



The New York City Scholars Program

*Supplemental Guide to Participant
Conduct*

2025-2026

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The New York City Scholars Program Supplemental Guide to Participant Conduct

This supplemental guide establishes the guidelines and processes specific to the New York City (NYC) Scholars Program, as they may differ from or incorporate the Northeastern University Code of Student Conduct.

Introduction

As a participant in the NYC Scholars Program, you are responsible for adhering to the expectations published in Northeastern University's Code of Student Conduct, the policies of your host 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. Participants are to uphold the values of honesty, integrity, and respect that are expected of all Northeastern students regardless of where they are in the world. Please note, these guidelines may be amended from time to time, and students will be notified by Northeastern University of these changes. Behavior by participants at any time during the NYC Scholars Program that is found in violation of the Code of Student Conduct; this supplemental guide; host institution conduct policies; residence facility regulations; local, state, or federal laws could adversely affect the educational mission of the NYC Scholars Program and Northeastern University or its relationship with the surrounding community and may subject participants to disciplinary action.

The NYC Scholars Program seeks to provide participants with an opportunity to have an early academic experience that will increase their intercultural competency, and to 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 NYC Scholars 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 NYC Scholars Program, Northeastern University, and Marymount Manhattan College have developed procedures to address the violations, with the goal of serving the interests of members of the community, individually and collectively.

The NYC Scholars Program site staff serve as Hearing Administrators and will resolve alleged violations that occur at a NYC Scholars site or NYC Scholars participant through an Administrative Hearing. The Office of Student Conduct and Conflict Resolution (OSCCR), in collaboration with Northeastern University Admissions, will resolve alleged violations that occur at a NYC Scholars site, involve a NYC Scholars participant, and could involve Dismissal from the NYC Scholars program and/or rescission of admission to Northeastern University.

All cases involving alleged violations of the Title IX, Sex and Gender Based Harassment, or Equal Opportunity policies will be investigated by the Office of University Equity and Compliance (OUEC).

All cases involving allegations of Academic Integrity will be addressed and heard by staff at Marymount Manhattan College and results of such cases will be shared with Northeastern University for records maintenance.

Decision-Making Authority

The site staff member serving as the hearing officer, in consultation with the NYC Scholars Program administration, 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 and the Code of Student Conduct.

The NYC Scholars Program reserves the right to notify parents and/or guardians of participant misconduct, particularly related to drug and alcohol violations, and in other cases consistent with applicable law. For more information, please refer to the NYC Scholars Program Acknowledgement of Responsibility and Liability waiver.

Definition of Hearing Types:

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

- **Administrative Hearing:** When the severity of the alleged violation(s) could result in sanctions of Written Warning, Disciplinary Probation, or Deferred Dismissal, involved students will receive a hearing notice requesting their attendance at an Administrative Hearing. **Student Conduct Board (SCB):** When the severity of the alleged violation(s) could result in sanctions of Dismissal from the NYC Scholars 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. Pre-hearing meetings and SCB hearings can be completed via telephone or video conference.
- **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 or formal hearings.

Please note: The University reserves the right to use an Administrative Hearing, if necessary, to expediently resolve 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 the Code of Student Conduct or beyond the suggested seriousness listed in definitions of hearing types.

Violations

In addition to the violations listed in the Code of Student Conduct, NYC Scholars participants are held responsible for upholding the following additional policies as they relate to the expectations of specific host institutions and their affiliated facilities:

Alcohol and Drug Policy

In addition to the Northeastern Code of Student Conduct policies, participants in the NYC Scholars Programs are required to abide by local laws, as well as host institutions and affiliated facilities' policies 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 Student Conduct.

While the Hearing Administrator and/or SCB or OSCCR staff have discretion to impose sanctions they determine most appropriate by factoring in the five components listed above, the Code provides sanctioning guidelines for drug and alcohol violations. The sanctions set forth below provide Hearing Administrators with a starting point for sanctioning cases involving alcohol and/or drugs. Depending on the information obtained through the Hearing and the severity of the harm, the imposed sanctions may be enhanced or lessened.

Sanction Guidelines for Violating the Alcohol/Marijuana Policy While in the New York City Scholars Program:

- *1st violation:*
 - *NYC Scholars Disciplinary Probation,*
 - *Mandatory completion of an alcohol/drug education program o \$100 fine/10 hours of mandated service*
- *2nd violation:*
 - *NYC Scholars Deferred Dismissal,*
 - *Notification sent to Admissions to review Northeastern University's offer of Spring admission,*
 - *Mandatory completion of an alcohol/drug education program*
 - *\$200 fine/20 hours of mandated service*
- *3rd violation:*
 - *Dismissal from NYC Scholars Programs and/or rescission of admission to Northeastern University,*
 - *Review offer of Spring admissions to Northeastern University*
 - *Mandatory alcohol/drug counseling to be completed off campus*

Sanction Guidelines for Violating the Drug (other than Marijuana) Policy While in the Host Country:

- *1st violation:*
 - *Deferred Dismissal,*
 - *Mandatory completion of a drug education program*
- *2nd violation:*
 - *Dismissal from the NYC Scholars Program and/or rescission of admission to Northeastern University,*
 - *Notification sent to Admissions to review Northeastern University's offer of Spring admission Mandatory drug counseling to be completed off campus*

Failure to Comply

- a. Failure to comply with or violation of the terms of an imposed disciplinary sanction.
- b. Failure to follow the reasonable directions of NYC Scholars officials (including the Global Experience Office staff, or NYC Scholars site staff), law enforcement agents (foreign and domestic), and host institution officials and faculty that are necessary for the proper conduct of the NYC Scholars Program and Northeastern community.
- c. Failure to complete a program deviation form at least one week before deviating from the program.

Guest Policy

In addition to the Northeastern University Guest Policy defined in the Code of Student Conduct, NYC Scholars participants must abide by the host institution's and/or affiliated facilities' policies.

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 host institution or residence of the NYC Scholars Participant.

Violation of Host Institution Policy

Violation of any host institution policy, rule, or regulation that is published in hard copy or made available electronically at the participant's specific site.

* The level of sanctioning depends upon the nature of the incident with respect to the provided description/definition. NYC Scholars participants may be required to take part in the conduct process of a host institution in addition to or independently of the NYC Scholars Program's conduct process.

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 NYC Scholars Program. Participants scheduled for an Administrative Hearing during the last two weeks of the NYC Scholars Program may be scheduled for one of the following:

1. An Administrative Hearing handled by the NYC Scholars site staff prior to leaving for the semester, or
2. An Administrative Hearing handled through the Office of Student Conduct and Conflict Resolution (OSCCR).

During the last two weeks of the semester, should an incident take place that could result in the participant's Dismissal from the NYC Scholars Program and/or rescission of admission to Northeastern University for a responsible finding, NYC Scholars staff will work with OSCCR to determine the method of resolution.

Sanctions

Responsible findings for violations that take place at a NYC Scholars site and involve a NYC Scholars participant may result in one or more of the following sanctions being imposed. In addition to imposing one of the following sanctions, Hearing Administrators

may also impose active 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 non-exhaustive such possible sanctions.

- A. **NYC Scholars Written Warning** is a formal warning for a violation of NYC Scholars rules/regulations, including a statement that continuation or repetition of prohibited conduct may result in more serious sanctions.
- B. **NYC Scholars Disciplinary Probation** is a formal warning for a violation of NYC Scholars rules/regulations and affects the participant's good 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 NYC Scholars or partner institutions.
- C. **NYC Scholars Deferred Dismissal** is the most serious formal warning for violations of NYC Scholars rules/regulations and affects the participant's good standing with the Program. Students on Deferred Dismissal may be limited in their ability to attend programs and excursions. Deferred Dismissal is for a designated period of time. If a student is found responsible for violating any additional NYC Scholars rules/regulations during the period of Deferred Dismissal, Dismissal from the Program may become effective, and the student may be subject to additional sanctions for the additional violation.

Dismissal from the NYC Scholars Program

If a participant is asked to leave the NYC Scholars Program in connection with violation of any applicable policy:

- No refund will be granted.
- Northeastern admission status will be reviewed and may be rescinded.

Appeals Process

NYC Scholars participants should refer to the Code of Student Conduct for information on submitting an appeal of a decision resulting from the Conduct process. The NYC Scholars Program may designate one NYC Scholars staff member to serve on the Appeals Board, as applicable.

Maintenance of Conduct History

Disciplinary actions determined during the NYC Scholars Program are maintained as part of the normal conduct record of any student. The NYC Scholars Program will share disciplinary action with appropriate departments at Northeastern University, as necessary. For more information about the Maintenance of Disciplinary Records, please refer to the Code of Student Conduct