



**Northeastern University**

**Student Handbook  
2024-2025**

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### Delivery of Services

Northeastern University assumes no liability for delay or failure to provide educational or other services 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.

In the event that Northeastern determines it must suspend or alter its operations in whole or in part due to epidemic, pandemic, other public health emergency, extreme weather, natural disaster, acts or threatened acts of terrorism or war, or any single act or combination of events beyond the university's control, Northeastern may suspend, reduce, terminate and/or modify its operations in whole or in part, which may or may not include offering online or other alternative learning options, in its discretion. In any such event, Northeastern is under no obligation to refund or credit any portion of tuition, fees, or other charges paid or owed, but it may do so in its discretion.

Northeastern reserves the sole right to promulgate and change rules and regulations and to make changes of any nature in its program; calendar; admissions policies, procedures, and standards; degree requirements; fees; and academic schedule whenever necessary or desirable, including, without limitation, changes in course content and class schedule, the cancellation of scheduled classes and other academic activities, and the substitution of alternatives for scheduled classes and other academic activities. In any such case, the university will give whatever notice is reasonably practical.

Northeastern 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 the individual's 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.

## Code of Student Conduct

*Adopted November 12, 1971; last revised in August 2024.*

The purpose of the Code of Student Conduct (the Code) is to set forth the university's expectations of behavior that promotes 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 has developed policies and procedures to protect the interests of members of the university community, individually and collectively. The Code has been developed with the assistance of students, faculty, and staff of the university.

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

The Code applies to all Northeastern students, at all levels of study, in all colleges and programs, at all locations in the United States or abroad, on-ground or online, as well as all student groups and organizations. It applies to all Northeastern students both on and off campus. 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; and the university's relationship with the surrounding community, partner 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.

Alleged violations of the Code are handled and/or overseen by the Office of Student Conduct and Conflict Resolution (<https://osccr.sites.northeastern.edu/>) (OSCCR). Because 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 Sexual and Gender-Based Harassment and Title IX (<https://catalog.northeastern.edu><https://policies.northeastern.edu/policy104/>), which governs the investigation, adjudication, appeal, and other elements of the university's response to allegations of conduct that may constitute sexual or gender-based harassment or misconduct.

The Code also applies to all accepted and prematriculated students. The university reserves the right to adjudicate an accepted student who allegedly engages in prohibited conduct prior to matriculation (e.g., at the university's New Student Orientation programs, while moving 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 allegedly 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 reenrolling at the university until the alleged violations have been resolved. The university reserves the right to delay the awarding of a degree, certificate, badge, or other credential pending the resolution of the student conduct process. In the event a student is found responsible for violating university policy and the sanction is expulsion, the student will not be eligible to be awarded their pending credential. The university also reserves the right, in its discretion, to revoke degrees.

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### 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 student status does not shield students from the law. Northeastern 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. Northeastern students seeking to demonstrate on university property and/or in connection with a university event must comply with all applicable university policies (<https://policies.northeastern.edu/policy617/>), protocols, procedures, and requirements. 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 on university property, in university facilities, online, and at university programs and events must be free from undue disruption. Furthermore, students must comply with all directions issued by university officials (including Northeastern University Police Department officers and other public safety officers acting on behalf of the university). Students are expected to be honest and forthright in their 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 Code.

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 in the student conduct process. Additionally, recordings of any kind are not permitted in OSCCR, except as permitted by the Code or with express permission of OSCCR staff.

### STUDENT EXPECTATIONS

*Each Northeastern student can expect:*

1. Written notification of alleged Code 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 role of the involved student (such as charged student, victim, etc.) and date, time, and place of the administrative hearing or prehearing meeting, in the case of a Student Conduct Board (the Board) hearing. The date, place of incident, and the complainant and/or reporting party (where permitted by law and university policy) will also be included.
2. The opportunity to request to reschedule a hearing date up to one business day prior to the hearing, due to academic or other reasonable conflicts. Requests may be granted at the discretion of OSCCR.
3. The opportunity to request that a hearing be suspended after the presentation of information for a brief and agreed-upon period of time.
4. The opportunity to coordinate with Disability Access Services (<https://drc.sites.northeastern.edu/>) to request any accommodations or adjustments needed to participate in the conduct process in an equitable manner.
5. The option to request OSCCR to provide speech translation services during the hearing process.
6. The hearing may proceed without the student's presence, consistent with the Code.
7. OSCCR to make reasonable efforts to issue the decision letter within 10–15 business days after the conclusion of the hearings pertinent to the case.
8. The option 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.
9. The option to file an appeal within five business days. Further information regarding appeals is outlined within the Procedures for Student Appeals section of the Code.

*In cases where a Board hearing is scheduled, the following procedural rights also apply:*

1. To review written information received by OSCCR that is pertinent to the case (subject to any applicable privacy laws or policies), a minimum of one business day prior to the designated Board hearing date, and to address inferences that might be drawn from such statements during the Board hearing.
2. To a hearing before a panel composed of three or five Board members or, at the discretion of the director of OSCCR or designee, three members of the OSCCR staff.
3. To request the removal of names from the list of prospective 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 individuals who were present for the incident in question and/or have information relevant to the incident.

*Each Northeastern student has the responsibility:*

1. To review and abide by the Code and university policies and procedures, both academic and otherwise, until the conferring of their degree.
2. To monitor their university email address and respond to any Northeastern 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 honor their fiscal responsibilities to the university.

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## Decision-Making Authority

1. The senior vice chancellor for student life 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 life, the director of OSCCR has been charged with the day-to-day responsibility for administering the Code and the student conduct process.
2. All decisions made by the Board, Hearing Administrator, Appeals Board, and/or Fraternity and Sorority Life Standards Boards are subject to final approval and modification by the senior vice chancellor for student life, or designee.
3. The 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 Code will at all times govern the adjudication of matters relating to the Code.

## Structure and Procedure of the Student Conduct Process

The student conduct process begins when a report alleging a violation of the Code is received by OSCCR, Residential Life, Global Experience Office, or the Center for Student Involvement. For information regarding Title IX, sexual violence and misconduct, and related rights and procedures, please refer to the university's Policy on Sexual and Gender-Based Harassment and Title IX (<https://policies.northeastern.edu/policy104/>), which governs the investigation, adjudication, appeal, and other elements of conduct prohibited under that policy. 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. The university specifically reserves the right to delay the awarding of a degree, certificate, badge, or other credential pending the completion of the student conduct process.

Reports of sexual and gender-based harassment and misconduct (including sexual harassment, sexual assault, domestic violence, intimate partner violence, dating violence, stalking, or retaliation) involving students are addressed by the university's Policy on Sexual and Gender-Based Harassment and Title IX (<https://policies.northeastern.edu/policy104/>) and separate procedures referenced in that policy, which outline the investigation and resolution of claims of conduct prohibited by that policy. Reports of prohibited conduct can be submitted directly to the Title IX coordinator and the Office for University Equity and Compliance (OUEC) (<https://www.northeastern.edu/ouec/>) via several reporting options (<https://ouec.northeastern.edu/reporting-options/>).

### FILING A REPORT

Incident reports can be submitted by clicking on Report an Incident (<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. Date of the incident
4. Names and contact information of witnesses
5. Names and contact information of those filing the report

In most instances, the person who submits a report will serve as the complainant if the report results in resolution through a Board hearing.

### THE ROLE OF THE OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION

The role of OSCCR (<https://osccr.sites.northeastern.edu/>) is to review all reports it receives to determine if a violation of the Code allegedly occurred and to oversee or directly resolve complaints of an 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 the Code 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 Board hearing, as well as the timing of such hearing.

- Administrative hearing—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—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 administrative hearing is not appropriate, involved students will receive a hearing notice requesting their attendance at a prehearing, which precedes a Board hearing.
- End-of-term hearings—Incidents that occur and/or matters that are being scheduled to be heard during the last two weeks of classes, or finals, may be resolved by one of the following end-of-term hearing processes:

Board level—Incidents that may result in suspension or expulsion, or if the facts of the incident are so complex that an administrative hearing is not appropriate, may be resolved by an administrative hearing held prior to the end of the term or a Board hearing for the following term.

Administrative level—Incidents that will not result in suspension or expulsion may be resolved by an administrative hearing held prior to the end of the term or immediately following the end of the term.

When distance precludes a student from having a face-to-face Board 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). All parties involved must agree to this, as the outcome of this alternate resolution is final.

*PLEASE NOTE:* In all cases, 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 the Code occurred.

## HEARING ADVISORS

Students participating in the student conduct process may choose a member of the university community who has been trained by OSCCR to serve as a Hearing Advisor. Students 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. Visit OSCCR’s website for a full list of current Hearing Advisors (<https://osccr.sites.northeastern.edu/hearing-advisors/>). Staff or faculty who represent a student as legal counsel outside the conduct process may not act as the student’s Hearing Advisor in the university process, except as permitted under the university’s Policy on Sexual and Gender-Based Harassment and Title IX. 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:

1. Assisting the student in understanding how the hearing will proceed.
2. Assisting the student with understanding the resolution process.
3. Attending the hearing (administrative, Board, admitted responsibility) if the student prefers and selects a time within the Hearing Advisor’s availability.
4. Providing emotional support before, during, and after a hearing.
5. At no time is the Hearing Advisor permitted to address the Board or Hearing Administrator 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, or in certain other circumstances identified in the Code, involved students will receive a hearing notice requesting their attendance at an administrative hearing.

### ***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 (where permitted by law and university policy); the alleged violation(s); and the date, time, and location of the hearing.

### ***The Hearing***

An administrative hearing 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 other available documentation (from which information about or identifying others may be redacted), 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 the Code occurred based on a preponderance of the evidence. If the Hearing Administrator determines that a student violated the Code, 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 dismiss the charges; set a new hearing date; or make a decision and impose sanctions, if appropriate, 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). In certain circumstances, other parties or members of the university community may also be informed of the decision to the extent permitted by law and university policy. Unless otherwise

noted in a student's records, the university reserves the right to notify a student's parents where permitted by university policy and applicable law.

### **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 administrative hearing is not appropriate, involved students will receive a hearing notice requesting their attendance at a prehearing, which precedes a Board hearing. In a Board hearing, the complainant and charged student come before a panel of three or five trained Board members to provide their account of the incident, answer questions, and provide information relevant to their case.

#### **Notification**

A prehearing 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 (where permitted by law and university policy); the alleged violation(s); and the date, time, and location of the prehearing meeting.

#### **The PreHearing**

The prehearing meeting is a one-on-one meeting between the student and Hearing Administrator to:

- Review the incident and written documentation (from which information about or identifying others may be redacted) that forms the basis of the complaint
- Explain the charges filed against the student
- Review the Board hearing process and its possible outcomes

In addition, students will have the option to review a list of current Board members and request the exclusion of potential Board members from the hearing panel. An explanation for this request must be supplied by the student and will be reviewed by the Hearing Administrator, who has discretion to resolve the request based on relevant considerations such as the reasons for the request and the interests of fairness and efficiency.

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

During the prehearing 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 business days after the prehearing meeting. Students should note that accepting or contesting responsibility does not necessarily lessen or increase the sanctions that could be imposed.

- **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 Board 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.
- **Contest responsibility**—Students who contest responsibility for at least one of the charges proceed to a Board 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 Board 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 Board 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 Board to review no later than two business days prior to the hearing.

**Witnesses**—Witnesses who have direct information regarding the incident may be presented by the complainant or the charged student, provided that the witnesses are identified in a list submitted to OSCCR two business days prior to the hearing. OSCCR staff may issue a written request requiring the appearance of an individual before the Board if it is determined that the person's appearance is likely to provide important information for the Board regarding a student's case.

**Failure to appear**—If the complainant, charged student, or witness(es) fail to appear at the scheduled hearing, the Board or hearing administrator may dismiss the action; set a new hearing date; or continue the hearing without that party present and determine the finding and impose sanctions, if appropriate, based on available information.

#### **Information Regarding the Student Conduct Board Hearing**

1. The Board typically consists of three or five students representing undergraduate, graduate, online, law, and/or 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. Where deemed appropriate at the discretion of the director of OSCCR or designee, a Board hearing may instead proceed before a panel composed of three members of the OSCCR staff.

2. The chair will typically be a student and voting member of the Board whose responsibilities during the hearing will be to act as presiding officer at hearings and in all voting procedures.
3. A Hearing Administrator from 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. Board hearings are audio or video recorded for the purpose of appeals only. Parties to appeals may request to listen to the recording of the hearing in the OSCCR. Recordings are not to be removed from the OSCCR and 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" standard, as determined by simple majority vote by the Board.
6. All records of a case will be treated as confidential and disclosed only to the extent permitted under applicable law and university policy.
7. All decisions made by a Board are subject to final approval or modification by the senior vice chancellor for student life, or designee.

### ***Presentation of Information***

1. Complainant's opening statement and perspective (the 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 SCB members).
5. Statements from complainant's witnesses.
6. Questioning of complainant's witnesses (complainant, charged student, and Board members).
7. Statements from charged student's witnesses.
8. Questioning of charged student's witnesses (charged student, complainant, and Board members).
9. Scheduled break to attend to personal needs and prepare for final statements.
10. Final questions from the Board.
11. Complainant's closing statement.
12. Charged student's closing statement, including any statement as to mitigating circumstances were the student to be found responsible.
13. Complainant and charged student are excused so the Board can engage in closed-door deliberation and sanctioning, if necessary.
14. The Board may ask questions at any time during the hearing.

### ***The Decision Letter***

After the Board makes a determination and applies any appropriate 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 reasonable efforts to issue the decision letter within 10–15 business days of the hearing. In certain circumstances, other parties or members of the university community may also be informed of the decision to the extent permitted by law and university policy. Unless otherwise noted, the university reserves the right to notify a student's parents where permitted by university policy and applicable law.

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## **Procedures for Student Appeals**

Students have five business days from the date of their decision letter to appeal the decision of either the Hearing Administrator or the Board.

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 Life, and a trained student representative.

The director of OSCCR, or designee, will serve as an advisor of the Appeals Board. When a current participant of a Global Experience Office program or a student organization files an appeal, a staff member of those respective programs will join the Appeals Board.

Appeals must be made in writing using the electronic Appeal Request form and must demonstrate one of the following grounds for appeal:

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 Board/Hearing Administrator's decision.

Review of sanctions—The student requests a review of the imposed sanction(s), citing undue hardship caused by sanctioning or individual extraordinary circumstances.

The appeals process is primarily a paper process and will not 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 or video recording of the original hearing (in the case of Board hearings) will be made available to the Appeals Board.

*PLEASE NOTE:* The submission of an Appeal Request form will not stay the effect of sanctions imposed by the Hearing Administrator or the Board/ Title IX/Sexual and Gender-Based Harassment Board. The Appeal Request form may request that sanctions imposed be stayed, or modified, pending the determination of the appeal, and the reasons for such request are to be set forth within the Appeal Request form. The senior vice chancellor for student life, or their designee, at their discretion may suspend, stay, or modify sanctions imposed, subject to such conditions as they may deem appropriate.

The Appeals Board will take one of the following actions:

- Concur with original decision.
- Refer the matter to the appropriate hearing body if based on a procedural error. In this case, the entire case will be reheard, as if it had not been heard before.
- Refer the matter back to the original hearing body if based on the grounds of new information. The original body; complainant; charged student; and, if required, witnesses, will be reconvened to review only the new information. The hearing body will then render a decision considering the new information.
- 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 life, or designee, for final approval.

## Standards of Conduct

Potential student conduct charges are listed below. Students are required to be familiar with applicable standards, policies, and regulations, as well as with all university, campus, program, and departmental requirements, and must comply with them. Violations of any of these standards 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. Rather, individuals may be additionally charged with the appropriate alcohol or drug violation. For information regarding standards of conduct related to sex-based harassment and misconduct, including the definition of consent and the definitions of prohibited offenses, please refer to the university's Policy on Sexual and Gender-Based Harassment and Title IX (<https://policies.northeastern.edu/policy104/>).*

Violations are listed in alphabetical order; the order of violations is not indicative of the seriousness of each violation. 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.

Where permitted by applicable law and university policy, 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 (p. 19).

### 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 were a direct participant in the violation, even if information indicates the student was not directly involved in the perpetration of the violation.

### ALCOHOL, MARIJUANA, OTHER DRUGS, AND 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 legal drinking age as defined by local law 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 legal drinking age 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 legal drinking age may not be in the room when alcohol is being consumed by the of-age roommate.
2. A person under the legal drinking age is prohibited from possessing empty alcohol containers.

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 university-owned or -leased property.
4. On-campus possession of a keg, beer ball, 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 12-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.
5. Possession or consumption of alcoholic beverages in locations or under conditions prohibited by university policy or by law.
  - a. A person must be of legal drinking age to possess or consume alcoholic beverages.
  - b. An individual of legal drinking age 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 of legal drinking age and present in the room, provided alcohol is permitted in that residence hall for students of legal drinking age.
  - c. 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 or Alcohol Without Liquid, generators or vaporizers, BORGs, etc.), regardless of age.
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.
8. Distribution, sale, or manufacture of alcohol.
  - a. Manufacturing alcohol on university-owned or -leased property.
  - b. Selling alcohol without a liquor license, including but not limited to the sale of cups and/or any other form of container for the distribution of alcohol.
  - c. Distributing alcohol includes providing a central source or large quantity of alcohol.

### ***Drugs***

1. Knowingly being in the presence of illegal drugs.
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.
3. Possession, use, manufacture, distribution, or sale of drug paraphernalia or other items used in preparing or consuming illegal drugs (including marijuana).
4. Promotion of illegal drugs (including marijuana).
5. Providing or sharing drugs.
6. Distribution, sale, or manufacture of drugs (marijuana, mushrooms, prescription drugs, etc.).
  - 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 the appropriate campus safety or emergency resources for medical assistance 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. The student may also be contacted by various campus departments (e.g., WeCare and Northeastern University Police Department) 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 it 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. The Medical Amnesty Policy applies only to OSCCR proceedings and does not affect any separate law enforcement actions or criminal proceedings.

### **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, gender identity, gender expression, sexual orientation, age, national origin, ancestry, veteran status, or disability.

### **BREAKING AND ENTERING**

Attempted, actual, or forcible access to property.

### **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 causes or is intended to cause physical, psychological, and/or emotional harm to another person or damage to property; places a university community member in reasonable fear of harm or damage to property; or 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.

### **DANGEROUS WEAPONS**

Possession or use of items that could be used or are used to threaten another individual with physical harm in violation of the university's Policy on Weapons on Campus (<https://policies.northeastern.edu/policy604/>). Those items include but are not limited to nunchakus (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.

### **DISORDERLY CONDUCT**

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

### **DISRUPTIVE GATHERINGS**

Hosting or attending 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.

### **DOXING**

Publishing or distributing personal identifying information about another person with intent to place the other person in reasonable fear of harm to themselves or their family or for the purpose of causing or encouraging unwanted physical contact, injury, or harassment of the person by others.

### **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 of drugs and/or alcohol, intoxication, bypassing security measures, dropping items from a window, and using any item to cause fear and intimidation and/or injury to another.

### **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.

### **FAILURE TO COMPLY**

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

### **FAILURE TO PRODUCE NORTHEASTERN STUDENT IDENTIFICATION**

All students must identify themselves by showing a Northeastern University Husky Card upon request by any university personnel or authorized personnel, including Northeastern University Police Department personnel. The Husky Card is the official identification card at Northeastern and is issued to all students. Students wearing a mask may be asked to adjust their mask for identity verification.

### **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.
2. Misusing, tampering, or damaging fire safety equipment (including alarm systems, alarmed fire safety doors, smoke detectors, or fire extinguishers).
3. Failure to vacate university buildings during or after a fire alarm.
4. Entering or reentering a building during a fire alarm.

#### **FORGERY**

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

#### **GAMBLING**

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, as prohibited by applicable law.

#### **HARASSMENT**

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

#### **HAZING**

Violation of the university's Policy Prohibiting Hazing (<https://policies.northeastern.edu/policy606/>), or engaging in hazing as defined by Chapter 269 of the Massachusetts General Laws or 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 that 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. 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. 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 is not considered hazing.

#### **INAPPROPRIATE IDENTIFICATION**

1. The manufacturing, production, and/or distribution of any fake identification.
2. Use of identification other than your own or possession of a false or altered ID.
3. Representing yourself as someone other than who you are.
4. Duplicating, lending, or borrowing of any official identification including but not limited to Husky Cards, student identification numbers, and driver's licenses.
5. Impersonating a university official.

#### **MISREPRESENTATION OF INFORMATION**

Falsification, distortion, or misrepresentation of information to the university or its officials (including Northeastern University 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 or operations of the university.

#### **MISUSE OF ELECTRONIC RESOURCES**

Misuse of electronic systems or methods (for example, email "hacking") to steal, misrepresent, threaten, harass, or bully (including online aggression or cyberbullying) or violations of the Policy on Appropriate Use of Computer and Network Resources (<https://policies.northeastern.edu/policy700/>) and/or any other computer or system use restrictions.

#### **NOISE**

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

#### **PHYSICAL ABUSE**

Physical abuse of others, including but not limited to fights and/or injury caused by endangering behavior.

#### **RETALIATION**

Any intentional or attempted act that 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.

**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.

**SMOKING**

Smoking of any tobacco products is prohibited at Northeastern. Refer to the university Policy on Tobacco and Smoke-Free Campus (<https://policies.northeastern.edu/policy607/>).

**THEFT**

- 1 . The taking of property not owned by oneself.
- 2 . Attempted or actual theft of property.
- 3 . Attempted or actual theft of identity or services.
- 4 . The unauthorized use of ATM, phone, or credit cards; checks; Northeastern ID cards; or computer systems (including violation of the Policy on Appropriate Use of Computer and Network Resources (<https://policies.northeastern.edu/policy700/>)).

**UNAUTHORIZED ACCESS OR USE**

Unauthorized access or entry to, into, or onto any property owned or operated by the university or any private or restricted property.

**UNAUTHORIZED USE/POSSESSION OF OTHER'S PROPERTY**

Unauthorized use or possession of another's property.

**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. Please refer to the university Policy on Endorsements and Use of University Identifiers (<https://policies.northeastern.edu/policy116/>).

**UNIVERSITY GUEST POLICY**

Failure to control guests on campus or at university-sponsored events. Refer to the Residence Hall and Dining License Agreement (<https://housing.northeastern.edu/license-agreement/>) and/or Guide to Residence Hall Living (<https://housing.northeastern.edu/policies-and-publications/>) 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).

**VANDALISM**

Destruction or defacement of public or private property.

**VIOLATION OF CENTER FOR SPIRITUALITY, DIALOGUE, AND SERVICE GUIDELINES**

Failure to abide by the Guidelines and Policies set forth by the Center for Spirituality, Dialogue, and Service (<https://spirituallife.northeastern.edu/student-groups/>).

**VIOLATION OF CENTER FOR STUDENT INVOLVEMENT GUIDELINES**

Failure to abide by the rules and regulations set forth by the Center for Student Involvement and/or included in the Student Organization Handbook.

**VIOLATION OF GUIDE TO RESIDENCE HALL LIVING**

Failure to abide by the rules and regulations set forth for all residential students and stated in the Guide to Residence Hall Living (<https://housing.northeastern.edu/policies-and-publications/>).

**VIOLATION OF LAW**

Any action or behavior that violates federal, state, or local law.

**VIOLATION OF PROFESSIONAL CONDUCT IN DEGREE PROGRAM**

Failure to fulfill the 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.

**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.

**VIOLATION OF UNIVERSITY POLICIES**

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

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## Sanctions

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.
- 3 . Charged student's student conduct 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 may not require any sort of action on the part of the student.

1. Expulsion 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 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 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 policy, rule, or 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 is a formal warning for violation of university policies, rules, or regulations. Probation is for a designated period of time and includes the likelihood of imposing more severe sanctions if the student is found to have violated any university policy, rule, or regulation during the probation period.
5. Letter of warning is a formal warning for violation of university policies, rules, or regulations and cautions students that continuation or repetition of prohibited conduct may result in more serious sanctions.
6. Cancellation of the Residence Hall and Dining License Agreement 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. *PLEASE NOTE:* Students required to leave the residence halls and/or the campus as a result of disciplinary action will not be eligible for a refund of tuition, housing, board, or other charges regardless of date of removal.
7. Loss of privileges and restriction on activities is the loss and/or withdrawal of services or privileges as a student or member of the community or the loss of the privilege to participate in an activity or event. Examples include but are not limited to restriction from holding positions of leadership in university-recognized student groups, clubs, and/or organizations or from being hired by programs/departments to serve in leadership roles; restriction from attendance at university events or activities, including but not limited to campus programs, commencement, sporting events, etc.; restriction from the use of university resources; restriction of entry or access to particular locations, premises, or events; restriction on ability to study abroad, including but not limited to traditional study-abroad programs, Dialogues of Civilization, mobility programs, co-op participation, etc.
8. Restriction of guest privileges results in students' privileges with respect to hosting guests on campus, including in a residential facility, may be restricted or revoked for a specified period of time.

9. Other appropriate and alternative outcome information may include but is not limited to interim action pending a hearing and/or investigation, assignment of educational projects, referral to other offices or departments for ongoing guidance and support, specialized restorative projects, and additional restriction of university privileges including but not limited to the restriction from university facilities or programs. These sanctions will not be notated on a student's transcript.
10. Northeastern reserves the right to delay the awarding of a degree, certificate, badge, or other credential pending the resolution of the student conduct process.
11. Northeastern reserves the right to withhold the awarding of any degree for academic and nonacademic misconduct.
12. Northeastern reserves the right, at its discretion, to revoke a degree.

*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. Submission 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. At the student's request, mandated service may be completed in lieu of paying the fine.

The university also reserves the right to sanction any student who is found responsible, 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 Board.

In addition, students should review their financial aid and scholarship information to get clarification on those policies.

While the Hearing Administrator and/or the Board have discretion to impose sanctions they determine most appropriate based on the considerations described 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. 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***

First violation:

- Disciplinary probation
- Mandatory completion of an alcohol education program
- Fine of \$100 or 10 hours mandated service

Second violation:

- Deferred suspension from the university
- Mandatory completion of an alcohol education program
- Fine of \$200 or 20 hours mandated service

Third violation:

- Suspension from the university
- Mandatory alcohol counseling to be completed off campus

#### ***Sanction Guidelines for Possession/Consumption of Marijuana***

First violation:

- Disciplinary probation
- Mandatory completion of a marijuana education program
- Fine of \$100 or 10 hours mandated service

Second violation:

- Deferred suspension from the university
- Mandatory completion of a marijuana education program
- Fine of \$200 or 20 hours mandated service

Third violation:

- Suspension from the university
- Mandatory drug counseling to be completed off campus

***Sanction Guidelines for Possession/Consumption of Other Drugs***

First violation:

- Deferred suspension from the university
- Mandatory completion of a drug education program
- Fine of \$200 or 20 hours mandated service

Second violation:

- Suspension from the university
- Mandatory drug counseling to be completed off campus

A letter may be sent home to a parent/legal guardian when a student is found to have violated laws or policies concerning the use or possession of alcohol or controlled substances.

***Parent/Guardian Notification***

Northeastern reserves the right to notify parent(s)/ guardian(s) about aspects of student conduct matters to the extent permitted by university policy and applicable law. The university may notify parent(s)/guardian(s) in matters including, without limitation, certain cases involving alcohol or drugs and matters that pose a threat to the health or safety of the student and/or other individuals.

***Interim Suspension***

The senior vice chancellor for student life, 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 an interim suspension 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 life, or their designee, may remove the interim suspension.

Students who have an interim suspension from the university will have a hold placed on their record and will need to make advance arrangements with 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, efforts 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.

***Other Interim Action***

If upon review of a report Northeastern determines that an individual(s) is considered an imminent threat to the community, or when advisable to protect the physical, social, or emotional well-being of the university community, the senior vice chancellor of student life, or designee, may invoke interim administrative measures that can include but are not limited to loss of privileges and restrictions on activities, immediate residence hall relocation or suspension, and any other action deemed necessary to support students and/or this campus community or university community pending the outcome of the conduct process.

***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, OSCCR may impose a no contact order on the parties involved with the incident. Communication of the 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, the senior vice chancellor for student life, 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, or designee, issuing such an order.
3. The designated administrator determines the date that the administrative directive expires, a period that 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.

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## Maintenance of Student Conduct 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 years after the student's withdrawal or immediately upon their graduation date from Northeastern.
3. Written warnings are maintained in student conduct records as provided above for internal use by OSCCR. The university does not consider such warnings to constitute disciplinary records.
4. Students have the right to submit any documentation in their conduct file to amend a record they believe to be inaccurate or misleading.
5. If Northeastern notes a sanction on a transcript, this notation will not describe the violation or incident that resulted in the sanction. If a student voluntarily takes a leave or withdraws with an OUEC compliance complaint pending against them or a Code violation pending for conduct that reportedly harmed other individual(s) or the community, Northeastern will note the following on the student's transcript: "Voluntarily withdrew [day/month/year], with disciplinary charges pending. This notation does not constitute a finding or admission of responsibility." This notation will remain on the student's transcript until the charge or complaint is resolved.
6. Please refer to the university's privacy information (<https://www.northeastern.edu/privacy-information/>) and Policy on Student Rights Under The Family Educational Rights and Privacy Act (FERPA) (<https://policies.northeastern.edu/policy106/>) for more information regarding the disclosure of student records.

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## Interpretation and Application

1. Any question of interpretation or application of the Code shall be referred to the director of OSCCR, or designee.
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.

## Policies, Regulations, and Responsibilities

Northeastern University expects all students to be familiar with and to adhere to all applicable university policies, regulations, and responsibilities. Some of those policies, regulations, and responsibilities are described below and throughout this publication (including in the Code of Student Conduct (p. 3)), but the list is not exhaustive. Current versions of university policies are available at University Policies (<https://policies.northeastern.edu/>) and additional resources are available on each campus's website. Please review the policies, regulations, and responsibilities that follow, as well as all other regulations or limitations included throughout this publication.

Your success at Northeastern depends, in part, on understanding your rights and fulfilling your responsibilities.

- Academic Integrity Policy (p. 19)
  - Student Bill of Academic Rights and Responsibilities (p. 22)
  - Honor Code (p. 25)
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- Accommodations for Students with Disabilities (p. 25)
  - Behavior on Co-op, on Externships, and in the Neighborhood (p. 25)
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## Academic Integrity Policy

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 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 policy 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, artificial intelligence, chatbots, cellphones, etc., to complete any academic assignment
- Copying from another student's current or past academic work
- Unauthorized communication during an examination
- Handing in the same academic material, in part or in total, for more than one course without explicit permission from the instructor(s)
- Intentionally viewing a test before it is administered
- Storing notes on paper or 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
- Charts, diagrams, graphics, and images
- Recycling or reusing one's own specific words from previously published texts.

Students unclear as to whether or not a source requires citation should speak with their professor or consult the Writing Center (<https://cssh.northeastern.edu/writingcenter/>).

### 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 or on any nonpersonal portfolio website such as, but not exclusive to, Chegg, CourseHero, Quizlet, etc., 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 such as, but not limited to, attendance logs, resumés, cover letters, honesty statements, etc.

### **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 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 and Conflict Resolution (<https://osccr.sites.northeastern.edu/>). 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
- Submit the complaint as an "information only" case to request that the incident be kept "on file" for the student

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 of a potential violation is sufficient, the case will be assigned to a staff member within OSCCR. An instructor who believes that a student made an unintentional mistake should note that belief in an Academic Integrity report. The director of OSCCR, or designee, will review the report along with supplemental documents provided and any prior student conduct history to determine if an administrative hearing is necessary or if an "Information Only" educational reminder notice is appropriate to increase learning and awareness of campus resources. The faculty member is advised to speak with any student they intend to report for an alleged violation of the Code of Student Conduct.

### **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.

- Nature of the violation(s)
- Severity of the damage, injury, or harm resulting therefrom
- Student's past student conduct record
- Mitigating circumstances
- 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 (p. 3) will be used for such appeals. Please refer to the Code of Student Conduct (p. 3) 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's Academic Integrity Policy may also be subject to academic penalties (<https://catalog.northeastern.edu/undergraduate/academic-policies-procedures/academic-consequences-violating-academic-integrity-policy/>) 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.

## Student Bill of Academic Rights and Responsibilities

*This bill was drafted by the Student Senate, the Senior Vice Chancellor for Student Life, and members of the Faculty Senate. It was passed in the spring of 1992. It was then updated by the Student Body President and 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 Student Handbook (p. 2) for the 2018–2019 academic year.*

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.<sup>1</sup> Northeastern University students recognize and accept that redress of complaints arising from these rights is limited to the procedures specified in *Academic Appeals Policies and Procedures*.<sup>2</sup>

### 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, barring 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<sup>3</sup> to an environment conducive to learning and to faculty who respect students' academic freedom<sup>4</sup> 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 (<https://uhcs.northeastern.edu/>) (UHCS), and in accordance to Massachusetts State Law, to have access to a medical plan that they can purchase (Northeastern University Student Health Plan (<https://studenthealthplan.northeastern.edu/>)).

**ARTICLE 12**

Students have the right to access university resources provided by the university's Disability Access Services in accordance with the Policy on Equal Opportunity (<https://policies.northeastern.edu/policy107/>). Students have the right to pursue informal and formal grievances through the procedures outlined by Disability Access Services (<https://drc.sites.northeastern.edu/>).

**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 this catalog (<https://catalog.northeastern.edu/undergraduate/academic-policies-procedures/attendance-requirements/>) and other applicable policies ([http://gonu.com/sports/2013/7/15/SASS\\_0715134535.aspx?path=sass](http://gonu.com/sports/2013/7/15/SASS_0715134535.aspx?path=sass)) 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 (<https://international.northeastern.edu/ogs/>), with regard to their visa status.

**ARTICLE 19**

In accordance with the university's Policy on Equal Opportunity (<https://policies.northeastern.edu/policy107/>), students have the right to a learning environment free of discrimination or harassment, including as provided for in the university's Policy on Sexual and Gender-Based Harassment and Title IX (<https://policies.northeastern.edu/policy104/>).

**ARTICLE 20**

Northeastern University's policies on student produced intellectual property can be found in the Policy on Copyright (<https://policies.northeastern.edu/policy206-USA/>) and Policy on Patents (<https://policies.northeastern.edu/policy207-USA/>).

**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 applicable privacy laws.

**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 university's Academic Integrity Policy (p. 19).

**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<sup>4</sup> 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 via the Student Hub (<https://me.northeastern.edu>) or other system as required by the university, prior to all university-sponsored travel, including but not limited to: Study Abroad, Dialogues of Civilization, exchange programs such as BSIB, Alternative Spring Break, Engineers without Borders, co-op placements, 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 (p. 3).

- <sup>1</sup> 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 Student Handbook.
- <sup>2</sup> The articles shall be interpreted by the Office of the Provost in conjunction with the Office of the Vice Chancellor for Student Life, 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 Student Handbook. The Student Government Association, if requested by the student, will monitor the progress of any student academic grievances.
- <sup>3</sup> 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.
- <sup>4</sup> For more on academic freedom, please refer to the AAUP's definition (<https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure/>).

## 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.

## Accommodations for Students with Disabilities

617.373.2675

617.373.7800 (fax)

Website (<https://drc.sites.northeastern.edu/>)

Northeastern University and **Disability Access Services** are committed to providing disability services that enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act to participate fully in the activities of the university. To receive accommodations through DAS, students must provide appropriate documentation that demonstrates a current significant limitation and the corresponding need for adjustments or services. DAS evaluates the information provided by students and their clinicians on a case-by-case basis and makes an individualized determination about requested adjustments based on an informed and interactive process. Adjustments and services are available for students with the following diagnoses, among others:

- Learning disabilities and/or ADHD
- Autism spectrum disorders
- Chronic or degenerative disorders
- Hearing loss
- Mobility impairments
- Psychiatric disorders
- Traumatic or acquired brain injury
- Vision impairments

Students should provide documentation to **DAS** at their earliest convenience to allow for sufficient time for review. After the documentation has been reviewed, a disability specialist will contact the student regarding appropriate next steps. Visit the DAS website (<http://www.northeastern.edu/drc/>) for additional information or contact staff at 617.373.2675.

## Behavior on Co-op, on Externships, and in the Neighborhood

Maintaining amicable and considerate relations between Northeastern 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 Northeastern 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.

Northeastern's Code of Student Conduct (p. 3) 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.

## Campus Access

Northeastern University is a private institution that retains the right to determine the policies and protocols regarding access to university property and premises and the use of campus facilities. Northeastern may, at its sole discretion, deny members of the public access at any time for any reason not prohibited by law including, but not limited to, reasons related to university business, public safety, and/or to accommodate university or private events. Moreover, certain facilities, such as residence halls, are intended for use by residence hall residents only, and classrooms and laboratories are intended for use by members of the Northeastern academic community only. Access to these and other university facilities is permitted only in accordance with applicable policies and directives. Certain Northeastern campuses maintain additional restrictions and procedures for campus access, which may be reviewed at the University Policies (<https://policies.northeastern.edu/>) website or on the campus's website. In all cases, the essential purposes of the university cannot be interrupted or disturbed by the access permitted to members of the public. The university reserves the right to rescind access privileges to any person who is violating or is alleged to have violated university policy, protocol, procedure, practice, or applicable laws or regulations, regardless of whether the person is affiliated with the university.

## Card Playing and Gambling

Northeastern 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, participate in pyramid schemes, 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 life.

## Classroom Conduct

Northeastern University expects that classes will be a primary venue for students and faculty to express and debate diverse views, including those that others may find unwelcome, controversial, disagreeable, or even offensive. (See Statement on Free Expression (p. 27).) However, all parties to classroom discussion are expected to respect the dignity and shared humanity of others: to express their views civilly, refrain from personal insult and from derogatory or dehumanizing language, and to observe instructors' guidance on the conduct of discussion. Students who violate these rules will be dismissed from class by the instructor and may not return without the approval of the college.

## Copyrights and Patents

Northeastern University's Policy on Copyright (<https://policies.northeastern.edu/policy206-USA/>) sets forth the respective rights and obligations of the university, its faculty, staff, and students with respect to original works of authorship. 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, with certain exceptions outlined below and detailed in the Policy on Copyright. Such exceptions include:

- "Work for hire" as defined by intellectual property laws
- Work done as part of external grants or contracts in which the contracting documents or regulations define ownership
- Work in which the university or its agents or employees contribute substantial time or resources

With respect to such work owned by student authors, the student authors grant to the university a nonexclusive, perpetual, irrevocable, fully paid up, royalty-free license to make all traditional, customary, or reasonable administrative or academic use of the work. The university may own 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, as detailed in the Policy on Copyright.

With respect to covered inventions, the respective rights and obligations of the university, its faculty, staff, and students are set forth in the university's Policy on Patents (<https://policies.northeastern.edu/policy207-USA/>). In general, 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 has been released to the inventor in accordance with the applicable provisions of the Policy on Patents. 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 under the conditions set forth in the Policy on Patents.

Students may contact the Center for Research Innovation ([CRI@Northeastern.edu](mailto:CRI@Northeastern.edu)) or the Office of the General Counsel ([office\\_of\\_the\\_general\\_counsel@northeastern.edu](mailto:office_of_the_general_counsel@northeastern.edu)) with questions about the university's policies on copyrights and patents.

## Demonstrations

Northeastern University supports its students, faculty, and staff in the peaceful and orderly expression of views related to issues, action, events, or opinions, including those about which there may be disagreement. Northeastern has long maintained processes and protocols for approving and conducting campus events, including demonstrations, to protect the safety and security of those members of the university community who participate in them as well as the rights of others to study and work without unreasonable disruption. Northeastern students, faculty, or staff who seek to demonstrate on university property or in connection with a university event must comply with all applicable university policies (<https://policies.northeastern.edu/>); protocols established by the Center for Student Involvement (<https://csi.sites.northeastern.edu/demonstration/>) and/or individual campuses or facilities, as applicable; and directions issued by university officials (including Northeastern University Police Department officers and other public safety officers acting on behalf of the university). Those who violate these requirements will be subject to disciplinary processes and may jeopardize their right to remain in the university community. Persons who are not Northeastern students, faculty, or staff are prohibited from participating in demonstrations on university property or facilities, even if invited to do so by a student, faculty, or staff 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 longstanding 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.

## Dismissal from Class

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

## Email

### Northeastern University Email

Northeastern University email should be used for the communication of specific, individual messages (which may include invitations to complete surveys). All use of email, including use for sensitive or confidential information, will be subject to and must be consistent with the Northeastern University Policy on Appropriate Use of Computer and Network Resources (<https://policies.northeastern.edu/policy700/>) and the Policy on Confidentiality of University Records and Information (<https://policies.northeastern.edu/policy702/>). Personal information will be handled in accordance with the applicable Northeastern privacy policy (<https://www.northeastern.edu/privacy-information/>). Email shall not be the sole method for notification of any legal action. A student's Northeastern email address generally is available for use for one year following the student's separation or departure from Northeastern.

#### ASSIGNMENT OF STUDENT EMAIL ADDRESSES

Northeastern University will assign all students an official Northeastern email address and will send email communications to this address. This official address is associated with a student's account and found in the directory of the university's email system. The university will not be responsible for the handling of email by outside vendors or by college/departmental servers. Students who redirect email from their Northeastern email account to another address are still responsible for all obligations associated with the official communication.

#### EXPECTATIONS REGARDING STUDENT USE OF EMAIL

Students are required to check their official Northeastern email 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 by the student at a later date.

#### EDUCATIONAL USES OF EMAIL

Faculty who have email requirements and expectations are recommended to specify these requirements in their course syllabi and students are expected to be familiar with these requirements. Faculty will expect that students' official email addresses are being accessed and, therefore, faculty may use email and Canvas via the Student Hub for their courses accordingly.

## Equal Opportunity Policy

Northeastern University prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetics, sex (including pregnancy or pregnancy-related condition), gender, gender identity, gender expression, sexual orientation, age, national origin, ancestry, ethnicity, veteran and military status, or disability status (or other characteristic protected under applicable law) in admission to, access to, treatment in, or employment in its programs and activities. In addition, Northeastern prohibits any form of sexual harassment. Resources about the university's nondiscrimination policies and its grievance procedures are available in the Office for University Equity and Compliance (<https://ouec.northeastern.edu/>).

Inquiries concerning the application of nondiscrimination policies and laws may be referred to the university's assistant vice president for university equity and compliance and Title IX coordinator from the OUEC to the appropriate government office, or both. Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights. Contact information for relevant state agencies can be found in the university's Policy on Equal Opportunity (<https://policies.northeastern.edu/policy107/>).

Students are encouraged to report information about conduct that may constitute discrimination or file a complaint with the assistant vice president for university equity and compliance and Title IX coordinator from the OUEC. Representatives from the OUEC are responsible for responding to questions, concerns, and complaints of discrimination, including sexual harassment and/or misconduct, brought to the OUEC's attention. Depending on the circumstances, representatives assist students by advising, mediating, investigating, or referring students to an appropriate office or resource.

Northeastern 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 prohibits any form of retaliatory activity against any person who brings a complaint of discrimination or harassment or who cooperates in the investigation of one. Please visit the university's Policy on Equal Opportunity (<https://policies.northeastern.edu/policy107/>) for more information.

## Hazing

Northeastern University's Policy Prohibiting Hazing (<https://policies.northeastern.edu/policy606/>) prohibits methods of initiation into any student organization that endanger the physical or mental health of any student or other person. Chapter 269 of the Massachusetts General Laws also prohibits hazing and requires that the university publish the following statutory provisions applicable in Massachusetts:

### 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.

## Identification Cards

All students must have in their possession at all times their officially approved and properly validated Husky Card. It will be necessary to show this card as a means of identification at the library, at campus recreational facilities, at athletic contests, at student elections, at University Health and Counseling Services, at Student Accounts, to the Northeastern University Police Department, and elsewhere around the university. Husky Cards will be issued to new students at their initial orientation and registration periods. Replacements for lost cards can be obtained through Husky Card Services (<https://huskycard.sites.northeastern.edu/>). All members of the community must identify themselves and their guests upon request by any university personnel or authorized personnel and must be able to produce a Northeastern University identification card.

## Information for International Students

### Office of Global Services

Website (<https://international.northeastern.edu/ogs/>)

617.373.2310

617.373.8788 (fax)

The Office of Global Services provides advice and support services to over 20,000 international students and scholars who represent approximately 147 nations.

OGS serves as a "home away from home" for all international students and offers a wide array of **programs and services** to assist international students with their cultural adjustment, academic success, and professional growth. Throughout the year, OGS hosts cocurricular events that celebrate culture and the rich diversity of the campus. These events are encouraged as a way to gain familiarity with Northeastern University in a cross-cultural context while also facilitating the formation of friendships across cultures. OGS promotes meaningful interaction and intercultural understanding among citizens of all countries and their local peers, providing educational and cultural enrichment opportunities for all members of Northeastern. All students in the Northeastern community are welcome to participate in our events.

OGS provides **comprehensive immigration advising services** to assist international students in understanding the benefits and restrictions of being an international student, as governed by the federal immigration regulations set forth by the country of the student's study location within the Northeastern University Global Network. OGS advises students on the complexities of immigration compliance and interfaces with various government agencies.

During **international student orientation**, international students will receive an overview of the immigration compliance requirements along with information and resources to support academic success, student life, campus safety, and cultural adjustment.

During every required academic term, international students must maintain **full-time status and appropriate on-ground presence** at Northeastern to comply with federal immigration regulations. For study permit holders in Canada, full-time registration is required to maintain work and post-graduation benefits. For F-1/J-1 students in the United States, full-time status and appropriate on-ground presence is required to maintain eligibility for all associated benefits of F-1/J-1 status. Note that timely registration for full-time, on-ground courses is especially important so that international students may remain in compliance with Northeastern's reporting requirements to the federal government. Because understanding federal regulations is complex and often nuanced, international students should consult with OGS if they have questions about their individual status.

OGS—United States (<https://international.northeastern.edu/ogs/student-support/global-campuses/canada/>)

Information for international students and scholars attending Northeastern in the United States, including I-20 (F-1) or DS-2019 (J-1) issuance, visa processing, general guidelines, post-graduation benefits, orientation, events and programs, and support services. F-1 and J-1 students are encouraged to regularly review the guidelines on maintaining status (<https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/guidelines-on-maintaining-status/>).

OGS—Canada (<https://international.northeastern.edu/ogs/student-support/global-campuses/canada/>)

Information for international students attending the Northeastern program in Canada, including study permit compliance and extension, work eligibility, co-op work permit application, Post-Graduation Work Permit application, general guidelines, and support services.

Visa Immigration Compliance Team (<https://www.nulondon.ac.uk/study/international-students/visa/visasupport/>)—United Kingdom

The visa compliance team in London is committed to providing comprehensive support to international students throughout their CAS (Certificate of Acceptance for Studies) and UK student visa application processes. Their role encompasses assisting students in both pre- and postenrollment visa compliance activities.

The team also offers full support for an in-person enrollment on the first day at Northeastern University, London—which is a crucial process where the university verifies the information provided by international students and ensures their right to study in the United Kingdom. It is the university's responsibility to ensure that every international student possesses the correct visa to study in the United Kingdom. Once enrollment is successfully completed and all requested information is submitted, the visa compliance team issues a student ID card as a confirmation of the student's enrollment with Northeastern University, London.

The visa compliance team remains available throughout the student's enrollment life cycle to provide advice, guidance, and comprehensive support for any issues related to student visas. This includes addressing changes in program or any other matters related to visas or immigration until the international student graduates.

## 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 must be particularly careful to avoid language or presentations that could be considered in bad taste or offensive.

## Policy on Appropriate Use of Computer and Network Resources

<https://policies.northeastern.edu/policy700/>

## 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 (<https://policies.northeastern.edu/policy108/>) prohibits romantic or sexual relationships where there is supervision, direction, or control between the parties.

## Policy on Sexual and Gender-Based Harassment and Title IX

Northeastern University is committed to providing all members of its community with an environment free from all forms of sex discrimination. The university's Policy on Sexual and Gender-Based Harassment and Title IX (<https://policies.northeastern.edu/policy104/>) prohibits sex-based harassment, sexual assault, domestic violence, intimate partner violence, dating violence, stalking, and retaliation, as well as other forms of sexual misconduct (the Prohibited Offenses). The policy, and separate procedures referenced in the policy, detail the grievance procedures that the university has adopted to provide for the prompt and equitable resolution of complaints of Prohibited Offenses and outline the investigation and resolution of claims of Prohibited Offenses.

Students can report questions, concerns, or information about conduct that may constitute sex discrimination, or make a complaint of sex discrimination, to the Title IX coordinator in the Office for University Equity and Compliance (<https://ouec.northeastern.edu/>) by completing the File a Report with OUEC ([https://cm.maxient.com/reportingform.php?NortheasternUniv&layout\\_id=7](https://cm.maxient.com/reportingform.php?NortheasternUniv&layout_id=7)) form.

## Safety Glasses

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

## Sales and Solicitations

Under Northeastern University's Policy on Non-Solicitation and Sales, (<https://policies.northeastern.edu/policy300/>) no sales or solicitations are permitted on university property or in university buildings and facilities or using university resources or systems without the express written permission of designated university officials. Residence hall groups should request permission to sell within their housing unit from the senior vice chancellor for student life or designee. Student organizations should request permission from the director of the Center for Student Involvement or designee. All others should apply to the Northeastern Business Office and/or senior vice chancellor for student life or their designee.

## Student Organizations

All recognized student organizations are part of Northeastern University and are bound by policies and procedures in this handbook. Students out of good standing with Northeastern 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 grade-point average prior to being elected or appointed to that position. Members of the Student Government Association executive board must have a 2.500 GPA to be elected and to maintain their positions. Officers are expected to be and shall be held accountable for the actions of their organization, consistent with applicable policies and protocols.

## Student Privacy

### Student Privacy—General Information

Students have specific privacy rights under applicable laws that vary depending on the global jurisdictions in which they reside. Please see Northeastern University's Privacy Information (<https://www.northeastern.edu/privacy-information/>) site for the general statement of student privacy rights that is set forth in the applicable university privacy policy.

As a general matter, students have the right to:

- Access to their education records
- Seek to have their records amended (see the Office of the University Registrar Knowledge Base ([https://service.northeastern.edu/registrar/?sys\\_kb\\_id=1084f85387113550ba9a0fad0ebb35e1&id=kb\\_article\\_view&sysparm\\_rank=1&sysparm\\_tsqueryId=3227c5b097c34e1007f136f6f053af11](https://service.northeastern.edu/registrar/?sys_kb_id=1084f85387113550ba9a0fad0ebb35e1&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=3227c5b097c34e1007f136f6f053af11)) for this procedure)
- Exercise some control over the disclosure of information from their records, including to parents and guardians

Please note that these rights are subject to some exceptions under applicable laws. For a full statement of student privacy rights, please refer to the privacy policy referenced above.

### Family Disclosure

Students have a right to privacy in their education records, which extends to preventing access by family members. While this right is subject to some exceptions under applicable laws, unless you indicate otherwise, Northeastern will inform parents or guardians, if asked, that access to your records is restricted and they should consult with you if they would like to see your records.

## 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.

## USA Patriot Act and Other National Security Laws

The USA Patriot Act and similar laws adopted in jurisdictions around the world (collectively referred to here as National Security Laws) provide law enforcement agencies with the right to request access to confidential Northeastern University records on students, faculty, and staff. The university is legally required to provide the requested information on being shown a valid warrant or court order executed under National Security Laws. The Office of the General Counsel has specific processes to evaluate and handle these requests, and under National Security Laws, the student, faculty, or staff member may or may not be permitted to be notified of the request for and release of information. All requests for information under National Security Laws are handled by the Office of the General Counsel (<https://generalcounsel.northeastern.edu/>). Additional information is available in the applicable Northeastern privacy policy (<https://www.northeastern.edu/privacy-information/>).

## 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, state, and local 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.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in or on any university property. Note that marijuana remains a controlled substance under U.S. federal law; thus, possession or use of marijuana is prohibited at all Northeastern campuses and university activities. 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 and/or University Health and Counseling Services. It may also include disciplinary action up to and including dismissal.

Northeastern 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 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 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 10 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.

Additional information and resources regarding the use of drugs and alcohol is available in the university's Notification in Accordance with the Drug-Free Schools and Communities Act and Drug-Free Workplace Act (<https://policies.northeastern.edu/drug-free-schools-and-communities-act/>).

## Use of Weapons

Northeastern University's Policy on Weapons on Campus (<https://policies.northeastern.edu/policy604/>) prohibits 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, knives (other than as food utensils), and other dangerous weapons, as defined in the policy. Limited exceptions to the university's general prohibition on dangerous weapons are identified in the Policy on Weapons on Campus. Violation of this policy is cause for disciplinary action up to and including expulsion.

Violations of the policy may also constitute violations of state law. For example, 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.

Violations of weapons laws are reported under federal and state law.

Any member of the Northeastern community who observes an individual possessing or using a weapon contrary to the Policy on Weapons on Campus should immediately report the activity to the appropriate contact on each campus identified in the policy.

## Public Safety

### Northeastern University Police Department

100 Columbus Place (Boston Administrative Offices)  
 617.373.3333 (EMERGENCY—police, fire, medical)  
 617.373.3934 (TTY emergency or nonemergency)  
 617.373.2121 (nonemergency regular business)  
 Emergency or Nonemergency for the Deaf and Hearing Impaired: Dial 711

Website (<https://nupd.northeastern.edu/>)

*Public Safety Division Administrative Offices*  
 617.373.2696

*Personal Safety*  
 617.373.2121

The Public Safety Division is committed to working with Northeastern University faculty, students, staff, and neighbors to build relationships and keep our campus thriving. Our work extends far beyond Boston, as we support learners in their academic and experiential endeavors around the world. The Public Safety Division is comprised of three sections: Police Department, Emergency Management, and International Safety.

The Northeastern University Police Department (<https://nupd.northeastern.edu/>) is a full-service and accredited police agency that comprises patrol and investigative divisions providing 24-hour service. NUPD has developed robust crime-detection and prevention strategies centered on technology and campus community engagement. Our well-trained officers are ready and willing to assist all members of our community.

A personal safety escort (<https://nupd.northeastern.edu/our-services/safety-escort-services/>) can be provided from one Boston on-campus location to another, any time of day, whenever personal safety is a concern. You'll need to provide your name, Northeastern ID number, and location. Safety escorts usually arrive in 10 to 15 minutes. A special, nighttime off-campus escort service, called the RedEye, runs from dusk to dawn to transport students to their residence within two miles from the center of the Boston campus. Every night from 5 p.m. until 6 a.m., the RedEye van will pick students up at Egan Access Road, behind Snell Library. In order to use this escort, you must book a ride in advance using the RedEye app, or you can book a ride at the RedEye dispatch center located at the Northeast Security office in the Ruggles Substation.

SafeZone (<https://nupd.northeastern.edu/safezone/>) is a mobile safety app that is unique to Northeastern. SafeZone is a smartphone app that any student or staff member can download and use for free. This app will connect you directly to the NUPD should you need our assistance or emergency support while you are on campus.

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.

NUPD encourages you to familiarize yourself with all of the services provided by NUPD and to utilize the services and safety-related tips provided. If you see something that does not look or feel right, NUPD encourages you to say something by contacting NUPD at 617.373.2121 or Oakland Department of Public Safety at 510.430.3333 or utilizing the SafeZone app.

#### **LOST AND FOUND ([HTTPS://NUPD.NORTHEASTERN.EDU/OUR-SERVICES/LOST-AND-FOUND/](https://nupd.northeastern.edu/our-services/lost-and-found/))**

If you have lost an item on the Boston campus, call 617.373.3913. If your item has been turned in, we will contact you by telephone or email. If you have found an item of value on campus, return it to our headquarters located at 100 Columbus Place. If you suspect the item has been stolen, call the NUPD at 617.373.2121 to report the theft.

#### **UNIVERSITY EMERGENCY INFORMATION ([HTTPS://WWW.NORTHEASTERN.EDU/EMERGENCY-INFORMATION/](https://www.northeastern.edu/emergency-information/))**

617.373.2000 (snow emergencies)  
 617.373.3333 (police, medical, or fire emergencies)

Northeastern is committed to providing members of its community with a safe and secure place in which to live, work, and study.

The university is prepared to respond to emergencies and urgent situations that require immediate action. A trained team of police officers, EMTs, health and counseling experts, student affairs and residential life staff, and other professionals form a coordinated group that is able to manage a wide range of potential situations.

NU Alert, emergency broadcast communication messages, are sent to the email addresses and telephone numbers students, faculty, and staff have provided the university. For more information on NU Alert and Emergency Planning, visit the NUPD website (<https://nupd.northeastern.edu/safety/emergency-planning/>).

## **Oakland Department of Public Safety Information**

Website (<https://oakland.northeastern.edu/student-resources/campus-safety/>)

Department of Public Safety, OAKLAND CPM, Room 113  
Oaklandsafety@northeastern.edu

Campus Emergency  
510.430.3333

Safety and Transportation  
510.430.5555

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

For disclosures required by the U.S. Student Right-To-Know and Campus Security Act, visit University Decision Support (<https://uds.northeastern.edu/about/consumer-information/>).

## 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.

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