



Northeastern University
Bouvé College *of* Health Sciences

Bouvé Graduate Handbook

2018-2019

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I. Introduction and Overview

Bouvé College Mission

The Bouvé College of Health Sciences (BCHS) strongly supports the mission of Northeastern University to educate students for a life of fulfillment and accomplishment and to create and translate knowledge to meet global and societal needs.

The mission of the Bouvé College of Health Sciences is to inspire/create the next generation of interprofessional healthcare leaders for the wellbeing of our global community.

The Bouvé vision is to embrace the diversity inherent in humanity and capitalize on our opportunity to educate students and generate and disseminate new knowledge for the betterment of health and healthcare for people everywhere.

Bouvé Graduate Enrollment Management (GEM) and Office of Student Services (OGSS) Staff

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General Regulations

The University expects each student to respect the rights and privileges of others and to adhere to acceptable standards of personal conduct. Students are expected to familiarize themselves with the [Graduate Catalog](#) for details of the University's regulations, the code of student conduct, and policies on academic honesty.

This *Bouvé Graduate Handbook* includes the general standards for all graduate programs, including certificate programs, within the Bouvé College of Health Sciences. Individual programs, departments, or schools may issue student policies that supplement these requirements. Please refer to individual program handbooks for program-specific details, since some programs may have more stringent requirements than those stated in this document.

Academic and Professional Conduct

In accordance with the expectations for student behavior outlined in the [Code of Student Conduct](#), the Bouvé College of Health Sciences expects all students to be responsible individuals with high standards of academic integrity. The College will not condone academic dishonesty in any form, nor will it tolerate violations of research or professional ethics within the academic community.

Accommodations for Students with Disabilities

The Bouvé College of Health Sciences strives to meet the needs of diverse learners. Students who wish to be evaluated for disabilities should contact the [Disability Resource Center](#). If diagnostic documentation can be provided for a disability that substantially limits one or more major life activities, the student is eligible to receive services from the Disability Resource Center (DRC) and to have appropriate accommodation in coursework, in accordance with federal laws and guidelines. The student must register with the DRC and meet with a specialist prior to matriculation. If a disability develops while a student is enrolled in the University, the student is expected to contact the DRC as soon as practical to address his/her situation. **Accommodations will not be made retroactively.**

II. Experiential Education

Health Certification

All new students must complete the University Health Report form following their acceptance to Northeastern University. This form may be obtained at the University Health and Counseling Services (UHCS) located at 135 Forsyth Building or downloaded from <https://www.northeastern.edu/uhcs/forms/>. Programs in the Bouvé College of Health Sciences may require additional medical documentation and health certification.

Students should refer to the [Health Certification](#) section of the *University's Graduate Catalog* for additional information.

Requirements for Clinical Courses, Internships, and Practicum

Clinical Courses, Internships, and Practicums are an integral part of your Graduate Experience at Bouvé. There are numerous requirements, including but not limited to:

- Contractual agreements with affiliated hospitals, clinics, schools, medical facilities or other institutions
- Evidence of health clearance
- Submitting to and successfully clearing criminal history/background checks (see below: ***Background Checks.***)

A full list of requirements can be found on the [Clinical, Internships and Practicum Courses](#) section of the *University's Graduate Catalog*.

Background Checks

An increasing number of clinical sites require background checks for employees, as well as, students who come to their facilities. Northeastern University students need to have background checks done if their assigned clinical agency requires it. Some sites may also require drug testing. Failure to complete the check in a timely manner could jeopardize your progression in your academic program.

All background check information is confidential. Additional information can be found on the [Background Checks](#) section of the *University's Graduate Catalog*.

Liability Insurance

All students on clinicals, practicum, or internships must register each semester to be covered by Northeastern University's liability insurance. This insurance covers injury to third parties by students who are doing work or completing professional studies outside of Northeastern University's premises. The liability insurance does not cover willful misconduct.

Students can find more information on the [Liability Insurance](#) section of the *University's Graduate Catalog*.

III. Financial Awards

Northeastern University and the Bouvé College of Health Sciences offer a variety of financial awards to graduate students. For further information about awards, please refer to the following links:

- [Graduate Catalog Financial Aid Assistance](#)
- [Graduate Catalog Financial Awards](#)
- [Student Financial Services](#)

If a student is offered more than one grant aid from the university, he or she will only receive the scholarship of higher value.

IV. Advising

Academic Advising

The program director, unit director or another faculty member will be appointed by the program

director to serve as the student's academic advisor throughout their course of study at the Bouvé Graduate School.

The advisor will assist the student in understanding program requirements and in defining career goals and objectives of graduate work. The advisor will also monitor the student's progress toward successful completion of the degree.

Student Advisement Responsibilities

Students share responsibility with their advisor for successful matriculation and progression in their graduate program. In many programs, students are required to make appointments for academic advisement at least twice a year and must regularly update their curriculum plan with their advisor. The curriculum plan is kept on file in the program's office and both student and advisor retain a copy.

Students must contact their academic advisor prior to making changes to their curriculum plan and must seek assistance regarding academic issues in a timely manner.

V. Courses and Grades

Requirements for fulfillment of a degree in the BCHS Graduate School varies by program. Students must consult their individual academic program catalogues and policies, as well as program directors, if applicable, for specific credit and non-credit requirements necessary to achieve a specific degree.

Grading Policies and Criteria

For information regarding grades and grading, please refer to the [Student Records and Transcript](#) section of the *University's Graduate Catalog*.

Transfer of Credit

A maximum of 9 semester/12 quarter hours of credit obtained at another institution may be accepted towards the current degree, provided the credits:

- 1) Consist of work taken at the graduate level for graduate credit, carry grades of 3.000 or better
- 2) Have been earned at an accredited institution
- 3) Have not been used toward any other degree.

For more information please refer to the [Transfer of Credit](#) section of the *University's Graduate Catalog*.

During the last semester of their program, students may not transfer courses that are required for the completion of their Northeastern program.

Course Substitution

To substitute credits for a course that was taken toward a prior degree a student must complete the Course Substitution form (Appendix 7) and obtain approval from their academic advisor and the Bouvé

Office of Graduate Student Services. Students should refer to the *University's Graduate Catalog* for the [Course Substitution](#) process.

Advanced Standing

Students with a PhD or MD may be eligible for advanced standing, which is determined on a case-by-case basis. To apply for advanced standing, the student must fill out the Advanced Standing Form (Appendix 6) and gain approval from the student's academic advisor and the Bouvé Office of Graduate Student Services. If the request is approved a student may be exempt from a maximum of 2 classes (not to exceed 6 credits).

Individual Instruction Registration Form

The *Individual Instruction Registration form* must be initiated by the student (via myNortheastern, Registrar Forms). It is expected that the student has had a conversation with the intended instructor of the course before submitting the request; students SHOULD NOT submit a request without first consulting with an instructor and deciding on a suitable subject code, course number, credit value, objectives, topic and grading criteria. After a request is submitted by the student, the course instructor will receive a notification email that their approval is required; this online approval will replace their signature on the previous hard copy version of the form. Upon approval by the instructor, the department personnel designated for that subject code will receive a notification email that their approval is required. For more information about the registration for individual instruction students should go to <https://registrar.northeastern.edu/article/individual-instruction-registration/>.

Incompletes

An incomplete (I) grade may be reported by the instructor when a student has failed to complete a major component of a required course. Only the course instructor can make the decision to grant an incomplete grade to a student. The student must complete an Incomplete Grade Contract (available at: <https://www.northeastern.edu/registrar/form-inc-grade.pdf>), sign the agreement, and obtain the instructor's signature; leave a copy with the instructor, who will seek approval from the academic dean's office before sending it to the Bouvé Office of Graduate Student Services. Student should keep a copy for his/her record. Any exception to this policy must be recommended by the college's Academic Standing Committee (ASC) and must be forwarded in writing by the ASC to the Registrar for implementation. The agreed-upon course work must be completed within one calendar year from the end of the term in which the course was offered.

VI. Program Status and Progression

Provisional and Conditional Acceptances

A student who is accepted *conditionally* to a graduate program at Bouvé College of Health Sciences must meet the conditions set in the acceptance letter *before* they matriculate into the program and prove that they have fulfilled the stated conditions. Examples of conditions include receipt of official verification of previous degree completion, completion of missing prerequisite courses, receipt of a missing recommendation, standardized test scores, and translation of international documents.

A matriculated student who is accepted *provisionally* to a graduate program at Bouvé College of Health Sciences must meet the conditions set forth in the acceptance letter. Examples of provisions include maintenance of a GPA of 3.000 and completion of all prerequisites as outlined in the acceptance letter.

Students who fail to meet the conditions or provisions of their acceptance may be subject to dismissal from the program.

Student Academic Standing

Academic standing in BCHS is determined by the student's cumulative grade point average (GPA), and performance in academic and clinical courses that are required by their program. All BCHS students are expected to maintain a cumulative GPA of 3.000 each semester to remain in good academic standing and to progress toward graduation. Students who do not maintain a cumulative GPA of 3.000 each semester will be placed on academic probation.

Each program has their own minimum grade requirements. Please review each program's section of the *University's Graduate Catalog* for details:

- [Applied Psychology](#)
- [Communication Sciences and Disorders](#)
- [Health Sciences](#)
- [School of Nursing](#)
- [School of Pharmacy](#)
- [Physical Therapy, Movement and Rehabilitation Sciences](#)
- [Physician Assistant](#)

Academic Progression

Students should be should registered by the first week of the semester for each semester of the academic year (Fall, Spring and, where indicated, Summer). If a student does not register for two consecutive semesters, the student's file will be placed in the "inactive" archives and kept there for no longer than five years. Therefore, if a student plans on being absent more than one semester, they must notify the Bouvé Office of Graduate Student Services and file a petition for a Leave of Absence, described below. The Leave-of-Absence Request form is available on [MyNortheastern](#) self-service; click on "Registrar Form."

For information about [withdrawal and refund policies](#), please refer to the *University's Graduate Catalog*.

All degree requirements must be completed within a maximum of seven years of matriculation, although individual academic programs may require completion in a shorter time frame. Each student is responsible for reviewing the requirements for their particular program. A student's failure or inability to register does not extend the amount of time allowed to complete the program. Course credits earned in programs of graduate study are valid for a maximum of seven years unless an extension is granted by the Program Director and the Bouvé Associate Dean of Graduate Education. After establishment of candidacy for the Ph.D. degree, a maximum of five years will be allowed for completion of the degree requirements, unless an extension is granted (see ***Program Extension Procedures*** below). In order to progress in clinical courses that are

sequenced, a student must receive a passing grade in all prior courses in the sequence. In the event that a student fails a clinical course that is not part of a sequence, progression is at the discretion of the student's academic advisor and/or the program director. When a student fails a clinical course that is part of a sequence of courses, the course instructor must notify the Bouvé Office of Graduate Student Services. Course material related to the student's failure (e.g., examination reports, clinical reports) must be made available to the student for review.

Academic Probation

Academic probation is a period of time when a student must address and remediate academic deficiencies. An action plan to clear the deficiency must be developed by the student, the student's academic advisor, and the specific program graduate committee (if applicable). A student placed on probation will receive written notification from the Bouvé Office of Graduate Student Services.

Details regarding the [Academic Probation policy](#) can be found in the *University's Graduate Catalog*.

Academic Standing Petitions

Students must submit petitions to their program academic standing committee, graduate committee or program director (as applicable) to request:

- a leave of absence
- a waiver of policy
- a change in probationary status
- a change in program
- a change of status in program (e.g., full-time to part-time or vice versa)
- a different course of action regarding their academic standing, progression, probation or dismissal
- an extension of degree completion time
- transfer or waiver of credits
- pre-approval for course to be taken for transfer
- directed study (see "Directed Study Courses" above)

Students must complete the appropriate petition form. Forms are available on the [University Registrar's webpage](#).

The petition must include all relevant information. Students may be required to provide extra documentation such as official transcripts and/or course descriptions. A copy of this action is filed in the student's permanent record in the Bouvé Office of Graduate Student Services.

Academic Dismissal

A student may be dismissed from a graduate program when they have failed to maintain academic requirements or has violated a policy that specifies immediate dismissal. All students shall have an opportunity to correct academic deficiencies during an appropriate probationary period before

dismissal is instituted, except when the policy specifies "immediate dismissal."

The [Academic Dismissal policy and Appeals process](#) can be found in the Graduate Catalog.

Dismissal Procedures

Dismissal of a student is initiated by the program director once the basis for the dismissal is provided to and reviewed by the Bouvé Office of Graduate Student Services. The program director will then notify the student being dismissed. Students may then appeal the dismissal, using the Appeals Process described below.

Scientific or Research Misconduct

Scientific or research misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic and scientific community for proposing, conducting, or reporting research and does not include honest error or honest differences in interpretation or judgments of data. (Further information can be obtained from the U.S. Office of Research Integrity, Department of Health and Human Services). Possible incidences of misconduct are to be reported immediately to the Office of Student Conduct and Conflict Resolution, who will initiate the appropriate procedures. Findings of scientific or research misconduct cannot be appealed through the process below.

Appeals Process

The Bouvé Graduate Policies and Regulations set forth an appeals process that complies with that used by the University. For more information about [appeals policies and procedures](#), refer to the *University's Graduate Catalog*.

Program Extension Procedures

Students may seek extension beyond the seven years to complete their program of study only under documented extenuating circumstances. The student must complete the Program Extension form (Appendix 8) and an action plan to complete the degree requirements. The form and the proposed action plan must be submitted to the program director and to the Bouvé Office of Graduate Student Services for approval. After the form is reviewed, a program extension may be granted.

Leave of Absence

If a student plans on being absent for more than one semester, the student must notify OGSS and submit the leave of absence request through myNortheastern and follow the [steps outlined in the Course Catalog](#) (Scroll down to "Leave of Absence").

Withdrawal Procedures

The student can withdraw online via their [MyNortheastern](#) account. **The student is responsible for dropping any courses in which they are currently registered and should have an exit interview**

with their financial aid advisor. The faculty member teaching any course in which the student is actively enrolled is not responsible to notify the University of the withdrawal of the student.

Graduation Policies

Eligibility to Graduate. Students are eligible for graduation under the following conditions:

- Be in good academic standing with a cumulative grade point average of 3.00 or above.
- Earned at least the minimum number of credit required by their program of study.
- Have fulfilled other program requirements and any outstanding issues.

Register to Graduate. Students must apply to Graduate through [MyNortheastern](#) prior to graduation and set up a meeting with their academic advisor for academic clearance.

Issuance of Diplomas and Certificates. Diplomas and certificates are issued three times a year (December, May, and August), but there is only a Spring Commencement ceremony. Please visit the [Commencement website](#) to confirm eligibility to participate in the Spring Commencement ceremony.

Completing a Thesis Master's Program. Students enrolled in a Master's program that requires completing a thesis to meet degree requirements must complete [requirements outlined](#) in the Course Catalog.

Completing a PhD Program: PhD degree completion has [additional requirements](#).

NUID: _____

Thesis Approval Form

Name: _____

Major: _____ **Department:** _____

Thesis Title: _____

Approval for Thesis Requirements for Master of Science Degree

Committee Chair

Signature _____ Date _____

Printed Name _____

Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

NUID: _____

Comprehensive Exam Completion Form

Name: _____

Major: _____ **Department:** _____

Approval for Exam Completion

Exam Committee Chair

Signature _____ Date _____

Printed Name _____

Exam Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

NUID: _____

Dissertation Proposal Approval Form

Name: _____

Major: _____ **Department:** _____

Dissertation Title: _____

Approval for Dissertation Proposal Requirements for Doctor of Philosophy

Dissertation Committee Chair

Signature _____ Date _____

Printed Name _____

Dissertation Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

NUID: _____

Dissertation Approval Form

Name: _____

Major: _____ **Department:** _____

Dissertation Title: _____

Approval for Dissertation Requirements for Doctor of Philosophy

Dissertation Committee Chair

Signature _____ Date _____

Printed Name _____

Dissertation Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

NUID: _____

Advanced Standing Form

Name: _____

Major: _____ **Department:** _____

Advanced Standing

Prior Degree Type: PhD MD

Experiential Credits Granted: _____

Institution: _____

Course Waiver

	Waived Course <small>Course # & Short Title</small>	Credits
1)	_____	_____
2)	_____	_____

Please Note:

- 1) Advanced Standing is granted on a case by case basis for students with a PhD or MD.
- 2) Students may be exempt from a maximum of 2 classes, not to exceed a total of 6 credits.

Justification:

Approvals

Advisor Signature

Print Name

Date

Graduate Student Services Authorized Signature

Print Name

Date

NUID: _____

Course Substitution Form

Name: _____

Major: _____ **Department:** _____

Course Substitution

NU Course <small>Original Course(s) to be substituted</small>	Credits	Replacement Course <small>Course # & Short Title</small>	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Please Note:

- 1) Substituting a course does NOT reduce the total number of a program's required credit hours.
- 2) Courses being substituted MUST be replaced by a course with an equivalent number of credit hours.
- 3) Replacement Courses taken outside of Northeastern must be officially transferred via [Graduate Petition to Transfer Credit form](#).

Notes

Approvals

Advisor Signature

Print Name

Date

Graduate Student Services Authorized Signature

Print Name

Date

Instructions

This form is used for students to request a change of program, graduation date and/or enrollment status. Please fill this form out electronically, sign it and drop it off at the Office of Graduate Student Services in 120 Behrakis.

Part 1: Student Information

Name: _____ NUID: _____

Current Program: _____

Phone Number: _____

Email Address: _____

Student Signature: _____

Part 2: Purpose of Petition

Effective Term: Fall Spring Sum 1 Sum 2 Sum Full Year: _____

New Program: _____

Enrollment Status: Full-time Part-Time

New Expected Graduation Term: _____

Part 3: Signatures

Program Director / Advisor

Signature

Date

Department Official

Signature

Date

Office of Graduate Student Services

Signature

Date