Summer Programs for High School Students Handbook

Policy Overview

Northeastern University’s Summer Programs offer high school students from around the country and around the globe the opportunity to gain valuable academic and cultural experiences together.

The Summer Term office is committed to providing students with a challenging academic environment closely modeled on the undergraduate experience at Northeastern University. The faculty and staff are dedicated to providing a safe and intellectually engaging program. Participating students are expected to act responsibly and with respect to each other and the larger university community.

The following policies have been developed from the Undergraduate Handbook and are intended to provide a clear understanding of acceptable standards of conduct for students participating in the Summer Programs for High School Students at Northeastern University. Failure to comply with the policies and the Code of Conduct provided will result in disciplinary action and possible dismissal from the program. It is expected that parents will support these policies.

All program administrators, faculty, and residence life staff are responsible to uphold both University and Summer Program policies. Participating students are expected to follow these policies to better ensure their own safety and to provide an academic environment of trust, sharing, and acceptance.

Completion and submission of the Confirmation of Enrollment form, which includes the Code of Conduct, is a condition of program enrollment, demonstrating knowledge of the policies and guidelines provided by the Northeastern University Summer Programs for High School Students. Failure to read the policies and guidelines provided by the program does not excuse students from compliance with program policies.

Northeastern University does not discriminate on the basis of race, color, religion, religious creed, gender, sex, sexual orientation, genetic makeup, age, national origin, ancestry, disability, or veteran status in admission to, access to, treatment in, or employment in its programs and activities.

Please do not hesitate to contact us with questions: (877) 668-7727 or summerprecollege@neu.edu
Academic Policies

Academic Honesty

A commitment to the principles of academic integrity is essential to the mission of Northeastern University. Academic dishonesty violates the most fundamental values of an intellectual community and undermines the achievements of the entire University. The University defines participation in academically dishonest activities as any action taken by a student with the intent of gaining an unfair advantage. Students who violate Northeastern’s Academic Integrity Policy could face penalties ranging from failing a particular assignment to dismissal from their program.

The most common form of academic dishonesty is plagiarism. Any work handed in under a student’s name will be assumed to be that student’s work, and all secondary source material must be properly cited in accordance with the instructor’s policy.

Successful Completion of the Program

To complete a summer program and receive college credit, students must attend all class meetings, complete and pass all assigned work, and receive a grade of C or higher. Students enrolled in a Summer Seminar must take one course for 3 credits. Students enrolled in The College Prep Experience must take two courses for 6 credits. The university expects that students will abide by the policies found in the Student Handbook. Any student who does meet these standards may face disciplinary action, including dismissal from the program.

Accommodations for Students with Disabilities

The University encourages students who seek an accommodation for a documented disability or disabilities that are substantially limiting, including “invisible” disabilities such as chronic disease or learning disabilities, to register with the Disability Resource Center (DRC). Students should register after their enrollment but no later than arriving on campus. The information provided will be kept confidential except for relevant faculty and staff who will be informed if they are expected to provide accommodations. The University is committed to providing reasonable accommodations for students with documented disabilities that are substantially limiting. To register, students complete the “Student Disclosure Form” and return it to the DRC as instructed: http://www.northeastern.edu/drc/pdf/studisclosureform.pdf

When services are approved, the DRC will provide the student with a letter of introduction to faculty, which indicates the service(s)/accommodation(s) for which the student has been approved. Students are encouraged to provide a copy of this letter to the faculty member within the first two days of class.

Course Changes

Students are permitted to drop a course and add a new one within in the first two days of the program with permission from the Assistant Dean of Summer Term or the Associate Director of
the Summer Programs for High School Students. All schedule changes are dependent upon the availability of seats in the class to be added. Students will not be permitted to drop courses without approval from program administration. Students enrolled in a Summer Seminar must carry 3 credits at all times, and students enrolled in The College Prep Experience must carry 6 credits at all times.

**Attendance Policies**

Students are expected to attend every class meeting. Instructors will take attendance at the start of every class meeting and report any absences to the residence life staff. Students who are feeling ill and need to miss class must report to their Program Resident Assistant and be taken to Health Services to meet with a doctor/nurse. All other absences must be cleared through a Program Residence Director. Repeated absences will result in disciplinary action and could result in dismissal from the program.

**Grades**

Since accredited colleges and universities will not accept grades of D or F as transfer credit, students will receive final grades of A, B, C, or No Credit for the courses completed during credit-bearing summer programs. It is the responsibility of the student to inquire which courses will be accepted as credit toward degree requirements for the institutions of their choosing.

Upon request, the University Registrar’s Office will send official transcripts to the institutions specified by the student. Please refer to the University Registrar’s webpage for details: [http://www.northeastern.edu/registrar/trans_request.html](http://www.northeastern.edu/registrar/trans_request.html)

**Transfer Credit**

Students enrolled in a credit-bearing summer program should be aware of credit transfer policies. A Northeastern University transcript will record the course(s) you completed and the grade(s) received. Every college and university has its own policy and procedure for awarding transfer credit, so you will need to contact the institutions you are interested in applying to for specific information on how those credits will be counted.

**Financial Policies**

**Payment Information**

A $200, non-refundable, program deposit must be paid within ten days of acceptance into a program. Balances must be paid in full by published payment deadline on the Summer Programs for High School Students webpage.
Accepted Payment Methods

The following payment methods are accepted by Northeastern University. The university does not accept credit card payments. Students will need to have their NU ID# and access to myNEU to pay their bill.

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

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

- **Payment by Foreign Currency (International Funds Transfer)**
  Northeastern University offers International Payment Transfer of Funds through Western Union Business Solutions. This provides international students an alternative method for paying student bills. This payment option allows you to pay your student account balance in the currency of your choice and provides a simple and reliable way of initiating payments electronically through your bank.

Advantages of using this payment method include:
You can easily obtain a foreign currency quote by accessing myNEU/NUPay through the Northeastern University website.

- You can pay your tuition and fees in the currency of your choice which will then be converted to U.S. Dollars.
- There are NO additional transaction charges from Western Union Business Solutions or Northeastern University, though you may be charged a transaction fee by your bank.
- The exchange rate is valid for 72 hours after the transaction is initiated, taking the uncertainty out of the total payment amount.
- The exchange rate is competitive when compared to most banks’ retail rates.
Payments received will include your reference information, which ensures that your payment reaches your student account quickly.

Payments will be electronically transmitted to Northeastern University ensuring timely posting, typically two to five business days from the time you initiate the payment.

To initiate your payment quote online simply choose the “Student Account, Payment and Ebill” link or NUPAY link on myNEU.

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

  Northeastern University
  P.O. Box 981085
  Boston, MA 02298-1085

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

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

Refund Policies

The College Prep Experience and Summer Seminars:
Students who withdraw during the first week of the program, delivered online, will receive a full refund, less the $200 non-refundable deposit. Once on campus, students who withdraw before the end of the second day of classes (Tuesday) will receive a refund of 75% of remaining program costs, less the $200 non-refundable program deposit. Students who withdraw after the second day of classes will not be eligible for a refund.

College 101:
Students who withdraw before the end of the second day of classes (Tuesday) will receive a refund of 75% of remaining program costs, less the $200 non-refundable program deposit. Students who withdraw after the second day of classes will not be eligible for a refund.

Students who choose to leave, or are dismissed from, the program once it has started are responsible for their own travel expenses, including any fees incurred for changing flight reservations. Program deposits are non-refundable.
Medical Withdrawal:
Students who leave the program due to a medical emergency or condition incurred while participating in one of the Summer Programs for High School Students are eligible for a 50% refund of program costs. Students requesting a refund for a medical withdrawal will need to submit a completed Medical Withdrawal Request form, including a signature from a doctor or physician documenting the medical condition.

Students who leave a program for medical reasons and choose to complete the course work from home in an online format will not be eligible for a refund, but will be granted college credit for the course(s) completed with a passing grade.

Please note: we reserve the right to cancel classes due to low enrollment.

Code of Student Conduct

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

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

The Assistant Dean of Summer Term reserves the right to dismiss a student from the program and require that student to leave campus immediately if it is determined that the student’s behavior endangers him/herself, other students or university employees, or the program’s continued operations. Dismissal may be for academic or non-academic infractions. Consumption or possession of alcohol or illegal drugs, including drug paraphernalia, or possession of weapons, is grounds for immediate dismissal from any of the Summer Program for High School students.

Northeastern University seeks to ensure an academic and social environment that promotes diversity and intellectual freedom without endangering the rights and freedoms of others. We aim to build a community committed to open and honest dialogue with issues surrounding ethnic, gender, racial, religious, sexual orientation, and other differences.

These principles are standards that are expected of the entire university community. Specific standards of conduct and the procedures for addressing violations of those standards, including disciplinary action, are detailed as follows:
I. Conduct demonstrating that the student constitutes a threat to others, him/herself, or to the proper functioning of the University, including threats, bypassing security, and propping safety doors open. This shall also include the use of any item in such a way as to cause fear and intimidation in another or to cause injury.

II. Abuse of Others:
   a. Verbal, written, graphic or electronic abuse.
   b. Harassment (defined as repeated and/or continuing behavior), coercion, or intimidation of an individual or group, either directly and/or indirectly or on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability.
   c. Physical abuse, fighting, or actions that can be reasonably expected to cause physical harm to a person or group.
   d. Sexual abuse, defined as unwanted physical contact of a sexual nature.
   Note: failure to comply with this policy is a serious offense and, in most cases, will result in dismissal from the program. Depending on the severity of the action, legal action may be taken.

III. Bullying, defined as the repeated use of written, verbal, physical act or gesture, or electronic expression and/or communication directed at a member of the University community that causes (i) physical, psychological and/or emotional harm or damage to his/her property; (ii) places a University community member in reasonable fear of harm to him/herself and/or damage to his/her property; or (iii) creates a hostile, threatening, intimidating, humiliating, or abusive environment for a University community member.

IV. Sexual Misconduct, defined as any unwanted act that is intended in a sexual manner. This offense includes coercion, force, threats of violence, intimidation, or otherwise impairing the offended University community member to create a mental or physical incapacity or impairment of which the offending student was aware or should have been aware.

V. Alcohol and other Drugs:
   a. Illegal possession, use, or being in the presence of alcohol, drugs, and/or alcohol/drug paraphernalia.
   b. The possession of, or being in the presence of, empty alcohol containers in the residence hall.
   c. Students may not be in a private residence where alcohol is being served.
   d. The illegal possession with the intent to sell/provide drugs and/or alcohol; the manufacture or possession with intent to sell/provide drug and/or alcohol paraphernalia.
   e. The unauthorized possession, use, or distribution of prescription drugs.
   f. Possession, use, or being in the presence of synthetic marijuana, incense, Bath Salts, or any other over-the-counter product used to get intoxicated.
   Note: Failure to comply with this policy will result in dismissal from the program. Failure to comply with this policy off-campus, may result in legal action. Parents/guardians will be notified of any drug/alcohol offenses.

VI. Possession of stolen property, attempted or actual theft of property, identity, or services. The unauthorized use of Northeastern University ID card (Husky Card).
VII. Possession or use of items that could be used or are used to threaten another individual with physical harm. Items include, but are not limited to, pepper spray or mace, knives, switchblades, fake guns, Tasers, all forms of air guns, slingshots, fireworks, ammunition, explosive devices, or firearms.

VIII. Violation of rules and/or policies regulating other offices, departments, and facilities of the University, such as the Dining Hall, Libraries, Residence Hall, Computing and Information Services.

IX. Failure to cooperate in any non-academic disciplinary investigation and/or meeting.

X. Violation of the terms of any non-academic disciplinary sanction.

XI. Failure to cooperate with standard directives of a University official, including refusing present University identification to a University staff member, including members of the Public Safety Division/campus police.

XII. Misrepresentation:
   a. Lying or intentionally misrepresenting information to a University official.
   b. Lying in the course of a non-academic disciplinary hearing.
   c. Misuse or fraudulent use of University identification cards.

XIII. Inappropriate use of University Computer and Network resources. Please review the “Appropriate Use Policy” located on the Information Services website: http://www.northeastern.edu/infoservices/?page_id=97

Disciplinary Procedures

Academic Offences

In cases of suspected academic dishonesty, the instructor will bring the matter to the attention of the Assistant Dean of Summer Term. The Assistant Dean will collect information from the instructor, the student, and any other appropriate staff member and determine whether a formal hearing by a disciplinary committee is necessary. When required, the disciplinary committee will interview all individuals involved and review relevant materials in order to determine whether the student is in violation of the academic code. If so, the committee will determine the appropriate penalty, which may include reprimand, probation, loss of credit for the assignment, loss of credit for the course, or dismissal from the program.

Non-Academic Offenses

Students are expected to act in a responsible and mature manner throughout their participation in their program, and the residential life staff will provide guidance and direction of expectations specific to Northeastern University and the Summer Programs for High School Students. The residential life staff is responsible for upholding University and program policies, and will intervene if inappropriate behavior occurs. They will report all instances of such behavior to the program directors, and in cases where inappropriate behavior poses a threat to the safety of students or represents a disregard for a member of the residential staff’s directive, disciplinary action will be taken.
Disciplinary Meetings

The Summer Programs for High School Students are designed to help students prepare for collegiate life, and in addition to academic experiences, emphasis is placed on developing a sense of independence and accountability. Disciplinary meetings are administered by the Assistant Dean of Summer Term and are not modeled on legal proceedings. By evaluating the evidence provided by residential staff, other University community members and/or students, and the student in question, the Assistant Dean will determine whether the standard of conduct has been violated. Students are encouraged to take responsibility for their actions and to learn from their experiences when making future decisions. To that end, parents may not be notified of a disciplinary meeting, or not notified until after the outcome has been determined. In cases where the inappropriate behavior poses a safety threat to the student and/or others, parents will be notified immediately.

Consequences for non-academic offenses will based on the nature of the violation(s), the severity of the resulting damage, injury or harm, the student’s past disciplinary record, and any mitigating circumstances.

Academic Consequences

The following penalties apply for instances of academic dishonesty:
  a)  Academic Probation
  b)  Loss of credit for an assignment
  c)  Loss of credit for a course (no credit, grade, or supporting documents for that course)
  d)  Dismissal from the program

Non-Academic Consequences

One or more of the following outcomes are possible, not necessarily in this order:
  a)  Written warning
  b)  Probation until the end of the session (Students placed on probation will be notified in writing that further misconduct will most likely result in dismissal from the program)
  c)  Parental notification
  d)  Housing assignment relocation or removal from housing
  e)  Restitution for the repair or replacement of property
  f)  Dismissal from the program

In cases where a serious violation occurs, or a student puts him/herself or others in danger of physical harm, a decision for immediate dismissal may by made by the program administrators. Violations of such severity will result in withdrawal from the program without grades, credit awarded, or documentation of program participation issued. In cases where serious violations lead to immediate dismissal, the assistance of Northeastern University Public Safety will be requested.

Students dismissed from their program, regardless of the offense, are notified in writing, and a parent or guardian is notified immediately after the decision for dismissal has been determined.
Students dismissed from their program are required to contact their parent or guardian to make travel arrangements at the earliest possible time and at the student’s expense.

Students dismissed from their program will be asked to check out of their room under the supervision of a residential life staff member. If a student or parent is unable or unwilling to pack their belongings, a moving company will be contracted by the University to pack and ship the student’s belongings at the student’s expense. Northeastern University is not responsible for any lost or damaged items.

Students who have been dismissed from the Northeastern University Summer Programs for High School Students for academic, social, or residential violations will receive no refunds of any deposits or fees. Grades or documentation of program participation will not be issued to any student who has been dismissed.

**Appeals**

All infractions of the Code of Conduct and/or Academic Honesty policy, academic or non-academic, will be entered on the student’s internal record. Students may appeal penalties of No Credit in a course or dismissal from the program within five (5) days of notification of the hearing outcomes. Appeals should be presented directly to the Assistant Dean in written argument with clear reasons for the appeal. The final decision of the Assistant Dean may not be appealed.

**Housing Policies**

**Room Assignments & Changes**

Residential students will stay in apartment-style rooms, and each unit includes a kitchen and private bathroom. Students will each be provided with a pillow and a blanket, but must bring their own sheets, towels, and other linens with them to the program. Students are randomly assigned to either a 3 or 4-person unit. Roommate requests will be considered but are not guaranteed. Only residential students enrolled in the Summer Programs for High School Students are permitted to reside in the residence hall. Students must sleep in the room they are assigned to. Students with a documented disability should complete the “Student Disclosure Form” and return it to the Disabilities Resource Center (DRC) as instructed.

For security and emergency purposes, students will not be allowed to change rooms within the first 24 hours of the official start of the program. The Program Resident Directors may authorize a room change or swap after the end of the first full day of the program. Room changes are not guaranteed.

**Room Keys (Lock-outs, lost keys/ID, key return/lost keys)**

Rooms assigned to summer program participants will use key-card access in place of actual keys. It is the responsibility of the student to have possession of his/her Husky ID card at all times.
The Program Resident Directors will have a master key in the place of lockouts, and while there is no charge for lockouts, repeat offenders may face disciplinary action. Lost Husky ID cards must be replaced as soon as possible, during normal business hours, at the Husky ID office located at 120 Hayden Hall. The first replaced card will be free-of-charge, but any subsequent lost Husky ID card will result in a $15 replacement fee.

**Roommates**

Room placements are randomly assigned so students will have the opportunity to meet new people and build friendships. Roommate requests will be considered but are not guaranteed. Special-needs roommate requests for students with a documented disability will be honored. Please provide as much advance notice as possible and complete the “**Student Disclosure Form**” and return it to the Disabilities Resource Center (DRC).

Since all students will be sharing a room, it is important that each student respect the rights and privacy of their roommates. These rights include, but are not limited to, the right to use the space of room and its facilities, the right to privacy and to abiding by the quiet hours and curfew policies. Any difficulties between roommates should be directed to the Program Resident Assistants responsible for your floor/unit. If roommate difficulties cannot be resolved, students are encouraged to seek assistance from the Program Resident Directors.

**Student Rooms & Common Areas**

Students are responsible for the cleanliness and condition of their rooms, the hallways, and common areas of the residence hall. They will be held responsible, individually and/or collectively, for any damaged or missing University property. Coin-operated laundry facilities will be available in the residence hall for student use. Grade reports, transcripts, or certificates of completion will be held until any damage charges are paid in full.

**Prohibited Items**

The following items are prohibited from the residence hall: firearms of any type, ammunition, fireworks, explosives, halogen lamps, space heaters, air conditioners, candles of any size, gas operated stoves, vehicles, motorcycles, refrigerators, small appliances with any external heating elements, hot plates, microwave ovens, toaster ovens, illegal drugs, alcohol, drug or alcohol paraphernalia, and weapons of any kind. **Pets are not allowed.**

**Appliances**

The rooms in the residence hall are all equipped with a full refrigerator and microwave oven for student use. The residence hall is air-conditioned. Personal air conditioners are prohibited. Students are allowed hair dryers, curling irons and other small appliances that do not have an open burner or operate on gas or any liquid fuel. No other appliances are permitted in the residence halls.
**Quiet Hours**

The Summer Programs for High School Students are focused on the academic experience, so residence halls will maintain strict quiet hours so students have a productive and distraction-free space to study, work on their class assignments, and get a good night’s sleep.

The following hours will be held as quiet hours:

- **Sunday-Thursday:** 9:00pm until 8:00am
- **Friday & Saturday:** 1:00am until 9:00am

**Curfew**

Students are required to check-in with their Program Resident Assistant every night by the assigned curfew hour and remain on their floor/in their own room for the remainder of the night. Students more than 30 minutes late for curfew will receive a warning for the first offense, and repeated offenses will lead to disciplinary action. The Program Resident Directors will contact the parent/guardian of any student more than one hour late for curfew, and Public Safety will be notified. Students who repeatedly or seriously violate curfew may be dismissed from the program.

Following the curfew policy is each student’s responsibility. The Residence Life staff will work to ensure that students are checked-in each night, and conduct routine checks of the hallways and front-door area, but they cannot be held responsible if students choose to leave the residence hall area over the course of the night.

Curfew hours for the Summer Program for High School Students are:

- **Sunday-Thursday:** 10:00pm-6:00am
- **Friday & Saturday:** 11:00pm-6:00am

Curfew hours may be changed while the program is in session for disciplinary or safety reasons. Any changes in curfew hours will be communicated to all students and parents/guardians with an explanation for the change.

Students who are delayed and will be late for curfew are responsible for calling their Program Resident Assistant(s) to let him/her know where they are and when they will return to the residence hall. Missing curfew and/or leaving the residence hall after check-in is grounds for disciplinary action and possible dismissal from the program.

**Visitors**

Students in the Summer Programs for High School Students will not be permitted visitors in the residence hall, classrooms, or any other facility on campus without public access. Students will not be permitted to invite visitors on any of the excursions or side-trips. Parents and family members will be permitted to assist students on move-in and move-out day.
Leaving Campus Overnight

Any student who wishes to spend a night off campus must complete the Off-Campus Overnight Permission Form before the start of their program. Off-Campus overnights are only permitted for students staying with a parent/guardian when off campus. The parent/guardian must pick up and drop off the student at the proctor’s desk of the residence hall and present a valid ID to the proctor on duty. Students are not permitted to miss class as a result of an off-campus overnight except under situations with an extenuating circumstance, such as a family emergency. Overnight permission forms are available on the Summer Programs website.

Solicitation

Northeastern University is not a marketplace. Sales of material or solicitations of any kind, such as newspapers and other print mediums, food items, and all other articles in prohibited. General solicitation, especially in such areas as classrooms, lounges, and cafeterias, is not permitted. Students should not list their residence hall address or telephone numbers in relation to any business venture.

Damaged and/or Abandoned Personal Property

Northeastern University is not responsible for lost, damaged, or abandoned personal property of students, including items delivered to the University on your behalf and property located in your rooms. It is recommended that students have personal property insurance to protect them from loss or damage due to theft, fire, flood, vandalism, and any other hazards. Students should make sure that the door to their room is locked at all times and to keep a close watch on their personal belongings when in public places.

Any belongings left behind after check-out of the residence hall are still the responsibility of the student. The University reserves the right to remove any belongings left behind from all areas of the residence hall. Students wishing to claim items left behind, should contact the Department of Residential Life at 617-373-2814 within 48 hours of departure from campus.

Students who are dismissed from the program are responsible for packing their belongings and cleaning their personal areas of the room/unit. Depending on the circumstances of the dismissal, the student may be monitored by residential life staff and/or campus police. If a student is not able to pack his/her belongings before leaving campus, the belongings will be inventoried, packed, and shipped to the student using a third-party vendor contracted by the University at the student’s expense. The University is not responsible for any damages that may occur in packing and shipping.

Lost and Found

- University Lost and Found: 617-373-2757
- Snell Library: 617-373-8778
Activities & Trips

The program will offer college visits, extra-curricular activities and trips, both on and off-campus for program participants. Program staff will attend and supervise all of these extra-curricular activities, but students will be responsible for abiding by the Code of Conduct, being on time for arrivals and departures, and following any rules specific to the activity or event. Failure to abide by these policies may result in disciplinary action.

Students will be required to participate in the trolley tour of Boston. The program covers the admission fee for the tour. All other extra-curricular activities are voluntary and will require students to sign-up to attend/participate. Space on some of the activities and events will be limited, so students should sign-up at the start of the program. Boxed lunches will be available for day-long activities, but students will be responsible for any additional costs such as entrance fees, additional food/meals, etc. Smoking is prohibited at all program-sponsored events and activities, including outdoor activities, on and off-campus.

Commuter Student Information & Policies

We encourage our students who choose to commute to campus to participate fully in all of the program’s activities, events, and side-trips and to join in all community and team-building experiences.

Students who are not living on campus are expected to follow the policies detailed in the Summer Programs for High School Students Handbook, as well as the policies below:

Arrival/Departure Agreement:

All commuter students must complete the Commuter Student Arrival/Departure Agreement form with a parent/guardian signature before the start of classes. This form indicates how the student will arrive and leave campus throughout the program and includes important contact information for the student and parent/guardian. Commuter students are required to leave campus by 9 pm, unless attending a program-sponsored event.

Students being dropped-off/picked-up on campus, must use the approved drop-off/pick-up location. Students must be dropped-off and picked-up by a parent, guardian, or family member on file with the program staff.

Expectation of Participation

Commuter students are required to attend all class meetings and mandatory activities. Students working in groups will need to coordinate meetings outside of class, and commuter students are expected to be available from 9 am-5 pm on class days and all agreed-upon meeting times Friday-Sunday.
Personal Safety

Commuter students who choose to stay on campus past 7 pm will be required to either be picked-up by a parent or guardian, or to have a Campus Police escort to the T-stop or Bus-stop used to go home.

Residence Halls

Commuter students are not permitted in the residence hall, unless they are participating in a program-sponsored event, guest-speaker or workshop. Commuter students are not permitted to stay over night in the Residence Hall. Students working together on projects are encouraged to meet in the library or other public spaces on campus.

Vehicles and Personal Residence:

Commuter students are not permitted to have cars, motorcycles, or scooters on campus. Residential students are not permitted to ride in any vehicle operated by a commuter student, friend, or family member of a commuter student at any time. Residential students are not permitted to go to the personal residence of a commuter student, friend, or family member of a commuter student. Violation of this policy could result in dismissal from the program.

On-Campus Meals

Commuter students are not eligible for a meal-plan but may use any of the dining facilities on campus by purchasing food a la carte. Commuter students may elect to put money on their Husky ID cards to use as a debit card at university dining facilities and other sponsoring vendors in the area. Students may move money to their Husky ID cards using myneu.edu. Refunds of remaining money left on the card at the end of the program are the responsibility of the student to claim.

Health & Safety

The Student Handbook and Code of Conduct are provided to set the expectations of behavior for students participating in the Summer Programs for High School Students. College life requires students to be responsible for time management, healthy eating, and personal safety. Northeastern University is an urban campus, so it is important that students are aware of their surroundings and work together to ensure a safe and enjoyable experience. The Residence Life staff has been trained to help students adapt to the challenges of collegiate life and sharing space with roommates and other students, but just as in college, the students are ultimately responsible for their own actions and will be held accountable for violations of the rules of the program and the University.
Security

Students will be introduced to Northeastern’s campus and the surrounding neighborhoods at Orientation and over the first few days of the program. The Residence Hall entrances will be locked 24 hours a day and residence rooms lock automatically when the door is closed, so students must remember to carry their Husky ID card with them at all times. Students are responsible for the security of their personal items and are urged not to bring valuables to campus. Students will be required to travel in small groups when leaving the residence hall, both on and off campus. The phone numbers for the Program Resident Directors and each student’s Program Resident Assistant, as well as Campus Security, will be provided at Orientation, and we require students to program those numbers into their cell phones. Detailed precautions for personal and community safety will be thoroughly explained at Orientation and throughout the program.

Personal Health

In order to be best prepared for success, students need to make sure they eating properly and getting enough sleep. Poor diet, sleeping habits, and hygiene can lead to academic and social difficulties, as well as illness or depression. Students who are not feeling well, or who exhibit behavior which causes program staff to have concern for the student’s well-being, may be required to see a health professional on campus or at an appropriate off-campus clinic for consultation. If a health care professional determines a student’s health to be at risk or to pose risk to other students, the student may be asked to leave the program.

Smoking

Smoking is not permitted in any Northeastern University building, including residence halls, or within 35 feet of the entrance to any of the buildings. Smoking is not permitted on any of the side-trips or events provided by the program, including outdoor venues or walking to and from events. Failure to comply with the smoking policy will result in disciplinary action and the student’s parent/guardian will be notified.

Fire Safety

All Fire Safety regulations must be followed. If a fire alarm sounds, students must exit the building immediately, following the posted evacuation routes. Tampering with fire equipment including fire extinguishers, smoke detectors, fire alarms, and posted evacuation routes is a violation of the law and carries fines up to $1000. Fire Safety regulations are posted in the residence hall, and students will receive information about Fire Safety at Orientation.

Pets

Pets and other animals are not allowed in the residence hall and should not be brought to campus.
Motor Vehicles

Students are not allowed to have a motor vehicle, including motorcycles or scooters, on campus. Commuter students should take public transportation or be dropped-off and picked-up at the designated location on campus.

Campus Facilities

Computing Facilities and Internet Access

The information systems of Northeastern University are intended for the use of authorized members of the community in the conduct of their academic and administrative work. The University has its own standards of use for all members of the community using its computing facilities and services. Students are expected to review the “Appropriate Use Policy” and abide by the guidelines and policies detailed therein.

Students will have access to on-line material in databases, discussion threads, bulletin boards and other forms of electronic media. Some of these resources may contain material which individuals find offensive or distasteful. Please be aware that Northeastern neither assumes responsibility, nor endorses, any of the content found within. Internet activity is not monitored unless an infraction of the “Appropriate Use Policy” has been identified or in cases of harassment, bullying, or solicitation.

Athletics, Food Services, Libraries, and other facilities

Students must abide by the rules and policies provided by any campus or University facility. Misuse of university facilities, or disregard for the facilities’ policies will be grounds for disciplinary action, including the loss of use privileges for the facility.

ID Cards (Husky ID)

All students must have in their possession at all times the officially and properly validated photo identification card (Husky ID). The Husky ID card provides access to the entrance of the residence hall and each student’s room. Students will also use the Husky ID in the dining hall, and to pick up box lunches when available. It will be necessary to show this card as a means of identification when using the library, campus recreational facilities, and other offices and services on campus. All members of the community should be prepared and willing to identify themselves upon request by authorized personnel. Lost cards should be reported to your Resident Counselor as soon as possible.

Services for Students with Disabilities

The University encourages students who seek an accommodation for a documented disability or disabilities that are substantially limiting, including “invisible” disabilities such as chronic
diseases or learning disabilities, to register with the Disability Resource Center (DRC, 20 Dodge Hall, 617-373-2675, www.drc.neu.edu). Students should register as soon as possible upon acceptance into the program. The information provided will be kept confidential except for relevant faculty and staff who will be informed if they are expected to provide accommodations. The University is committed to providing reasonable accommodations for students with documented disabilities that are substantially limiting.

Note: We reserve the right to amend this handbook at any time.