive work or classroom environment.

Though sexual harassment will not be tolerated, the University recognizes that it is difficult to regulate emotional relationships between consenting adults. However, a consensual relationship may be suspect in instances in which one of the individuals has authority over the other. Therefore, no faculty member or employee involved romantically or sexually with a student may teach or supervise that person either individually or as part of a group in any activity connected to the University.

Any student, teaching assistant, employee, or faculty member who feels that he or she has been the victim of sexual harassment may bring the matter to the attention of the Director of the Office of Institutional Diversity and Inclusion. Copies of the sexual harassment grievance procedure can be obtained from the Office of Institutional Diversity and Inclusion, 125 Richards Hall.

Bias Incidents
All members of the University are expected to treat one another and those visiting our community with respect and courtesy. Intimidation, threats, inappropriate behavior, and any other acts that can be defined as discriminatory bias will not be tolerated. If an individual has been a subject of or a witness to a bias incident, he or she is asked to complete a Bias Incident Report Form, found at northeastern.edu/diversity/index.html. Bias-related incidents should be promptly reported to Northeastern Public Safety and/or The Office of Institutional Diversity and Inclusion.

Hazing (Chapter 269 of the Massachusetts General Laws)
Section 17. “Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

“The term ‘hazing’ as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to weather; forced consumption of any food, liquor, beverage, drug, or other substance; or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

“Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

Section 18. “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such
person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.”

Section 19. “Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name and facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with the section’s requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations.

“Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

“Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

“Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

**Student Right-to-Know and Campus Security Act**

In compliance with the Student Right-to-Know and Campus Security Act, information regarding graduation rates may be obtained in the Registrar’s Office, 120 Hayden Hall, and in the Department of Athletics, 219 Cabot Physical Education Center; information regarding safety and security may be obtained in the Public Safety Division, 100 Columbus Place.
It is Northeastern University’s policy to disclose to an alleged victim of any crime of violence the results of any disciplinary proceeding against the alleged perpetrator of such crime. Further information is available in the Office of Student Conduct and Conflict Resolution, 202 Ell Hall.

**Use of Alcohol and Drugs**

Northeastern University fosters a community that reinforces healthy choices and encourages responsible decision-making regarding the use of alcohol and other drugs. Northeastern strives to maintain a working, living, and learning environment that is free from the negative effects that alcohol and other drug use can create. Additionally, the University is committed to enforcing policies and laws surrounding alcohol and other drug use. The University fulfills this philosophy by providing educational programs, resources for treatment, and referrals for students, faculty, and staff who may experience problems related to substance use.

Federal, Massachusetts, and city laws consider possession, use, manufacture, distribution, and sale of illegal drugs and drug paraphernalia to be serious crimes. Depending upon the offense, conviction can lead to imprisonment, fines, and assigned community service. Sanctions increase on subsequent convictions or if death or serious injury results from the use of the drug. In addition, a variety of other consequences may occur, including ineligibility for federal student grants and loans and prevention of future entry into many fields of employment or professions.

Under federal law, distribution of illegal drugs to persons under twenty-one years of age is punishable by twice the normal penalty, with a mandatory one-year prison term. A third conviction is punishable by mandatory life imprisonment. These penalties apply to the distribution of drugs in or within 1,000 feet of an elementary, secondary, or vocational school.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in or on any Northeastern property. Any University employee or student determined to have violated this policy may be subject to disciplinary action up to and including dismissal. The use of alcohol while on Northeastern property is prohibited except where specifically authorized by the University. No student may report to class or attend a University-sponsored student activity while under the influence of alcohol or illegal drugs. Violation of these regulations may be reason to require assessment and brief intervention at the Office of Prevention and Education at Northeastern (OPEN) and/or University Health and Counseling Services (UHCS). It may also include disciplinary action up to and including dismissal.

Northeastern University works to provide a drug-free workplace for all University employees and students. UHCS and OPEN provide resources for treatment and referral for students with substance abuse problems. Additionally, the Office of Prevention and Education at Northeastern provides confidential “check-in” services for students about substance use as well as regular educational programs and events designed to encourage informed decision-making regarding substance use. Educational programs for students, employees, and managers are also presented through Human Resources Management and UHCS and cover information and resources about alcohol and drug abuse, the
availability of assistance for counseling and rehabilitation, and penalties for violating University policies.

To comply with federal law, the University requires that employees directly engaged in performance of a grant or contract must notify their employers of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. The University must notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the workplace. The University will take appropriate action up to and including dismissal and/or require participation in an approved abuse assistance or rehabilitation program.

Use of Weapons
The use or possession on campus of firearms, explosive agents of any kind, as well as chemicals, mace, and tear gas, is specifically forbidden by the Code of Student Conduct. Violation of this University policy is cause for disciplinary action up to and including expulsion. In addition, it is worth noting that Massachusetts law states:

“Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph, ‘firearm’ shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.”

Massachusetts general law prohibits the possession of nunchaku or karate sticks; switchblades; knives; starter’s pistols; ammunition; leather armbands or other clothing that has metallic spikes, points, or studs; or other dangerous weapons or articles. A student who possesses any articles for sporting purposes (for example, bow and arrows) should check with the University Police Department or the Department of Residential Life to determine whether such articles are among those prohibited by statute or University regulation. Northeastern University also prohibits the possession of knives other than food utensils.

Policies and Procedures

Academic Integrity
A commitment to the principles of academic integrity is essential to the mission of Northeastern University. The promotion of independent and original scholarship ensures that students derive the most from their educational experience and their pursuit of knowledge. Academic dishonesty violates the most fundamental values of an intellectual community and undermines the achievements of the entire University.

As members of the academic community, students must become familiar with their rights and responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind, collaborative work, the use of study aids, the appropriateness of assistance, and
other issues. Students are responsible for learning the conventions of documentation and acknowledgment of sources in their fields. Northeastern University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

The following is a broad overview, but not an all-encompassing definition, of what constitutes a violation of academic integrity.

**Cheating:** The University defines cheating as using or attempting to use unauthorized materials, information, or study aids in any academic exercise. When completing any academic assignment, a student shall rely on his or her own mastery of the subject.

**Examples include, but are not limited to:**
- Unauthorized use of aids, such as but not limited to notes, text, the Internet, cell phones, etc. to complete any academic assignment.
- Copying from another student’s academic work.
- Unauthorized communication during an examination.
- Handing in the same paper for more than one course without explicit permission from the instructor(s).
- Intentionally viewing a test before it is administered.
- Storing notes in a portable electronic device for use during an examination.

**Fabrication:** The University defines fabrication as falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

**Examples include, but are not limited to:**
- Inventing data, facts, or sources for an academic assignment.
- Altering the results of a lab experiment or survey.
- Citing a source in a bibliography that was not used.
- Stating an opinion as a scientifically proven fact.

**Plagiarism:** The University defines plagiarism as using as one’s own, the words, ideas, data, code, or other original academic material of another without providing proper citation or attribution. Plagiarism can apply to any assignment, either final or drafted copies, and it can occur either accidentally or deliberately. Claiming that one has “forgotten” to document ideas or material taken from another source does not exempt one from plagiarizing.

**The following sources require citation:**
- Word-for-word quotations from a source, including another student’s work.
- Paraphrasing (using the ideas of others in your own words).
- Unusual or controversial facts not widely recognized.
- Audio, video, digital, or live exchanges of ideas, dialogue, or information.

*Students unclear as to whether or not a source requires citation should speak with their professor or consult the Writing Center in 412 Holmes Hall.*
Unauthorized Collaboration: The University defines unauthorized collaboration as instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, any analysis, interpretation, or reporting of data required by an assignment must be each individual’s independent work unless the instructor has explicitly granted permission for group work.

Examples include, but are not limited to:
- Submitting work that closely matches that of another student, even when the work is to be original to the student handing in the assignment.
- Sharing a take-home examination, case write-up, lab report, or any other assignment with a peer without express permission from the instructor.

Participation in Academically Dishonest Activities: The University defines participation in academically dishonest activities as any action taken by a student with the intention of gaining an unfair advantage over other students.

Examples include, but are not limited to:
- Misrepresenting oneself or one’s circumstances to an instructor.
- Stealing an examination.
- Purchasing a pre-written paper.
- Selling, loaning, or otherwise distributing materials intended for the purpose of cheating, plagiarism, or other academically dishonest acts.
- Destroying, altering, stealing, or forging another student’s work, library materials, laboratory materials, academic records, course syllabi, or examination/course grades.
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.
- Forging information or signatures on official University documents.

Facilitating Academic Dishonesty: The University defines facilitating academic dishonesty as intentionally or knowingly helping or contributing to the violation of any provision of this policy.

Examples include, but are not limited to:
- Doing academic work for another student.
- Making available previously used academic work for another individual who intends to resubmit the work for credit.

Obligation to Uphold Academic Integrity: All members of the Northeastern University community have a role in upholding the Academic Integrity Policy. Any member of the community who witnesses a violation of this policy should report it to the appropriate faculty member or the Office of Student Conduct & Conflict Resolution (OSCCR). All instructors are required to refer to Northeastern’s Academic Integrity Policy in their course syllabi.

Options for Instructors Reporting Alleged Violations of the Academic Integrity Policy:
A faculty member who suspects a student in his or her class, or working under his or her direction, of violating the Academic Integrity Policy can choose to:
- File official charges with the OSCCR, or
- Submit the complaint as an “information only” case to request that the incident be kept “on file” for the student.
An instructor who believes that a student made an unintentional mistake and who does not want to file an official complaint may submit an “information only” complaint. The faculty member will speak with the student suspected of violating the policy before sending forward a complaint. OSCCR will inform the student via e-mail when it receives an “information only” complaint. This correspondence will provide the student with resources to avoid potential future violations as well as notice that another “information only” complaint for an Academic Integrity violation may result in an official charge and meeting with a member of the OSCCR staff.

When an “information only” complaint is received by OSCCR for a student who already has one or more “information only” complaints on file, OSCCR reserves the right to determine whether there are sufficient facts in the new complaint to support a charge of an Academic Integrity violation. The Director of OSCCR will review all complaints submitted against a student to determine whether sufficient evidence for a violation of the Academic Integrity Policy exists. If the Director determines that the evidence is sufficient, the case will be assigned to a staff member within the OSCCR. The staff member will assign the case to an Administrative Hearing or to the Student Conduct Board as appropriate.

**Sanctions:** Hearing Officers and the Student Conduct Board have discretion to impose sanctions for a Responsible finding of an Academic Integrity violation that range in severity from a written warning to expulsion, and include an action taken by the student to help rebuild trust within the community.

Hearing officers will take the following into consideration when determining appropriate sanctions for violations of the Academic Integrity policy.

1. **Nature of the violation(s)**
2. **Severity of the damage, injury, or harm resulting therefrom**
3. **Student’s past disciplinary record**
4. **Mitigating circumstances**
5. **Aggravating circumstances**

**Appeals:** Students may appeal the disciplinary actions of an Academic Integrity violation on the three grounds identified in the Code of Student Conduct.

The Appeals Process outlined in the Code of Student Conduct will be used for such appeals. Please refer to the Code of Student Conduct for a complete description and explanation of the Appeals Process.

**Grading Authority:** OSCCR does not have authority over assignment or course grades. Therefore, a student who violates Northeastern University’s Academic Integrity Policy may also be subject to academic penalties at the discretion of the instructor in the course. This can result in, but is not restricted to, the student failing the course. A student with questions about the Academic Appeals process should contact the academic advisor to review that process.
Appropriate Use of Computer and Network Resources Policy

I. Purpose and Scope
The information systems of Northeastern University are intended for the use of authorized members of the community in the conduct of their academic and administrative work. Northeastern’s information systems consist of all networking, computing and telecommunications wiring, equipment, networks, security devices, passwords, servers, computer systems, computers, computer laboratory equipment, workstations, Internet connection(s), cable television plant, University-owned mobile communications devices and all other intermediary equipment, services and facilities. These assets are the property of the University. This Policy describes the terms and conditions of use for Northeastern information systems. This policy applies to any and all users of these resources both authorized and unauthorized.

II. Definitions
HIPAA: Health Insurance Portability and Accountability Act. Federal law protecting and defining the appropriate use of PHI and medical records. For purposes of this Policy, “HIPAA” includes the HITECH Act amendments to HIPAA.

PHI: Personal Health Information. Information protected under HIPAA.

PII: Personally Identifiable Information. Certain data defined in applicable laws of a state or country, which can, separately or in combination, identify an individual. “PII” also can be defined by university policy.

RESNet: The residential student network of Northeastern University.

VPN: Virtual Private Network. Technology used for secure communication from a remote location to a network resource.

III. Policy
USER RIGHTS and RESPONSIBILITIES SECTIONS – GENERAL

Part 1
Assent to Terms of the Appropriate Use Policy
By accessing and/or using University information systems, and/or by “clicking through” a usage agreement during sign-on to any University system, registration onto ResNet or any other equipment registration procedure, users assent to the Terms and Conditions of the Appropriate Use Policy.

Part 2
Access to and Use of Systems/Normal Duration of Service
Access to and use of Northeastern information systems are privileges granted by the University to faculty, staff, students and authorized third parties. Additional electronic experiences as may be offered to parents and extended populations are included under the provisions of this paragraph. Access for up to one (1) academic year for others including “sponsored” individuals whose relationship with Northeastern is a result of a University-recognized affiliation or relationship must be approved by the authorizing unit. The University retains sole discretion over the extent to which access privileges are granted, extended and/or revoked.
Part 3
Use of Computer Accounts and Facilities
Members of the Northeastern community may use only the computer accounts and facilities authorized by the University for their use. Use of another person’s account, identity, security devices/tokens, or presentment of false or misleading information or credentials, or unauthorized use of information systems/services is prohibited.

Part 4
Users Responsible for Actions Conducted Under Their User ID(s)
Users are responsible for all use of information systems conducted under their user ID(s), and are expected to take all precautions including password security and file protection measures to prevent use of their accounts and files by unauthorized persons/entities. Sharing of passwords or other access tokens with others is prohibited. Users who disclose their passwords to third parties are solely responsible for all consequences arising from such disclosure.

Part 5
Duties When Speaking in Electronic Communications
Speakers are expected to make clear when they are not representing the University in their electronic communications.

Part 6
Posting of Personal Information/Web Pages/Other Electronic Writings
Users are responsible for the timeliness, accuracy and content/consequences of their personal information, web pages and other electronic writings. Personal information of members of the Northeastern community, including but not limited to students, faculty and staff, may not be posted or maintained on public networks or sites, unless the user fully complies with applicable laws and regulations governing handling of personal information.

Part 7
Use of University-Recognized Messaging Systems
Electronic messages pertaining to the official business of the University, including all academic and administrative matters shall be sent from University-owned or University-recognized messaging systems. For example, inquiries about students must be sent from an account associated with a University-recognized e-mail system. Replies from faculty or staff must be sent using the same University-recognized accounts. In cases where unrecognized third-party messaging systems are used to originate a message, and/or where a party chooses to forward messages from a University-owned or University-recognized system to a third-party unrecognized system, individuals using these systems shall be solely responsible for all consequences arising from such use.

Part 8
Use of University Systems to Host Non-University Activities
Use of University information systems for hosting non-University activities must have the explicit written authorization of the Office of the Provost or its designee.
Part 9
Commercial Use
University information systems may not be used for commercial purposes except only as permitted with the explicit prior written approval of the Offices of the Provost and General Counsel.

Part 10
Offering, Providing, Lending or Renting Access to University Systems
Users may not offer, provide, lend, rent or sell access to University information systems. Users may not provide access to individuals outside the University community. Expansion or redistribution of Northeastern’s cable television services is not permitted. Personal, private or departmental switches, routers, wireless access points or DHCP-serving devices may not be connected to centrally-managed administrative (NUNET) network segments, except only as may be agreed to in writing between the device owner and Information Services.

Students are permitted to connect personal or privately-owned routers and/or wireless access points to ResNet network segments under the following conditions, all of which must be met in order to qualify for permission:

- The residence hall in which the owner resides does not feature 100% NUwave wireless coverage.
- The relevant device is registered in the legal name of their owner, using the ResNet Registration service.
- The registrant, by virtue of connecting their router and/or wireless access point to ResNet, agrees to take sole responsibility for installation, registration, configuration, operation and security of their device.
- A residence hall occupant installing a router and/or wireless access point shall be held responsible for the actions of all parties connecting to and/or using their device, with or without their knowledge, and, for adhering to IS-recommended security practices.

Information Technology Services (ITS) does not support routers or wireless access points, nor resolve conflicts such devices may cause with other student-owned devices. Northeastern reserves the right to reconfigure or disable the ResNet port(s) serving any private router and/or wireless access point that is shown to interfere with NUwave or any other University-provided service.

In order to receive ITS support to resolve a problem reported by a student using a privately-owned router and/or wireless access point, such problem must be recreated while connected to the ResNet port in question, with privately-owned device(s) out of the connection path.

For security reasons, dial-up modems shall not be used on computers while they are connected to the University network. The VPN (Virtual Private Network) shall instead be used.

Part 11
Compliance with Internet Service Provider Terms of Use
Internet use must comply with the Terms of Service stipulated by our Internet service provider(s). In addition, the Acceptable Use, Terms of Service and/or other policies of
systems and/or electronic resources accessed through University Internet connection(s) also bind users of University Internet connections. Failure of users to comply with these Terms of Service may result in sanctions, up to and including separation from the University.

Links to the terms of service for the University's Internet service providers are found in Appendix A.

**Part 12**

**Use of Remote Resources**

Users may not connect to remote resources such as printer, file systems, or any other remote resource, regardless of location on or off the Northeastern network, unless the administrator of the remote resource has first granted permission to do so.

All access to University electronic resources shall occur through reasonable and customary means. For example, all electronic resources offered through a web-based experience shall be accessed using a web browser only.

Electronic resources are available to faculty and staff using “remote access,” also known the Virtual Private Network (VPN). The University reserves and intends to exercise its right to determine:

- who may use the VPN,
- from what locations the VPN may be accessed,
- what services and experiences are offered through the VPN,
- the extent of individual access rights when using the VPN, and
- to limit or block connections not originating from the VPN.

Exclusions to this policy provision may be made to vendors and affiliates who maintain private connections to the University network.

All users establishing a connection to the University network through the VPN or by any other means are responsible to ensure antivirus software is present on their computer, and that its protection signatures are up to date. For more information on use of the VPN or antivirus software, please refer to the Information Services website.

**Part 13**

**Irresponsible/Wasteful Use**

Users may not use information systems irresponsibly, wastefully, or in a manner that adversely affects the work or equipment of others at Northeastern or on the Internet.

**Part 14**

**Specific Prohibitions on Use of Information Systems**

In addition to all of the requirements of this Policy, it is specifically prohibited to use Northeastern University information systems to:

- Harass, threaten, defame, slander or intimidate any individual or group;
- Generate and/or spread intolerant or hateful material, which in the sole judgment of the University is directed against any individual or group, based on race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability;
• Transmit or make accessible material, which in the sole judgment of the University is offensive, violent, pornographic, annoying or harassing, including use of Northeastern information systems to access and/or distribute obscene or sexually explicit material unrelated to University sanctioned work or bona fide scholarship;
• Generate unsolicited electronic mail such as chain messages, unsolicited job applications or commercial announcements;
• Generate falsely identified messages or content, including use of forged content of any description;
• Transmit or make accessible password information;
• Attempt to access and/or access information systems and/or resources for which authority has not been explicitly granted by the system owner(s);
• Capture, decipher or record user IDs, passwords, or keystrokes;
• Manipulate or tamper with uniform resource locators (URLs);
• Intercept electronic communications of any kind;
• Probe by any means the security mechanisms of any resource on the Northeastern network, or on any other network through a connection to the Northeastern network;
• Disclose or publish by any means the means to defeat or disable the security mechanisms of any component of a Northeastern University Information System or network;
• Alter, degrade, damage, or destroy data;
• Transmit computer viruses or malicious/destructive code of any description;
• Conduct illegal, deceptive, or fraudulent activity;
• Obtain, use or retransmit copyrighted information without permission of the copyright holder;
• Place bets, wagers or operate games of chance; or
• Tax, overload, impede, interfere with, damage or degrade the normal functionality, performance or integrity of any device, service or function of Northeastern information systems, content, components, or the resources of any other electronic system, network, service or property of another party, corporation, institution or organization.

The above enumeration is not all-inclusive. If there is a question as to whether a specific use is appropriate or acceptable under this policy, the University’s sole determination shall prevail.

UNIVERSITY RIGHTS AND RESPONSIBILITIES SECTIONS

Part 15
General Rights of the University

To protect Northeastern information systems against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage, the University reserves the right with or without notice, to monitor, record, limit or restrict any user account, access and/or usage of account. The University may also monitor, record, inspect, copy, remove or otherwise alter any data, file, or system resources in its sole
discretion. The University further reserves the right to periodically inspect systems and take any other actions necessary to protect its information systems. The University also retains access rights to all files and electronic mail on its information systems. Anyone using these systems expressly consents to such monitoring.

**Part 16**
**Right to Seize/Inspect University-Owned Computing Devices**
The University reserves the right at any time, with or without prior notice or permission from the user or users of a computer or other University-owned computing device, to seize such device and/or copy or have copied, any and all information from the data storage mechanisms of such device as may be required in the sole discretion of the University in connection with investigations of possible wrongdoing or legal action. In addition to the foregoing, privately owned devices connected to the University network are also subject to inspection by authorized University personnel.

**Part 17**
**Right to Block Content**
The University reserves the right to reject from the network or block electronic communications and content deemed not to be in compliance with policies governing use of University information systems.

**Part 18**
**Right to Disclosure of Information**
The University may disclose information, including pursuant to an internal or external investigation of alleged misconduct or wrongdoing, and may provide information to third parties, including law enforcement. By accessing Northeastern information systems, users give Northeastern permission to conduct each of the operations described above.

**Part 19**
**Detection of Plagiarism/Academic Dishonesty**
The University reserves the right to use, and intends to use manual and/or automated means to assess materials submitted as academic work submitted electronically for indications of plagiarism or other form(s) of academic dishonesty.

**Part 20**
**Actions to Be Taken When a Policy Violation Is Identified**
When a potential violation is identified, the appropriate system manager or unit head, the Information Security Office, and any other University employees or agents as are deemed appropriate, are authorized to investigate and initiate action in accordance with University policy. Repeated violations may result in suspension or termination of service(s). In addition, the University may require restitution for any use of information systems that violates this policy. The University may also provide evidence of possible illegal or criminal activity to law enforcement authorities.
Part 21
Consequences of Policy Violation
Any unauthorized, inappropriate, illegal or illegitimate use of the University’s information systems, or failure to comply with this policy shall constitute a violation of University policy and will subject the violator to disciplinary action by the University up to and including separation of employment or relationship, and may result in legal action.

Part 22
Termination of Access to University Systems and Services
Notwithstanding any other provision of this policy, authorization to access the information systems and resources of Northeastern University ends at the termination of employment, end of a recognized role or relationship, or loss of sponsorship. Students may continue to use their Northeastern electronic mail account for up to one (1) year after completion of requirements.

CONFIDENTIALITY / PRIVACY SECTIONS

Part 23
Electronic Content Property of the University
Right of University to Monitor Content
University information systems and the messages, e-mail, files, attachments, graphics and Internet traffic generated through or within these systems are the property of the University. They are not the private property of any University employee, faculty, staff, contractor, student or any other person. No user of University systems should have an expectation of privacy in their electronic communications. All electronic communications, files and content presented to and/or passed on the Northeastern network, including those to, from or through Internet connection(s), may be monitored, examined, saved, read, transcribed, stored or re-transmitted by an authorized employee or agent of the University, in its sole discretion, with or without prior notice to the user. The University reserves and intends to exercise the right to do so. Electronic communications and content may also be examined by automated means.

Part 24
Confidentiality of Content
The confidentiality of any content shall not be assumed. Even when a message or material is deleted, it may still be possible to retrieve and read the message or material. Further, use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Aside from the right of the University to retrieve and read any electronic communications or content, such messages or materials must be treated as confidential by other students or employees and accessed only by the intended recipient. Without prior authorization, no person is permitted to retrieve or read electronic mail messages not sent to them.

Part 25
Responsibility to Maintain Confidentiality
Notwithstanding the University’s right to audit or monitor its information systems, all users are required to observe the confidentiality and privacy of others’ information accessed through Northeastern information systems and records of every description, including
information pertaining to University programs, students, faculty, staff and affiliates. Without proper authorization, users are not permitted to retrieve or read content not intentionally addressed to them. With proper authorization, the contents of electronic mail or Internet messages or materials may be accessed, monitored, read or disclosed to others within the University or otherwise.

Part 26
Electronic Privacy Rights
The electronic privacy rights of others shall be respected at all times. Use of audio, video, cell phone, “web cam” or related technologies, for the purpose of capturing images and/or recording speech in locations or circumstances where a reasonable expectation of privacy exists is prohibited without the consent of the subject(s) depicted and/or recorded. This provision shall not apply to lawful surveillance conducted by law enforcement agencies. The University reserves the right to impose additional restrictions on use of electronic recording devices, in its sole discretion. Questions about the applicability of this provision to a particular situation shall be referred to the Office of General Counsel or the Director of Information Security.

Part 27
Handling of Sensitive Information
Disposal of Equipment and Storage Media
Printed materials, computer equipment and storage media containing sensitive and/or protected information shall be handled in accordance with Information Disposal Requirements, Asset Disposition procedures, and hazardous materials regulations. Additional information on these topics is available from the Information Services website (northeastern.neu.edu/secureNU, and ehs.neu.edu).

Part 28
No Guarantee of Protection Against Unauthorized Access
Prohibition on Accessing/Moving Data Belonging to Another Accountholder
While the University attempts to protect electronic communication and files from unauthorized access, this cannot be guaranteed. Users may not access, copy or move files including, but not limited to programs, data and electronic mail belonging to another account, without prior authorization from the accountholder. Files may not be moved to other computer sites without permission from the accountholder whose account under which the files reside.

COMPLIANCE WITH LAWS SECTIONS
Part 29
Requirement to Comply with Applicable Local, State and Federal Laws Concerning Use, Dissemination and Disclosures of Information
The University strives to maintain the security and privacy of electronic communications. Use of Northeastern University information systems or resources, dissemination, and disclosures of information, must comply with the provisions of applicable local, state and federal laws, regulation and University policy. Applicable laws and policies may be found in Appendix B. That list is not exhaustive.
Part 30
Lawful Use
Northeastern information systems may be used for lawful purposes only. It is prohibited to use Northeastern information systems for unlawful purposes, including, but not limited to the installation of fraudulently or illegally obtained software, harmful software, illegal dissemination of licensed software, sharing of content where the disseminator does not hold lawful intellectual property rights, propagating chain messages, pyramid, ponzi, other unlawful or deceptive schemes, or for any purpose contrary to local, state, federal law or University policy.

Part 31
Compliance with Copyright Law
Use of University information systems must comply with provisions of copyright law and fair use. Copyright law limits the rights of a user to decrypt, copy, edit, transmit or retransmit another’s intellectual property, including written materials, images, sounds, music, and performances, even in an educational context, without permission, except where such use is in compliance with Fair Use or TEACH Act provisions.

Part 32
Compliance with Export Control Regulations
Exports of computing equipment and information technologies from the University must be in compliance with U.S. Export Control Regulations.

Part 33
Notice of Right to Change Appropriate Use Policy
The University reserves the right to change this policy or any portion of the policy, at any time, with or without prior notice. Changes to this policy are effective upon posting at infoservices.neu.edu, where the most current version resides. The AUP was last revised on February 21, 2014.
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<thead>
<tr>
<th>Handling of this type of information</th>
<th>Must be in compliance with this law, regulation, or policy…</th>
<th>Which can be reviewed at this location…</th>
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<tr>
<td>Student Information</td>
<td>Family Educational Rights and Privacy Act (FERPA) of 1974</td>
<td>northeastern.edu/registrar/ferpa.html</td>
</tr>
<tr>
<td>Protected Health Information (PHI)</td>
<td>Health Insurance Portability and Accountability Act (HIPAA) of 1996</td>
<td>northeastern.edu/adminm/HIPAA_Privacy_Practices.pdf</td>
</tr>
<tr>
<td>Social Security Number (SSN) and Personal Information</td>
<td>NU Policy on Collection, Handling, and Use of the Social Security Number and Personal Information</td>
<td>infoservices.neu.edu/get_help/content/ssnpolicy.pdf</td>
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<tr>
<td>Personal Identifying Information (PII)</td>
<td>Massachusetts Data Protection Laws (MA201 CMR 17.00)</td>
<td><a href="http://www.mass.gov/Eoca/docs/idtheft/201CMR1700reg.pdf">http://www.mass.gov/Eoca/docs/idtheft/201CMR1700reg.pdf</a></td>
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**Note:** If clicking on the links above fails to render a readable page, it is suggested to paste the link into a web browser URL bar.
Massachusetts General Laws Chapter 266, Sections 33(a) and 120(f), which impose sanctions for, among other acts, destroying electronically processed and stored data or gaining unauthorized access to a database or computer system.

Massachusetts General Laws Chapter 272, Section 99, which regulates and prohibits recording of communications without permission of participants, including but not limited to telephone conversations. The law also includes prohibitions on possession, editing, and disclosure of recordings.

United States Code, Title 18, Section 1030 et seq., Computer Fraud and Abuse Act, which imposes sanctions for, among other acts, knowingly accessing a computer without authorization or in excess of authorized access, knowingly causing damage to protected computers, or trafficking in password information.

United States Code, Title 18, Section 2510 et seq., Electronic Communications Privacy Act, which imposes sanctions for, among other acts, interception of wire, oral or electronic communications.

United States Code, Title 18, Sections 2701 et seq., Stored Wire and Electronic Communications and Transactional Records Act, which imposes sanctions for, among other acts, intentionally accessing without authorization, a facility through which electronic communication service is provided, or intentionally exceeding authorization to access a facility, and thereby obtaining, altering, or preventing authorized access to a wire or electronic communication while it is in electronic storage.

United States Code, Title 47, Section 223 (H)(1) et seq., Communications Act of 1934 (as amended), which imposes sanctions for, among other acts, use of any device or software that can be used to originate telecommunications or other types of communications that are transmitted in whole or in part by the internet, without disclosing the sender’s identity, and with intent to annoy, abuse, threaten, or harass any person who receives the communications.

Miscellaneous Policies

Behavior on co-op, on externships, and in the neighborhood As an urban institution, Northeastern University is a part of the vibrant community and business life of the surrounding neighborhoods. Maintaining amicable and considerate relations between the University and local residents and businesses is essential to the continued cooperation of the University and its neighbors in civic projects and issues, and to the furtherance of the University’s broader mission to contribute to the general good of society. The University endeavors to foster conditions under which such beneficial relations exist. Consequently, the University must consider conduct on the part of members of the University community, whether on or off campus and whether isolated or continuing in nature, that is disruptive of these relations, that impairs, interferes with, or obstructs the lawful missions, processes, and functions of the University, or that is found by the University to be abhorrent or offensive to generally accepted standards of social behavior, as inimical to the University’s interests.
The University's Code of Student Conduct governs student behavior on co-op, externships, and in the community surrounding the University. In addition, misbehavior in these settings may violate the law, policies of the co-op employer, or rules of the externship sponsor.

**Bicycles** Wherever possible, students should use the bike racks available at various locations on campus. Bicycles should not be chained to fences, doors, trees, or other objects, and under no circumstances may bicycles be brought into any University building. The Fire Code dictates that all entrances, exits, corridors, and stairwells must be free and clear at all times. Bicycles found in violation of this code will be removed from the area.

**Card playing and gambling** The University does not permit card playing of any kind in classrooms unless it is a regularly scheduled activity of an organization recognized officially by the Center for Student Involvement. Social card games are permitted in the residence halls and in the Curry Student Center.

Students may not gamble, play pyramid games, or sell lottery tickets. Casino or other game events are permitted in designated areas that are approved by city and state laws, as part of properly scheduled events, and in strict accordance with regulations issued by the Office of the Vice President for Student Affairs.

**Copyrightable materials** It is the general policy of the University that student papers or projects submitted in partial fulfillment of course requirements remain the property of the student authors. This policy does not apply to (1) “work for hire” as defined by intellectual property laws; (2) work derived wholly or in part from other patented or copyrighted material; (3) work done as part of external grants or contracts in which the contracting documents or regulations define ownership; (4) work in which the University or its agents or employees contribute substantial time or resources; or (5) work considered a thesis or dissertation.

With respect to such work, the University reserves the right to utilize anti-plagiarism software to analyze submitted course-related works. As part of this analysis, the University may retain, or cause to be retained, in a Northeastern database electronic versions of such work for the sole purpose of analyzing the originality of future student work.

Except as provided above, the University owns the copyright to any work created or developed by one or more students with the significant use of funds, space, facilities, equipment, materials, or other University resources. The University will not normally construe the payment of salary from unrestricted funds or the provision of office and library facilities as constituting significant use of funds, space, facilities, equipment, materials, or other resources of or administered by the University. Use of laboratory and/or computer facilities or assistance from one or more faculty or staff members to a student author specifically pertaining to the work constitutes significant use of University resources. In all cases, the provost or his or her designee shall make a good-faith determination concerning significant use, which shall be final and binding on all parties.

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1 Individual teachers or academic units may require that originals or copies of such papers or projects be retained either temporarily or permanently by the individual teacher or by the unit.
In the case of a thesis generated by research performed in whole or in part by a student in the course of or pursuant to an agreement for sponsored research or other written agreement, including an agreement between the author(s) and the University, or utilizing equipment or facilities provided to the University under conditions that impose copyright restrictions, ownership or control shall be determined in accordance with such agreement or restrictions. In the absence of such agreement or restrictions, copyright ownership in such a thesis shall reside in the student. However, the student, as a condition of a degree award, must grant the University the royalty-free right to reproduce and publicly distribute copies of the thesis for limited and noncommercial purposes.

Where necessary to secure to the University an ownership of copyright, students shall assign such rights of copyright, or grant the specified rights of reproduction and distribution, to the University. The University reserves the right to employ, at its discretion, the materials or portions of any work created or developed in the course of an author’s relationship with the University, or otherwise covered by the University Patent and Copyright Policy, for promotional, professional, or noncommercial purposes on a royalty-free basis.

Certain courses taught at Northeastern University involve students in individual or group assignments or projects involving the creation of materials, objects, or techniques that may be patentable or copyrightable. These courses generally require extraordinary levels of faculty organization and participation and/or substantial University resources.

In accordance with University patent and copyright policies, in such courses the University is the owner of all rights in technology, computer programs, or other creative work that may be developed by the undergraduate or graduate student as part of the student’s work in those courses. It is the University’s intention, where applicable, to disclose and authorize the use of such technology, programs, or work to nonprofit organizations and to government agencies without a fee. The University may also have the opportunity to license such materials to a commercial enterprise, and in this event, it is the University’s intention to share any revenue from such a license with student contributors in an amount determined in accordance with the then-existing University policy or plan. Students are informed early in the semester if the course in which they are enrolled falls within this category and will be asked to sign a letter of agreement. Should the student decline to sign an agreement, he or she will be assigned to another course section—one in which such agreement is not required—or will be given alternative activities not involving such assignments or projects.

**Copyrights and patents** Any student who makes, as sole or joint inventor, an invention that involved significant use of University resources, including funds, space, facilities, equipment, or materials, or that is subject to terms of a sponsored research or other agreement between the University and another party, shall assign this invention and all associated applications and patents to the University or its designee unless the invention

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2A thesis is a student work representing significant original or independent research and for which the student receives a substantial amount of credit toward a degree or certificate. Where there is a question concerning whether or not a student’s work is a thesis, the provost or his or her designee shall make a good-faith determination concerning same, which shall be final and binding on all parties.

3Copies of the University patent and copyright policies are available from the Research Administration and Finance, 960 Renaissance Park, 617.373.8770.
has been released to the inventor in accordance with the applicable provisions of the
University patent policy. Any student, whether before or after terminating his or her
association with the University, shall do whatever is necessary to enable the University or
its designee to take out patents in any and all countries on such invention. The cost and
expense of making such assignments and procuring such patents shall be borne
by the University or its designee.

When an invention is made by a student not involving significant use of funds, space,
facilities, equipment, materials, or other resources of or administered by the University,
the University will waive its rights, and the invention will be the exclusive property of
the student, provided the student’s rights in the invention are not altered by the terms
of any financial aid received, including external sponsorship, scholarships, fellowships,
traineeships, thesis expenses, or other assistance, whether or not administered by the
University and provided the invention is not subject to third-party rights.

**Curry Student Center** Student Center facilities may be reserved by recognized student
organizations and University departments. The University reserves the right to limit the
use of its facilities when the general public is involved. Refer to *Curry Student Center
Operations Policies* at northeastern.edu/curry for specific building policies.

**Demonstrations** The University supports as fundamental to the democratic process the
rights of all University students to express their views and to protest actions or opinions
with which there is disagreement. A university is where individuals express diverse ideas
and viewpoints in an atmosphere free of any physical force. The University insists that
all demonstrations be peaceful and orderly and abide by University regulations. This
longstanding policy was developed to protect the interests of those members of the
University community who are demonstrating as well as the rights of others to study and
work without disruption.

- Demonstrators must not block corridors or entrances or use loud noise to disrupt a
  conference, meeting, or assembly.
- Demonstrations may not be conducted in faculty or administrative offices, classrooms,
  libraries, or study areas.
- Moving picket lines in University corridors are prohibited. (Protests may be registered by
  individuals or groups standing in a single line against a corridor wall, but corridors must
  be kept open at all times for the free passage of other members of the community.)
- Any student or student organization seeking to demonstrate or protest on University
  property or in connection with a University event must comply with University
demonstration policies and procedures as outlined in the *Campus Activities Student
  Organization Resource Guide*, and all directions issued by University administrators.
- Please consult the *Campus Activities Student Organization Resource Guide* for the most
  up-to-date policy.

Students, faculty, or staff who violate these regulations will be subject to disciplinary
action; violators also jeopardize their right to remain in the University community. Persons
who are not students, faculty, or University employees are prohibited from participating in
demonstrations on University property, even if invited to do so by a student, employee, or
faculty member. Such persons will be considered trespassers if they were to participate
in a demonstration on University property and will be subject to arrest.
Departmental jurisdiction Certain departments of the University shall have the authority to set down rules and regulations governing the operation of the departments’ respective areas of responsibility. Such rules and regulations shall be in accord with the “General Statement of Student Rights and Responsibilities,” as well as with the policies pertaining to student conduct as defined in this document. Furthermore, such rules, regulations, and any related proceedings may run concurrently and/or supplant those already described herein.

Dismissal from class Students dismissed from classes for insubordination or other disciplinary reasons may not return without the approval of the appropriate University official.

E-mail Motivated by convenience, speed, cost-effectiveness, and the environmental advantages of using e-mail rather than printed communication, there is an expanding reliance on electronic communication among students, faculty, staff, and administration at Northeastern University. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communicating critical information to enrolled students, faculty, and staff. Any notices sent to a student’s official University e-mail address will be deemed received by the student.

University E-mail Policy:

- **University use of e-mail** E-mail should be used for the communication of specific, individual messages (which may include invitations to complete surveys). General announcements should be communicated via the student portal.

  All use of e-mail, including use for sensitive or confidential information, will be consistent with the Northeastern University Appropriate Use Policy (www.infoservices.neu.edu/aup.html) and with the Family Educational Rights and Privacy Act of 1974 (FERPA) that protects the confidentiality of student records. E-mail shall not be the sole method for notification of any legal action.

  Notwithstanding any violation of the Appropriate Use Policy or other Northeastern student conduct policies, a student’s Northeastern e-mail address is available for use for one year following separation (graduation, leave of absence, etc.) from Northeastern.

- **Assignment of student e-mail addresses** Northeastern University will assign all students an official “neu.edu” e-mail address and will send e-mail communications to this address. This official address is the address associated with a student’s “myNEU” portal account and found in the student directory of the University’s e-mail system. The University will not be responsible for the handling of e-mail by outside vendors or by college/departmental servers. Students who redirect e-mail from their Northeastern e-mail account to another address are still responsible for all obligations associated with the official communication.

- **Expectations regarding student use of e-mail** Students are required to check their official e-mail address on a frequent and consistent basis in recognition that many communications may be time-critical. It is also the student’s responsibility to maintain copies of all communications in such a way that they may be accessed at a later date.

- **Educational uses of e-mail** It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements in their course syllabi. Faculty will expect that students’ official e-mail addresses are being accessed and, therefore, faculty may use e-mail and BlackBoard via “myNEU” for their courses accordingly.
Identification cards All students must have in their possession at all times the officially approved and properly validated photo identification card. It will be necessary to show this card as a means of identification when using the library and campus recreational facilities, at athletic contests, at student elections, at University Health and Counseling Services, at the Student Accounts Office, at the Office of the Registrar, to campus police, and elsewhere around the University. All members of the community should be prepared and willing to identify themselves and their guests upon request by authorized personnel.

An official photo identification card will be issued to new students at their initial orientation and registration periods. Replacements for lost cards can be obtained for a nominal fee at the Office of the Registrar, 120 Hayden Hall.

Jury duty All residents of Suffolk County, including students whose permanent residence is elsewhere, share the responsibility of jury duty. As such, you may receive a jury duty notice requiring your attendance. One deferral is possible, but you must serve when the second request is made. You may be able to indicate the date you will be available to serve. Refer to your jury duty card for more information.

Media and public appearances In all personal communications to newspapers or other media, as well as personal public appearances in which students identify themselves as members of the Northeastern University community, it should be made clear that the opinions presented are a student’s own and not necessarily those of the University. Students who appear on public programs as representatives of Northeastern University must be particularly careful to avoid language or presentations that could be considered in bad taste or offensive.

Pets Pets are prohibited in all University buildings out of consideration for the general community and to maintain a clean and healthy environment. Exceptions are made for service dogs and other service animals.

Public access Certain facilities, such as residence halls, are designed for and are to be used by residence hall residents only. In the case of classrooms and laboratories, they are designed for and are to be used by members of this academic community only. In all cases, the essential educational purpose of the University cannot be interrupted or disturbed by the access permitted to members of the general public. Officials of the University may restrict or prevent access by the public if such access disturbs or has the potential to disturb classes or other functions of Northeastern University.

Safety glasses Safety glasses must be worn in all chemistry laboratories and other facilities as required.

Sales and solicitations Northeastern University is not a marketplace. Sales of material or solicitations of any kind, such as newspapers and other print mediums, insurance, food items, and all other articles are prohibited without the express written permission of designated officials of the University. Solicitations of any kind are also prohibited without the express written permission of designated University officials. Exceptions to this policy can be made for recognized student organizations and residence hall groups. Residence hall groups should request permission to sell within their housing unit from the Associate Dean for Cultural Life and Residential Life or designee. Student organizations should request permission from the Director of Student Activities or designee. All others should apply to the NU Business Office and/or Vice President for Student Affairs or his or her designee. Such permission, when
granted, is for designated areas within the University and is subject to the restrictions imposed by the approving officials. General solicitation, especially in such areas as classrooms, lounges, and cafeterias, is not permitted. This policy applies to student groups, University departments and on-campus vendors that may lease space, or are part of a University-sponsored program, or are otherwise contracted to the University to provide goods or services.

**Sexual assault** If you are sexually assaulted, get to a safe place and then call the University police and a friend or family member. Public Safety includes many officers who are state-certified rape and sexual-assault investigators. If a sexual assault takes place off campus, the University Police Department can still provide emergency medical treatment, transportation to a medical facility, and counseling referrals. However, the criminal investigation of such cases is the responsibility of the police department that has jurisdiction in the area in which the assault took place. For more information, visit northeastern.edu/uhcs/counseling/sexual_assault.html and northeastern.edu/vision.

**Smoking** Northeastern University is a smoke-free campus. For more information about the policy visit northeastern.edu/smokefree/.

The sale of cigarettes and other tobacco products is prohibited on campus. Smoking cessation information and programs are available. The Ready to Quit! program is available for Northeastern students and can be accessed by emailing rtq@neu.edu. For further information, contact the Office of Human Resources Management or University Health and Counseling Services.

**Student organizations** All recognized student organizations are part of the University and are bound by policies and procedures in this handbook and the Campus Activities Student Organization Resource Guide, published by the Center for Student Involvement. Refer to the guide for information on policies and procedures, including information on creating and registering a student organization.

Students on any type of probation or suspension may not represent the University in any intercollegiate activities or in any program or performance of any student organization. Students on probation may not hold any office or position, either by election, appointment, or petition, in any recognized student organization or group.

**Student organization officers** Any student wishing to hold an office must have a 2.500 overall GPA prior to being elected or appointed to that position. Members of the Student Government Association (SGA) executive board must have a 2.500 GPA to be elected and maintain their positions. Officers are expected to be and shall be held accountable for the actions of their organization, consistent with applicable policies.

**Tape recorders, laptop computers, cell phones, and other transcribers or recorders** Students may not use mechanical or electronic transcribing, recording, or communications devices in the classroom without the instructor’s consent. Students with disabilities who need such equipment in the classroom may make arrangements through the Disability Resource Center, 20 Dodge Hall.

**Textbooks** Students should purchase or have in their possession the assigned textbooks, problem books, manuals, and other supplies that may be necessary in a classroom or laboratory.
STUDENT BILL OF ACADEMIC RIGHTS

This bill was drafted by the Student Senate, the Vice President for Student Affairs, and members of the Faculty Senate. It was passed in the spring of 1992.

Academic Rights

We, the students of Northeastern University, believe that a quality education is the paramount goal of all students. In order to fulfill this goal, the University must recognize certain rights, which are set down in this document.

Course-Related Rights

Article 1  Students have the right to instructors who attend scheduled classes on time.

Article 2  Students have the right to view work they submit to satisfy course requirements after it is graded.

Article 3  Students have the right to adequate access to instructors.

Article 4  Students have the right to receive a course outline, which includes a fair and explicit grading policy, at the beginning of each course.

Article 5  Students have the right to instructors who communicate the material pertaining to the course effectively in the English language, except in the case of foreign language instruction.

Article 6  Students have the right to participate in and have access to Student Government Association student-teacher course evaluations.

Rights to University Academic Services

Article 7  Students have the right to adequate access to effective academic services, as described in the student handbook and other University publications, provided by the University.

Article 8  Students have the right to an environment conducive to learning.

The student rights, through their representatives in the Student Government Association (SGA), described in these sections arise from faculty and staff employment responsibilities and obligations to the University. Northeastern University students recognize and accept that it is the sole prerogative of the University to enforce these obligations and responsibilities and to determine whether and to what extent they are being carried out or violated in specific instances. Northeastern University students recognize and accept that their ability to effect redress of complaints arising from these rights is limited to the procedures specified in the current Undergraduate Student Handbook.

Because the University operates on a twelve-month calendar in an urban environment, many construction, remodeling, renovation, and repair projects must take place while the University is in session and while other potential distractions from the learning process arise from the surrounding urban environment on which it is dependent but over which it exerts little or no control. Thus, though the University is committed to maintaining an appropriate learning environment for its students, Northeastern University students recognize and accept, as part of their relationship with the University, that the conditions described above may cause occasional disturbances to that environment.

The articles shall be interpreted by the Office of the Provost in conjunction with the Office of the Vice President for Student Affairs, and shall be monitored by the Student Government Association.

Further, should any student discover that he or she has been subject to any violation of the principles stated herein, the student should follow the appropriate complaint resolution procedure in the Undergraduate Student Handbook.

The Student Government Association, if requested by the student, will monitor the progress of any student academic grievances.
Article 9  Disabled students have the right to be treated in a nondiscriminatory fashion in accordance with the policies described in University publications and consonant state and federal laws.

**Scheduling Rights**

Article 10  Students have the right to nonconflicting final exam schedules.

Article 11  Students have the right to final exam schedules in accordance with established University policy.

Article 12  Students have the right to be excused from academic commitments for a religious observance.

**General Academic Rights**

Article 13  Students have the right to be informed, in a timely fashion, of proposed or actual University action to be taken against them.

Article 14  Students have the right of access to their academic and financial aid records and maintenance of the privacy of these records, as provided by the Federal Educational Rights and Privacy Act.

Article 15  Students have the right to be free from harassment by other members of the University community.

Article 16  Students have the right to the redress of academic grievances.

**STUDENT RESPONSIBILITIES**

It is each student’s responsibility to:

1. contribute to a climate of open inquiry and honesty in all aspects of the University’s academic life.
2. commit sufficient time and effort and the use of library, studio, and computational facilities in connection with each course.
3. contribute to the classroom/laboratory/studio learning environment through discussion and active participation.
4. acquire the necessary prerequisites for full participation in each academic course.
5. attend scheduled courses regularly and on time.
6. obtain help with problems encountered in a given course by seeking out faculty and teaching assistants outside of class time.
7. respect the concept of academic freedom of each faculty member.
8. assist the University in its self-evaluation by responding honestly and conscientiously.
9. provide permanent and local address information to the University in order to allow for communication.
10. complete all required activities prior to attending classes for the fall (including alcohol education, required reading, etc.).
11. check their University e-mail address on a frequent and consistent basis in recognition that many communications may be time-critical.
12. complete an entry using ‘My Travel Plans,’ located on the Services and Links tab in the myNEU Student Portal, prior to all University sponsored travel outside of Massachusetts, including but not limited to: Study Abroad, Dialogues of Civilization, Foreign Exchange Programs like BSIB, Co-op Placements outside of Massachusetts, etc.

13. have in their possession at all times the officially approved and properly validated photo identification card.

Students who fail to comply with these responsibilities could lose certain student privileges as well as face possible disciplinary sanctions under the Code of Student Conduct.

**USA Patriot Act**
The USA Patriot Act provides law enforcement agencies access to confidential University records on students, faculty, and staff. The University must provide the requested information on being shown a warrant or court order executed under the Patriot Act. Under the provisions of this Act, the student, faculty, or staff member may not be notified of the request for and release of information. The USA Patriot Act takes priority over FERPA that is described below. All requests for information under the USA Patriot Act are handled by University Counsel, 378 Columbus Place.

**Student and Exchange Visitor Information System (SEVIS) for International Students and Scholars**
In order to maintain lawful student status in the United States, international students must be very mindful of the rules and regulations that govern their nonimmigrant visa classification. Numerous U.S. federal mandates and regulations implementing the Student and Exchange Visitor Information System (SEVIS) make it especially important for students in the “F” (student) and “J” (exchange visitor) categories to consult regularly with an international student advisor at the International Student and Scholar Institute (ISSI) before taking any action that might impact their immigration status and educational endeavors in the United States.

International students must register full-time, on time (within the appropriate registration period) during the regular academic year. In addition, international students must not begin or resume any type of employment without first obtaining proper employment authorization from the ISSI. Any exceptions from full-time registration requirements must be preapproved by the ISSI in accordance with specified regulations.

**Notification of Rights under FERPA**
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within forty-five days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. At Northeastern, the Office of the Registrar in 120 Hayden Hall administers FERPA.

**Guidelines for the Release and Disclosure of Information from Student Records**

Northeastern University, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate, and to challenge specific parts of them. Printed below are the specific guidelines and procedures to be followed.

Information concerning the following items about individual students is considered “directory information” (the office listed has the most accurate and up-to-date information):

**Office of the Registrar** (120 Hayden Hall) Full name, date of birth, major field of study, dates of attendance, class year, degrees and awards received, most recent previous educational institution attended.

**Department of Athletics** (219 Cabot Physical Education Center) Participation in formally recognized University athletics, weight and height of members of athletic teams.
Student Activities (434 Curry Student Center) Participation in officially recognized student organizations.

The foregoing information may be released or published without students’ consent. However, students who do not wish such information to be released or made public must inform the appropriate office in writing.

Confidential records All personally identifiable information relating to students and used to make decisions about students or for transmittal to others outside the University other than directory information as defined above is considered confidential information. This information includes, but is not necessarily limited to:

1. academic evaluations
2. advising records
3. disciplinary records
4. financial aid records
5. letters of recommendation
6. transcripts, test scores, and other academic records
7. cooperative work records

Disclosure of confidential information to the student/right of inspection and review A currently or previously enrolled student has the right to inspect and review official records, files, and data directly related to him or her. Access will be provided in the presence of a staff member. The right does not extend to applicants, those denied admission, or those admitted who do not enroll. Where such information involves other students, the student is entitled to inspect or be informed of that portion of the information pertinent only to himself or herself. Further disclosure may be made to a dependent student’s parent, guardian, or individual acting as a parent of a dependent student in the absence of a parent or guardian. Requests are responded to within forty-five days. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

Right to obtain photocopies The right to inspect and review official records includes a provision for copying the records upon request (except where copies are already available to students under established University procedures). Students may obtain copies from the office maintaining the records by filling out the appropriate form and paying the established fee. The fee may be waived if such payment would effectively prevent a parent or eligible student from exercising the right to inspect and review the student’s record.
**Definition of official records** For purposes of this section, the terms official records, files, and data include material on students pertaining to their status as students held by any unit or department of the University that is intended for University use or is to be available to parties outside the University. It does not include:

1. letters of recommendation or statements of reference
   a. obtained or prepared before January 1, 1975: letters or statements pursuant to implied or expressed promises of confidentiality, or personally signed letters or recommendations to which students have waived their right of access, where used only for the purpose for which they were specifically intended.
   b. placed in the education records of the student after January 1, 1975: confidential letters of recommendation and confidential statements of recommendation if the student has waived the right to inspect.
      i. respecting admission to the University or receipt of honorary recognition therefore.
      ii. respecting an application for employment.

2. employment records of students as University employees.

3. campus law enforcement records held in the Public Safety Division.

4. clinical, medical, counseling, or psychiatric records (those records or copies thereof may be reviewed by a physician or other appropriate professional of the student’s choice).*

5. financial records of the parents of the student or any information contained therein.

6. private records kept by individual faculty or administrators.

7. institutional records of students that may be maintained by the University in a computer printout or similar format (this computerized information must not be intended for distribution outside the University), as long as the original source of computer information is available in the office or department having original jurisdiction over the records.

8. certified transcripts.

**Right to explanation** A student is entitled to an explanation of any information contained in official records directly related to the student. The student has the opportunity for a hearing to challenge the content of such records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights; to correct or delete any such inaccurate, misleading, or otherwise inappropriate data; or to insert into the records a written explanation. The substantive judgment of a faculty member about a student’s work (grades or other evaluations of work assigned) is not within the scope of such hearings. A student may challenge the factual and objective elements of the content of student records, but not the qualitative and subjective elements of grading.

**Hearing procedure** The following steps outline the procedure to be followed should a student object to items included in his or her personal record:

1. The student should discuss the objection with the individual responsible for the office where the student record is maintained.

2. If the student is not satisfied, he or she should discuss the objection with the person to whom that person reports.

*Except as provided by the Health Insurance Portability and Accountability Act of 1996*
3. If not satisfied, the student should discuss the objection with the appropriate vice president or designee.

4. If not satisfied, the student should file a written request for a formal hearing with the Hearing Board on Student Confidential Records. The request should be filed with the Office of the Vice President for Student Affairs, 104 Ell Hall.

Upon receipt of a written request for a formal hearing, the Hearing Board (including the University registrar, the Dean of Admissions, and the Director of the Office of Student Conduct and Conflict Resolution) must hold a hearing within three calendar weeks. If the objection has been raised against the office under the responsibility of one of the Hearing Board members, that member shall not participate in the hearing. The Hearing Board must allow a full and a fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request and must render a decision in writing to the student within one week of the conclusion of the hearing. Notwithstanding the outcome of this hearing, the student has the right to place in his or her education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the University. Such statement will remain a part of the record so long as the record is maintained and will always be disclosed at any time the portion of the record to which the statement relates is disclosed. If the student is successful at the hearing, the student’s record will be appropriately amended.

**Waiver of access** Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or career planning and placement. Students will suffer no prejudice in admission, financial aid, or other University services by reason of not executing the waiver. An applicant to or student at Northeastern University may waive his or her right to inspect and review confidential letters and confidential statements of recommendation described in the section “Definition of Official Records” (page 64), except that the waiver may apply to confidential letters and statements only if:

1. the applicant or student is, upon request, notified of the names of all individuals providing the letters or statements.

2. the letters or statements are used only for the purpose for which they were originally intended.

3. such waiver is not required by the University as a condition of admission to or receipt of any other service or benefit from the University.

**Disclosure of confidential information to third parties** Third parties do not have access to personally identifiable records or information pertaining to students as students without the written consent of the student specifying the records to be released, to whom the records are to be released, and the reasons for such release. Excepted from this restriction are:

1. University officials who require access on an internal, need-to-know basis for legitimate educational purposes.

2. students in their official capacity as file clerks working in University offices.

3. officials of other educational institutions to which the student has applied and intends to enroll (on condition that the student is entitled to a copy of such records) if the student previously directed that the records be sent.
4. records released pursuant to judicial order (on condition that the University makes a reasonable effort to notify the student of the subpoena in advance of the records being released).

5. disclosure of disciplinary sanctions of perpetrators to victims of sexual assault or rape.

6. records released in connection with the student’s application for financial aid.

7. organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, provided that the studies are conducted in a manner that will not permit the personal identification of students and their parents and that the information will be destroyed when no longer needed for the purposes for which the study was conducted.

8. accrediting organizations in order to carry out their accrediting functions.

9. appropriate parties in a health or safety emergency.

This policy does not preclude access to student records by authorized federal or state officials in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of federal legal requirements that relate to such programs, provided that the requirements of federal law concerning confidentiality are observed.

**Procedural standards for disclosure to third parties** Confidential information is transferred to a third party on the condition that such party is informed that they may not permit any other party to have access to such information without the written consent of the student.

No third party, except University officials having a legitimate educational interest, may have access to such records without signing and dating a written form indicating the interest. Such forms must be kept permanently on file and open to inspection by the student. The University is not required to release information to third parties upon request by the student. Rather, this section simply permits such release under defined procedures. Previous procedures or policies restricting access by third parties will be maintained.

Students will be considered the legal dependents of their parent(s) or guardian(s) unless they have legitimately informed the University of their independent status by notifying the Office of the Vice President for Student Affairs. In case of an emergency, the University may release personal information to protect the health and safety of students.

**Notification of rights** Students are informed of their rights under FERPA of 1974 by publication of these guidelines.

**Assurance of compliance** All applications made by departments or offices of the University for federal grants, loans, or contracts will include an assurance of compliance with FERPA of 1974 or a reference to a previous assurance filed with the secretary of human services.
ACCREDITATION
Northeastern University is accredited by the New England Association of Schools and Colleges, Inc.

DELIVERY OF SERVICES
Northeastern University assumes no liability for the delay or failure in providing educational or other services, programs, or facilities due to causes beyond its reasonable control. Causes include, without limitation, power failure, fire, strikes by University employees or others, damage by natural elements, and acts of public authorities. The University will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance; but its inability or failure to do so shall not subject the University to liability.

Northeastern University reserves the sole right to promulgate and change rules and regulations, policies, and procedures and to make changes of any nature in its program; calendar; admissions policies, procedures, and standards; degree requirements; fees; written materials, including, but not limited to, this handbook; and academic schedule whenever necessary or desirable, including, without limitation, changes in course content and class schedule, the cancellation of scheduled classes and other academic activities, and the substitution of alternatives for scheduled classes and other academic activities. In any such case, the University will give whatever notice is reasonably practical.

Northeastern University will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual’s academic career and professional advancement upon completion of a degree or program are largely dependent on his or her own abilities, commitment, and effort. In many professions and occupations, there are also requirements imposed by federal and state statutes and regulatory agencies for certification or entry into a particular field. These requirements may change while a student is enrolled in a program and may vary from state to state or country to country. Although the University stands ready to help its students find out about requirements and changes in them, it is the student’s responsibility to initiate the inquiry.

EQUAL OPPORTUNITY POLICY
• Northeastern University does not discriminate on the basis of race, color, religion, religious creed, gender, gender identity, sex, sexual orientation, genetic makeup, age, national origin, ancestry, disability, or veteran status in admission to, access to, treatment in, or employment in its programs and activities. In addition, Northeastern University will not condone any form of sexual harassment. Booklets containing the University’s nondiscrimination policies and its grievance procedures are available in
the Office of Institutional Diversity and Inclusion (OIDI), 125 Richards Hall. Inquiries regarding the University’s nondiscrimination policies may be directed to:

Office of Institutional Diversity and Inclusion
125 Richards Hall
Northeastern University
Boston, Massachusetts 02115
617.373.2133 (voice)
617.373.5814 (TTY)
northeastern.edu/oidi

• Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack Building, Post Office Court House, Room 222, Boston, Massachusetts 02109-4557.

• Students who experience or witness discrimination or sexual harassment may report the incident or file a complaint with the Office of Institutional Diversity and Inclusion or a member of the Sexual Harassment Network. Representatives from the Office of Institutional Diversity and Inclusion are responsible for handling questions, concerns, and complaints brought to our attention. Depending on the circumstances, representatives assist students by advising, mediating, investigating, or referring students to a more appropriate office.

• Northeastern University seeks to provide all students with a nondiscriminatory residential, academic, and work environment free of intimidation, coercion, and unfair treatment in all matters including admission, registration, course withdrawal, grading, classroom discussion, requests for assistance, or other conduct that may impact one’s academic evaluation or performance. The University reserves the right to pursue any complaint of discrimination brought to its attention.

• Northeastern will not condone any form of retaliatory activity against any person who brings a complaint of discrimination or harassment or who cooperates in the investigation of one. (See “Grievance Procedure—Sexual Harassment” in the University Regulations section, page 34.)

PUBLIC SAFETY INFORMATION

Public Safety Division
Administrative Offices
100 Columbus Place
617.373.2696
northeastern.edu/publicsafety

Police Operations Center
100 Columbus Place
Police, Fire, or Medical Emergency
617.373.3333
Emergency or Nonemergency
617.373.3934 TTY
Nonemergency Regular Business  
617.373.2121  
Personal Safety Escort Service  
617.373.2121  

- The University Police Department serves the campus 24 hours a day, every day of the year, to protect life and property and prevent and detect crime on and near the campus. University police officers have the same authority as municipal police officers and enforce both Massachusetts laws and University regulations. Regulations mandate that students show their University ID cards whenever requested to do so by any University police officer. For more information, visit northeastern.edu/publicsafety.
- To minimize crime and protect the safety of the Northeastern community, students are urged to take responsibility for creating and maintaining a safe and secure environment. For tips on safety around campus and in the neighborhood, pick up a safety brochure or visit the Public Safety Division website.
- Fire egress drills in residence halls are held each semester to familiarize students with the alarm system and the evacuation routes. All building occupants must participate when a drill is held. For tips on fire safety, pick up a fire safety brochure or visit the Public Safety Division website.
- The Personal Safety Escort Service offers a door-to-door escort from one on-campus location to another. After receiving a call, the University police will dispatch a uniformed officer within ten to fifteen minutes (if necessary, the dispatcher will advise of any expected delays). Call 617.373.2121 to request a personal safety escort on campus.
- A special hourly nighttime off-campus safety escort service is provided from dusk to dawn for those who reside within one and a half miles of the center of campus. Every night from 7pm until 6am on the hour and 8:30pm until 3:30am on the half hour, the escort van makes stops at the Snell Library and the Ruggles Public Safety Substation.
Maps, that include a printable PDF as well as the campus interactive map, can be found at northeastern.edu/campusmap.

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<td>140 The Fenway (TF)</td>
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<td>5</td>
<td>Loftman Hall and 153 Hemenway Street (LF)</td>
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<td>3</td>
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<td>2</td>
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</tr>
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<td>16</td>
<td>Speare Hall (SP)</td>
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<td>14</td>
<td>Stetson East (SE)</td>
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