College of Professional Studies Student Handbook 2012 – 2013

The College of Professional Studies Student Handbook contains Northeastern University’s primary statements about student academic and co-curricular life, conduct, and the responsibilities of students and the University to one another, as authorized by the President or the Board of Trustees. For information about other academic policies and procedures as well as academic or general personnel policies, benefits, and services, please refer to the Undergraduate Catalog, Cooperative Education Handbook, Academic Operations Manual, Faculty Handbook, Benefits and Services Handbook, or related procedural guides, as appropriate. The College of Professional Studies Student Handbook contains information current as of the date of its release; however, such information is not intended to be, and should not be regarded to be contractual, and is subject to change at the discretion of the University.
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Husky Email
Students have access to their Husky email accounts upon activation of their myNEU account. It is important to check this account regularly as all official College and University correspondences are sent to students’ Husky email accounts, e.g., billing, academic standing, student newsletters, graduation, important announcements.

Please note: Students have the option to forward their Husky emails to a preferred email account. This can be done via their myNEU account. Students with a preferred personal email account are encouraged to enter that information in their myNEU account.

CPS Academic Calendar
http://www.cps.neu.edu/class-registration/registration-calendar.php

Registration Dates and Deadlines
http://www.northeastern.edu/registrar/calendars.html
Please select the appropriate “academic year” and the “College of Professional Studies.” You have the option to view the information in compact format or page-per-month grid format.

Tuition Rates and Fees
http://cps.neu.edu/tuition-financial-aid/
The University President and Board of Trustees approve the tuition rate and fee structure for the University each year. Unless otherwise specified, rates are effective starting July 1 through June 30.

Health Insurance
http://www.northeastern.edu/uhcs/nushp/general%20information.html
Since September 1989, Massachusetts General Laws (M.G.L. c.15A, § 18) required every full-time and part-time student enrolled in a certificate-, diploma- or degree-granting program in a Massachusetts institution of higher learning to participate in a Student Health Program or in a health benefit plan with comparable coverage. The Student Health Program defines a part-time student as a student enrolled in at least 75 percent of the full-time curriculum:

- CPS Undergraduate: 12 credits
- CPS Graduate: 7 credits

CPS students enrolled in only online classes are not automatically enrolled. Students in the Doctor of Education program may elect to enroll in the Northeastern University Student Health Plan (NUSHP). For additional information, please contact the Office of Student Accounts for details at studentaccounts@neu.edu.
Health Insurance Waiver
Eligible students may waive NUSHP via myNEU once they have been billed for NUSHP. In addition, to be eligible to waive, comparable coverage must be effective from the beginning of the term the student meets Student Health Program requirements.

The burden of proof that the alternative insurance is adequate falls upon the student choosing to waive. By submitting the waiver form the student will be accepting responsibility for all medical expenses incurred, and neither Northeastern University nor its student health plan will be responsible for these expenses.

Northeastern University reserves the right to verify that the student’s insurance meets the criteria indicated. Disciplinary action may be taken if a student knowingly waives NUSHP without comparable coverage.

Please visit http://www.northeastern.edu/nushp/waiver/index.html for Waiver Deadlines.

E-Bill
http://www.northeastern.edu/financialaid/studentaccounts/e-bill.html
Northeastern University uses online billing and payment services to provide quick access to billing information and the ability to make payments worldwide seven days a week. There are no checks, envelopes, or stamps needed to make a payment. Additional benefits include viewable billing and payment history as well as convenient access for authorized third-party payers.

Tuition Payment
Full payment of tuition and other related charges is due by the date posted on the bill. Electronic check and credit card payments may be made on the web via NUPAY on myNEU. MasterCard, Visa, American Express, and Discover Card are accepted.

Students access their bills and make payments online through their myNEU account.

Unpaid accounts will accrue late fees and result in a hold on a student’s account.

Payment Methods
http://www.northeastern.edu/financialaid/studentaccounts/payment.html

Funding Options
http://cps.neu.edu/tuition-financial-aid/funding-your-education.php

Loans and Payment Plans
http://www.northeastern.edu/financialaid/loans/index.html
Tuition Reimbursement
Many companies, embassies, and agencies directly reimburse students for their educational expenses upon successful completion of courses. In these situations, the student is responsible for paying the bill in full at the beginning of the term or selecting another payment option. Tuition may not be left unpaid pending reimbursement by a third party. Check with your Human Resources Department to see if you qualify.

If your company requires an official transcript to process the tuition reimbursement, you may request your transcript through your myNEU account.

Tuition Remission/Third-Party Payer
Some companies and organizations will pay students for their educational expenses prior to the students completing a course. Please confirm with your Human Resources Department to see if you qualify and to see what specific charges are covered, e.g., tuition only or tuition and fees. If you need help, please contact Billing, Payments, and Third-Party Billing at 617.373.2270; studentaccounts@neu.edu.

Discrepancies in Your Bill
Discrepancies in your bill should be addressed in writing to the Student Accounts Office. Include your name, NU ID, permanent home billing address, Husky email address, dollar amount in question, date of invoice, and any other relevant information. Address all correspondences to Northeastern University Office of Student Accounts, 354 Richards Hall, 360 Huntington Avenue, Boston, MA 02115, or email studentaccounts@neu.edu from your Husky email address. Responses will be sent to the student’s Husky email address.

If there is a billing problem, please pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds.

Course Registration
http://cps.neu.edu/class-registration/registration-instructions.php
- Newly Accepted and Returning Students add or drop courses through their myNEU account any time during the registration period.
- Certificate- and degree-seeking students whose studies have been interrupted for one year or more need to first apply for re-entry through the Office of Academic and Student Support Services. Students may register for courses while completing the re-entry process.
- Students interested in taking undergraduate level courses for Personal Professional Enrichment (PPE) may register using the Express Registration and Re-entry Form.
  - A student taking undergraduate courses while on PPE status may elect to apply to an undergraduate certificate or degree program by completing the online application process.
Up to eight qualifying credits earned while on PPE status may be applied to the intended undergraduate certificate program and up to 16 credits may be applied to the intended undergraduate degree program.

- Students interested in taking graduate (Master’s) level courses for Personal Professional Enrichment (PPE) need to complete an online application as a PPE student. Once approved, students will be able to register through their myNEU account.
  - A student taking graduate courses while on PPE status may elect to apply to a graduate certificate or degree program by completing the online application process.
  - Up to two qualifying courses (or 8 credits) completed while on PPE status may be applied to the intended program of study. To be eligible, the minimum earned grade for the course(s) must be B.

- Fast-Track Program Students do not need to register for courses themselves. The Fast-Track programs register all students enrolled in their programs each term. Contact the program directly with questions.

- Global Partnership Program Students should consult with their program to determine if they need to register on their own or if the program will register them.

All students need to be mindful of the College’s course add/drop policies and deadlines to register as early as possible with the intent to secure a spot in the preferred course and to avoid being charged in full for withdrawing after the deadline.

**Auditing a Course**

Students are permitted to audit courses, but they must complete the usual registration process and pay regular tuition fees. There is no reduction in fees for auditing.

An auditor may participate in class discussions, complete papers and projects, and take tests and examinations for informal evaluation. Regardless of the amount or quality of work completed, however, no academic credit will be granted at any time for audited courses. In addition, audited courses may not be used in the determination of enrollment status for financial aid purposes.

The student’s decision to audit a course must be communicated in writing to the Office of the University Registrar before the fourth class meeting for 12-week courses. For four-, six-, and eight-week courses, requests must be received by the second class meeting. No exception to this procedure may be approved without the authorization of the academic standing committee of the College.

If approved, the student should inform the instructor of her/his status as auditor of the course.

**Course Selection and Planning**

Students should refer to the College of Professional Studies website for program curriculum information. Students are encouraged to access their degree audits through their myNEU account to review their academic progress, to plan for future enrollment, and to consult with their Student Success Specialist about their academic planning.
Course Prerequisites
Course prerequisites are courses that are required to have been completed prior to enrolling in another course.

Before registering for a course through their myNEU account, students should read the course description to determine whether they have completed the course prerequisites. Students need to fulfill course prerequisites in order to ensure academic success.

Course prerequisites may be met by taking the prerequisite course(s) for both graduate and undergraduate courses, by taking college-level or proficiency examinations for undergraduate courses, or by obtaining credit in specific academic disciplines for knowledge gained through prior learning experiences for undergraduate courses. Some courses have two parts; it generally is not possible to take part two before successfully completing part one.

Repeating a Course
If a student fails a course, she/he may repeat the course to try to earn a passing grade. A student may take the same course up to three times to earn a passing grade. Only the grade earned in the last attempt is used to calculate GPA.

Financial aid recipients must be mindful that repeating courses could impact their aid eligibility. Students with questions about this possible impact should contact their Financial Aid Counselor.

Course Load
Students who are currently not studying in F-1 or J-1 status and who are eligible to study in the U.S. may be enrolled part-time or full-time. Applicants in B-1/B-2 or F-2 status cannot enroll part-time or full-time; however, they may choose to apply for a change to a status eligible to study in the U.S. and may enroll only upon approval by USCIS. Full-time course load is 12 credits each quarter at the undergraduate level and 9 credits at the graduate level.

Federal financial aid recipients must be enrolled in and successfully complete a minimum number of credits each quarter to maintain eligibility. For more information, please contact your Financial Aid Counselor.

International Students
In order to maintain lawful student status in the United States, international students must be mindful of the rules and regulations that govern their non-immigrant visa classification. Numerous U.S. federal regulations make it especially important for students in the “F” (student) and “J” (exchange visitor) categories to consult regularly with an international student advisor at the International Student and Scholar Institute (ISSI) before taking any action that might impact their immigration status and educational endeavors in the United States.
All international students in F or J status must register before each quarter starts. It is strongly recommended that international students be registered at least two weeks before the quarter starts. They also must be enrolled full-time each quarter. Any exceptions from full-time registration requirements must be preapproved by the ISSI in accordance with specified regulations.

In the College of Professional Studies (CPS), each 12-week quarter (term) is made up of Parts of Term (courses that run less than 12 weeks). Some courses last the entire 12 weeks of a quarter, while others run for either the first six weeks or the last six weeks. Students in F-1 and J-1 status must remain registered at all times during a quarter to remain in compliance. Students are not allowed to take courses during only one half of an academic quarter.

### International student enrollment requirements

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<td>Full-time status</td>
<td>12 credits each quarter</td>
<td>9 credits each quarter*</td>
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<td>Course format</td>
<td>For a 12-credit course load, international students must take at least 9 credits of courses that are held on-campus or in the blended format. Students may not take classes on-campus for just the first or second six weeks of a 12-week quarter and then take only online courses during the other six weeks. In the final academic term of a student’s program of study, enrollment may be for less than 12 credits, but it must either be on-campus or a combination of on-campus and online throughout the entire term.</td>
<td>For a 9-credit course load, international students must take at least 6 credits of courses that are held on-campus or in the blended format. Students may not take classes on-campus for just the first or second six weeks of a 12-week quarter and then take only online courses during the other six weeks. In the final academic term of a student’s program of study, enrollment may be for less than 9 credits, but it must either be on-campus or a combination of on-campus and online throughout the entire term.</td>
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*For graduate degree programs which require only 4-credit courses in the curriculum, like the Master of Science in Regulatory Affairs for Drugs, Biologics, and Medical Devices, international students should consult with their designated Student Success Specialist to develop a course plan to maintain their international student status.

Some degree programs have concentrations that are offered only online. It is imperative that students plan their course schedules accordingly to remain in compliance. Contact your designated [Student Success Specialist](#) for assistance or consultation.
In addition, international students must not begin or resume any type of employment without first obtaining proper employment authorization from the ISSI.

Contact the ISSI at issi@neu.edu with questions regarding international student status or immigration policies.

**Course Formats**
http://cps.neu.edu/class-registration/course-formats.php
CPS is in a quarter system and offers courses in a variety of formats to accommodate students’ schedules and learning style preferences.

**Duration of Courses**
- During the fall, winter, and spring terms, courses are offered in six-week sessions or the full 12-week term.
- In addition, undergraduate science courses are offered in four-week sessions during the spring term.
- During the summer term, courses are offered in two four-week sessions, one six-week session, or the full eight-week summer term.

**Course Delivery**
- **On-Campus (On-Ground):** Classes meet every week at our main Boston or Financial District campus location for face-to-face contact with students and instructors. *Please note: Many of our on-campus courses also include an online learning component as the instructor finds it pedagogically appropriate.*
- **Blended:** Classes meet on campus approximately 2 hours and 10 minutes per week (or 3 hours and 10 minutes for summer classes); online course content and discussions equivalent to the remainder of the course contact time augment the in-class instruction.
- **Online:** Lectures, lessons, and exercises are completed online over the course of the term. Most instruction is provided asynchronously. [View Demo of an Online Course](#).
- **Hybrid:** Classes combine on-campus and online instruction. Classes do not meet on campus every week; instead, they meet on campus during selected weeks of the term as determined by the instructor. The majority of course instruction is held on campus; the rest is delivered online.

**Course Add/Drop Policy**
Please refer to the Academic Calendar for specific dates.

Effective as of the fall 2012 term, the last day to add a six-week course is the end of the first week of classes. For four-week courses, students may add a course within the first week of the course. For eight- and 12-week courses, students may add a course within the first two weeks of the course.
Students who drop a course before the deadline will not be charged for the course and will not have a W (withdrawal) on their transcript. Thereafter, students are responsible for 100 percent of the tuition charges and applicable fees. All such dates are specified in the Academic Calendar.

Students are expected to add/drop courses using their myNEU account.

Students who are financial aid recipients are advised to consult with their Financial Aid Counselor to determine if a change in their course enrollment might affect their aid award.

Students who experience difficulty adding or dropping from a course should email the Office of the University Registrar at registrar@neu.edu promptly. If it is determined that there is an issue with the student’s myNEU account or access, she/he need to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu.

**Course Withdrawal Policy**

Students may withdraw from a course up until the Saturday before the session/term ends. A W will be noted on the student’s transcript and the student is responsible for 100 percent of the tuition charges and applicable fees. Please reference the Academic Calendar for specific dates.

Students are expected to withdraw from courses using their myNEU account.

Students who are financial aid recipients are advised to consult with their Financial Aid Counselor to determine if a change in their course enrollment might affect their aid award.

Students who experience difficulty withdrawing from a course should email the Office of the University Registrar at registrar@neu.edu promptly. If it is determined that there is an issue with the student’s myNEU account or access, she/he need to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu.

**Students in Fast-Track Programs** who wish to drop or withdraw from a course must contact their programs directly.

**Online I Am Here (IAH) Process**

Students are required to verify their intent to enroll in CPS class(es) through their myNEU account during the first two weeks of each class start. This verification process is called “I Am Here.” Students who fail to complete this process on-time will be dropped from the class(es).

Students are responsible for ensuring completion of the “I Am Here” process which requires that they do not log out of the system early. Students who do not receive a “Successful Completion” message
have not reached the end of the procedure and must start again. Sometimes it may take 24 hours before students can restart the procedure.

Students who experience difficulty with the process or have questions should contact iamhere@neu.edu.

**Non-Attendance**

Non-attendance does not constitute an official withdrawal. A student who registers for a course, completes the I Am Here process, or begins attendance and does not officially withdraw from the course is responsible for paying 100 percent of the tuition charges and applicable fees.

If a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one course over an entire term, the University must assume that the student has unofficially withdrawn. For this purpose, non-passing grades are defined as W, NE, *, L, or I. Unofficial withdrawals will be determined within 90 days of the end of the term. Students are responsible for paying 100 percent of tuition charges and applicable fees.

Federal financial aid recipients will have their awards reviewed and recalculated, causing a reduction in aid awarded.

**Academic Policies and Procedures**

**Academic and Research Integrity**

Violations of the Academic Integrity Policy will result in disciplinary action, which may include a failing grade in the course, academic probation, suspension, or immediate dismissal from the program. No student may withdraw from a course in which she or he is found responsible for violating the academic integrity policy.

**Academic Integrity Policy**

(Source: *Office of Student Conduct and Conflict Resolution*)

A commitment to the principles of academic integrity is essential to the mission of Northeastern University. The promotion of independent and original scholarship ensures that 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.

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 intentionally 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 her/his own mastery of the subject.

Examples:
- Unauthorized use of notes, text, the Internet, or other aids during an examination.
- Copying from another student’s academic work.
- Unauthorized communication during an examination.
- Handing in the same paper for more than one course without explicit permission from the instructor(s).
- Intentionally viewing a test before it is administered.
- Storing notes in a portable electronic device for use during an examination.

Fabrication - The University defines fabrication as intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples:
- Inventing data or facts 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 intentionally representing the words, ideas, or data of another as one’s own in any academic exercise without providing proper citation.

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, dialogues, or information.

Students unclear as to whether or not a source requires citation should speak with their instructor.

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, the analysis, interpretation, and reporting of the data must be each individual’s independent work.

Examples:
- Sharing a take-home examination, case write-up, lab report, or any other assignment with a peer without express permission from the instructor.
- Completing an academic exercise with the aid of a peer, but unfairly crediting all work to oneself.
Participation in academically dishonest activities - The University defines participation in academically dishonest activities as any action taken by a student with the intent of gaining an unfair advantage. Examples:

- Misrepresenting oneself or one’s circumstances to an instructor.
- Stealing an examination.
- Purchasing a pre-written paper.
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts.
- Destroying, altering, stealing, or forging another student’s work, library materials, laboratory materials, academic records, course syllabi, or examination/course grades.
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.
- Forging information or signatures on official University documents.

Facilitating academic dishonesty - The University defines facilitating academic dishonesty as intentionally or knowingly helping or attempting to violate any provision of this policy. Examples:

- Doing academic work for another student.
- Making available previously used academic work for another individual with the intention of resubmitting the work for credit.

Guidelines - All members of the Northeastern University community share 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/instructor or the Office of Student Conduct and Conflict Resolution.

Cases referred to the Office of Student Conduct and Conflict Resolution will be investigated and, if sufficient evidence is presented, the case will be referred to the University’s Student Judicial Hearing Board. If a student is found responsible for violating any of the preceding items, a minimum sanction of deferred suspension will follow. A second violation will meet with expulsion from the University.

Students who violate Northeastern University’s Academic Integrity Policy also may be subject to individual course penalties. This can result in, but is not restricted to, failing the course, in addition to any University penalty. All instructors must reference academic integrity in their syllabi.

If a student feels that she/he has been wrongly accused of violating the Academic Integrity Policy, the student has the right to appeal the charge to the body that first issued the sanction.

Completing Degree Requirements

Undergraduate Degree Programs
To earn an undergraduate degree—an Associate or Bachelor degree—at the College of Professional Studies, students must complete all courses as prescribed in the curriculum and the required
number of credits as per the curriculum, and must maintain a minimum cumulative Grade Point Average (GPA) of 2.000 or as outlined by the specific program.

Undergraduate Certificate Programs
To earn an undergraduate certificate at the College of Professional Studies, students must complete all courses as prescribed in the curriculum and the required number of credits as per the curriculum, and must maintain a minimum cumulative Grade Point Average of 2.000 or as outlined by the specific program.

Graduate and Doctoral Degree Programs
To earn a graduate or doctoral degree at the College of Professional Studies, students must complete all courses as prescribed in the curriculum; the required number of credits as per the curriculum and applicable thesis or dissertation; and must maintain a minimum cumulative Grade Point Average of 3.000 or as outlined by the specific program.

Graduate Certificate Programs
To earn a graduate certificate at the College of Professional Studies, students must complete all courses as prescribed in the curriculum and the required number of credits as per the curriculum, and must maintain a minimum cumulative Grade Point Average of 3.000 or as outlined by the specific program.

Please Note: The College of Professional Studies makes adjustments to its academic program offerings and curricula to stay current and to be able to offer students the most relevant courses and knowledge in the field. Examples of such changes include adding new programs; adding/adjusting course requirements; adding/adjusting courses; and adding/adjusting curriculum requirements.

When there is a change to a curriculum or program requirement, students already matriculated and actively enrolled in the program may continue to follow the program requirements at the time of matriculation or to follow the new curriculum/program requirements, unless it is otherwise specified by the academic program at the time of the announcement of said changes.

Time Limits on Program Completion
Undergraduate
Although there is no set limit for an undergraduate student to complete her/his certificate or degree, students need to know that science and technology courses do expire after seven years.

At the time of re-entry for an undergraduate student whose studies were interrupted for one year or more, the science or technology courses that were completed seven years or more ago cannot be used to satisfy the science or technology requirement for the degree. The student has to re-take the course or take another course in the subject area to satisfy degree requirement. Credits earned for the expired science or technology course may be applied to the “Open Electives” requirement in the degree, if applicable.
Graduate certificate students have up to three full years from the time of the first term of enrollment to complete the program.

Master degree students have up to seven full years from the time of the first term of enrollment to complete the program.

Doctoral degree students have up to seven full years from the time of the first term of enrollment to complete the program.

Exceptions are made for students who are approved for a medical leave of absence and students who are deployed for military service. Active military service members enrolled in a graduate certificate or Master degree program must contact their designated Student Success Specialist to apply for a leave of absence. Those in doctoral degree programs must contact their programs directly.

Declaring an Undergraduate Minor

Bachelor degree students may add up to two minors to their programs of study.

An undergraduate minor requires a minimum of 18 but no more than 22 credit hours of undergraduate-level coursework, as specified by the individual minor program. The student may choose from among 11 undergraduate minor programs. The completed undergraduate minor appears on the student’s official record.

- The student may declare her/his intent to pursue a minor at the time of application for admission or after acceptance as an enrolled student, up until the beginning of her/his last term of enrollment. It is strongly encouraged that a student who wishes to pursue an undergraduate minor begin planning early and consult with her/his designated Student Success Specialist.
- The program of study for her/his major and minor cannot be the same where the requirements for the minor are a subset of requirements in the major, e.g., a Bachelor of Science student with a Biology major cannot enroll in the Biology minor; a Bachelor of Science student with a Management major cannot enroll in the Business minor.
- The student must fulfill all requirements for the minor and degree concurrently and may not extend her/his program of study to complete a minor.
- Courses used to fulfill requirements for the minor also may be used to complete undergraduate degree requirements.
- The student must adhere to the curriculum of the undergraduate minor(s) for which she/he has been approved. If the student wishes to request a course substitution to fulfill requirements of an undergraduate minor, she/he must seek prior approval through her/his designated Student Success Specialist. If the student does not complete the courses as prescribed in the curriculum and did not seek prior approval for an exception, such actions could lead to the minor not appearing on the student’s official record.
- The student may use up to 9 quarter hours (QH) of transfer credits to be applied toward an undergraduate minor.
- The student in the Bachelor of Science in Liberal Studies program may choose to complete courses specified for a minor as part of her/his specialization.
- The student in undergraduate Fast-Track programs is eligible to apply for undergraduate minors. The Fast-Track student must fulfill all requirements of the degree and minor(s) concurrently, which could result in the student completing more than the minimum credits required for the degree alone, e.g., a Fast-Track Bachelor of Science student, who entered the Fast-Track program with 80 transfer credits and with a major in Leadership and minor in International Affairs will need to earn 80 credits to fulfill degree (major) requirements plus 18 credits to fulfill minor requirements. Courses in the undergraduate minors are offered outside of the Fast-Track programs and do not adhere to the rules and procedures that are part of the Fast-Track programs.

**Academic Internships and Cooperative Education**

An academic internship or cooperative education placement is an opportunity for students to engage in a short-term workplace experience that is relevant to their academic course of study. The College of Professional Studies’ [Cooperative Education Department](#) makes every effort to work with students to identify experiential learning opportunities of three to six months to facilitate career exploration and transition. This program is an optional component of most degree programs. Students must qualify to participate. Please review the [website](#) for guidelines, academic requirements, and opportunities.

**Graduate Students Seeking More Than One Graduate Certificate and/or Degree**

A graduate student can be enrolled in one graduate program at a time. Graduate students seeking more than one certificate or degree after having completed a program should note that graduate credits earned toward:

1. A degree may not be used to satisfy the requirements of another program.
2. A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a graduate degree, if the contents are determined to be applicable per the program director and if the credits were earned within seven years of pursuit of the degree.
   - A student matriculated in a degree program who completed courses that are part of a certificate may not declare a separate credential for the certificate.
3. A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a second certificate with a cap of 4 QH, if the contents are determined to be applicable per the program director and if the credits were earned within seven years of pursuit of the degree.
   - If the same course is required in both certificate programs and the student has exceeded the maximum number of credits that can be applied in the second certificate program, she/he will request a course waiver instead of repeating the course.
Undergraduate Students Seeking More Than One Undergraduate Certificate and/or Degree

An undergraduate student can be enrolled in one undergraduate program at a time. Undergraduate students seeking more than one certificate or degree after having completed a program should note that undergraduate credits earned toward:

1. A certificate earned at the College of Professional Studies may be used to satisfy the requirements of an Associate or Bachelor degree, if the contents are determined to be applicable per the program director.
2. A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a second certificate with a cap of 9 QH, if the contents are determined to be applicable per the program director.
3. An Associate degree earned at the College of Professional Studies may be used to satisfy the requirements of a Bachelor degree, if the contents are determined to be applicable per the program director.
4. An Associate degree earned at the College of Professional Studies may be used to satisfy the requirements of a second Associate degree with a cap of 50 percent of the requirements for the second degree, if the contents are determined to be applicable per the program director.
5. A Bachelor degree earned at the College of Professional Studies may be used to satisfy the requirements of a second Bachelor degree with a cap of 50 percent of the requirements for the second degree, if the contents are determined to be applicable per the program director.

Admissions Acceptance Deferral

A student who is not able to start her/his studies the academic term for which she/he gained acceptance must contact the Office of Admissions to request a deferral of admission. A student may request a deferral for up to one year, unless otherwise noted for specific programs. Please check with the Office of Admissions for more information. If a student does not get approved for an acceptance deferral and does not begin her/his studies within two academic terms of acceptance into a program, she/he forfeits that acceptance and must re-apply to the program for a future term.

It is important for the student to inform the Office of Admissions about deferral requests as this may impact the student’s time limit on program completion and financial aid.

Re-Entry to Program

Application for re-entry into any academic program is required of students whose studies are disrupted for a period of one year or more. Students are expected to meet the requirements of the program curriculum current at the time of re-entry. If the program into which the student is seeking re-entry is no longer offered, the student may choose to enroll in another program if she/he meets the admissions requirements for that program. Please contact the Office of Academic and Student Support Services for assistance and to complete the appropriate form.
**Academic Progress/Standing**

The minimum cumulative Grade Point Average (GPA) that an undergraduate student must maintain to be in good academic standing is 2.000. For a graduate or doctoral student, the minimum is 3.000. These standards and the following sections on Academic Warning, Probation, and Dismissal apply to all matriculated students regardless of when they began their studies at the College of Professional Studies.

Students should review their grades and academic standing at the end of each term through their myNEU account. If there are any discrepancies, students should immediately contact the instructor(s) directly.

**Academic Warning, Probation, and Dismissal**

**Undergraduate**

*Notation of Academic Warning and Probation appear on the internal record, but not on the permanent transcript.*

A matriculated undergraduate student is on academic warning for low academic performance if her/his cumulative Grade Point Average (GPA) is below 2.000 after she/he has attempted 12 credits at the College of Professional Studies. At this point, the student is strongly encouraged to consult with her/his designated Student Success Specialist to develop an action plan toward improving her/his academic standing.

An undergraduate student is placed on academic probation if her/his cumulative GPA is below 2.000 after she/he has attempted 24 credits at the College of Professional Studies. While on probation, the student is required to consult with her/his designated Student Success Specialist to develop options and provide support and recommendations for services to improve her/his academic standing.

A student whose cumulative GPA remains below 2.000 after attempting 36 credits may be academically dismissed. An undergraduate student who has been academically dismissed from the University is automatically dismissed from her/his major.

A student may appeal this decision to the College’s academic standing committee if she/he can provide documented evidence supporting an appeal. A student who wishes to appeal must provide a written statement to the committee within 20 working days (four calendar weeks) of the day after academic standing information is posted to the student’s record, typically one to two weeks after the term ends. Students should check their academic progress via their myNEU account at the end of each term.

**Graduate/Doctoral**

*Notation of Academic Warning and Probation appear on the internal record, but not on the permanent transcript.*
A matriculated graduate or doctoral student is on academic warning for low academic performance if her/his cumulative Grade Point Average (GPA) is below 3.000 after she/he has attempted 3 credits at the College of Professional Studies. At this point, the student is strongly encouraged to consult with her/his designated Student Success Specialist or academic program designee to develop an action plan toward improving her/his academic standing.

A student is placed on academic probation if her/his cumulative GPA is below 3.000 after she/he has attempted 6 credits at the College of Professional Studies. While on probation, the student is required to consult with her/his designated Student Success Specialist or academic program designee to develop options and provide support and recommendations for services for the student to improve her/his academic standing.

A student whose cumulative GPA remains below 3.000 after attempting 12 credits may be academically dismissed. A student who has been academically dismissed is automatically dismissed from her/his major.

A student may appeal this decision to the College’s academic standing committee if she/he can provide documented evidence supporting an appeal. A student who wishes to appeal must provide a written statement to the committee within 20 working days (four calendar weeks) of the day after academic standing information is posted to the student’s record, typically one to two weeks after the term ends. Students should check their academic progress via their myNEU account at the end of each term.

**Student Financial Services**

**Applying for Aid**
Regardless of your family income, consider applying for financial aid. We take many factors into consideration, including financial need, academic promise, and filing deadlines when determining our awards. It is the intent of the university to meet as much of a student's financial need as available funds will allow. The only way to know if you will be eligible for grants, federal work-study, loans, and scholarships is to apply for aid.

**Federal Aid Eligibility**
Students in the College of Professional Studies must meet the following criteria to be eligible for federal financial aid:

- be citizens or eligible non-citizens of the United States,
- be matriculated in a degree-granting program,
- have received their high school diploma or G.E.D.,
- be registered with Selective Service, if required,
- not be convicted of a drug related crime in the last year,
- not be in default from previous student loans, and
- maintain satisfactory academic progress.
• be enrolled in at least 6 quarter hours per term for federal loans

**Satisfactory Academic Progress (SAP)**
Satisfactory Academic Policy (SAP) is the measure of progress toward the completion of a course of study according to the standards of Northeastern University and required Federal regulations. The standards of Satisfactory Academic Progress apply to all financial assistance programs including Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Assistance Opportunity Grant (FSEOG), Federal Direct Loans (Stafford and PLUS), Federal Academic Competitiveness Grant (FACG), Federal NSMART Grant, as well as assistance from the state and the institution. SAP standards apply to all students: full-time, part-time, degree and certificate candidates.

**Important SAP Considerations for Undergraduate Students**

The following are considered when evaluating an undergraduate student’s satisfactory academic progress:

• Withdrawals, incompletes, not enrolled and failures (W, I, NE, *, F) are considered attempted but not earned hours.

• Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.

• Repeated courses are included in the calculation of both attempted and earned hours. A student is allowed to repeat a course only twice.

• Transfer credits accepted by Northeastern are included in the credit completion rate and maximum time frame calculations, but not the GPA.

**Important SAP Considerations for Graduate Students**

The following are considered when evaluating a graduate student's satisfactory academic progress:

• Withdrawals, incompletes, not enrolled and failures (W, I, NE, *, F) are considered attempted but not earned hours.

• Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.

• A grade of "IP" (In Progress) is considered to be a successful grade for students enrolled in dissertation continuation courses.

• Repeated courses are included in the calculation of both attempted and earned hours. A student is allowed to repeat a course only twice.

• Transfer credits accepted by Northeastern are included in the credit completion rate and maximum time frame calculations, but not the GPA.

For more information, please refer to the [Student Financial Services Policies and Procedures](#).
Academic Requests

Course Overloads

Undergraduate
A full course load for an undergraduate student is 18 credits taken across a 12-week quarter, with no more than 9 credits per six-week session.

To be eligible for a course overload (>18 credits per 12-week quarter or >9 credits per six-week session), an undergraduate student must:

1. Have a record of successful study at Northeastern University – transfer students must wait at least one term to request an overload.
2. Have a minimum cumulative Grade Point Average of 3.000.
3. Request the overload by completing the appropriate form and returning it to her/his designated Student Success Specialist, assuming the above two criteria are met.

Graduate (non-Doctoral)
A full course load for a graduate (non-doctoral) student is 16 credits taken across a 12-week quarter, with no more than 8 credits per six-week session.

To be eligible for a course overload (>16 credits per 12-week quarter or >8 credits per six-week session), a graduate (non-doctoral) student must:

- Have a record of successful study at Northeastern University – transfer students must wait at least one term to request an overload.
- Have a minimum cumulative Grade Point Average of 3.500.
- Request the overload by completing the appropriate form and returning it to her/his designated Student Success Specialist, assuming the above two criteria are met.

Doctoral
Doctoral students who wish to seek a course overload must consult with the program director.

Change of Major/Program of Study

Undergraduate
An undergraduate student matriculated in a certificate/degree program may choose to enroll in another undergraduate major/program, after consulting with her/his designated Student Success Specialist and completing the appropriate change of program form. She/He is responsible for meeting all admission requirements for the intended program.

Please note: Previously awarded transfer credit awards are subject to change.
An Undergraduate Fast-Track student who would like to switch to a non-Fast-Track program must consult with the Fast-Track program director and be advised that the transfer credit award the student received will change.

Graduate (non-Doctoral)

A graduate (non-doctoral) student matriculated in a certificate/degree program who would like to enroll in another graduate program, after consulting with her/his designated Student Success Specialist, must apply to the intended program by submitting the following:

1. New personal statement
2. Updated résumé, if applicable
3. At least one letter of reference for degree applicants only.

Please note: Previously awarded transfer credit awards are subject to change.

A Graduate Fast-Track student who would like to switch to a non-Fast-Track program must consult with the Fast-Track program director.

Doctoral

Doctoral students should consult with their program director.

Declare/Change a Graduate Concentration

Effective as of the winter 2012 term, graduate and doctoral students matriculated in a degree program that offers concentrations of studies must declare one concentration. This can be done at the time of application to the program as part of the admissions process. Students also may complete the appropriate form in consultation with their designated Student Success Specialist or academic program designee. Students who wish to pursue an individualized concentration must seek prior approval from the academic program director.

Please note: Only recognized concentrations are noted on students’ official academic records. If a student pursues an individualized concentration, no concentration will be noted in her/his official academic transcript.

Students must declare a concentration by the beginning of their last term of enrollment for degree completion.

Course Substitution

Students in undergraduate programs may request to replace up to four courses, and students in graduate programs may request to replace up to two courses, in an academic program with comparable courses. No course substitution is permitted for doctoral programs.

Students must complete a Request for Course Substitution and submit it to their designated Student Success Specialist, who will work with the academic program for its review.
**Independent Study**

Independent Study is an opportunity for degree students to undertake special research, literature review, or experimental study projects in areas related to their program of study. As part of the Request for Independent Study, interested students must submit a study proposal for the program director’s approval. The proposal needs to include a detailed outline of the objectives and plan of study and a supporting statement from the faculty member under whose direction the study is intended to take place.

Students may take up to two Independent Studies.

**Course Waiver**

Course waivers may be awarded to a student who has completed the equivalent course from another accredited institution in the past seven years. The waiver will exempt the student from completing the required course. The student will complete another course, as approved by the program, to satisfy the number of credits required for the program.

Students in undergraduate programs may request to waive up to four courses, and students in graduate (non-doctoral) programs may request to waive up to two courses, by completing the appropriate form.

Doctoral students must consult with academic program to determine if course waivers are permitted in the program.

**Transfer Credit**

The College of Professional Studies awards transfer credits for courses successfully completed at regionally and programmatically accredited institutions. The Council for Higher Education Accreditation provides information about the organizations responsible for these two forms of accreditation. Official transcripts from all institutions should be sent directly to the CPS Office of Admissions at the time of application.

Transfer credits earned at institutions outside of the United States are considered on a case-by-case basis. Students should submit an official English evaluation completed by an approved credential evaluator. Course descriptions and/or syllabi also should be translated into English and submitted to the CPS Office of Admissions.

Once a new student has been accepted into a program, a major has been declared, and all official transcripts and/or exam results have been received, the CPS Office of Admissions conducts an official transfer credit evaluation within the first academic term. Students may be required to provide additional documentation for transfer credit evaluation.

The College of Professional Studies reserves the right to revise transfer credit awards due to course duplication, a student’s change in program of study, or other reasons deemed necessary by the College.
Students who wish to transfer credits earned at the College of Professional Studies to another institution need to consult with that institution to determine eligibility.

**Undergraduate Transfer Credit**

Undergraduate students who wish to make a request for transfer credits must provide official academic transcript for credits earned at another institution and official report of exam results for credits earned through college-level proficiency examinations.

Undergraduate transfer credit awards are granted on a case-by-case basis employing the following guidelines:

- The minimum course grade acceptable for transfer credit is C, or 2.000 on a 4.000 scale.
- Courses completed on a pass/fail scale are not eligible for transfer.
- Labs must be equivalent to at least 1 QH, by CPS standards, to qualify for transfer. Other courses must be equivalent to at least 3 QH, by CPS standards, to qualify for transfer.
- Credits earned in science and technology courses are valid for a period of seven years. Credits in these subject areas that were earned more than seven years ago may be applied to satisfy unallocated elective requirements at the discretion of the program director. Courses successfully completed in other subject areas are not subject to timelines.
- Transfer credits also may be earned through:
  - Assessment of Prior Learning (APL).
  - College-Level Examination Program (CLEP).
  - The Excelsior College Examination Program (formerly Regents College).
  - DANTES Examination Program of the Educational Testing Service.
  - Advanced Placement (AP) Examination Program of the College Entrance Examination Board.
  - Challenge examinations in areas such as medical terminology
  - Modern language proficiency examination: Students may be eligible to receive up to 12 QH of credit in a modern language that is part of their particular curriculum. Examinations are currently offered in American Sign Language, French, and Spanish.

- Students who are transferring credits earned in an undergraduate program at another Northeastern University college must have earned grades of C- or higher, and are required to complete at least 24 credits at the College of Professional Studies for a Bachelor degree and at least 12 credits for an Associate degree, if the coursework and credits are determined to be applicable per the program director.
- With specified exception, students must complete at least 50 percent of the total credits required for an Associate or Bachelor degree at the College of Professional Studies.
- Students transferring into an undergraduate certificate program may transfer up to nine credits, depending on the specific certificate program.
Assessment of Prior Learning (APL)
Undergraduate degree students in good academic standing may earn up to 18 credits of APL credit in specified academic disciplines for knowledge gained through prior learning experiences. Specifically, students may be eligible for APL credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses in the following areas:

- Liberal Arts (ART, CMN, ECN, ENG, HST, JRN, MUS, PHIL, POL, PSY, SOA, SOC, TCC, and THE).
- Health Professions and Sciences (BIO, BTC, CHM, HIA, HMG, and HSC).
- Information Technology (ITC and MIS).
- Business (RET and TRN).

The primary method for documenting prior learning is through the assessment of a student portfolio, although in some instances an examination also will be required. In some cases, entire Professional Development certificates may be transferred in as electives to the College of Professional Studies through the APL process.

To qualify, students must:
- Have been accepted into a degree program
- Actively enrolled
- Be in good academic standing.

Interested students must submit:
1. The appropriate form identifying a CPS course(s) for which they are seeking APL credits
2. Portfolio for evaluation, if applicable
3. A bank check or money order in the amount of $100 payable to Northeastern University. This one-time evaluation fee is non-refundable.

Graduate Transfer Credit
Graduate courses will not be evaluated for transfer credit if they were earned to fulfill an academic requirement for a graduate degree program. All graduate transfer credit awards are made on a case-by-case basis at the discretion of the graduate program director. With specified exception, a maximum of eight QH or two courses is allowed as graduate transfer credits toward a graduate degree; a maximum of four QH or one course is allowed toward a graduate certificate.

APL credits are not awarded at the graduate level.

Transfer credit is not awarded in the Doctorate in Law and Policy or the Doctor in Education program. Students may consult with their academic program to see if petitions to be awarded course waivers are permitted.

Active-Duty Military Personnel
As a member of the Service Member Opportunity Colleges, the College of Professional Studies’ academic residency requirement is different for active-duty service members.
• Active-duty service members are required to complete 25 percent of the undergraduate certificate/degree program in CPS.
• Active-duty service members are required to complete 30 percent of the graduate certificate/degree program in CPS.

Attendance and Participation
Class participation is essential to success no matter the course format or its delivery.

Attendance requirements vary. It is the student’s responsibility to ascertain what each instructor requires. If a student will be absent, it is her/his responsibility to inform the instructor and to abide by the terms about attendance as explained in the course syllabus. Unexplained absence from classes or failure to meet an assignment deadline may seriously affect the student’s academic progress and may result in a final grade of F.

Absence Because of Illness
A student who is absent from school for an extended period of time must inform the College by letter, message, or telephone.

Medical Leave of Absence
The University offers this option for a student who develops a major medical condition (physical and/or psychiatric) that precludes class attendance, completion of requirements, and/or co-op/internship involvement.

Students must contact University Health and Counseling Services (UHCS) for review of their medical condition by the Medical Leave Team (MLT) to determine if their condition meets the criteria for a Medical Leave of Absence (MLOA). A Medical Withdrawal is for the student who plans permanent departure from the University due to a major medical condition. The procedure for withdrawal is the same as for the MLOA.

Re-Entry from MLOA
The student or her/his family must contact UHCS to initiate the re-entry process.

Non-Medical Leave of Absence
Students seeking a leave of absence for any reason, other than medical, must consult with their designated Student Success Specialist or academic program designee.

Absence Because of Religious Beliefs
The University maintains the following guidelines regarding student absences because of religious beliefs. “Any student who is unable, because of her/his religious beliefs, to attend classes or to participate in any examination, study, or work requirement shall be provided with an opportunity to make up such examination, study, or work requirement that she/he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not
create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of availing herself/himself of the provisions of this section.” (Massachusetts General Laws, Chapter 151C, Section 2B, 1985)

**Absence Because of Jury Duty**

Students who miss class(es) or cannot meet assignment deadlines or exams because of this obligation must notify their instructors in writing, explaining which class(es), assignment(s), or exam(s) will be missed on which days. The instructors will work with students to make up missed assignments or exams. Upon completion of their jury duty, students must bring a copy of the documentation of their service to the appropriate instructors. Students involved in a co-op or internship are expected to inform their supervisors if called to jury duty.

**University Withdrawal**

Students seeking to withdraw from the University for any reason, other than medical, should contact their designated Student Success Specialist or academic program designee.

Students may be withdrawn from the University for financial, disciplinary, academic, or health reasons. In a case that involves health reasons, a committee will review the recommendations of the director of Health Services to determine whether the student should withdraw. The student has an opportunity to present her/his case to the committee. Withdrawals are made only when it is determined that the student is a danger to herself/himself or to other members of the University community, or when the student has demonstrated behavior detrimental to the educational mission of the University.

**Medical Withdrawal**

Permanent departure from the University due to the diagnosis of a major medical illness or injury, or psychiatric illness, necessitates a petition for medical withdrawal. The procedure is the same as that for the Medical Leave of Absence.

**Grading**

**Grading System**

Grades are officially recorded by letters with a corresponding point value on a 4.000 scale and are evaluated as follows:

**Grade Numerical Equivalent Status**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
</tbody>
</table>
C- = 1.667
*D+ = 1.333
*D = 1.000
*D- = .667
F = .000 Failure; does not satisfy degree/program requirements
**I = Incomplete in a letter-graded course
*S = Satisfactory achievement in a course defined as a C- or above
*U = Unsatisfactory achievement in a course; does not count toward degree requirements
**X = Incomplete in a satisfactory/unsatisfactory course
L = Officially enrolled as auditor of course
W = Withdraw; student formally withdrew from course, through her/his myNEU account, before the Registrar’s published deadline; administrative grade; assigned only by the Registrar
NE = Not enrolled. Did not attend after the date of record, the start of the second full week
**IP = Course in progress; intended for a course such as Senior Thesis or a project that extends over several terms. An IP may be replaced by a regular grade with a standard change of grade card. The time restrictions on the I grade do not apply to the IP grade. While unchanged, it is not included in computing the GPA. If never changed, the course does not count toward graduation requirements.

*These grades are not available to students in graduate or doctoral programs.

** An I, IP, or X grade shows that the student has not completed the course requirements, and typically is given at the discretion of the instructor. The Incomplete or I grade may be given only when the student was approved to make up a single key requirement of a course, such as a paper or major report.

The University has a one-year-limit policy to make up an Incomplete grade. It is at the discretion of the instructor to require that the completed work be submitted in a time period shorter than one year. The terms of completion and work submission must be included in the Incomplete-Grade Contract, which needs to be signed by the student and instructor before seeking the approval of the academic dean’s office.

**Calculating Your Grade Point Average**

To calculate your Grade Point Average:

1. Convert the letter grades to grade points. Letter grades have the following values:
   
   A = 4.000  
   A- = 3.667  
   B+ = 3.333  
   B = 3.000  
   B- = 2.667  
   C+ = 2.333  
   C = 2.000  
   C- = 1.667  
   D+ = 1.333
D = 1.000  
D- = 0.667  
F = 0  

*Please note: I, IP, L, NE, W, S, U, and X grades are not included in the determination of GPA.*

2. Multiply the value of the letter grades by the number of hours taken in each course. For example, if a student earns a C in a four credit-hour course, the grade points would be 8.000 (2 grade points times 4 credit hours taken equals 8.000 grade points).

3. Add all the quality points.

4. Add all the hours attempted (except classes with I, W, S, and U).

5. Divide total grade points by total hours attempted. The quotient, truncated to three decimal places, is the GPA.

**S/U [Pass/Fail] Grades**

Any undergraduate student in good academic standing may register for Satisfactory/Unsatisfactory (commonly known as Pass/Fail) courses.

- Undergraduate degree students may register for one open elective course per quarter on a Satisfactory/Unsatisfactory (S/U) basis, but may not take more than a total of five S/U courses at the College of Professional Studies.
- To be eligible for S/U status, the student must be in good academic standing and also must meet all prerequisites for the course.
- To be graded on an S/U basis, the student must file an *S/U petition* prior to the fourth class meeting for 12-week courses.
  - For four-, six-, and eight-week courses, petitions must be received by the second class meeting.
- The grades recorded on the basis of the S/U system will not figure in the computation of the GPA.
- Grade equivalents in an S/U system are:
  - S = C- or better
  - U = less than a C-
- An “incomplete” in a course taken on an S/U basis is designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.

**Dean’s List**

A Dean’s list for the undergraduate programs is compiled at the end of each fall, winter, and spring term.

Effective as of the fall 2010 term, the Dean’s list contains the names of students in undergraduate degree programs who have earned a term GPA of 3.500 or higher, with no I grade(s) and no grade(s)
below C-. A student who is on any form of probation, who is enrolled in a course on an S/U basis (except when there is no alternative or when required by the student’s program of study), or who is not carrying at least a half-time load is not eligible. A half-time load is considered to be 6 QH per 12-week term.

Dean’s list recognition is noted on the student’s official academic record.

Appeals Policies and Procedures

Student Academic Appeals Procedures
It is the policy of the University that all students shall be treated fairly in evaluations made of their academic performance, standing, and progress. The University presumes that academic judgments by its faculty are fair, consistent, and objective. Students must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon teaching prerogatives. Nonetheless, the University believes it is essential to provide an appeals mechanism to students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic determination.

In most cases, students should first discuss their concerns with the faculty member/instructor who taught the course to see if it is possible to reach agreement on the issue(s). If the student is not satisfied with the outcome of this discussion, or if the student is not comfortable discussing the issue(s) with the instructor, the student should contact the program director to attempt a program-level resolution to the appeal. If these attempts to informally resolve the issue fail, the student can enter the following formal procedure at the college level.

Please note: Issues of admission, readmission or dismissal may not be appealed above the level of the college.

Formal Procedure for Appeal
Step 1
A student may appeal an academic determination by submitting a written statement (the “Statement”). If the appeal concerns academic probation, it is submitted to the College’s academic standing committee. If the appeal concerns a grade of course evaluation, it is submitted to the associate dean of the academic program. All appeals of grades should be initiated and resolved before the student graduates. The Statement must specify the details of the action or judgment and the basis for the appeal:

- Nature of request.
- Reasons for appeal.
- Documents to support appeal (include only relevant materials that will contribute to understanding the appeal; include correspondences with instructor if appealing an instructor’s decision).
- Desired outcome.
The Statement must be submitted within 20 working days (four calendar weeks) of the day when the student learns of the academic determination in question. For course grade appeal, the Statement must be submitted within 20 days after grades are posted to the student academic record. Grades are typically available the Tuesday after the term ends and are viewable through the student’s myNEU account.

If a student believes that she/he has been a victim of harassment or of discrimination prohibited by law or by University policy, she/he should consult with the Office of Institutional Diversity and Equity as soon as she/he becomes aware of alleged prohibited harassment or discrimination and is not required to wait until a term grade or determination is received before seeking advice or redress. If the Office of Institutional Diversity and Equity is advised of such alleged prohibited conduct as part of an academic appeal, the appeal shall be pursued and investigated first through the Office of Institutional Diversity and Equity. In such cases, the student should submit the appeal to the appropriate designee described in this step, with a copy also given to the Office of Institutional Diversity and Equity. Following a resolution of the harassment or discrimination issues, any remaining academic issues will be addressed, at the request of the student, according to the academic appeals procedures.

**Step 2**
The associate dean or the designee for the academic standing committee shall respond to the student in writing to acknowledge receipt of the appeal.

If the appeal involves allegations of prohibited harassment or discrimination, the College shall consult with the Office of Institutional Diversity and Equity before making this response and shall, as part of the response, explain the role that the Office of Institutional Diversity and Equity will play in Steps 2 and 3 of this procedure.

**Step 3**
If the appeal cannot be resolved informally within 30 days of the student’s original submission of her/his Statement to the associate dean, or if she/he is not satisfied with the disposition of the matter at Step 2, the student may proceed with the appeal through the College’s academic standing committee.

In appeals involving allegations of prohibited harassment or discrimination, the academic standing committee shall receive a report of the findings of the investigation of the Office of Institutional Diversity and Equity for incorporation into its own report on matters left unresolved by that finding that were referred to it. The academic standing committee shall be without authority to reverse or modify the Office of Institutional Diversity and Equity finding or resolution.

**Step 4**
If the student or the involved faculty member/instructor is not satisfied with the associate dean’s or academic standing committee’s disposition of the matter, or if the appeal has not been resolved within 30 days after originally being submitted to the appropriate designee pursuant to Step 1, she/he may
further pursue the matter by requesting in writing within 14 calendar days that the appeal be heard at the University level.

A student who wishes to pursue this appeal must do so in conformity with the appeals procedures set forth in the current Northeastern University Undergraduate Student Handbook or the current Northeastern University Graduate Student Handbook.

Massachusetts Board of Higher Education
A student has the right to submit a complaint or inquiry to the Massachusetts Board of Higher Education regarding her/his experience at Northeastern University. The Board “receives and refers complaints/inquiries to the specific college for clarification and response. It is the college’s Board of Trustees which has responsibilities for establishing and enforcing policies necessary for the management of the institution under its authority” (http://www.mass.edu/forstudents/complaints/complaintprocess.asp).

A student who resides outside of Massachusetts should contact her/his local/state organization. Please refer to the list of State agencies for information.

Code of Student Conduct
(Sources: Undergraduate Student Handbook; Graduate Student Handbook)

Student Bill of Academic Rights including Notification of Rights under FERPA and Guidelines for the Release and Disclosure of Information from Student Records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to accessing their educational records.

- Undergraduate Student Bill of Academic Rights
- Graduate Student Bill of Academic Rights

Appropriate Use of Computer and Network Resources Policy

Student Legal Rights and Responsibilities, including Grievance Procedure for Disabled Students and for Sexual Harassment

Accommodations for Students with Disabilities: Students who wish to seek more information may contact the Disability Resource Center.

Other Policies and Procedures

Graduation Procedures
The following information is for degree-seeking students only. Certificate students should refer to the “Request to Declare Certificate Completion.”
Only students who complete the graduation application process by specified deadlines will be considered for graduation and included in the graduation ceremony program.

Northeastern University confers degrees three times each academic year: winter, spring, and fall. Degree conferral refers to the official recognition of degree completion by the University. Students whose degrees are conferred in winter or spring are invited to the spring graduation ceremony. Students whose degrees are conferred in the fall are invited to the fall graduation ceremony.

Each fall, the Office of the Registrar sends an email notification to students who may be eligible to graduate that academic year about applying to graduate. Eligibility is based on the number of earned credits at the beginning of the fall term. This email notification informs and instructs students to complete the “Apply to Graduate” process, accessed via their myNEU account. Students are prompted to verify and provide critical information, e.g., spelling of the student’s name on the diploma, intent to participate in the Graduation Ceremony, and mailing address.

To qualify for the winter conferral, students must fulfill all academic requirements by the end of the fall term. For the spring conferral, students must complete requirements by the end of the previous winter term. For the fall conferral, students must complete requirements by the end of the summer term.

The actual dates of degree conferral, qualifying term, and corresponding graduation ceremonies are published on the Steps to Graduation page. Information about the graduation ceremonies are published on the Graduation FAQ page when the information is available. Qualifying doctoral candidates should also view information about the Doctoral Hooding Ceremony.

**Diploma**
- The major will be printed on diplomas for only non-specified degrees (Bachelor of Science, Bachelor of Arts, Master of Science, and Master of Arts).
- Changes made to a student’s name after the diploma has been printed may be subject to a $50 fee and may not be corrected until after graduation.
- Changes made to a student’s degree information and name submitted after the program deadline will not be noted in the graduation program.

**Graduation with Honors**
Graduating with honors is reserved for Bachelor degree candidates who have completed the required credits of work (i.e., residency*) at the College of Professional Studies and who have earned the qualifying cumulative Grade Point Averages:
- Graduation with Honor (cum laude): 3.250 to 3.499
- Graduation with High Honor (magna cum laude): 3.500 to 3.749
- Graduation with Highest Honor (summa cum laude): 3.750 to 4.000
A student graduating with honors receives an honor cord at the graduation ceremony. Honor designation is noted on the students’ official academic record.

*Please note: The requirements to graduate with honors will change starting with degrees that will be conferred in January 2014:*

- Graduation with Honor (cum laude): 3.500 to 3.699
- Graduation with High Honor (magna cum laude): 3.700 to 3.849
- Graduation with Highest Honor (summa cum laude): 3.850 to 4.000

*Residency:* With specified exceptions, e.g., Bachelor degree students who transferred from a qualifying college at Northeastern University, students must complete a minimum of 72 credits at the College of Professional Studies to satisfy the residency requirement to graduate with honors.

**Declaring Certificate Completion**
The College of Professional Studies issues certificates two times each year: winter and summer. Students in their last course of the certificate need to complete the “Request to Declare Certificate Completion” form.

**Global Partnership Program Students**
Students enrolled in a College of Professional Studies’ global partnership or a dual degree program are required to abide by the policies and procedures of both institutions or as specified in their program.

Dual degree candidates must apply to graduate at each institution by following each institution’s policies and procedures.

**Graduate Campus Students**
Students enrolled in a Northeastern University graduate (regional) campus are required to abide by the policies and procedures specific to that campus.

**Accreditation**
Northeastern University is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. For more information about NEASC, please use the following contact information:

209 Burlington Road, Suite 201
Bedford, MA 01730-1433
781.541.5414 tel
781.271.0950 fax
[cihe@neasc.org](mailto:cihe@neasc.org)
Equal Opportunity Policy
Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. Northeastern University does not condone discrimination on the basis of race, color, religion, religious creed, genetics, sex, sexual orientation, age, national origin, ancestry, veteran or disability status; all such forms of discrimination or harassment within the University community are unacceptable and will not be ignored. Nor is it acceptable for any member of the Northeastern community to engage in any form of retaliatory activity against any person who brings a complaint of discrimination or harassment, or who cooperates in a complaint investigation. The University’s nondiscrimination policies and its grievance procedures are available online and in the Office of Institutional Diversity and Equity located in 125 Richards Hall. Inquiries regarding the University’s nondiscrimination policies may be directed to:

Mary Ann Phillips, Compliance Officer
Office of Institutional Diversity and Equity
360 Huntington Avenue, 125 Richards Hall
Boston, MA 02115
Phone: 617.373.2133 Fax: 617.373.4146
TTY: 617.373.5814 E-mail: m.phillips@neu.edu

If you have questions about the application of nondiscrimination policies, please contact one of the following organizations:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place
Boston, MA 02108-1518

Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Resources and Services
College of Professional Studies
Office of Academic and Student Support Services
50 Nightingale Hall
617.373.2400 tel
617.373.5545 fax
cps-adviser@neu.edu
http://www.cps.neu.edu/student-services

College of Professional Studies
Global Student Success
NU Global
10 Belvidere
617.373.2455 tel
Globalss@neu.edu

Academic Assistance and Support Guide
112 Hayden Hall
617.373.2170 tel
617.373.8589 fax
http://www.myneuacademicguide.neu.edu

The Writing Center
405 Lake Hall
617.373.4540 tel
617.373.2509 fax
http://www.northeastern.edu/english/writing-center/

smarthinking
Free online tutoring service
Accessed through student’s Blackboard account

University Libraries
Snell Library
Boston Main Campus
617.373.2350 information
617.373.4976 hours
617.373.3395 TTY
http://www.lib.neu.edu
**Information Services**
**Computer Help Desk**
184 Snell Library, Infocommons
617.373.3183 tel
help@neu.edu
http://www.northeastern.edu/infoservices

**Disability Resource Center**
20 Dodge Hall
617.373.2675 tel
617.373.7800 fax
617.373.2730 TTY
http://www.drc.neu.edu

**Career Services**
101 Stearns Hall
617.373.2430 tel
http://www.northeastern.edu/careerservices

**Office of the University Registrar**
120 Hayden Hall
617.373.2300 tel
617.373.5360 TTY
http://www.neu.edu/registrar
- Husky Card (Student ID)
- Transcript Office: 617.373.2199 tel; 617.373.5351 fax; 617.373.5360 TTY

**Parking**
354 Richards Hall
617.373.7010 tel
parking@neu.edu
http://www.parking.neu.edu

**International Student and Scholar Institute**
405 Ell Hall
617.373.2310 tel
617.373.8788 fax
http://www.northeastern.edu/issi
Northeastern University Bookstore
Curry Student Center
4 Ell Hall
617.373.2286 tel
http://www.northeastern.bkstore.com

Campus Recreation
http://www.campusrec.neu.edu/
- Marino Center
- Cabot Center
- Badger & Rosen Center
- Matthews Arena
- Parsons Field
- NU Open Skate
- Pool

John A. and Marcia E. Curry Student Center
434 Curry Student Center
617.373.2663 tel
http://www.northeastern.edu/curry/

Center for Spirituality, Dialogue and Service
203 Ell Hall
617.373.2728 tel
http://www.northeastern.edu/spirituallife

Cultural Centers
- Asian American Center
  109 Hemenway Street
  617.373.8852 tel
  asianam@neu.edu
  http://www.northeastern.edu/aac/

- Centro Cultural de Estudiantes Latinos (Latino/a Student Cultural Center)
  104 Forsyth Street
  617.373.5845 tel
  617.373.7888 fax
  http://www.northeastern.edu/latino/
• **The John D. O'Bryant African-American Institute**
  40 Leon Street, West Village F
  617.373.3143 tel
  617.373.4915 fax
  http://www.northeastern.edu/aai

**Arts on Campus**

**Center for the Arts**
617.373.2249 tel
http://www.centerforthearts.neu.edu

**Art Gallery**

**Gallery 360**
Curry Student Center
http://www.northeastern.edu/northeasterncreates/gallery360/index.html

**The Center of Community Service**
304 Columbus Place
617.373.5809 tel
617.373.5608 fax
http://www.northeastern.edu/communityservice

**Public Safety Division**
100 Columbus Place
Non-emergency: 617.373.2121 tel
Emergency: 617.373-3333 tel
Snow Emergencies: 617.373.2000 tel

Northeastern University has arranged to notify students, faculty, and staff when it becomes necessary to cancel classes due to extremely inclement weather through the following media outlets: WBZ (1030 AM), WRKO (680 AM), WBZ-TV4, WCVB-TV5, and WHDH-TV7. If a storm occurs at night, the announcement of University closing is given to the stations at approximately 6:00 a.m. When a storm begins later in the day, cancellations of evening classes may be announced, usually between 2:00 and 3:00 p.m. Using the relay operator, deaf students may call 617.373.2000. The University community also may be notified via the NU Alert system.

**Lost and Found**
http://www.northeastern.edu/publicsafety/lostandfound.html

• If you have lost an item on Northeastern's Boston campus you may contact 617.373.3913. You will be instructed to leave a detailed message describing the item lost and the best way to contact you if the item is found.
• If your item has been turned in, Public Safety will contact you by telephone or mail. If your item has not been turned into our department they will continue to keep this information on file.
• If you suspect the item has been stolen, call the Northeastern University Police at 617.373.2121 to report the theft.
• If you have found an item on campus please return it to our headquarters located at 100 Columbus Place.

Sexual Assault Support Services
University Health and Counseling Services
135 Forsyth Building
617.373.2772 tel
617.373.2601 fax
617.373.5973 TTY
http://www.northeastern.edu/uhcs

Rape Aggression Self-Defense System (RAD)
Sexual assault prevention classes for women
617.373.2697 tel
http://www.northeastern.edu/publicsafety/selfdefense.html

Russell J. Call children’s Center
1 Fencourt Street
617.373.3929 tel

Off-Campus Student Services
226 Curry Student Center
617.373.8480 tel
offcampus@neu.edu
http://www.northeastern.edu/offcampus

Office of Research Regulatory Compliance
960 Renaissance Park
617.373.7570
http://www.northeastern.edu/research/research_integrity

Student Employment
101 Curry Student Center
617.373.3200 tel
617.373.5175 fax
https://studentemployment.neu.edu/JobX_Home.aspx
Copy Centers

NU Reprographics
11 Ell Hall
617.373.5646 tel
617.373.5213 fax
http://www.collegiatepress.com/northeastern/index.html

NU Shipping Store
7 Speare Commons – lower level
716 Columbus Ave, 40 CP – lower level
http://www.northeastern.edu/mailservices/ShippingStore/Shipping_Store.html

University Media

- Office of University Marketing & Communications
  617.373.5471 tel
- Northeastern University Alumni Magazine
  http://www.northeastern.edu/magazine
- The Northeastern Voice (faculty and staff newspaper)
  http://www.northeastern.edu/voice
- news@Northeastern

Northeastern University Office of Alumni Relations
190 Columbus Place
617.373.2656 tel
617.373.8522 fax
alumni@neu.edu
http://www.northeastern.edu/alumni

Disclaimers

The College of Professional Studies Student Handbook represents the programs and policies as of its original completion date in October 2012. Northeastern University’s College of Professional Studies is a dynamic and evolving institution. For this reason, we strongly encourage students to confirm curricula, policies, and procedures, before making decisions affecting progress toward completion of a given program. This Handbook and its contents are subject to change at the discretion of the College or University. Students will be notified when a policy change is updated in the Handbook.

Currency of Information Disclaimer

This Student Handbook contains information current as of its release date; however, such information is not intended to be, and should not be regarded to be, contractual and is subject to change at the discretion of the University.
**Insufficient Enrollment Disclaimer**
Northeastern University reserves the right to cancel any course if minimum enrollments, appropriate faculty, or academic facilities do not meet standards.

**Tuition and Fee Policy Disclaimer**
Tuition rates, all fees, rules and regulations, and courses and course content are subject to revision by the President and the Board of Trustees at any time.

**Delivery of Services Disclaimer**
Northeastern University assumes no liability for the delay or failure in providing educational or other services, programs, or facilities due to causes beyond its reasonable control. Causes include, without limitation, power failure, fire, strikes by University employees or others, damage by natural elements, and acts of public authorities. The University will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance; but its inability or failure to do so shall not subject the University to liability.

Northeastern University reserves the sole right to promulgate and change rules and regulations, policies, and procedures and to make changes of any nature in its program; calendar; admissions policies, procedures, and standards; degree requirements; fees; written materials, including, but not limited to, this Student Handbook; and academic schedule whenever necessary or desirable, including, without limitation, changes in course content and class schedule, the cancellation of scheduled classes and other academic activities, and the substitution of alternatives for scheduled classes and other academic activities. In any such case, the University will give whatever notice is reasonably practical.

Northeastern University will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual’s academic career and professional advancement upon completion of a degree or program are largely dependent on her/his own abilities, commitment, and effort. In many professions and occupations, there also are 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.