Northeastern University

UNDERGRADUATE

Student Handbook

2022 | 2023

Northeastern

Undergraduate Student Handbook

2022–2023

Contents

1 . . . . . **University Regulations**
1 . . . . . Academic Policies
1 . . . . . Appeals Policies and Procedures
4 . . . . . Honor Code
5 . . . . . Code of Student Conduct
28 . . . . Financial Aid and General Financial Policies and Procedures
34 . . . . Policies and Regulations
59 . . . . Student Bill of Academic Rights and Responsibilities
61 . . . . Student Responsibilities

69 . . . . **Additional Information**
69 . . . . Accreditation
69 . . . . Delivery of Services
69 . . . . Equal Opportunity Policy
70 . . . . Northeastern University Police Department Information

72 . . . . **Northeastern University Campus Map**
74 . . . . Community Map

75 . . . . **Index**

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The Undergraduate Student Handbook

The *Undergraduate Student Handbook* contains Northeastern University's primary statements about student academic and co-curricular 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 University's policies, available at northeastern.edu/policies, and related procedural guides, as appropriate. The *Undergraduate Student Handbook* contains information current as of the date of publication; 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 69–70 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 http://catalog.northeastern.edu/undergraduate/.

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,* or *Cooperative Education Handbook.*

The steps below are for academic appeals. In the academic appeals procedures described herein, "dean" refers to the dean of the appropriate college or a designee. If a student feels that they have been the victim of harassment or of discrimination prohibited by University policy, they should consult with the Office of University Equity and Compliance (OUEC) as soon as they become aware of alleged prohibited harassment or discrimination. A student is not required to wait until a term grade or determination is received before seeking advice or redress. If the OUEC is advised of such alleged prohibited conduct as part of an academic appeal (see below), the appeal shall be pursued and investigated through the OUEC first. In such cases, the student should submit the appeal to the appropriate dean(s) described in Step 2, with a copy also given to the OUEC. 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.

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 provost for undergraduate programs and policies or the senior vice chancellor for student affairs 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.

Step 1: Discuss Concerns with Instructor and/or Unit Head

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. If these attempts to informally resolve the issue fail, the student can enter the formal procedure at the college level as follows. Note that this step should occur as soon as possible after the academic determination given the time frame for appeal statement submission described in Step 2.

Step 2: Prepare an Appeal Statement

A student appeals an academic determination by submitting a written statement (the "Statement"). The Statement shall include when the problem occurred, who made the disputed determination, the nature of the determination, and what resolution the student is requesting. All relevant supporting materials should be attached to the Statement. The statement should be submitted no later than 28 calendar days from the day when the academic determination is made available to the student. 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. If a student wishes to dispute a grade in their final term, this must be done within 28 calendar days of degree conferral date.

Step 3: Dean's-Level Resolution

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 their Statement, is demonstrably futile. A copy of this response shall be sent to the department chairperson or equivalent supervisor of the appropriate unit. If the student has failed to achieve relief through an informal resolution, the dean shall discuss the matter with the department chairperson or equivalent supervisor and, if applicable, the dean of the college in which the faculty member involved in the matter serves, who shall attempt to effect an informal resolution. In this case the student shall also have the right to discuss the matter with the chairperson, 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 OUEC before responding and shall, as part of this response, explain the role that the OUEC will play in Steps 4 and 5 of this procedure.

Step 4: College-Level Appeal

If the student is not satisfied with the disposition of the matter at Step 3, they may proceed with the appeal through their 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 their/its finding(s) and decision.

- This step involves a review by a college 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 OUEC. The dean or committee shall be without authority to reverse or modify the OUEC finding(s) or resolution, and instead shall work to resolve the remaining academic appeal issue(s).

Step 5: University-Level Appeal

If the student is not satisfied with the college's disposition of the matter, or if the appeal is not resolved within 35 calendar days after having been submitted to the dean pursuant to Step 2, they may appeal the matter to the university level. The student shall submit a request in writing, within 10 calendar days of the finding of the college in Step 4, to the vice provost for undergraduate programs and policies that the university convene an academic appeals resolution committee to review the issue.

1. The academic appeals resolution committee includes:

- The vice provost for undergraduate programs and policies or a designee,
- A faculty member (not involved in this dispute) appointed by the dean or the dean's designee from the student's major college(s), department(s), or area(s) 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
- If the appeal had at any point involved a matter of prohibited harassment or discrimination, the committee shall include a representative of the OUEC, who shall be a non-voting member.

The chairperson shall be elected from among the committee's three faculty members.

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 conduct a prompt investigation. This investigation may include studying the relevant documents, interviewing the parties involved, and taking any other action it deems appropriate. If the committee chooses to interview the student or the involved faculty member they both shall have the right to appear and testify separately and privately before the committee. The student shall have the right to have an advocate from the University community present

during their testimony. 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.

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 college, in which case no further appeal is available, or granting such relief to the student as the academic appeals resolution committee deems appropriate.

- The academic appeals resolution committee may not determine a resolution that contradicts the prior findings or actions of the OUEC.
- In the event of a tie vote, the action of the college academic standing committee shall be considered upheld.

5. Report

All direct parties to the appeal including, but not limited to, the student, the involved faculty member, the faculty senate agenda committee, the vice provost for undergraduate programs and policies, the senior vice chancellor for student affairs, the dean(s), and the registrar shall be promptly informed in writing of the decisions and actions taken during this academic appeals procedure.

6. Action

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

7. Appeal

Once adjudicated, the matter is considered closed, and 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 undergraduate academic appeals procedure.

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 2018.

The purpose of the Code of Student Conduct (the Code) 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 applies both on and off campus, to all Northeastern University students, at all levels of study, in all colleges and programs locally or abroad, on-ground or online, as well as all student groups and organizations. The University establishes guidelines for the behavior of its students to promote student conduct that does not adversely affect the educational mission of the University, members of the University community, its relationship with the surrounding community, sister institutions, or co-op partners. Student behavior occurring off campus that allegedly violates the Code, University policy, local, state, federal, or host country laws, and that could negatively affect the educational mission of the University or its relationship with the surrounding community may subject students to discipline as noted in the Code.

Violations of the Code are handled and/or overseen by the Office of Student Conduct & Conflict Resolution (OSCCR). As the conduct process is an educational process and not a legal or criminal one, the formal legal rules of evidence do not apply to the Code and its procedures. The Code states all rights applicable to the conduct process. Students may not access documents not included in their case packet, demand access to individuals, or compel witnesses to participate in the conduct process. For information regarding Title IX, sexual violence, and related rights and procedures, please refer to the University's Policy on Rights and Responsibilities Under Title IX, which governs the investigation, adjudication, appeal, and other elements of Title IX Prohibited Offenses.

The Code also applies to all accepted and pre-matriculated students. The University reserves the right to adjudicate an accepted student who allegedly engages in prohibited conduct prior to matriculation (e.g., at Northeastern's New Student Orientation programs, during Move-In, or prior to the official start of the semester) through the conduct process.

When a student withdraws, takes a leave of absence, or becomes inactive 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. Presence on campus and/or general student status does not shield students 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 the 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, online, at University events, and residence halls must be free from 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 could result in being charged with a violation of the Northeastern University Code of Student Conduct. Students are expected to engage directly with OSCCR regarding any alleged violations of the Code. While students are free to consult with advocates and third parties, such third parties are not permitted to ask or communicate on behalf of students regarding alleged Code violations. Additionally, recordings of any kind are not permitted in OSCCR, except as permitted by the Code or with express permission of OSCCR staff.

The Code 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 alleged Code of Student Conduct or University policy violations within a reasonable period of time from OSCCR's receipt 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 complainant and/or reporting party will also be included.
2. The opportunity to request to reschedule a hearing date up to one (1) business day prior to the hearing, due to academic or other reasonable conflicts. Requests may be granted at the discretion of OSCCR.
3. To request that a hearing be suspended after the presentation of information for a brief and agreed-upon period of time.

4. The hearing may proceed without the student's presence, consistent with the Code.

5. OSCCR to make all reasonable efforts to issue the decision letter within 10-15 business days of the conclusion of the hearings pertinent to the case.

6. To choose a Hearing Advisor, as outlined within the Structure and Procedure section of the Code, to serve as a guide throughout the Student Conduct hearing process.

7. To file an appeal within five (5) business days. Further information regarding appeals is outlined within the Procedures for Student Appeals section of the Code.

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

1. To review written information received by OSCCR that is pertinent to the case, a minimum of one (1) business day prior to the designated Student Conduct Board hearing date, and to address 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 reasonable 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 specific incident in question.

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 manner.

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

7. To review their fiscal responsibilities to the University.

[†]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 Senior Vice Chancellor for Student Affairs is responsible for the overall administration of the Code, as well as the Student Conduct Process, as it applies to individuals and student groups. Under the oversight of the Senior Vice Chancellor for Student Affairs, the Director of the Office of Student Conduct & Conflict Resolution (OSCCR) has been charged with the day-to-day responsibility for administering the Code of Student Conduct and the Student Conduct Process.
2. All decisions made by the Student Conduct Board, Hearing Administrator, Appeals Board, and/or Fraternity and Sorority Life (FSL) Standards Boards are subject to final approval and modification by the Senior Vice Chancellor for Student Affairs, or designee.
3. 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 and other policies and regulations of the University.
4. 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.

Structure and Procedure of the Conduct Process

The Student Conduct Process begins when a report alleging a violation of University policy is received by OSCCR, Residential Life, N.U.*in*, or the Center for Student Involvement. **For information regarding Title IX, sexual violence, and related rights and procedures, please refer to the University's Policy on rights and responsibilities Under Title IX** (available at northeastern.edu/policies/pdfs/Policy_on_Rights_and_Responsibilities_Under_Title_IX.pdf), **which governs the investigation, adjudication, appeal, and other elements of Title IX Prohibited offenses.** Notwithstanding the procedures established in the Code, the University reserves the right to act in a manner it deems necessary or appropriate to address alleged Code violations and promote the safety and well-being of the campus community, including but not limited to altering specific elements and procedures within the Code as necessary to achieve this goal.

Reports of Title IX Prohibited Offenses (sexual harassment, sexual assault, domestic violence, intimate partner violence, dating violence, stalking, or retaliation) involving students are addressed by the University's Policy on Rights and Responsibilities Under Title IX and separate procedures referenced in that policy, which outline the investigation and resolution of claims of Prohibited Offenses. Reports of Prohibited Offenses can be submitted directly to the Title IX Coordinator and the Office for University Equity and Compliance (OUEC) by completing the form available at: **Reporting to OUEC** or through any of the contact options listed below. OUEC's policy, as well as other helpful information, can be found at https://www.northeastern.edu/ouec/.

Filing a Report

Incident Reports can be submitted by clicking on the "Reporting an Incident" link found online at https://osccr.sites.northeastern.edu/report-an-incident/.

Any academic or administrative official, University staff member, faculty member, law enforcement agency, member of the community, or student may file a complaint involving any student or student organization. The complaint should include the following information, if available:

1. Name(s) of the student or student organization alleged to have violated the Code and/or University policy.
2. Description of the incident.
3. Names and contact information of witnesses.
4. Names and contact information of those filing the report.

In most instances, the person who submits a report will serve as the complainant should the report result in resolution through a Student Conduct Board hearing.

The Role of the Office of Student Conduct & Conflict Resolution

The role of OSCCR is to review all reports it receives to determine if a violation of University policy allegedly occurred. If it is determined that an alleged violation occurred, OSCCR will oversee or directly resolve complaints of this alleged violation; OSCCR does not represent either party. From time to time, OSCCR may conduct or participate in an investigation to gather information about the alleged violation(s).

Reviewing the Report and Determining Hearing Type

The Director of OSCCR, or designee, reviews the report to determine if a violation of University policy allegedly occurred. The severity of the alleged violation is also considered, as this determines the type of hearing that generally will be used to resolve the complaint/case. **In most cases, off-campus legal proceedings will not be grounds for delay. OSCCR will determine in each case the appropriate hearing type to resolve charges. However, if either party has concerns about this, the party should communicate such concerns to the Hearing Administrator.** OSCCR retains the right to determine when and in what format any alleged Code violations are heard through Administrative Hearing or Student Conduct Board, as well as the timing of such hearing.

- ***Administrative Hearing*** **(noted as AH throughout):** When the severity of the alleged violation(s) could result in sanctions of Written Warning, Disciplinary Probation, or Deferred Suspension, involved students will receive a hearing notice requesting their attendance at an administrative hearing.
- ***Student Conduct Board*** **(noted as SCB throughout):** When the severity of the alleged violation(s) could result in sanctions of Suspension or Expulsion, or if the facts of the incident are so complex that an AH is not appropriate, involved students will receive a hearing notice requesting their attendance at a pre-hearing, which precedes an SCB Hearing.
- ***End-of-Term Hearings:***
  Incidents that occur during the last two weeks of classes or finals may be resolved by one of the following End-of-Term Hearing processes:
  1. SCB Level: Incidents that may result in Suspension or Expulsion, or if the facts of the incident are so complex that an AH is not appropriate, may be resolved by an Administrative Hearing held prior to the end of the term, or a SCB hearing for the following term.
  2. Administrative Level: Incidents that will not result in Suspension or Expulsion may be resolved by an AH held prior to the end of the term, or an AH held immediately following the end of the term.

When distance precludes a student from having a face-to-face SCB Hearing or Administrative Hearing with a member of OSCCR, the case may be resolved via a video conference or phone hearing.

Please Note: OSCCR will take into account the severity of the incident when determining the most appropriate method of resolving end-of-term cases.

- ***Alternate Resolution:*** The OSCCR reserves the right to determine if the incident can be resolved by alternative means (e.g. mediation, etc.). All parties involved must agree to this, as the outcome of this alternate resolution is final and there may not be subsequent proceedings.

PLEASE NOTE: The University reserves the right to use an Administrative Hearing to expediently resolve cases where the University determines it is appropriate to do so.

Determining Responsibility: In all hearings, the Hearing Administrator or Board will use the "preponderance of evidence" standard, also known as "more likely than not" standard to determine if a violation of University policy occurred.

Hearing Advisors

Students participating in the student conduct process may have a member of the University community serve as a Hearing Advisor. They will receive a list of members from the University community who have volunteered to serve as a Hearing Advisor and been trained in the conduct process. For a full list of current Hearing Advisors, visit https://osccr.sites.northeastern.edu/hearing-advisors/. Staff or faculty who are hired as a student's legal counsel outside the conduct process may not act as a student's Hearing Advisor in the University process. Students who wish to have a Hearing Advisor present with them during meetings should communicate to OSCCR availability that is inclusive of the Hearing Advisor's Schedule. Appointments will not be rescheduled solely due to a Hearing Advisor's inability to attend.

The role of the Hearing Advisor includes:

a. Assisting the student in understanding how the hearing will proceed.

b. Assisting the student with understanding the resolution process.

c. Attending the Hearing (Administrative, Student Conduct Board, Admitted Responsibility Hearing Advisor), if the student prefers and selects a time within the Hearing Advisor's availability.

d. Providing emotional support before, during, and after a hearing.

e. At no time is the Hearing Advisor permitted to address the Board directly, or communicate on behalf of the student.

Description of Administrative Hearings

When the severity of the alleged violation(s) could result in sanctions of Written Warning, Disciplinary Probation, or Deferred Suspension, involved students will receive a hearing notice requesting their attendance at an AH.

Notification: The administrative hearing notice will be sent to students via their University email account. This notice will provide them with the date and location of the incident, the complainant and/or reporting party, the alleged violation(s), and the date, time, and location of the hearing.

The Hearing: An AH is a one-on-one meeting between the student and Hearing Administrator to discuss the alleged violation(s). Third parties, including but not limited to witnesses, lawyers, parents, guardians, and friends, are not permitted to attend an administrative hearing. Hearing Advisors may attend at the request of the student. During the hearing, the student provides their account of the incident, the Hearing Administrator presents the student with the report and any available documentation, and asks questions to clarify or identify missing information. In addition, the student can present written documentation, including witness statements, at the Administrative Hearing for the Hearing Administrator's review. After the presentation of information, the student may suspend the administrative hearing for a brief and agreed-upon amount of time. After the information has been gathered, and the hearing concludes, the Hearing Administrator will review the information to determine if a violation of University policy occurred based on a preponderance of the evidence. If the Hearing Administrator determines that a violation occurred, the student will be found responsible, and sanctions will be imposed.

Failure to Appear: If a student fails to appear for the scheduled meeting, the Hearing Administrator has the option to: a) dismiss the charges, b) set a new hearing date, or c) make a decision and impose sanctions, if necessary, based on the information available.

The Decision Letter: Charged students will receive a decision letter via their University email account that includes 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.

Description of Student Conduct Board Hearings

When the severity of the alleged violation(s) could result in sanctions of Suspension or Expulsion, or if the facts of the incident are so complex that an AH is not appropriate, involved students will receive a hearing notice requesting their attendance at a pre-hearing, which precedes a (SCB) hearing. In a SCB hearing, the complainant and charged student come before a panel of five trained SCB members to provide their account of the incident, answer questions, and provide any information relevant to their case.

Notification: A pre-hearing meeting notice is sent to the student at their University email account. This notice will provide them with the date and location of the incident, the complainant and/or reporting party, the alleged violation(s), and the date, time, and location of the pre-hearing meeting.

The Pre-Hearing: The pre-hearing meeting is a one-on-one meeting between the student and Hearing Administrator to:

- Review the incident and written documentation that forms the basis of the complaint,
- Explain the charges filed against the student, and
- Review how the process will progress and its possible outcomes.

In addition, students will have the option to review a list of current SCB members and request the elimination of an unlimited number of potential SCB members from the hearing. An explanation for this request must be supplied by the student and will be reviewed by the Hearing Administrator.

Third parties, including but not limited to witnesses, lawyers, parents, guardians, and friends, are not permitted to attend the pre-hearing meeting. Hearing Advisors may attend at the request of the student.

During the pre-hearing meeting, the charged student can either accept responsibility or contest responsibility for the charges. Upon request, a charged student can delay this decision for no more than two (2) business days after the pre-hearing meeting. Students should note that accepting or contesting responsibility does not necessarily lessen or increase the sanctions that could be imposed.

a. ***Accept Responsibility:*** Students who accept responsibility for all charges proceed to an admitted responsibility meeting, scheduled for a later date. During the admitted responsibility meeting, the Hearing Administrator presents the case to at least two members of the SCB who will ask questions to determine the most appropriate sanctions. The student may provide a verbal statement as well as additional written documentation to the Board.

b. ***Contest Responsibility:*** Students who contest responsibility for at least one of the charges proceed to an SCB Hearing, scheduled for a later date. Students will have an opportunity to clarify which charges they are contesting or accepting during the introductory statements of the hearing.

OSCCR reserves the right to refer all students from the same incident to a SCB Hearing for a resolution, regardless of an individual student's preference regarding acceptance or contesting of responsibility.

Preparing for the Student Conduct Board Hearing

Attendance at hearings is limited to parties involved and University officials as deemed necessary by the Board and/or by OSCCR. Members of the Northeastern University Police Department or other Law Enforcement Agency may be present at hearings. Attorneys, parents, or guardians are not permitted in SCB Hearings unless given express permission by OSCCR. Hearing Advisors may attend at the request of the student.

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

Witnesses: Parties who have direct information regarding the incident may be presented by the complainant or the charged student, provided that a witness list is submitted to OSCCR two (2) business days prior to the hearing. OSCCR staff may issue a written request requiring the appearance of an individual before the Student Conduct Board 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 the complainant, charged student, or witness(es) fail to appear at the scheduled hearing, the SCB or Hearing Administrator may: a) dismiss the action, b) set a new hearing date, or c) continue the hearing without that party present, and determine the finding and impose sanctions, if necessary, based on available information.

Information Regarding the Student Conduct Board Hearing

1. The SCB consists of five students representing undergraduate, graduate, online, law, and professional studies 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 a Board of three student members provided the charged student(s) give written agreement to move forward. In addition, 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 and voting member of the SCB 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 OSCCR will be present during the hearing and all deliberations to provide information on applicable University policy and procedures. The Hearing Administrator does not vote or represent either party.

4. SCB Hearings are audio-recorded for the purpose of appeals only. Students who appeal may request to listen to the recording of the hearing in the OSCCR. Recordings are not to be removed from the OSCCR. Recordings are destroyed upon completion of the appeal process. Recordings do not become part of any student's record or any conduct file maintained by OSCCR.

5. Determinations of responsibility are made based on a preponderance of the evidence, or a "more likely than not" determination, as determined by simple majority vote by the Board.

6. All records of a case will be confidential, consistent with University policy.

7. All decisions made by a SCB or Hearing Administrator are subject to final approval or modification by the Senior Vice Chancellor for Student Affairs, or designee.

Presentation of Information

1. Complainant's opening statement and perspective (complainant is the individual(s) or the office affected by or representing the complaint issued to OSCCR).

2. Charged student's opening statement and perspective (a charged student is the individual(s) charged with a violation of the Code).

3. Questioning of complainant (charged student and SCB members).

4. Questioning of charged student (complainant and conduct Board members).

5. Statements from complainant's witnesses.

- Questioning of complainant's witnesses (complainant, charged student, and conduct Board members).

6. Statements from charged student's witnesses.

- Questioning of charged student's witnesses (charged student, complainant, and conduct Board members).

7. Scheduled break to attend to personal needs and prepare for final statements.

8. Final questions from the SCB.

9. Complainant's closing statement.

10. Charged student's closing statement, including any statement as to mitigating circumstances were the student to be found responsible.

11. Complainant and charged student are excused so the Board can engage in

closed-door deliberation and sanctioning, if necessary.

The board may ask questions at any time during the hearing.

Please note that the process for hearings involving sexual violence, which includes sexual assault, sexual harassment, stalking, and domestic violence, may differ slightly from the process outlined above. Specifically, alternative room and technological setups will be available for the hearing, and the charged student and complainant, should they choose to participate in the hearing, will speak with the Board separately. During the pre-hearing meetings, OSCCR staff will discuss these specific differences with both/all parties. Based on the new regulations, Title IX hearings now have both parties in the same "room" and parties must agree to cross examination. The Charged Student and Complainant will no longer be kept separate and will speak to the Title IX Board together.

The Decision Letter: After the SCB makes a determination and applies necessary sanctions, the charged 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). OSCCR shall make all reasonable efforts to issue the decision letter within 10-15 business days. Unless otherwise noted, the University reserves the right to notify parents of the outcome of cases, consistent with applicable law.

In cases when the complainant is informed of the result of a hearing, the letter to the complainant will include the charged student's name, the violation committed, the sanctions, rationale for the finding(s), and information on the appeal process, if applicable.

Procedures for Student Appeals

All conduct hearing appeals will be heard by the Appeals Board, which consists of three voting members: one representative from Academic Affairs, one representative from Student Affairs, and a member of the SCB.

The Director of OSCCR, or designee, will serve as an ex-officio member of the Appeals Board. When a current participant of The N.U.*in* Program or a Student Organization files an appeal, a member of The N.U.*in* Program or CSI Staff, respectively, will join the Appeals Board.

Students have five (5) business days from the date of their decision letter to appeal the decision of either the Hearing Administrator or the SCB. Appeals must be made in writing using the electronic Appeal Request Form and must successfully meet one of the following criteria:

Procedural Error: The student asserts a procedural error impaired their right to a fair opportunity to be heard

New Information: Information has arisen that could not reasonably have been made available during the original hearing and may have been sufficient to alter the original SCB/Hearing Administrator's decision

Review of Sanctions: The student requests a review of the imposed sanction(s), citing extraordinary circumstances

Please Note: Students who Accept Responsibility for the alleged violations waive the right to appeal on grounds of procedural error or new information, but they can request a "Review of imposed sanctions" from the appeals board.

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 electronic appeal submitted by the appealing party, the documentation from the original case, and any other information deemed necessary by OSCCR. The audio recording of the original hearing (in the case of SCB hearings) will be made available to the Appeals Board.

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 body if based on the grounds of new information. The original body, complainant, charged students, and if required, witnesses, will be reconvened to review only the new information. The hearing body will then render a decision based on the new information.

d. Mitigate the sanction. Students should understand that this option is exercised only in rare circumstances. The University reserves the right to take any action necessary to corroborate the student's statements.

All decisions of the Appeals Board may be recommended to the Senior Vice Chancellor for Student Affairs, or designee, for final approval.

In some cases, including, but not limited to, bullying, harassment, 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 one of these cases files an appeal, the following procedure will take place:

a. The appeal will be reviewed by the Director in the OSCCR 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 two (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, and take one of the actions outlined above. The Appeals Board shall make all reasonable efforts to respond within 10-15 business days.

Standards of Conduct

A list of the University policies, rules, and regulations required of all students can be found below. Students are required to become familiar with these policies, and all University, program, and departmental 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.* **For information regarding standards of conduct related to sexual violence and Title IX, including the definition of consent and the definition of Title IX Prohibited offenses, please refer to the University's Policy on Rights and Responsibilities Under Title IX.**

Violations are listed in alphabetical order, and the order of violations is not indicative of

the seriousness of each violation. All violations are assigned a typical hearing type, which correlates to the sanctions that may be imposed and represents the degree of severity for that individual violation. Other factors may require a case to be resolved through the other hearing type. Such factors include the student's conduct history, the severity of the harm caused with this specific incident, the nature of the violation, and the allegation of violating more than one standard of conduct. 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, which could include Suspension or Expulsion from the University and/or cancellation of the Residence Hall and Dining License Agreement.

The University reserves the right to notify parents when a student has been referred to OSCCR.

Academic Integrity
As defined in the Academic Integrity Policy (pages 38-41). (AH or SCB)

Aiding and Abetting
Knowingly assisting with or cooperating in an act or action that violates the Code. 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. (AH or SCB)

Alcohol, Drugs, & Medical Amnesty
The University expects that all of its students, whether on or off campus, abide by the law and University regulations concerning alcohol and drug use.

Alcohol

1. A person under the age of 21 is prohibited from being in the presence of alcoholic beverages in the residence halls and housing provided and/or arranged by Northeastern, with the following exception: an individual under the age of 21 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 21 may not be in the room when alcohol is being consumed by the of-age roommate. (AH)

2. A person under the age of 21 is prohibited from possessing empty alcohol containers. (AH)

3. For non-University sponsored events at which alcohol will be served or consumed, no postings, announcements, promotions, or ticket sales may be made, placed, or distributed on Northeastern University-owned or -leased property. (AH)

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. (AH)

5. Possession or consumption of alcoholic beverages in locations or under conditions prohibited by University policy or by law. (AH)

a. A person must be of legal drinking age to possess or consume alcoholic beverages.

In the United States, the legal drinking age is 21.

b. An individual 21 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 21 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 21 years of age may not transport or carry alcohol.

d. Prohibited locations include, but are not limited to, 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. (AH)

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. (AH or SCB)

8. Expecting and/or 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. (AH)

9. Distribution, sale, or manufacture of alcohol. (SCB)

a. Manufacturing alcohol on Northeastern University-owned or -leased property.

b. Selling alcohol without a liquor license, include, but are 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.

Drugs

1. Knowingly being in the presence of illegal drugs. (AH)

2. Possession or consumption of: illegal drugs (including marijuana), 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. (AH or SCB)

3. Possession, use, manufacture, distribution, or sale of drug paraphernalia or other items used in preparing or consuming illegal drugs (including marijuana). (AH or SCB*)

4. Promotion of illegal drugs (including marijuana). (AH)

5. Providing or sharing drugs. (SCB)

6. Distribution, sale, or manufacture of drugs (marijuana, mushrooms, prescription drugs, etc.). (SCB)

a. Manufacturing or cultivation of drugs, on or off-campus.

b. Sale or distribution of drugs or intention of sale or distribution.

Medical Amnesty

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 parties actively involved in proactively calling for medical assistance and is determined at the discretion of the Director of OSCCR.

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 (OPEN), and may also be contacted by various campus departments (e.g., WeCare and NUPD) for an optional follow-up conversation regarding the incident. 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 OSCCR. 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. 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 incident 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 may 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. Medical Amnesty applies only to the University response to a medical emergency. Criminal/Police action may still occur separately from the OSCCR.

Bias-Related Incidents

Conduct, prohibited by this Code, may include, but is not limited to harassment, bullying, abuse of others, disorderly conduct, and vandalism that is motivated in whole or part by prejudice toward an individual's or group's real or perceived race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran status, or disability. (SCB)

Breaking and Entering and/or Theft

1. Attempted or actual forcible access to property. (SCB)

2. Possession of stolen property. (SCB)

3. Attempted or actual theft of property, identity, or services. (SCB)

4. 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 41–49). (SCB)

Bullying
A verbal, electronic, or physical act or gesture, or the repeated use of written, verbal, or electronic expression or communication, 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 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. (SCB)

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), switchblades, knives, fake guns, tasers, BB guns, fireworks, ammunition, explosive devices, or firearms, except under official supervision as part of a recognized student activity. (AH or SCB)

Disorderly Conduct
Conduct that is disorderly or disruptive in nature and negatively affects the campus community, the neighborhood, and/or community members. (AH)

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, and/or excessive attendance beyond what is safe and/or reasonable. (AH or SCB*)

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. (AH or SCB)

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. (AH*)

Failure to Comply

1. Failure to comply with or violation of the terms of an imposed disciplinary sanction. (AH)
2. Failure to follow the reasonable directions of University officials (including Northeastern Police Department 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. (AH)

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. (SCB)
2. Misusing, tampering, or damaging fire safety equipment (including alarm systems, alarmed fire safety doors, smoke detectors, or fire extinguishers). (AH or SCB*)
3. Failure to vacate University buildings during or after a fire alarm. (AH)
4. Entering or re-entering a building during a fire alarm. (AH)

Forgery

Falsification, alteration, or misuse of documents or records (include, but are not limited to, parking permits, software, and computer databases and/or systems, and/or email). (SCB)

Gambling

On-campus gambling as outlined in Massachusetts General Law (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. (AH or SCB*)

Harassment

Repeated and/or continuing unwanted behavior, coercion, or intimidation of an individual or group, either directly or indirectly. (SCB)

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, 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. (SCB)

Inappropriate Identification

1. The manufacturing, production, and/or distribution of any fake identification. (SCB)

2. Use of identification other than your own or possession of a false or altered ID. (AH)

3. Representing yourself as someone other than who you are. (AH)

4. Impersonating a University official. (AH)

Misrepresentation of Information

Falsification, distortion, or misrepresentation of information to the University or its officials (including Northeastern Police Department 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. (AH)

Misuse of Electronic Resources

Misuse of electronic systems or methods (for example, email, "hacking," etc.) to steal, misrepresent, threaten, harass, or bully (including online aggression or cyberbullying), or violations of the Appropriate Use of Computer and Network Resources Policy (pages 41–49) and/or any other computer or system use. (AH or SCB)

Noise

Disturbances in residence halls, on campus, or in neighborhoods caused by a loud or disruptive sound. (AH)

Physical Abuse

Physical abuse of others, include, but are not limited to, fights and/or injury caused by endangering behavior. (SCB)

Retaliation

Any intentional or attempted act which results in an adverse or negative effect on 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 or other University policy. (AH)

Rioting

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 vandalizes or destroys property. (SCB)

Smoking

Smoking of any tobacco products is prohibited at Northeastern University. Refer to https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/b/620/files/2020/09/Smoke-Free_Campus.pdf for a full description of the policy. (AH)

Unauthorized Access

Unauthorized access or entry to, into, or onto any property owned or operated by the

University or any private or restricted property. (AH or SCB*)

Unauthorized Use/Possession of Other's Property
Unauthorized use or possession of another's property. (AH)

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. (AH or SCB*)

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). (AH or SCB*)

Vandalism
Destruction or defacement of public or private property. (AH or SCB*)

Violation of Center for Student Involvement Guidelines
Failure to abide by the rules and regulations set forth by the Center for Student Involvement and included in their Student Organization Handbook. (AH)

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

Violation of the N.U.*in* Program Policies
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. (AH or SCB*)

Violation of Professional Conduct in Degree Program
Failure to fulfill the professional guidelines and/or expectations of an academic degree program. Examples include, but are not limited to, failing to complete an internship, acting in an unprofessional manner (as defined by the degree program), etc. (AH)

Violation of University Policies
Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website, including at https://policies.northeastern.edu/. (AH)

SANCTIONS

Hearing Administrators and/or Boards impose sanctions when a finding of responsible

*The totality of an incident and alleged severity of impact to the community will be considered in determining the hearing type required to resolve cases. This means that the hearing type identified in parentheses after each violation may not be the type of hearing used to resolve the incident. This is true for all charges based on the specific circumstances of the case, not just those marked with a notation. Please note that when multiple violations may have occurred or previous history warrants, the level of severity of an entire incident will be considered in determining appropriate hearing type.

results from a hearing. Sanctions are imposed to strengthen learning and assist students/organizations in adopting behaviors in order to avoid repeat violations.

In determining appropriate sanctions, Hearing Administrators and/or Boards look at the totality of the incident(s)/situation and its impact on the community rather than looking at individual violations. In addition, they consider/weigh the impact of the following:

1. Nature of the violation(s) – what happened?

2. Severity of the impact caused (damage, injury, or harm, etc.) from this incident resulting therefrom.

3. Charged student's past disciplinary record, which could increase the severity of sanctions imposed for incident in question.

4. Mitigating circumstances.

5. Aggravating circumstances, which may include bias-motivation.

Once these factors have been taken into consideration, Hearing Administrators and/or Boards will look to impose at least one inactive sanction and at least one active sanction. In many instances, more than one active sanction will be imposed. A list of possible sanctions follows. Hearing Administrators and/or Boards reserve the right to create active sanctions not included on this list if they determine that the sanction better addresses the concern and provides an appropriate opportunity for learning.

Inactive: may affect students' good standing with the University and does not require any sort of action

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 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.
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 temporarily. Upon the cancellation of the agreement, the student is banned from entering all University residence facilities during the specified period of separation.

Active: requires student to take action

1. Loss of membership in teams, clubs, and/or officially recognized organizations.
2. Loss of ability to hold any elected or appointed positions 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 be members of organizations and may run for office while on this status, but may not take office while it is in effect.
3. Loss of access to University buildings, facilities, or resources for a specified period of time or permanently.
4. Mandated service.
5. 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.
6. Loss of guest privileges on campus or in residence halls.
7. Submittal of letter of apology to complainant/affected party.
8. Counseling evaluation.
9. Educational sanction, which may include, but is not limited to, attending a program, developing a program, and/or writing a paper. Students may be charged a fee to attend an educational program.
10. Fines for alcohol and drug cases. Mandated service may be completed in lieu of paying the fine, should the student make that request.

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 OSCCR and will not be processed by the SCB. 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.

While the Hearing Administrator and/or SCB have discretion to impose sanctions they determine most appropriate by factoring in the five components listed above, the Code provides sanctioning guidelines for drug and alcohol violations. **The sanctions set forth below provide Hearing Administrators with a starting point for sanctioning cases involving alcohol and/or 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 the Code risk the cancellation of their *Residence Hall License and Dining Agreement*.

Sanction Guidelines for Possession/Consumption of Alcohol

1st violation: Disciplinary probation
Mandatory completion of an alcohol education program
Fine of $100 or 10 hours mandated service

2nd violation: Deferred suspension from the University
Mandatory completion of an alcohol education program
Fine of $200 or 20 hours mandated service

3rd violation: Suspension from the University
Mandatory alcohol counseling to be completed off campus

Sanction Guidelines for Possession/Consumption of Marijuana

1st violation: Disciplinary probation
Mandatory completion of a marijuana education program
Fine of $100 or 10 hours mandated service

2nd violation: Deferred suspension from the University
Mandatory completion of a marijuana education program
Fine of $200 or 20 hours mandated service

3rd violation: Suspension from the University
Mandatory drug counseling to be completed off campus

Sanction Guidelines for Possession/Consumption of Other Drugs

1st violation: Deferred suspension from the University
Mandatory completion of a drug education program
Fine of $200 or 20 hours mandated service

2nd violation: Suspension from the University
Mandatory drug counseling to be completed off campus

A letter may be sent home to a parent/legal guardian where there has been a finding of a violation of the Alcohol and/or Drug Policy.

Parental Notification

In accordance with federal law, the University reserves the right to notify parent(s)/guardian(s) regarding the outcome of all conduct matters. Specifically, the University will notify parent(s)/guardian(s) in cases involving alcohol or drugs, matters that pose a threat to the health and safety of the student and/or the community, and at the beginning and end of cases that could result in the student's suspension or expulsion from the University.

Interim Suspension

The Senior Vice Chancellor for Student Affairs or their designee may impose an interim suspension on 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 Senior Vice Chancellor for Student Affairs or their 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 OSCCR 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, if practicable, to conclude the hearing and obtain a decision on the charges within 10 business days after the interim suspension was imposed.

No Contact Order

When the University determines the severity of an incident rises to the level where continued contact between the involved parties could lead to further incidents and/or the creation of an unhealthy, unsafe, and/or hostile environment, it may impose a No Contact Order on the parties involved with the incident. OSCCR is the one office granted authority to issue these No Contact Orders. Communication of this order will be made via email to the student's Northeastern email account.

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 Senior Vice Chancellor 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. OSCCR will enforce the directive.

1. A designated University administrator may issue an administrative directive:

- **a.** To prevent a student or student organization from acting in specified ways that may result in violations of the Code. The designated University administrator may also prevent a student or student organization from committing an act that would negatively impact or interfere with OSCCR 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, in consultation with the designated administrator's immediate supervisor, 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.

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, takes a leave of absence, or becomes inactive 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 their 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. Please refer to pages 63-68 of this Handbook for additional information about the University's policy on rights related to education records and guidelines regarding release and disclosure of student records.

Interpretation and Application

1. Any question of interpretation or application of the Code of Student Conduct shall be referred to the Director of the OSCCR.
2. The Code 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 also 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 financial aid award, subsequent to the receipt of the award, based upon information brought to the office's attention, including, but not limited to, outside scholarships, revised family financial data, or employer-based tuition remission from other colleges. Please note, financial aid awards for incoming, undergraduate day students are based on the expectation that students will reside in university housing for their first and second year. If a student's housing plans change, a review and possible recalculation of their financial aid award will occur. Additional information regarding financial aid and financial policies and procedures, is available online at studentfinance.northeastern.edu.

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

Change in enrollment status Students must notify Student Financial Services about any change in a planned period of enrollment, whether due to withdrawal from a class, a leave of absence, a change in co-op or in class, an approved reduction in course load, or withdrawal from the University. Changes in enrollment may impact types and amounts of financial aid offered by Northeastern.

Outside sources of aid Students must notify Student Financial Services of any aid received from outside sources, such as scholarships. A review and possible recalculation of a student's financial aid award will occur.

Reapplication process Students must re-apply for financial aid **each academic 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**. The FAFSA can be completed at fafsa.gov.

Whenever possible, and if eligible, we suggest using the IRS Data Retrieval Tool to have completed tax information directly transferred to the FAFSA.

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. The student's academic progress will be monitored during this probationary term to determine whether they are meeting the terms of their SAP appeal and will be eligible for financial aid in a subsequent term. Additional aid will not be allowed thereafter until the GPA reaches the required 2.000 level. Please note, some scholarships require a minimum GPA above 2.000 to maintain eligibility.

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. Undergraduate 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 studentfinance.northeastern.edu/policies-procedures/satisfactory-academic-progress for additional information.

FAFSA Verification If a student is selected for Verification, the Student Financial Services office may be required to collect additional financial documents to verify the information provided on the FAFSA. Aid cannot be determined, finalized, or disbursed until this process is complete.

Billing and Payments

Billing statements are generated approximately four to six weeks prior to the beginning of the semester and are posted to the Student Hub. An email will be sent to the student when billing statements are ready to view.

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 billing statement. A past-due balance may result in prevention of registration, grade or diploma release, assessment of late fees, and/or financial holds applied to the account. Balances that are over 90 days past the original due date for the term may be sent to Heartland ECSI. For additional information regarding Heartland ECSI, please visit studentfinance.northeastern.edu/billing-payments/payment-partners or recoveryselect.com. Please note, 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.

Undergraduate students may authorize parent or guardian access to the Family Portal to view billing statements and make payments. Information and instructions can be found online at accounts.northeastern.edu.

Student Financial Responsibility Agreement (SFRA)

Each academic year, students must complete the Student Financial Responsibility Agreement (SFRA), which informs students of the financial responsibilities associated with enrolling for classes and explains potential consequences that may result if a student fails to meet those obligations. Students will have an SFRA hold on their account once per academic year. Once the SFRA is completed, the hold will be removed. For additional information, visit studentfinance.northeastern.edu/billing-payments/sfra.

Direct Payments to the University

To make your payment online via the Student Hub, choose 'Resources', 'Financial Services', then 'Make a payment with NUPay.'

E-Check via the Student Hub

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 Northeastern University has partnered with Flywire to streamline the international wire payment process to the University. This service provides a safe, cost-effective, and convenient method of making payments to the University in foreign currencies. All international wire transfer payments to the university must be made via Flywire.

Payments via Flywire can be initiated through the Student Hub (under 'Resources', select "Make an International Payment' under 'Financial Services') as well as the Family Portal (under "Services & Links", choose "Make an International Payment" under "View Your Student's Financial and Academic Records"). For additional details, please visit studentfinance.northeastern.edu/billing-payments/payment-methods.

Check Payments

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

- Check is written on a U.S. bank account.
- Checks 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, if possible, and include that with your check or money order (no cash) made payable to Northeastern University to the below address. Please note, checks should not be stapled.

Student Financial Services
Northeastern University
354 Richards Hall
360 Huntington Avenue
Boston, MA 02155

Monthly Payment Plan The university offers monthly payment plans, administered by Flywire, which allows students and families to divide educational costs into smaller, more manageable installments. To learn more or enroll in a monthly payment plan, visit https://sso.myonplanu.com/landing/northeastern.

Discrepancies in Your Bill Discrepancies in your bill should be addressed in writing to the Student Accounts Office. Include your name, NU ID, Northeastern email address,

dollar amount in question, date of invoice, and any other information you believe is relevant. E-mail this information to studentaccounts@northeastern.edu from your Northeastern email address. The subject line should read: Billing Dispute. Responses will be sent to the student's Northeastern email address. Please be sure to pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds.

Past-Due Balances A past-due balance may result in prevention of registration, grade or diploma release, or assessment of late fees. Balances that are over 90 days past the original due date may be sent to Heartland ECSI. Heartland ECSI works with students to resolve their past-due balance to avoid disrupting the student's educational experience. All past-due balances must be paid in full prior to a student being able to complete the registration process for a future term. Additional information regarding Heartland ECSI is available on our website, studentfinance.northeastern.edu/billing-payments/payment-partners, or recoveryselect.com

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 academic curriculum requirements for that term.

Adjustments for reduced loads are automatically 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, if an eligible credit or debit card payment has been made, credit balances will be refunded to the credit card used.*

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

For additional information about refunds, please visit studentfinance.northeastern.edu/policies-procedures/student-refund-requests

Please note the following exceptions:

- PLUS or MEFA Loans – Credit balances that result from Federal Direct Parent PLUS or MEFA Loan funds will be refunded to the borrower unless the borrower completes and returns a Refund Authorization Form (available online at studentfinance.northeastern.edu/forms).
- Payments via Flywire/bank transfer – Refunds of credit balances caused by an overpayment via our international payment provider, Flywire, or via wire payment will be refunded through the same process.

Official Withdrawal Adjustments Students who officially withdraw from the University 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. For online-only classes, the last date of attendance is the last date the online course was accessed.

Tuition credits for a complete university withdrawal 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 withdrawal. 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 may assume that the student has unofficially withdrawn. For this purpose, nonpassing grades are defined as

W, NE, *, IP, L, or I. Unofficial withdrawals will be determined within 30 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, default policy tuition rates, all fees, rules and regulations, 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 their 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's 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 on the Student Hub by the designated deadline date. For more information visit northeastern.edu/nushp or contact nushp@northeastern.edu.

Medical or Emergency Leave of Absence Tuition and Fee Adjustment

Tuition and fee adjustments for a leave of absence from the university are subject to, and determined in accordance with, the Official Withdrawal refund policy. For information regarding the tuition and fee policy for medical or emergency leaves of absence, please visit the Student Financial Services website, studentfinance.northeastern.edu/ policies-procedures. If you are a financial aid recipient, please note that you must also contact Student Financial Services to discuss the effects on aid received. 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 (DRC) and are approved for a reduced course load may be eligible to petition to the DRC for tuition adjustments directly related to their documented disability. Financial aid may be reduced if tuition is reduced. Further information is available from the DRC.

POLICIES AND REGULATIONS

Please review the policies and 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.

Policy on Equal Opportunity

Northeastern University is committed to providing a living, learning, and working environment free of discrimination and harassment.

- The Policy on Equal Opportunity strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status.
- The Equal Opportunity Complaint Procedure sets forth the options and steps for reporting allegations of discrimination and harassment and/or retaliation. For more information on reporting, please visit www.northeastern.edu/ouec/reporting-options/discrimination/.

Title IX Policy

Reports of Title IX Prohibited Offenses involving students such as sexual assault, domestic violence, intimate partner violence, dating violence, stalking, or retaliation are addressed by the University's Policy on Rights and Responsibilities Under Title IX and separate procedures referenced in that policy, which outline the investigation and resolution of claims of Prohibited Offenses.

- Reports of Prohibited Offenses can be reported to OUEC by completing the form available at https://www.northeastern.edu/titleix/, where the University's Title IX policy, as well as other helpful information can be found..

Policy on Sexual and Gender Based Harassment

The policy prohibits sexual- and gender-based harassment.

- The University's Policy on Sexual- and Gender-Based Harassment, as well as other helpful information, can be found at https://www.northeastern.edu/ouec/.

Policy on Non-Fraternization

Northeastern University strives to provide an environment for students, faculty, and staff that is respectful, fair, and free of unlawful harassment or discrimination. In keeping with its commitment to provide equal opportunity to students, faculty, and staff, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment, or breaches of professional standards, the University's Policy on Non-Fraternization prohibits romantic or sexual relationships where there is supervision, direction, or control between the parties.

- The University's Policy on Non-Fraternization, as well as other helpful information, can be found at https://www.northeastern.edu/ouec/.

ADA Classroom Accommodations Appeals Procedure

Northeastern University endeavors to provide equal access to all programs and services for students with disabilities. The Disability Resource Center (DRC) may approve a variety of reasonable accommodations, depending on an individual student's needs. For more information on requesting accommodations, please visit http://www.northeastern.edu/drc/getting-started-with-the-drc/. The DRC also provides an accommodation appeal process for students with disabilities who believe their accommodation requests were unduly denied. For more information, please go to http://www.northeastern.edu/drc/ to learn more.

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 post-secondary 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 post-secondary education shall file, 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, 271 Huntington Avenue, and in the Department of Athletics, 219 Cabot Physical Education Center; information regarding safety and security may be obtained in the Northeastern Police Department, 100 Columbus Place.

Northeastern University may 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, 204 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. The University supports 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 21 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 University 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, OPEN 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 University Property (which includes, without limitation, all areas owned, leased, or used for University activities) 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 NUPD 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 fosters an environment where 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 their 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 prewritten 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 their class, or working under their 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 Policies

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

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.

PHI: Personal Health Information. Information protected under HIPAA.

HIPAA: Heath 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.

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

RESNet: The residential student network of Northeastern University.

NUNet: The administrative network of Northeastern University.

NUWave: The wireless network of Northeastern University.

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 Communicating Electronically

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 or networks. Users may not provide access to individuals outside the University community.

Expansion or redistribution of Northeastern's cable television services is not permitted.

Expansion of centrally managed administrative network segments and connection of personal, private, or departmental switches, routers, wireless access points, or DHCP-serving devices is prohibited, except only as may be agreed to in writing between the device owner and Information Technology Services.

Connection of personal or privately owned routers and/or wireless access points to the ResNet wired networks is prohibited.

Northeastern reserves the right to reconfigure or disable the network port(s) of any user whose activity interferes with NUNet, ResNet, NUWave, or any other University-provided system or service; for example, to address a misconfigured device or a computer infected with virus/malware.

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 only when 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,*
- *to limit or block connections not originating from the VPN, and*
- *to assess and approve other secure connection methods.*

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 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.edu/securenu).

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 northeastern.edu/policies/, where the most current version resides. The AUP was last revised on August 2, 2018.

APPENDIX A

Handling of this type of information	Must be in compliance with this law, regulation, or policy…	Which can be reviewed at this location…
Student information	Family Educational Rights and Privacy Act (FERPA) of 1974	https://registrar.northeastern.edu
Protected Health Information (PHI)	Health Insurance Portability and Accountability Act (HIPAA) of 1996	http://www.northeastern.edu/drc/pdf/HIPAA%20privacy%20practice.pdf
Social Security Number (SSN) and Personal Information	NU Policy on Collection, Handling and Use of the Social Security Number and Personal Information	http://www.northeastern.edu/policies/pdfs/Policy_on_Confidentiality_of_University_Records_and_Information.pdf
Personal Identifying Information (PII)	Massachusetts Data Protection Laws (MA201 CMR 17.00)	http://www.mass.gov/ocabr/docs/idtheft/201cmr1700reg.pdf

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.

Mass. 201 CMR 17.00, which are the Massachusetts regulations for the Protection of Personal Information of Residents of the Commonwealth of Massachusetts.

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. Students are encouraged to register their bicycles (and electronic equipment) with NUPD. More info on property registration can be found at https://nupd.northeastern.edu/our-services/property-registration/

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 Senior Vice Chancellor 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.[1] 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 their designee shall make a good-faith determination concerning significant use, which shall be final and binding on all parties.

[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[2] 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,[3] 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, they 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

[2]A 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 their designee shall make a good-faith determination concerning same, which shall be final and binding on all parties.

[3]Copies of the University patent and copyright policies are available from the Office of Research Enterprise Services, 617.373.5600.

has been released to the inventor in accordance with the applicable provisions of the University patent policy. Any student, whether before or after terminating their 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 the rights of 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. 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.

Statement on Free Expression:

A foundational principle of Northeastern University is that a global, multicultural, diverse and inclusive community is vital to learning, discovery, and innovation at the highest levels of human endeavor. As an institution of higher learning, Northeastern has a responsibility to foster a community that protects and supports free expression, welcomes open dialogue on critical issues, and maintains an inclusive educational environment where diverse views can be safely expressed and debated by community members in an atmosphere of civility and mutual respect.

Northeastern is a place for its community members to engage in open discourse on conflicting and diverse views and/or ideas, including those that others may find unwelcome, controversial, disagreeable, or even offensive. In the spirit of free expression, the university encourages professional, scholarly and respectful debate and critical thinking regarding differing views. In this way, the university enhances and increases opportunities for learning and expanding thought perspectives through experience and engagement with those whose opinions and experiences differ from our own.

This statement on free expression is neither intended to contravene Northeastern's long-standing policy regarding academic freedom, nor imply acceptance of discrimination on the basis of protected categories or other forms of communication or action that violate university policy.

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 applicable University policy, 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 (northeastern.edu/its/policies/aup) 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 Northeastern e-mail address and will send e-mail communications to this address. This official address is the address associated with a student's myNortheastern 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 myNortheastern 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 UHCS, at the Student Accounts Office, at the Office of the Registrar, to NUPD, 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 Husky Card Office in Speare 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, for example 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. 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 Student Affairs or designee. Student organizations should request permission from the Director of the Center for Student Involvement or designee. All others should apply to the NU Business Office and/or Senior Vice Chancellor for Student Affairs or their 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.

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 e-mailing rtq@northeastern.edu.
For further information, contact the Office of Human Resources Management or UHCS.

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 (CSI). Refer to the guide for information on policies and procedures, including information on creating and registering a student organization.

Students out of good standing with the University may have limitations imposed on their ability to represent the University in any intercollegiate activities or in any program or performance of any student organization. Students on Deferred Suspension 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 (DRC), 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.

This bill was drafted by the Student Senate, the Senior Vice Chancellor for Student Affairs, and members of the Faculty Senate. It was passed in the spring of 1992. It was then updated by the Student Body President, Vice President for Academic Affairs, and passed by the student Senate in the Fall of 2017 and Faculty Senate in the Spring of 2018 for adoption in the Undergraduate Student Handbook for the 2018-2019 Academic year.

STUDENT BILL OF ACADEMIC RIGHTS AND RESPONSIBILITIES

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 recognizes certain rights and responsibilities, which follow below.[1] Northeastern University students recognize and accept that redress of complaints arising from these rights is limited to the procedures specified in "Student Academic Appeals Procedures".[2]

Course-Related Rights

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

Article 2 Students have the right to receive grades and feedback in a timely manner, particularly in the case of sequentially related assignments. At least one summative assessment should be given and returned a week prior to the end of the withdrawal period. Students also have the right to view work they submit to satisfy course requirements after it is graded and receive their instructor's rationale for grades received on said work.

Article 3 Students have the right to adequate access to instructors. This includes instructors replying to communications from students in a timely manner, suggested to be within two business days, with the exception of during university recesses, as well as maintaining consistent office hours for in-person courses, occurring at the same time at least once a week. Instructors may change office hours by notifying students in a timely manner, suggested to be within two business days, baring extenuating circumstances.

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. Changes to the course outline that result in a deadline, assignment, major exam, or similar course event being introduced to or moved earlier in the schedule shall be communicated to students in a timely manner, suggested to be at least 10 business days prior to the new deadline.

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 teacher/course evaluations.

Article 7 Students have the right to have a list of all course materials that must be purchased. Possible substitutions for said course materials, (i.e., acceptable previous editions of textbooks, digital versions, library-owned resources, etc.) should be made available to students at least a week prior to the start of the academic term.

Article 8 Students have the right to alternative grading arrangements if they are unable to attend a graded activity that takes place outside the scheduled class time.

Rights to University Academic Services

Article 9 Students have the right to adequate access to effective academic services, including academic and co-op advising, as described in the student handbook and other University publications, provided by the University.

Article 10 Students have the right[3] to an environment conducive to learning and to faculty who respect students' academic freedom[4] in the classroom. When exercising academic freedom, students are expected to comply with all applicable university ethics, anti-harassment, and nondiscrimination policies.

Article 11 Students have the right to access university health resources provided by University Health and Counseling Services (UHCS), and in accordance to Massachusetts State Law, to have access to a medical plan that they can purchase (Northeastern University Student Health Plan).

Article 12 Students have the right to access university resources provided by the University's Disability Resource Center in accordance with the Policy on Equal Opportunity. Students have the right to pursue informal and formal grievances through the procedures outlined by the Disability Resource Center.

Scheduling Rights

Article 13 Students have the right to final exam schedules in accordance with established University policy, including non-conflicting final exam schedules.

Article 14 Students have the right to attend any course session held prior to the end of the add/drop period so long as permission from the instructor is obtained in advance and all duly registered students have proper access to seating and other course resources.

Article 15 Students will not be penalized for excused absences, with the understanding that students may need to make up for the academic commitment from which they were excused. Reasons for an excused absence include religious, medical issues, jury duty, bereavement, and military service. See the course catalog, and other applicable policies for the full attendance and excusal policy.

General Academic Rights

Article 16 Students have the right to be informed, in a timely fashion, of proposed action to be taken against them.

Article 17 Students have the right to the redress of academic grievances through the processes provided by the university.

Article 18 Students have the right to University support and resources, such as the Office of Global Services, with regard to their visa status.

Article 19 In accordance with the Northeastern University's Nondiscrimination Policy, students have the right to a learning environment free of discrimination or harassment, including as provided for in Northeastern University's Title IX Policy.

Article 20 Northeastern University's policy on student produced intellectual property can be found on pages 52-53 under Copyrightable Materials of the Undergraduate Student Handbook.

Article 21 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 Family Educational Rights and Privacy Act.

STUDENT RESPONSIBILITIES

Article 1

Contribute to a climate of open inquiry and honesty in all aspects of the University's academic life. This includes reviewing, and becoming familiar with, the Academic Integrity Policy on the OSCCR website.

Article 2

Commit sufficient time and effort for study and for use of library, studio, laboratory, and computational facilities, as appropriate for each course.

Article 3

Contribute to the classroom/laboratory/studio learning environment through discussion and active participation.

Article 4

Acquire the necessary prerequisites for full participation in each academic course.

Article 5

Attend scheduled classes regularly and on time, and arrive to class prepared, having completed all the readings and other assignments.

Article 6

Seek out faculty and teaching assistants outside of class time to obtain help with problems encountered in a given course.

Article 7

Respect the academic freedom of each faculty member and student.

Article 8

Assist the university in its various self-evaluations (e.g., TRACE, surveys) by responding honestly and conscientiously.

Article 9

Maintain effective communication with the University by providing permanent and local address information to the university through a system designated by the university, and by reading university email on a frequent and consistent basis.

Article 10

Act as positive representatives and genuine ambassadors of the University when studying and working in domestic and international settings associated with Northeastern University.

Article 11

Complete an entry (including itinerary, accommodation information, and contact information) using 'My Travel Plans,' located on the Services and Links tab in the myNortheastern Student Portal, or other system as required by the university, prior to all University-sponsored travel outside of Massachusetts, including but not limited to: Study Abroad, Dialogues of Civilization, Foreign Exchange Programs like BSIB, Alternative Spring Break, Engineers without Borders, Co-op Placements outside of Massachusetts, etc.

Article 12

Complete all required activities prior to attending classes for their entrance date (including alcohol education, violence prevention programming, required reading, etc.).

Article 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.

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*.

The articles shall be interpreted by the Office of the Provost in conjunction with the Office of the Senior Vice Chancellor for Student Affairs, and shall be monitored by the Student Government Association. Further, should any student discover that they have 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.

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 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.

For more on academic freedom, please refer to the AAUP's definition found here: https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure

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 the Office of the General Counsel, 301 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 Office of Global Services (OGS) 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 OGS. Any exceptions from full-time registration requirements must be preapproved by the OGS 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 45 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 their 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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 271 Huntington Avenue 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 (271 Huntington Avenue) Student name, home address (city, state, country), major field of study, college, class year, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, degrees, honors and awards received, most recent educational agency or institution attended.

Office of Student Conduct and Conflict Resolution (204 Ell Hall) Student disciplinary history.

Department of Athletics (219 Cabot Physical Education Center) Sports activity participation, showing weight/height of members of athletic teams.

Center for Student Involvement (434 Curry Student Center) Participation in officially recognized activities.

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 them. 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 45 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, except in those instances in which the employment is part of the student's program.
3. Campus law enforcement records held in the Northeastern Police Department.
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 their 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, they should discuss the objection with the person to whom that person reports.
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 Senior Vice Chancellor 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

*Except as provided by the Health Insurance Portability and Accountability Act of 1996

student has the right to place in their 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 their right to inspect and review confidential letters and confidential statements of recommendation described in the section "Definition of Official Records" (pages 65-66), 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 Senior Vice Chancellor 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.

Additional Information

ACCREDITATION

Northeastern University is accredited by the NECHE, New England Commission of Higher Education.

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 it determines 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 their 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 prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability 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. Resources about the University's nondiscrimination policies and its grievance procedures are available in the OUEC, 125 Richards Hall, or online at northeastern.edu/titleix.

- Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109 (617) 289-0111.
- Students who experience or witness discrimination or sexual harassment may report the incident or file a complaint with the Title IX Coordinator from the OUEC. Representatives from the OUEC are responsible for responding to questions, concerns, and complaints of sexual harassment and/or misconduct 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 Policy on Sexual and Gender Based Harassment in the University Regulations section, page 34.)

NORTHEASTERN UNIVERSITY POLICE DEPARTMENT INFORMATION

Northeastern University Police Department
Administrative Offices
100 Columbus Place
617.373.2121
northeastern.edu/nupd

Police Headquarters
100 Columbus Place

Fire Emergency
Dial 911

Police, Fire, or Medical Emergency
617.373.3333

Emergency or Nonemergency for the Deaf and Hearing Impaired
Dial 711

Nonemergency Regular Business
617.373.2121

Personal Safety Escort Service
617.373.2121

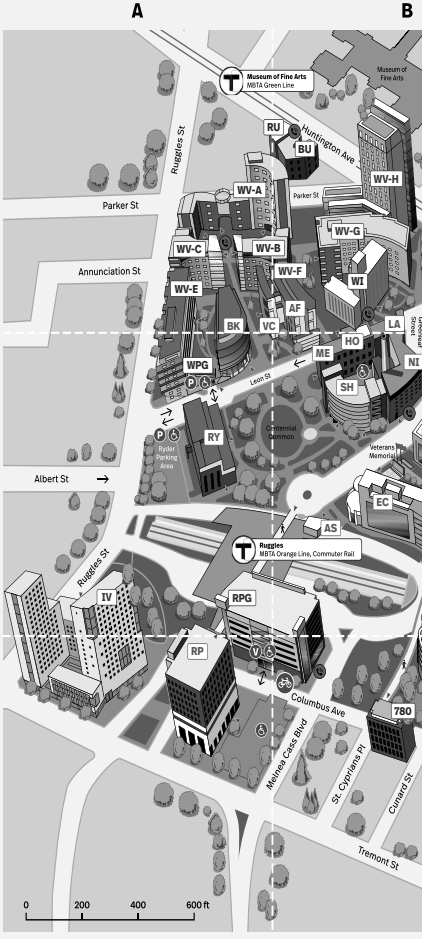
- The University Police Department serves the campus 24 hours a day, every day of the year, to protect life and property, and seeks to prevent and detect crime on and near the campus. University police officers have the same authority as municipal police officers and enforce both Massachusetts laws and 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/nupd.
- To minimize crime and promote 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 NUPD 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 NUPD 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 10-15 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 nighttime off-campus safety escort, the RedEye, is provided from dusk to dawn for students who reside within two miles of the center of campus. Every night from 7pm to 6am, the service can be requested through a free mobile app called the RedEye app. In order to use the service, one must book a ride in advance using the app. It will assign each request to a particular departing van, which will drop off each student at their off-campus residence. The pick-up location of the vans is at the Snell Library Quad. Questions regarding the service can be answered 24/7 at (617) 373-8718 or go to https://nupd.northeastern.edu/our-services/safety-escort-services/.

Northeastern students are encouraged to download the
SafeZone app as one means of communication with NUPD
and/or local police services.

SafeZone is a smartphone app that any student or staff member can download and use for free. This app connects you directly to the Northeastern University Police Department should you need assistance
or emergency support while on campus.

More information can be found at **nupd.northeastern.edu/safezone/**

Campus Map

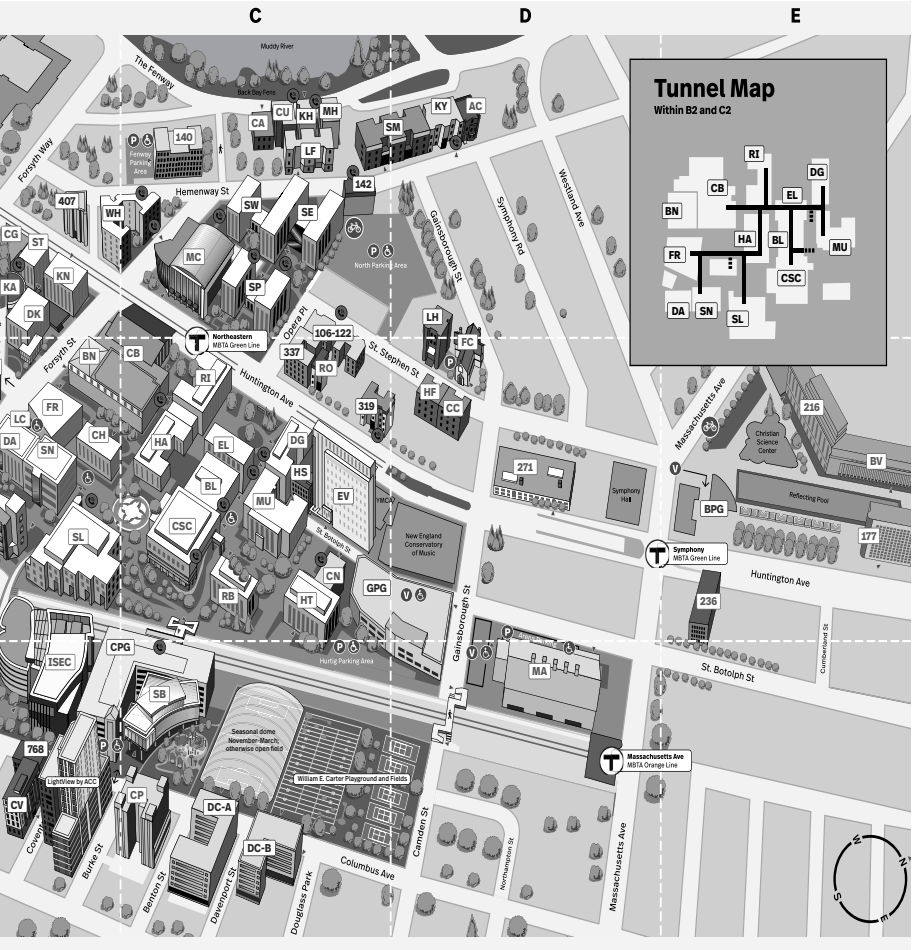


Academic and Service Buildings

C1 140 The Fenway **(140)**
E2 177 Huntington **(177)**
E2 216 Massachusetts Ave **(216)**
E2 236 Huntington **(236)**
D2 271 Huntington **(271)**
B1 O'Bryant African American Institute **(AF)**
C3 Alumni Center **(CP)**
B2 Architecture Studio **(AS)**
D1 Asian American Center **(AC)**
B2 Barletta Natatorium **(BN)**
A1 Beharkis Health Sciences Center **(BK)**
E2 Belvidere Place **(BV)**
C2 Blackman Auditorium **(BL)**
C2 Cabot Physical Education Center **(CB)**
C1 Cahners Hall **(CA)**
B1 Cargill Hall **(CG)**
D2 Catholic Center **(CC)**
B2 Churchill Hall **(CH)**
C3 Columbus Place **(CP)**
C2 Cullinane Hall **(CN)**
C2 Curry Student Center **(CSC)**
C1 Cushing Hall **(CU)**
B2 Dana Research Center **(DA)**
B1 Dockser Hall **(DK)**
C2 Dodge Hall **(DG)**
C2 East Village **(EV)**
B2 Egan Research Center **(EC)**
C2 Ell Hall **(EL)**
D2 Fenway Center **(FC)**
B2 Forsyth Building **(FR)**
C2 Hastings Hall **(HS)**
C2 Hayden Hall **(HA)**
D2 Hillel-Frager **(HF)**
B2 Holmes Hall **(HO)**
C2 Hurtig Hall **(HT)**
B3 Interdisciplinary Science Complex **(ISEC)**
A2 International Village **(IV)**
B1 Kariotis Hall **(KA)**
B1 Knowles Center **(KN)**
B1 Lake Hall **(LA)**
B2 Latinx Student Cultural Center **(LC)**
C1 Marino Recreation Center **(MC)**
D3 Matthews Arena **(MA)**
B2 Meserve Hall **(ME)**
C2 Mugar Life Sciences Building **(MU)**
B2 Nightingale Hall **(NI)**
A3 Renaissance Park **(RP)**

Visiting Northeastern

Whether you're an alumnus or alumna returning to campus, or a prospective student seeing Northeastern for the first time, we'll make every effort to ensure you enjoy your visit. We offer 60-minute campus tours on weekdays year-round, and on Saturdays from September through June. Learn more at northeastern.edu/admissions/connect/visit.



C2 Richards Hall (**RI**)
C2 Robinson Hall (**RB**)
C2 ROTC Office (**RO**)
A2 Ryder Hall (**RY**)
B2 Shillman Hall (**SH**)
B2 Snell Engineering Center (**SN**)
B2 Snell Library (**SL**)
C3 Badger & Rosen SquashBusters (**SB**)
B1 Stearns Center (**ST**)
A1 Visitor Center (**VC**)
B1 West Village F, G, H (**WV**)

Residence Buildings

B3 10 Coventry (**CV**)
C1 106-122 Levine (**106-122**)
C1 142-148 Hemenway St (**142**)
C1 153 Hemenway St (**LF**)
C2 319 Huntington Ave (**319**)
C2 337 Huntington Ave (**337**)
B1 407 Huntington Ave (**407**)
B3 768 Columbus Ave (**768**)
B3 780 Columbus Ave (**780**)
B1 Burstein Hall (**BU**)
C3 Davenport Commons A, B (**DC**)
C2 East Village (**EV**)
C2 Hastings Hall (**HS**)
A2 International Village (**IV**)
D1 Kennedy Hall (**KY**)
C1 Kerr Hall (**KH**)
D1 Light Hall (**LH**)
C1 Loftman Hall (**LF**)
C1 Melvin Hall (**MH**)
B1 Rubenstein Hall (**RU**)
D1 Smith Hall (**SM**)
C1 Speare Hall (**SP**)
C1 Stetson East (**SE**)
C1 Stetson West (**SW**)
A1 West Village A, B, C, E (**WV**)
B1 West Village F, G, H (**WV**)
B1 White Hall (**WH**)
B1 Willis Hall (**WI**)

Parking Garages

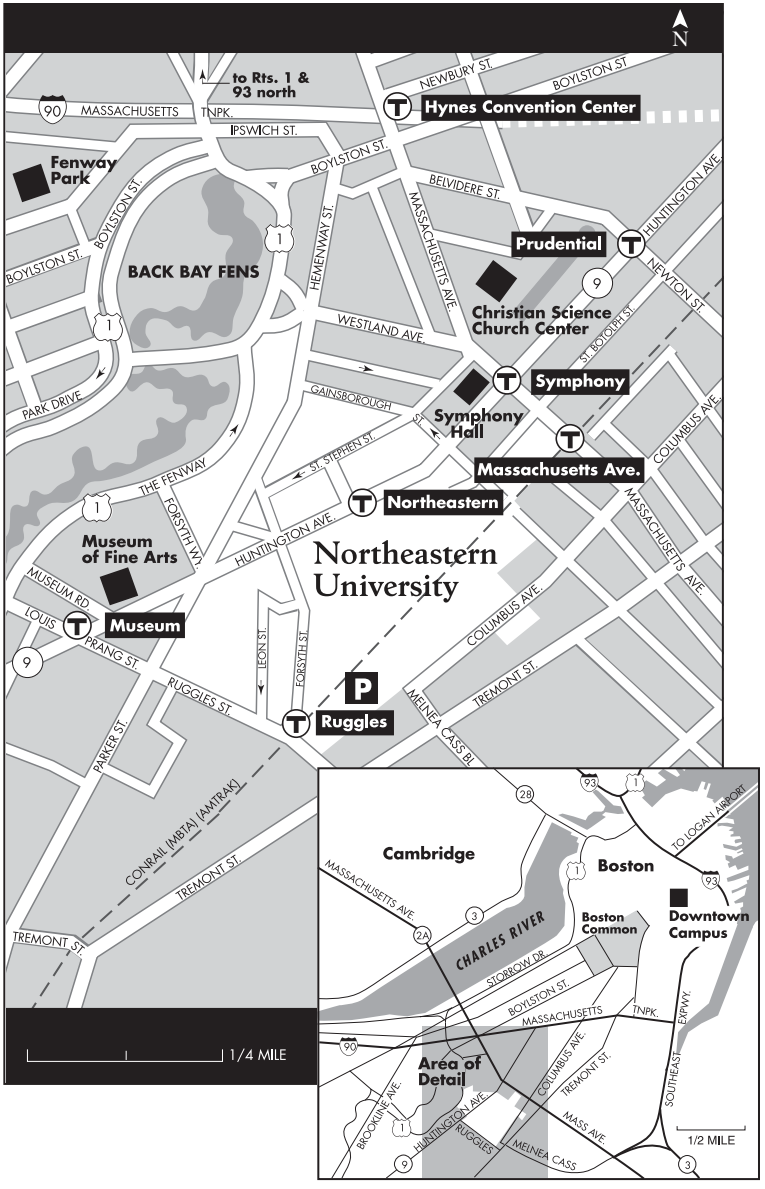
C3 Columbus Parking Garage (**CPG**)
E2 Belvidere Parking Garage (**BPG**)
C2 Gainsborough Parking Garage (**GPG**)
A2 Renaissance Park Parking Garage (**RPG**)
A2 West Village Parking Garage (**WPG**)

Legend

P Parking (permit required)
V Visitor parking (paid)
Handicapped parking
Handicapped-accessible entrance
BLUEbikes
Emergency phone
One-way street
Pedestrian walkway
Tunnel entrance

Northeastern University

Community Map



Index

A

Abuse of others, 21

Academic appeals, 1-4

Academic dishonesty, 38, 40, 46

Academic integrity, 16, 38-41

Academic Integrity Policy, 38-41

Academic policies, 1

Academic progress, 28-29

Academic Rights and Responsibilities Bill, 59-62

Accreditation, University, 69

Administrative directive, temporary measures, 26-27

Administrative hearings, 10-11

Aiding and abetting, 16

Alcohol
- excessive consumption, 16, 19
- medical amnesty policy, 17-18
- sanctions, 22-25

Amnesty, medical, 17-18

Appeals
- academic, 1-4
- disciplinary, 14-15

Appropriate Use Policy, 41-49

Athletics, Department of, 64

B

Behavior. *See* Code of Student Conduct

Bias incidents, 18, 34

Bicycles, 52

Breaking and entering, 18

Buckley Amendment. *See* Family Educational Rights and Privacy Act (FERPA)

Bullying, 19

C

Campus map, 72-73

Card playing, 52

Cell phones, 58

Center for Student Involvement, 64 (*see also* Curry Student Center)

Cheating, 38

Code of Student Conduct
- applicability, 5
- coop, externships, and community, 51-52
- general expectations, 6
- process structure and procedure, 8
- purpose, 5
- sanctions, 22-25
- standards of conduct, 15-16
- student expectations, 6-8

Coercion, 20

Collaboration, unauthorized, 39

Community map, 74

Computer and Network Resources Policy, 41-49
- confidentiality and privacy, 48
- definitions, 41-42
- purpose and scope, 41
- regulatory compliance, 49
- University rights and responsibilities, 46-47
- user rights and responsibilities, 42-45

Computers
- classroom use policy, 58
- University policy, 46

Conduct, disorderly, 19

Confidentiality
- electronic, 47 (*see also* Computer and Network Resources Policy)
- student records, 64-65 (*see also* Family Educational Rights and Privacy Act)

Consent, 15-16

Co-op, 51-52

Copyright policy, 49, 52-54

Curry Student Center, 54

D

Deferred suspension, 23-24
Delivery of services, 69
Demonstrations, 54
Departmental jurisdiction, 55
Disability Resource Center
  tuition adjustment, 34
Disabled students
  academic rights of, 59
  grievance procedure, 35
  recording device policy, 58
Disciplinary appeals, 41
Disciplinary probation, 24
Disciplinary records, 27
Discrimination
  academic appeals, 2-4
Dishonesty, academic, 38, 46
Dismissal, from class, 55
Disorderly conduct, 19
Disruptive gatherings, 19
Domestic violence, 8, 14
Drugs
  legal regulations, 36-37
  medical amnesty policy, 17-18
  policy violations, 24
  sanctions, 24

E

Electronic resources, misuse of, 21
Electronic transcribing devices, 58
E-mail policy, 55
Emergency leave, 33
Emergency phone numbers, 70
Employer-paid tuition, 33
Endangering behavior, 19
Equal Opportunity Policy, 69-70
Escort Service, off campus, 71
Escort Service, personal safety, 71
Export control regulations, 49
Expulsion, 23

F

Fabrication, 39
Failure to comply, 19
Family Educational Rights and Privacy Act (FERPA), 63-64
Fees, late tuition payment, 31
FERPA. *See* Family Educational Rights and Privacy Act
Financial aid
  academic progress, 28-29
  GPA requirements, 28
  policies, 28-33
  tuition refunds/payments/adjustments, 31-32
Fire drills, 71
Fire safety, 20
Forgery, 20

G

Gambling, 20, 52
Grievance procedures
  academic, 61
  disabled students, 34
  sexual harassment, 34
Guest policy, residence hall, 22
Guide to Residence Hall Living, 22

H

Hacking, 21
Harassment, 15, 20 (*See also* Sexual harassment)
Hazing, 20-21, 35-36
Health insurance, 33
Hearings
  administrative, 9-14
  student records, 63-68
Honor Code, 5

I

Identification cards, 56
  inappropriate use, 21
  policy, 56
Identification marks, University, 22
Information, misrepresentation of, 21
"Information only" complaints, 40
Interim suspension, 26
International students, 63

J

Jury duty, 56

L

Laptop computers, in classrooms, 58
Late fees, 31
Letter of warning, 24

M

Maps
  campus, 72-73
  community, 74
Media, appearances policy, 56
Medical amnesty, 16-18
myNortheastern Portal, 56

N

Neighborhood map, 74
Network resources policy, 41-49
Noise disturbances, 21
Northeastern University Student Health Plan (NUSHP), 33

O

Office of Student Conduct & Conflict Resolution, 5
Office of University Equity and Compliance, 1
Officers, student organizations, 58
Official records, defined, 65-66
Organizations, student, 57
Overloads, 31

P

Patents, 53-54
Personal Safety Escort Service, 71
Pets, 57
Photocopies of student records, 65
Physical abuse, 15, 21
Plagiarism, 39, 46
PLUS loans, 32
Police Department, University, 70-71
Prejudice, 18
Privacy rights
  electronic (*see* Computer and Network Resources Policy), 47
  FERPA, 63-64
Privileges, loss of, 24
Probation, disciplinary, 24
Public access, 57

R

Recording devices, 58

Records, official, 64-68

Records, student
- confidentiality, 47, 64-65
- disciplinary, 27
- disclosure guidelines, 64-68
- FERPA rights, 63-64
- hearing procedure, 66-67
- photocopying right, 65
- right to explanation, 66
- third-party disclosure, 67-68
- waiver of access, 67

Reduced course loads, 31

Refund policies, 31-32

Registrar's Office, 64

Regulatory compliance, 49

Remote resources, use of, 44

Residence hall guest policy, 22

Residence rate adjustments, 33

Responsibilities, student, 61-62

Retaliation, 21

Rioting, 21

S

Safety, public, 70–71

Safety glasses, 57

Sales and solicitations, 57

Sanctions, 22–27

Services, University delivery of, 69

SEVIS (Student and Exchange Visitor Information System), 63

Sexual assault, 8, 14

Sexual harassment
- filing complaints, 34
- grievance procedure, 69

Sexual misconduct, 15, 34

Smoking, 57

Solicitations, 57

Stalking, 14, 19

Student and Exchange Visitor Information System (SEVIS), 63

Student Center, 54

Student Conduct and Conflict Resolution, Office of, 5

Student Conduct Board, 6, 12–13

Student Conduct, Code of
- applicability, 5
- co-op, externships, and community, 51-52
- general expectations, 6-7
- medical amnesty policy, 17-18
- process structure and procedure, 8
- purpose, 5
- sanctions, 22-27
- standards of conduct, 15-16
- student expectations, 6-7
- temporary measures administrative directive, 26-27

Student organizations, 57

Student records. *See* Records, student

Student responsibilities, 61–62

Student Right-to-Know and Campus Security Act, 36

Suspension, 23

Suspension, interim, 26

T

Tape recorders, in classroom, 58

Temporary measures administrative directive, 26-27

Textbooks, 58

Theft, 18

Transcribers, in classroom, 58

Tuition, 29-33
- adjustments/policies, 32-34
- bill discrepancies, 30-31
- employer-paid, 33
- late fees, 31
- overload/reduced course loads, 31
- payment, 29-30
- reimbursement, 33

U

Unauthorized access, 21, 48
Unauthorized collaboration, 39
Unauthorized use of property, 22
University Equity and Compliance, Office of, 1
USA Patriot Act, 63

V

Vandalism, 22

W

Weapons, 19, 37-38
WeCare Program, 18
Withdrawal, University, 32

notes

notes

notes

LVX
VERITAS
VIRTVS