



# Northeastern

***The N.U.in Program Supplemental  
Guide to Participant Conduct***

***Fall 2016***

**Table of Contents**

<b>Introduction</b>	Page 3
<b>Decision Making Authority</b>	Page 3
<b>Definition of Hearing Types</b>	Page 3
<b>Violations</b>	Page 4
<b>End of Semester Incidents</b>	Page 6
<b>Sanctions</b>	Page 6
<b>Appeals Process</b>	Page 7
<b>Transferring of Conduct History</b>	Page 7

## ***The N.U.in Program Supplemental Guide to Participant Conduct***

This supplemental guide establishes the guidelines and processes specific to The N.U.in Program, as they may differ from or incorporate the Northeastern University Code of Student Conduct.

### **Introduction**

As a participant in The N.U.in Program, you are responsible for adhering to the expectations published in Northeastern University's Code of Student Conduct, the policies of your partner institution and/or affiliated facilities, the rules and regulations of your residence facilities, and the guidelines set forth and/or referenced in this supplemental guide. Please note these guidelines may be amended from time to time and students will be notified by The N.U.in Program of these changes. Behavior by participants at any time during The N.U.in Program that is found in violation of the Code of Student Conduct, this supplemental guide, partner institution conduct policies, residence facility regulations, local, state, federal law or laws of the host country could adversely affect the educational mission of The N.U.in Program and Northeastern University or its relationship with the surrounding international community and may subject participants to disciplinary action.

The N.U.in Program seeks to provide participants with an opportunity to have an early study abroad experience, increase their intercultural competency, and form a supportive community that facilitates the transition from high school to college, while providing participants with the opportunity to earn academic credit. In addition, The N.U.in Program strives to provide participants with a healthy, supportive and welcoming community. In those instances where violations of the behavioral expectations set forth in the aforementioned documents occur, The N.U.in Program and Northeastern University have developed procedures to address the violations, with the goal of serving the interests of members of the community, individually, and collectively.

The N.U.in Program site staff serves as hearing administrators and will resolve alleged violations that occur at an N.U.in site and involve an N.U.in participant through an administrative hearing. The Office of Student Conduct and Conflict Resolution (OSCCR), in collaboration with the NU Global Office and Northeastern University Admissions, will resolve alleged violations that occur at an N.U.in site, involve an N.U.in participant and could involve withdrawal and/or dismissal from the N.U.in Program or withdrawal from the N.U.in Program and/or rescission of admission to Northeastern University.

### **Decision-Making Authority**

The Site Lead (SL) and Assistant Site Lead (ASL), in consultation with The N.U.in Program, Northeastern University Admissions staff members, and OSCCR are responsible for and have authority to determine the degree of severity for an offense, findings of responsibility and potential sanctions, consistent with their policies and procedures.

The N.U.in Program reserves the right to notify parents and/or guardians of participant misconduct, consistent with applicable law.

### **Definition of Hearing Types:**

The severity of the alleged violation is considered, as this determines the type of hearing required to resolve the complaint/case.

• **Administrative Hearing (noted as AH throughout):** When the severity of the alleged violation(s) could result in sanctions of Written Warning, N.U.in Probation or Deferred Withdrawal, involved students will receive a hearing notice requesting their attendance at an administrative hearing.

• **Student Conduct Board (noted as SCB throughout):** When the severity of the alleged violation(s) could result in sanctions of withdrawal and/or dismissal from The N.U.in Program, withdrawal from N.U.in Program and/or rescission of admission to Northeastern University, or if the facts of the incident are so complex that an Administrative Hearing is not appropriate, staff in OSCCR will send students a hearing notice requesting their attendance at a pre-hearing, which precedes a Student Conduct Board hearing.

• **Alternate Resolution:** The Office of Student Conduct & Conflict Resolution reserves the right to determine if the incident can be resolved by alternative means. All parties involved must agree to this, as the outcome of this alternate resolution is final and there may not be subsequent proceedings.

Please note: The University reserves the right to use an Administrative Hearing, if necessary, to expediently resolve cases involving illegal use and/or distribution of drugs, or cases where the safety of the University community is judged to be at risk.

*In addition, "Repeated violations, multiple violations, or the severity of the misconduct may heighten the response and may yield sanctions beyond those discussed in this Code or beyond the suggested seriousness listed in definitions of hearing types.*

### **Violations**

In addition to the violations listed in the Code of Student Conduct, N.U.in participants are held responsible to the following additional violations as they relate to the expectations of specific partner institutions and their affiliated facilities:

#### ***Alcohol and Drug Policy***

In addition to the Northeastern Code of Student Conduct policies, participants in The N.U.in Program are required to abide by local laws, as well as partner institution and affiliated facilities regarding the possession and consumption of alcohol and drugs. A violation of such laws or policies may constitute a violation of the University's alcohol and/or drug policy. Those who violate those laws/policies will be subject to sanctions in accordance with the Northeastern Code of Conduct Student Conduct (AH or SCB).

#### ***Sanction Guidelines for Violating the Alcohol Policy While in the Host Country:***

- **1st violation:**
  - *N.U.in Probation,*
  - *OPEN group*
- **2nd violation:**
  - *Deferred Withdrawal,*
  - *Notification sent to Admissions to review Northeastern University's offer of Spring admission,*
  - *OPEN E-check*
- **3rd violation:**
  - *Withdrawal from N.U.in Program/and or rescission of admission to Northeastern University,*
  - *Review offer of Spring admissions to Northeastern University*
  - *Off-campus (off-site) alcohol evaluation*

*The prescribed sanctions set forth above may be enhanced if the circumstances involved in the incident are deemed serious in nature (i.e., resulting in a threat to the health or safety of self or others in the University community).*

**Sanction Guidelines for Violating the Drug Policy While in the Host Country:**

- 1st violation:
  - N.U.in Probation,
  - OPEN E-check
- 2nd violation:
  - Deferred Withdrawal,
  - Notification sent to Admissions to review Northeastern University's offer of Spring admission,
  - Off-campus (off-site) drug evaluation
  - OR**
  - Withdrawal from N.U.in Program/and or rescission of admission to Northeastern University,
  - Review offer of Spring admissions to Northeastern University
  - Off-campus (off-site) drug evaluation

*The prescribed sanctions set forth above may be enhanced if the circumstances involved in the incident are deemed serious in nature (i.e., resulting in a threat to the health or safety of self or others in the University community).*

**Failure to Comply**

- a. Failure to comply with or violation of the terms of an imposed disciplinary sanction. (AH)
- b. Failure to follow the reasonable directions of N.U.in officials (including the NU Global Staff, Site Leads, Assistant Site Leads, and International Student Advisors), law enforcement agents (foreign and domestic), Service-Learning supervisors and partner institution officials and faculty that are necessary for the proper conduct of the N.U.in Program and N.U.in community. (AH)
- c. Failure to complete program deviation form before deviating from the program. (AH)

**Guest Policy**

In addition to the Northeastern University Guest Policy defined in the Code of Student Conduct, N.U.in participants must abide by the partner institution, affiliated facilities policies, and/or the N.U.in site guest policy as defined by the Site Lead. (AH or SCB)

**Unauthorized Access**

In addition to the definition provided in the Code of Student Conduct, "Unauthorized Access" includes but is not limited to access to fire escapes, balconies and other restricted areas associated with a partner institution or residence of The N.U.in Participant. (AH)

**Violation of Partner Institution Policy**

Violation of any partner institution policy, rule or regulation that is published in hard copy or made available electronically at the participant's specific site. (AH or SCB)\*

\* The level of sanctioning depends upon the nature of the incident with respect to the provided description/definition.

### **End of Semester Incidents**

Depending on the timing and the nature of the incident, the hearing process may continue following a participant's completion of The N.U.*in* Program. Participants scheduled for an Administrative Hearing during the last two weeks of The N.U.*in* Program may be scheduled for one of the following:

1. An Administrative Hearing handled by the on site N.U.*in* staff, prior to leaving for the semester, or
2. An Administrative Hearing handled through the Office of Student Conduct and Conflict Resolution.

In addition, during the last two weeks of the semester, should an incident take place that could result in the participant's withdrawal from The N.U.*in* Program or rescission of admission to Northeastern University for a responsible finding, N.U.*in* staff will work with OSCCR to determine the method of resolution.

### **Sanctions**

Responsible findings for violations that take place at an N.U.*in* site and involve an N.U.*in* participant may result in one of the following sanctions being imposed. In addition to imposing one of the following sanctions, Hearing Administrators may also impose sanctions available through the Code of Student Conduct, including but not limited to those aimed to assist the participant in repairing any harm caused and rebuilding the trust of the community. Refer to the Code of Student Conduct for a list of such possible sanctions.

**1. Withdrawal from the N.U.*in* Program and/or rescission of admission to Northeastern University**, which is the most serious sanction resulting in the permanent separation of the participant from the N.U.*in* Program and/or University. The participant may be permanently banned from entering University property and prohibited from participating in any University-sponsored activities. A permanent notation may appear on the transcript.

**2. Withdrawal from the N.U.*in* Program**, which is the permanent separation of the participant from The N.U.*in* Program. The participant is permanently banned from participating in any N.U.*in* sponsored programs or activities and must leave the partner institution's housing immediately. The participant will not be granted credit for any academic work during the period preceding separation from N.U.*in*. The University may reconsider the participant's Spring admission status in light of the violation(s), which may result in further action up to rescission of admission to the University.

**3. Deferred Withdrawal** is the most serious formal warning for violation of N.U.*in* rules/regulations that affects the participant's standing with the Program. Participants on Deferred Withdrawal may be limited in their ability to participate in programs and/or excursions sponsored by N.U.*in* or partner institutions. Deferred Withdrawal is for a designated period of time. If the participant is found responsible for violating any additional rules/regulations during the period of Deferred Withdrawal, the participant may be required to withdraw from The N.U.*in* Program. The participant may be subject to additional sanctions for the additional violation.

**4. N.U.*in* Probation** is a formal warning for violation of N.U.*in* rules/ regulations and affects the participant's standing with the Program. Probation is for a designated period of time, and more severe sanctions may be imposed if the participant is found in violation of additional rules/regulations during the period of probation. Participants on Probation may be limited in their ability to participate in programs and/or excursions sponsored by N.U.*in* or partner institutions.

**Appeals Process**

N.U.*in* participants should refer to the Code of Student Conduct for information on submitting an appeal of a finding and/or sanction by OSCCR. The N.U.*in* Program may designate one N.U.*in* staff member to serve on the appeals board, as applicable.

**Transferring of Conduct History**

The N.U.*in* Program will maintain its own conduct record keeping and distribute this information to the appropriate departments at Northeastern University at the end of the N.U.*in* semester.