



Northeastern University

**College of Professional Studies
Undergraduate Catalog
2019-2020**

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College of Professional Studies Undergraduate

General Admission and Transfer Credit

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Admission

The goal of the admission process at the College of Professional Studies is to provide access to a Northeastern University education worldwide and to create an environment where you will grow and create lasting opportunities for your future. To support this, we take a friendly and supportive approach to admissions and are here to guide you through the process and help you achieve your goals. There are no application fees. No GREs, GMATs, or SATs required. And there are multiple start terms per year.

When to Apply

DOMESTIC APPLICANTS

The College of Professional Studies admissions process operates on a rolling basis. However, it is recommended that all required documents are received:

- Six weeks prior to your desired start term for **transfer applicants**
- Four weeks prior to your desired start term for **applicants not transferring credits**

INTERNATIONAL APPLICANTS

As an international applicant, there are important deadlines you must meet in order to begin classes during your desired start term. International applicants who will be studying in the United States on a student visa must abide by the deadlines found on the College of Professional Studies website (<http://www.cps.neu.edu/admissions/international>).

Application Information

Applicants should refer to the following information to submit application documents:

MAIL OR DROP OFF

Mail or drop off supporting documents to the following address:

Northeastern University
College of Professional Studies
Office of Admissions
50 Nightingale Hall
360 Huntington Avenue
Boston, MA 02115-9959

It is important to include "College of Professional Studies" in the address when sending mail or requesting transcripts from previous institutions.

FAX

Fax supporting documents to the following number:

617.373.8574

EMAIL

Supporting documents we recommend you submit via email (cpsadmissions@northeastern.edu) include:

- Unofficial transcripts
- Copy of diploma
- Statement of purpose
- Recommendation letters

TRANSCRIPTS

Transcripts must be mailed from the originating institution in a stamped and sealed envelope or emailed through "escript."

IMPORTANT CODES

Note the following codes:

- TOEFL code: 4999
- FAFSA code: 002199

ADMISSIONS CONTACT

Questions? Please feel free to reach out to the College of Professional Studies Office of Admissions:

- 1.877.668.7727
- 617.373.8574 (fax)
- cpsadmissions@northeastern.edu

Application Withdrawal Due to Inactivity

An application can be incomplete for up to one year before it is automatically withdrawn due to inactivity. An applicant who would like to reactivate his or her application has one year to do so from the time of his or her application withdrawal.

If an applicant has any questions or would like to reactivate his or her application, call 617.373.2400, 877.668.7727, or submit an email (cpsadmissions@northeastern.edu).

Request to Withdraw an Application

An applicant can request to withdraw his or her application for admission at any time. An applicant who would like to reactivate his or her application has one year to do so from the time of his or her application withdrawal.

To request to withdraw your application, call 617.373.2400, 877.668.7727, or submit an email (cpsadmissions@northeastern.edu).

Admissions Acceptance Deferral

A student who is not able to start his or her studies during the academic term for which he or she 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. Check with the Office of Admissions for more information.

If a student does not get approved for an acceptance deferral and does not begin his or her studies within two academic terms of acceptance into a program, he or she forfeits that acceptance and must reapply 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.

Curricular Requirements

Admitted students are required to follow the program requirements that are in effect the term for which they have been admitted or, in the case of a formal deferral, the future term to which they have deferred. Students are encouraged to review the curricular requirements at the beginning of their start term to ensure they have the most up-to-date information.

Admission Requirements for Undergraduate Degrees and Certificates

Admissions requirements include the following:

- **Online application**
- **Academic transcripts**—submit one of the following:
 - Official high school transcript
 - Official GED
 - Official associate degree transcript, stating degree conferral and date
- **Transfer credit documents**—transfer students must submit the following:
 - Academic transcripts—official U.S. transcript from each institution you previously attended and from which you are requesting transfer credit
 - Foreign transcripts—official transcripts and English translation; we recommend you submit a course-by-course evaluation of your diploma(s) and transcript(s)
 - College-level examinations—official examination
 - Military evaluation
- **Proof of English-language proficiency**—students for whom English is not their primary language must submit one of the following:
 - Official associate degree transcript from an accredited college or university in the United States, stating degree conferral and date
 - Official TOEFL or IELTS scores
 - NU Global Exam scores
 - Pearsons scores

Additional information regarding English-language proficiency test score requirements may be found on the English Language Proficiency webpage (<http://www.cps.neu.edu/admissions/international/english-language-proficiency.php>).

All Global Classroom programs have additional admissions requirements.

Undergraduate Students Seeking More Than One Undergraduate Certificate and/or Degree

An undergraduate student can be enrolled in only 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:

- A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a bachelor's degree, if the contents are determined to be applicable per the program director.
- A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a second certificate with a cap of 6 credits, if the contents are determined to be applicable per the program director.

- A bachelor's degree earned at the College of Professional Studies may be used to satisfy the requirements of a second bachelor's 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.

Transfer Credit Policy

The College of Professional Studies awards transfer credits for eligible courses completed successfully 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 College of Professional Studies Office of Admissions at the time of application.

Credits earned at institutions outside the United States are considered for transferability 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 College of Professional Studies 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 College of Professional Studies Office of Registrar Operations 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.

For more information about transferring credit and the transfer credit award process, visit the College of Professional Studies Admissions website (<http://www.cps.neu.edu/admissions/undergraduate/transferring-credit>).

Undergraduate Transfer Credit

Undergraduate students who wish to make a request for transfer credits must provide an official academic transcript for credits earned at another institution and an 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.
- Credits earned in science and technology courses are valid for a period of seven years. Science and technology courses completed more than seven years ago may be considered for transfer 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.
- Credits earned from any college within Northeastern University other than the College of Professional Studies are granted under the following guidelines:
 - Minimum grade of a C–, or 1.667 on a 4.000 scale.
 - If the undergraduate transfer student is only transferring credits earned at another Northeastern University college, he or she completes a minimum of 24 semester hours (residency) for a bachelor's degree at the College of Professional Studies.
- With specified exception, students must complete at least 50 percent of the total credits required for a bachelor's degree at the College of Professional Studies.
- Students may transfer up to 6 semester hours toward an undergraduate certificate.
- An undergraduate student who is on active military duty may transfer up to 75 percent of the total credits required for an undergraduate certificate or degree at the College of Professional Studies.

Assessment of Prior Learning (APL)

Students may be eligible for APL credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses offered by the College of Professional Studies.

Awarded credits are incorporated into a student's degree plan as transfer credits and are subject the university's residency requirement. APL credit is limited to a maximum of 30 semester hours for undergraduate students. Acceptable credits for APL review are determined from approved certificates, training, and a portfolio review of prior work experience. As part of consideration for APL credits, faculty will evaluate and map learning outcomes and achievement in alignment with NECHE accreditation requirements.

Potential APL credits should be considered and discussed as part of a student's transfer credits at the time of enrollment. Interested students should contact their career and academic coach for more information.

Information for Entering Students

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Academic Calendar

The College of Professional Studies undergraduate programs are offered on a semester calendar consisting of three 15-week terms (with the option for half-term sessions offered in an accelerated format as well as a 7-week term in the summer).

For calendar details, please visit the registrar website (<http://www.northeastern.edu/registrar/calendars.html>).

MyNortheastern Portal

The myNortheastern portal is a comprehensive, web-based service that addresses students' academic, personal, and recreational needs by providing a single integrated point of access to useful information, people, and processes. Students can access their student email accounts, register for and/or drop courses, confirm course registration, find classroom assignments, access online classes, view billing information, check financial aid application status, apply for a parking permit, view grades and academic history, and apply to graduate.

To activate your mynortheastern account:

1. Go to myNortheastern (<http://myneu.northeastern.edu>)
2. Click on "How do I get a myNortheastern username and password?"
3. Click "Activate Account"

If you have trouble accessing your myNortheastern account, contact the Service Desk at 1.617.373.4357 (HELP), via email (help@northeastern.edu), or at the InfoCommons located inside Snell Library on the main Boston campus.

NU Online

Northeastern Blackboard is the access point to the College of Professional Studies' online and hybrid courses. Students are strongly encouraged to review the online class demo within the New Student Online Orientation website (<http://www.orientation.cps.northeastern.edu>) before beginning any course that requires online instruction.

Students can also access any applicable program-specific student resource centers via Blackboard.

Students may access Northeastern Blackboard via their myNortheastern (<https://my.northeastern.edu>) portal. Alternatively, you may visit Blackboard (<https://northeastern.blackboard.com>) directly.

Husky Email

Students have access to their Husky email accounts upon activation of their myNortheastern account. It is important to check this account regularly as all official college and university correspondence is sent to students' Husky email accounts, e.g., billing, academic standing, student newsletters, graduation information, important announcements.

Students have the option to:

1. Forward their Husky emails to a preferred email account. This can be done via their myNortheastern account. Students with a preferred personal email account are encouraged to enter that information in their myNortheastern account. Visit the Information Technology Services website (<http://www.northeastern.edu/its/services/huskymail>) for further instructions.
2. Configure their HuskyMail on a smartphone. Visit the Information Technology Services website (<http://www.northeastern.edu/its/services/huskymail>) for further instructions.

New Student Orientation (On-Ground and Online)

The purpose of New Student Orientation is to provide information and tools for each student's success from the point of program entry to degree completion. All new students are expected to attend the on-ground orientation. If students cannot attend the on-ground orientation, they should thoroughly review the Student Reference Guide (<https://cps.northeastern.edu/academic-resources>) and the New Admitted Student site (<http://www.orientation.cps.northeastern.edu>).

International Student Orientation

The Office of Global Services (OGS) (<http://www.northeastern.edu/ogs>) organizes orientation and acculturation programming throughout the year for newly arrived international students and U.S. citizens from abroad. Programming features cross-cultural topics such as academic success, student life, and the dynamics of diversity. OGS's mandatory Online Immigration Clearance and orientation begin prior to the start of the fall and spring semesters, comprising several weeks of activities that provide international students (and others who have lived abroad) an opportunity to gain familiarity with Northeastern in a cross-cultural context while also serving to facilitate the formation of friendships across cultures.

International students holding an F-1 or J-1 visa should plan to arrive before, but not earlier than 30 days prior to the start day of the I-20 or DS-2019 in order to attend the scheduled International Student

Orientation program and complete the Online Immigration Clearance. International Orientation dates will be listed on the OGS website.

For further details on the International Student Orientation and Immigration Clearance process, and for other information pertinent to international students, contact:

The Office of Global Services (OGS)
405 Ell Hall
Northeastern University
360 Huntington Avenue
Boston, MA 02115

Website (<http://www.northeastern.edu/ogs>)
617.373.2310

Student Reference Guide

In addition to participating in New Student Orientation, students are strongly encouraged to review the *Student Reference Guide* provided by the Office of Academic Advising.

This is a tool and resource intended to help new students prepare for their first term of enrollment as well as provide information that students can reference throughout their time at Northeastern University and beyond.

The guide is organized with checklists students may use during different points in their academic career. It can be found on the College of Professional Studies website (<http://www.cps.neu.edu/student-resources>).

Information for International Students

Office of Global Services

Website (<http://www.northeastern.edu/ogs>)
405 Ell Hall
617.373.2310
617.373.8788 (fax)

The Office of Global Services (OGS) offers a vast array of programs and services to more than 14,000 international students and scholars who represent approximately 144 nations.

OGS also works to promote meaningful interaction and intercultural understanding among citizens of other countries and their peers from the United States, providing educational and cultural enrichment opportunities for all members of Northeastern and the community at large. OGS advances the international community of Northeastern through ensuring immigration compliance while providing transformational academic services and cultural experiences for student satisfaction and successful graduation.

OGS maintains the Student and Exchange Visitor Information System (SEVIS) at Northeastern, as mandated by the U.S. federal government, in order to ensure compliance with regulations and procedures affecting those international students and scholars in specified nonimmigrant visa classifications.

Affiliation with OGS begins with admission to the academic program and continues through such initiatives as OGS's cultural festival in February and March, "OGS Carnevale," which celebrates the cultural diversity of the entire university community. For a list of OGS services and programs, visit the OGS website. (<http://www.northeastern.edu/ogs>)

International students must maintain full-time status at Northeastern to be in compliance with immigration and SEVIS regulations. Also, they must not engage in any type of employment unless authorized by OGS. Note that timely registration for courses is especially important so that they may remain in compliance with current federal regulations. They should consult with OGS if they have questions about their individual status.

Coming to Northeastern

Preparing to study at Northeastern University is exciting, and students have many things to do in preparation. Here are some of the key items students should do to prepare.

- **Obtain F-1 or J-1 visa** from the U.S. embassy or consulate in the home country to be eligible to study in the United States. An international student may attend Northeastern in a nonimmigrant status other than F-1 or J-1 only if U.S. immigration regulations allow for study in the United States under that specific nonimmigrant visa classification. Some international students must apply and be approved for a change of status (e.g., from B-2 to F-1) before beginning the program at Northeastern. For detailed information/instructions specific to a student's current nonimmigrant status, eligibility to participate in co-op or other forms of experiential learning, contact OGS (<http://www.northeastern.edu/ogs>).
- **Acquire Student Health Insurance:** Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has 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 Insurance Program (SHIP) 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. (College of Professional Studies graduate students—7 credits, part-time graduate students—6 credits).
- **Complete Health report:** Prior to entering Northeastern, all enrolled students must complete and submit a health report to University Health and Counseling Services (UHCS). It must be completed and returned by the stated deadline. The required record of immunity section is necessary for compliance with the Massachusetts immunization requirements for college-age students. Failure to meet the requirement will prevent future course registration. Additionally, further documentation of immunity is mandatory for students in Bouvé College of Health Sciences. Visit the UHCS webpage (<http://www.northeastern.edu/uhcs>) to access the health report online.

Planning Information

New international students are expected to arrive by the start date of the program stated on the I-20 issued by Northeastern or on the DS-2019 issued by Northeastern or by the sponsoring agency/government.

When making travel arrangements students should seek admission to the United States no more than 30 days prior to the report date on the I-20 or DS-2019, and students should not arrive after the report date on the I-20 or DS-2019.

All international students will need to attend the mandatory international student orientation program and complete the international student online immigration clearance. For further details on the OGS international student orientation and online immigration clearance process, and for other information pertinent to international students, check the OGS website (<http://www.northeastern.edu/ogs>).

Housing

Students at Northeastern University College of Professional Studies are not eligible for on-campus housing at Northeastern University. There are, however, a number of housing resources (<http://www.cps.neu.edu/student-resources/housing.php>) students may refer to if seeking off-campus housing.

SEVIS Compliance

The OGS is required to comply with immigration regulations governing student status and must report information every semester as required by the Department of Homeland Security.

The OGS advises students on the complexities of immigration compliance and interfaces with various U.S. government agencies. The OGS maintains and updates the SEVIS system and advises students on relevant issues related to nonimmigrant student status by individual appointments or through workshops and information sessions. Contact with questions relating to nonimmigrant student status or any aspect of SEVIS compliance.

OGS: Your Resource for SEVIS Advice and Assistance

The OGS advises F-1 and J-1 students on the complexities of immigration compliance and interfaces with various U.S. government agencies. The OGS maintains and updates the SEVIS system and advises students on relevant issues related to nonimmigrant student status by individual appointments or through workshops and information sessions. Consult the OGS with questions relating to nonimmigrant student status or any aspect of SEVIS compliance.

Global Student Success

10 Belvidere
617.373.2455
globalss@northeastern.edu
Website (<http://www.cps.neu.edu/student-resources/gss>)

Global Student Success (GSS) is committed to fostering the acculturation of international students to the Northeastern community and promoting internationalization across the institution. This office supports international students through cross-cultural, linguistic, and academic support services. GSS also partners with faculty, staff, and administrators to integrate global dimensions and cross-cultural understanding into the Northeastern experience.

Husky Card Services

4 Speare Commons
617.373.8740
HuskyCard@northeastern.edu

Husky Card Services prints Husky Cards, the official identification card of Northeastern University. The Husky Card is used for many purposes, including access to locations, parking, laundry, printing, vending machines, dining services, off- and on-campus vendors, and library book checkout.

Students who are registered for courses on the Boston campus of Northeastern University can come to the Husky Card Services office to obtain their card. A government-issued photo ID must be presented when receiving your Husky Card.

Students who are registered in online courses only are eligible to have their Husky Cards mailed to them. If you are an online student and would like a Husky Card mailed to you, submit an email (HuskyCard@northeastern.edu) with your name, Northeastern University

ID number, address, and college/degree. Once we have this information, we will open the photo upload option through your myNortheastern account, which will allow you to upload a photo. Once your photo is submitted, it will take up to **two weeks** for the photo to be approved and the Husky Card to be mailed to you. Allow more time for international mail.

Academic and Student Resources

Libraries

Northeastern University Libraries
617.373.8778
Website (https://library.northeastern.edu/#_ga=224211961811363609891553003390-17388489651533905991)

The Northeastern University Library is at the hub of campus intellectual life. Resources include over 900,000 print volumes, 206,500 e-books, and 70,225 electronic journals. The Snell Library building welcomes 1.5 million visitors a year on the Boston campus, and the library's website serves users around the world. The library provides award-winning research and instructional services, a growing focus on networked information, and extensive special collections that document social justice efforts in the greater Boston area. The library has an ambitious vision to expand its digital initiatives by developing its digital repository, digitizing unique collections, constructing integrated collaborative spaces, and fostering the adoption of digital media and the creation of new knowledge. The Northeastern University Library leads the way in redefining library service in the 21st century.

Snell Library is also the primary study environment on campus, open 24/7 to the whole university community, year-round. Spaces include group, quiet, and silent work areas, with more than thirty group study rooms with whiteboards and plug-in displays for collaborative group work. Individual study rooms are available for graduate students on a long-term reservation basis, as well. In partnership with Information Technology Services, the library supports the Digital Media Commons and InfoCommons computing areas, providing high-level media creation and editing capabilities. The Digital Media Commons also includes a 3D printing studio with a full suite of fabrication technologies and professional-level audio and video recording studios.

Services provided by Snell Library include both on-site and distance reference, the latter including 24/7 live chat with a reference librarian; subject specialist librarians who provide in-depth consultation and research support for each academic program at the university; and an interlibrary loan system for providing materials not readily available at Northeastern. Digital scholarship project support and tools are also available through an institutional repository and data management services. The library also teaches workshops on digital media tools and resources and instructional sessions about library research for students and faculty.

The School of Law Library, located on five floors in the Knowles Law Center, includes a comprehensive collection of U.S. legal materials in print and in electronic format. Of particular note is the library's collection in the areas of public interest law; international human rights law; and public health, death penalty issues, and progressive lawyering. Access to print and electronic materials is provided through Scholar OneSearch, the university's online library catalog. More information can be found on the library website (<http://www.northeastern.edu/law/library>).

Office of Academic Advising

50 Nightingale Hall
617.373.2400

617.373.5545 (fax)
 cps-adviser@northeastern.edu
 Website (<https://cps.northeastern.edu/academic-resources/advising>)

The mission of the Office of Academic Advising is to provide comprehensive services to enable students to take ownership of their education and to make sound decisions and judgments that further their individual academic and professional success.

Each student accepted in a degree or certificate program has a designated career and academic coach who serves as the student's primary contact and partner at the university to work together toward the student's success by:

- Navigating curriculum/program requirements
- Planning a course load
- Choosing a major
- Determining the best path for degree completion
- Petitioning for transfer credit, course substitution, and course overloads
- Researching and locating resources that are important to the student

The Office of Academic Advising offers student enrichment opportunities throughout the year to satisfy educational, social, and networking desires/needs. For more information about the Office of Academic Advising, visit the College of Professional Studies website (<http://www.cps.neu.edu/student-resources/OAA.php>).

Students are encouraged to communicate regularly with their academic advisors.

TUTORING SERVICES

Tutoring can benefit skilled professionals and beginning students alike. Students enrolled in the College of Professional Studies have access to and are strongly encouraged to make use of the various available tutoring services.

SMARTHINKING

Smarthinking is a free online tutoring service (<http://www.cps.neu.edu/student-resources/tutoring-services.php>) accessed through the student's Blackboard account.

Smarthinking provides online tutoring, synchronous or asynchronous, in many different subjects such as writing, reading, basic math through multivariate calculus, business, biology, chemistry, and physics.

International Tutoring Center

Basement of Snell Library
 617.373.2455
 globalss@northeastern.edu
 Website (<https://cps.northeastern.edu/academic-resources/global-student-success/international-tutoring>)

Tutors provide high-quality ESL writing instruction and tutoring for international students who need assistance with papers, assignments, TOEFL writing, and research projects. Students can meet one-on-one with an ESL tutor for 50-minute appointments. This is a free service for Northeastern international students.

The Writing Center

412 Holmes Hall
 617.373.4549
 Website (<http://www.northeastern.edu/writingcenter>)

The Northeastern University Writing Center (WC) is open to any member of the Northeastern community and exists to help writers of any level, from any academic discipline, become better writers. There are many ways to enjoy our services. You can book in-person or virtual sessions with a WC consultant, send us your writing through our email submissions, or browse our online content and multimedia resources on Facebook and Pinterest.

Northeastern Math Center

540B Nightingale Hall
 617.373.2438

Math tutoring on an individual basis is provided in algebra, precalculus, or calculus. This is a free service for Northeastern students. Students can call or stop by the center for an appointment.

Career Services

103 Stearns Center
 617.373.2430
 617.373.4231 (fax)
 careerservices@northeastern.edu
 Website (<http://www.northeastern.edu/careerservices>)

Career Services provides resources, guidance, and opportunities that help students and alumni with the following:

- Choose a major and explore career options that fit their unique attributes
- Make career decisions that will engage them in productive and fulfilling work
- Prepare for and conduct successful job searches
- Create meaningful and effective engagement with employers
- Contribute to meeting global and societal needs

Northeastern's Career Services does not guarantee employment nor does it refer students to prospective employers regarding job openings.

Disability Resource Center

20 Dodge Hall
 617.373.2675
 617.373.2730 (TTY)
 617.373.7800 (fax)
 Website (<http://www.northeastern.edu/drc>)

The Disability Resource Center (DRC) strives to create an environment in which all are empowered to make their unique contributions to the rich academic and social life of Northeastern. Its staff takes a creative approach to assisting students who have disabilities or who are Deaf or hard of hearing by providing services that will enable them to succeed.

In accordance with federal laws and guidelines, services cannot be provided unless acceptable documentation is submitted to the DRC. Students must provide recent diagnostic documentation indicating that the disability substantially limits one or more major life activities. They must also register with the DRC and meet with a counselor.

Students who are disabled, Deaf, or hard of hearing are strongly encouraged to contact the DRC upon their acceptance to Northeastern. It is also most beneficial to schedule a meeting with a DRC counselor at least three months prior to arriving on campus in order to register and request services. Early contact with the center will allow enough time to assemble the required diagnostic documentation, register at the DRC, and set up services.

Services are individually tailored on a case-by-case basis to meet each student's needs. Support services are available for, but are not limited to, students with a documented diagnosis of learning disabilities, blindness or visual disabilities, mobility disabilities, deafness or hard-of-hearing disability, head injuries, psychiatric disorders, degenerative or chronic conditions, HIV-positive status or AIDS, and temporary disabilities.

The center's services include examination modification and accommodation; disability-related academic advising and course modification; note-taking services; readers and scribes; sign-language interpreters and transliterators; computer-aided, real-time information about classrooms' accessibility; advising and referral services; campus orientations; acquisition of assistive listening devices, Braille materials, taped textbooks, and raised-line drawings; and assistive technology, such as the Reading Edge machine. The center also provides liaison, advocacy, and training services for faculty, staff, and administration and coordinates special-interest groups.

The DRC does not provide personal care assistance (PCA) services; the center will provide referral to local PCA service agencies, such as the Boston Center for Independent Living (<http://bostoncil.org>).

Northeastern does not offer transportation services; however, public transportation in greater Boston is run by the Massachusetts Bay Transportation Authority (MBTA), which offers a curb-to-curb transportation service known as The RIDE for persons with disabilities. Several stops on the Orange Line branch of the MBTA subway system are very convenient to the Northeastern campus. Please visit the MBTA website (<http://www.mbta.com>) for more information.

University Health and Counseling Services

Forsyth Building, Suite 135
617.373.2772

UHCS@northeastern.edu

Website (<http://www.northeastern.edu/uhcs>)

The University Health and Counseling Services team is eager to serve you. We hope that you will use our center as a resource to help stay healthy, physically and mentally, and for care when you are ill or injured, depressed or stressed.

We Care

104 Ell Hall
617.373.4384

we_care@northeastern.edu

Website (<http://www.northeastern.edu/wecare>)

The mission of We Care is to support students who experience unexpected challenges in maintaining their academic progress. We Care works with the student to coordinate assistance among university offices and to offer appropriate on- and off-campus referrals to support successfully resolving the issue. We Care also provides guidance to faculty and staff in identifying Northeastern resources and policies to help students succeed.

Center for Spirituality, Dialogue, and Service

203 Ell Hall
617.373.2728

csds@northeastern.edu

Website (<http://www.northeastern.edu/spirituallife>)

The Center for Spirituality, Dialogue, and Service (<http://www.northeastern.edu/spirituallife>) (CSDS) serves and supports the diverse spiritual, religious, and social justice commitments of all Northeastern community members. The center is home to the Sacred

Space (<http://www.northeastern.edu/spirituallife/our-spaces/sacred-space>) (200 Ell Hall), a beautiful award-winning spiritual area for worship, private contemplation and reflection, group meetings, dialogue, yoga, meditation, service projects, and special events. The center also oversees the Social Justice Resource Center (<http://www.northeastern.edu/sjrc>) (SJRC) (106 St. Stephen Street) and supports the Hillel Center (<http://www.northeasternhillel.org>), The Foundation for Jewish Life (70 St. Stephen Street), and the Catholic Center (<http://www.nucatholics.neu.edu>) (68 St. Stephen Street).

CSDS sponsors over 25 student organizations representing the world's spiritual, religious, and humanist traditions. The center builds partnerships across university departments and disciplines and with religious communities and public service agencies locally, nationally, and internationally to help students become engaged citizens, peace builders, and equipped as leaders to tackle pressing global problems. The work of the center is organized into two mutually reinforcing spheres:

- Sphere of Spirituality and Interfaith Engagement

Offers students, faculty, and staff opportunities to explore their personal spirituality, diverse religious traditions, learn ethical reflection and decision making, and develop interfaith appreciation and competence

- Sphere of Service and Social Action—coordinated by the SJRC

Serves as an inclusive hub of innovative justice-minded thinking, collaboration, and action that empowers students, faculty, and staff to help enact a society that is equitable and peaceful

For more information, visit the website (<http://www.northeastern.edu/spirituallife>), call 617.373.2728, submit an email (csds@northeastern.edu), or visit 203 Ell Hall.

Office of Student Conduct and Conflict Resolution

202 Ell Hall

617.373.4390

Website (<http://www.northeastern.edu/osccr>)

The Office of Student Conduct and Conflict Resolution administers the Code of Student Conduct (<http://www.northeastern.edu/osccr/code-of-student-conduct>) and the student disciplinary process. The code establishes and defines university community expectations for standards of behavior and responsibility, as well as rights and remedies provided to all university community members. The office is also responsible for the design, development, and implementation of the university mediation program.

Programs and services provided by the Office of Student Conduct and Conflict Resolution are designed to support the academic mission of the university by enhancing each student's academic achievement and personal, ethical, and character development. These programs are intended to promote community standards of behavior; positive and productive conflict management and resolution; civility; respect for self; respect for others; and an appreciation for being a part of a diverse, flourishing community.

Campus Resources

Office of the Registrar

271 Huntington Avenue

617.373.2300

617.373.5360 (TTY)

Website (<http://www.northeastern.edu/registrar>)

The Office of the University Registrar provides an important link between the university's academic programs and policies and the student. It administers a number of specific services including class scheduling, registration, record functions, verification of enrollment, reporting, transcript services, and Commencement.

The registrar's office utilizes the myNortheastern web portal (<http://myneu.northeastern.edu>) and public campus computers to provide students convenient access to information and services, including class schedules and registration, most recent grades, and unofficial transcripts. Additional information is available on the registrar website (<http://www.northeastern.edu/registrar>).

Northeastern University Bookstore

Main Campus

Curry Student Center, ground floor
617.373.2286

Website (<http://www.northeastern.bncollege.com>)

The bookstore operates during the entire academic year, but days and hours may vary in accordance with the university's calendar.

Purchases can be made by cash, check, American Express, MasterCard, Visa, Discover, or Husky Card.

Campus Recreation

Marino Recreation Center

617.373.4433

Website (<https://www.northeastern.edu/campusrec>)

Exercise your body, mind, and spirit. The campus recreation program provides many outlets to help clear your mind and recharge your spirit. Our fitness facilities, unique among Boston-area colleges and universities, are open year-round. All programs were designed with you in mind, so whether you enjoy group fitness classes, ice hockey or street hockey, basketball, weight training, or swimming, Campus Recreation has something for everyone.

Full-time Northeastern students, in good standing, have access to the Marino Recreation Center, Cabot Center, and the Badger and Rosen SquashBusters Center when they are enrolled in classes and co-op or scheduled for vacation and have paid the campus recreation fee. Part-time students, in good standing, will have access during any academic term in which they are enrolled and attending classes, as long as they have requested and paid the campus recreation fee. Help us maintain a safe and secure environment. Your Northeastern photo ID card must be a current, valid, and active card that needs to be swiped upon arrival in order to enter all facilities.

Russell J. Call Children's Center

1 Fencourt Street (alley right after Qdoba Restaurant)
617.373.3929

The Russell J. Call Children's Center is available to faculty, staff, and students; children from two years and nine months to five years of age are eligible to attend.

The center is licensed by the Massachusetts Department of Early Education and Care and staffed by professional teachers and co-op and work-study students.

For more information, contact Regina Nazzaro, Director of the Children's Center, at 617.373.3929 or via email (r.nazzaro@neu.edu).

Parking

Student Financial Services
354 Richards Hall
617.373.2366

Website (<http://www.northeastern.edu/parking>)

Parking spaces in the university lots and garages are filled on a first-come, first-served basis. To park in a university lot or garage, students must have a valid parking permit displayed on their vehicles. A parking permit does not guarantee a parking space.

New students may purchase a day parking permit. Only eligible students will receive a permit. To be eligible, students must be registered for a class or on co-op. The cost of the permit will be charged to the student's tuition account.

Overnight parking permits are limited, and preference is given to those students on co-op or clinical internships. Upperclass students in classes may be denied overnight parking due to limited availability.

Applications for term and overnight parking permits are available online (<https://www.applyweb.com/applyweb>).

To park in a handicap space, individuals must purchase a parking decal and display a state-issued handicap license plate, placard, or hangtag. Handicap parking spaces are located throughout campus.

Operators of vehicles driven or parked on university property are responsible for knowing and complying with university driving and parking regulations.

Refer to the parking website for more information, or contact University Police at 617.373.2121.

John A. and Marcia E. Curry Student Center

434 Curry Student Center
617.373.2663

Website (<http://www.northeastern.edu/curry>)

This campus "living room" serves as a hub of student activity. It is the crossroads of community life at Northeastern, offering cultural, social, and recreational programs and services.

The center offers ATM machines, an art gallery, the afterHOURS late-night club, food court and cafeteria, game room, lounge space, meeting rooms, Starbucks Coffee, student organization offices, TTY machines, a TV viewing area, and WRBB-FM.

Student center facilities may be reserved by recognized student organizations and university departments. The university reserves the right to limit the use of its facilities when the general public is involved.

Public Safety

Public Safety Division Administrative Offices

100 Columbus Place

617.373.2696

Website (<http://www.northeastern.edu/publicsafety>)

Police Operations Center

100 Columbus Place

617.373.3333 (EMERGENCY—police, fire, medical)

617.373.3934 (TTY emergency or nonemergency)

617.373.2121 (nonemergency regular business)

Personal Safety

617.373.2121

Website (<https://www.northeastern.edu/nupd/services/redeye>)

The Public Safety Division's mission is to provide a comprehensive program of police, security, fire safety, and emergency medical services to help ensure the campus remains a safe and pleasant place to live, work, and learn.

The University Police Department is the largest and most visible unit of the division and consists of professionally trained officers charged with the protection of life and property and the prevention and detection of crime on campus. University police officers have the same authority as municipal police officers and enforce both the Massachusetts laws and university regulations. Regulations mandate that students show their university ID cards whenever requested to do so by any university police officer. For more information, visit the NUPD website (<http://www.northeastern.edu/nupd>).

The Public Safety Division takes pride in its comprehensive plan to minimize crime and protect the safety of the Northeastern community. But the division needs students' help and urges students to take responsibility for creating and maintaining a safe and secure environment. For tips on safety around campus and in the neighborhood, pick up a brochure or visit the website.

The Personal Safety Escort Service provides a door-to-door escort from one on-campus location to another whenever personal safety is a concern. After receiving your call, the university police dispatcher will assign an officer or cooperative education cadet within 10 to 15 minutes (if necessary, the dispatcher will advise you of any expected delays).

A special, nighttime off-campus escort service runs from dusk to dawn to transport students who reside within approximately one mile of the campus from the campus to their residence after dark. The only destination this service will take you to is your residence. A van stops at Snell Library and the Ruggles Public Safety Substation on the hour from 7:00 p.m. to 6:00 a.m. to pick up students.

If you are sexually assaulted, either by a stranger or an acquaintance, get to a safe place, then telephone the university police and a friend or family member. A university police officer who is a state-certified sexual assault investigator will meet with you and address your physical and emotional needs, as well as inform you of your rights and options regarding filing charges against the perpetrator. The police will provide you with important information about on-campus as well as off-campus counseling services as well as other options regarding changing your residence or class schedule.

If the sexual assault took place off campus, the university police department can still provide emergency medical treatment, transportation to a medical facility, and counseling referrals. However, the criminal investigation of such cases is the responsibility of the police department that has jurisdiction in the locale where the assault took place, and university police will assist you with making contact with the appropriate agency.

RAD Self-Defense Courses

617.373.2696

Website (<https://www.northeastern.edu/nupd/training/rad-self-defense>)

The R.A.D. System of defense will provide women of all ages with the knowledge to make an educated decision about resistance, on the premise that a spontaneous violent attack will stimulate a natural desire to resist on the part of the victim.

Lost and Found

Website (<https://www.northeastern.edu/nupd/services/lost-found>)

If you have lost an item on Northeastern's Boston campus, call 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, we will contact you by telephone or mail. If your item has not been turned into our department, we 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, return it to our headquarters located at 100 Columbus Place.

Emergency Information

617.373.2000 (snow emergencies)

Website (<http://www.northeastern.edu/emergency>)

Northeastern University is committed to providing members of its community with a safe and secure place in which to live, work, and study.

The university is prepared to respond to emergencies and urgent situations that require immediate action. A trained team of police officers, EMTs, health and counseling experts, student affairs and residential life staff, and other professionals form a coordinated group that is able to manage a wide range of potential situations.

NU ALERT, emergency broadcast communication messages, are sent to the email addresses and telephone numbers students, faculty, and staff have provided the university.

Information Technology Services

I (<https://its.northeastern.edu>)TS Website (<https://its.northeastern.edu>)

617.373.4357 (xHELP)

help@northeastern.edu

Information Technology Services (ITS) is the centralized technology resource for students, faculty, and staff. Among the services and solutions that ITS provides are:

- Secure, high-speed internet access through the on-campus networks NUNet and ResNet
- Wireless internet connectivity through NUwave, NUwave-guest, and Eduroam
- Centralized computer labs—the InfoCommons and the Digital Media Commons (DMC)—with the latest software
- On-site and remote printing
- Access to the Blackboard learning management system
- A vast array of free or discounted software applications for Windows and Mac
- Northeastern's online portal, myNortheastern
- Microsoft Office 365 licenses and support, including Outlook, Word, Excel, and OneDrive
- The SAIL digital platform, an app and online portal to facilitate Northeastern's integrated learning environment
- On-site and online training on popular software
- High-performance research computing

ITS Service Desk

Help and Information Desk, Snell Library, First Floor
617.373.4357 xHELP
help@northeastern.edu
Support Chat (<https://northeastern.service-now.com/sp>)

The ITS Service Desk provides phone-based and walk-up technology support services to students, faculty, and staff. The ITS Service Desk staff also offers support for ITS-managed printers and answers general computing questions. Contact the ITS Service Desk for:

- Assistance with Northeastern University—provided accounts and applications, including email, myNortheastern, and Blackboard
- Wired and wireless network connection problems
- Network printer troubleshooting
- ITS-managed lab support
- Equipment loans, including AV equipment, laptops, and laptop adapters

The ITS Service Desk is located at the Help and Information Desk on the first floor of Snell Library near the InfoCommons and provides assistance on computer-related issues to students, faculty, and staff with a valid Northeastern ID.

myNortheastern

myNortheastern website (<https://my.northeastern.edu>)

myNortheastern—the online portal for the Northeastern community—is a central resource for students, faculty, and staff. Your myNortheastern username and password provide access to key university platforms, from the myNortheastern portal to other university systems, including wireless network access, printing, and email.

The myNortheastern portal offers services tailored to your role at Northeastern for all academic, personal, and recreational needs. Resources available for students include links to student email, information channels, financial aid, Blackboard, and online course registration. NU Alert, our real-time university emergency notification system, utilizes the contact information provided within myNortheastern. It is your responsibility to maintain accurate personal and emergency contact information.

The ResNet Resource Center

Speare Commons
617.373.HELP (x4357)
resnet@northeastern.edu

The ResNet Resource Center, located in Speare Commons, provides students with support for:

- HuskyCable TV service
- Assistance with device registration for ResNet and NUres-device
- Computer troubleshooting
- Hardware repair services for Apple and Dell computers.

Printing

The Northeastern Printing Program (<https://its.northeastern.edu/services/printing-plan>) provides a free allowance for printing each year to students, faculty, and staff. Each September, as an active member of the community, you are given an allowance of printing credit equivalent to \$120 on your Husky Card to use at your discretion at any of the ITS-managed printers located across all Northeastern campuses. Print credits do not carry over from one academic year to the next.

Appropriate Use Policy

Appropriate Use Policy web page (<http://www.northeastern.edu/aup>)

The information systems of Northeastern University are intended for the use of authorized members of the community in the conduct of their academic and administrative work. The Appropriate Use Policy (AUP) describes the terms and conditions of Northeastern information systems use.

Training Services

Snell Library
training@northeastern.edu

Information Technology Services provides a variety of web-based training to all members of the Northeastern community including Mac tutorials, MS Office tutorials, and some application-specific training provided by the application vendors. With Northeastern's license to LinkedIn Learning, students with a myNortheastern username and password have 24/7 access to an extraordinary breadth of training modules. Web-based training is an innovative, self-paced learning method that allows students, faculty, and staff to train anytime or anywhere, using a computer with an internet connection.

Visit the training section (<https://its.northeastern.edu/services/training>) of the ITS website to learn more.

Academic Technology Services (ATS)

A (<http://www.ats.neu.edu>)TS website (<https://www.northeastern.edu/ats>)
212 Snell Library
ats@northeastern.edu

For graduate students performing teaching assistant/graduate assistant work, Academic Technology Services (ATS) is a resource for choosing and implementing technological solutions for a wide range of classroom goals. Whether creating online classes or incorporating flipped classroom techniques into on-ground classes, ATS offers consultation and support for implementation. Additionally, ATS manages the Discovery Lab, located on the first floor of Snell Library, which is a space for showcasing ideas and innovations at Northeastern. The Discovery Lab is an area to host both events and exhibitions.

We Care

Website (<http://www.northeastern.edu/wecare>)
104 Ell Hall
617.373.4384
we_care@northeastern.edu

We Care is a program that assists students experiencing unexpected challenges maintaining their academic progress. We Care works with the student to coordinate among university offices and to offer appropriate on- and off-campus referrals to support successfully resolving issues.

College Expenses

- Financial Aid Assistance (p. 15)
- General Financial Aid Policies and Procedures (p. 15)
- Tuition and Fees (p. 16)
- Northeastern University Student Health Plan (NUSHP) (p. 16)
- Bill Payment (p. 17)

Financial Aid Assistance

Student Financial Services

354 Richards Hall
617.373.2897 (College of Professional Studies)
617.373.5714 (TTY)
cpsfs@northeastern.edu
studentfinance.northeastern.edu (<https://studentfinance.northeastern.edu>)

Northeastern University is committed to assisting students in developing a plan for financing their Northeastern education. Through a variety of options—including federal financial aid, Northeastern’s monthly payment plan, supplemental loans, and your own resources—a plan can be designed that will make your education costs affordable. Visit the Student Financial Services website (<https://studentfinance.northeastern.edu/applying-for-aid/college-of-professional-studies>) or call 617.373.2897 for additional information.

Federal Financial Aid

To apply for federal financial aid programs, students must submit the Free Application for Federal Student Aid (FAFSA) (<https://fafsa.ed.gov>) annually and include Northeastern’s FAFSA school code, 002199. To electronically sign your FAFSA, you will need an FSA ID. If you do not have one or have forgotten your FSA ID, visit the Federal Student Aid website (<https://fsaid.ed.gov/npas>) to obtain one before starting the FAFSA online.

Students must meet the following criteria to be eligible for federal financial aid:

- Be enrolled in at least six credits, applicable toward a degree-granting program, per term for federal financial aid, unless you are enrolled in a full-time or part-time stand-alone course
Note: Although some programs may consider students enrolled in four credits to have half-time status, in order to qualify for federal financial aid, students must be enrolled in a minimum of six credits.
- Be a U.S. citizen or eligible noncitizen
- Be matriculated in a degree-granting program
- Have received a high school diploma or GED and be able to document upon request
- 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
- Maintain satisfactory academic progress

Awarding Timelines

For information regarding your financial aid status, visit the myNortheastern portal (<https://my.northeastern.edu>), click on “Services & Links,” and select “My Financial Aid Status.”

New students are awarded on an ongoing basis after we have been notified that they have been accepted into their program. Awarding will commence as detailed below and award notifications for new students will be sent to the email address provided during the admissions process.

Term of Entry	Earliest Award Availability
Summer	April
Fall	June
Spring	October

Award notifications for returning students will be available beginning in June and will be sent to their @husky.neu.edu address.

Federal Loans

All students eligible to receive federal financial aid are awarded a Federal Direct Loan, provided they have not exhausted aggregate loan maximums. Eligibility for a need-based Federal Direct Loan is determined by the information provided on the FAFSA and academic level. Students **must be registered** for at least six credits each term to be eligible for a federal loan. Additionally, all credits taken must count toward their current degree program for students to be eligible for federal financial aid.

Supplemental Student Loans

There are a number of educational loan programs available to assist students in covering their expenses over and above any federal financial aid that may be awarded to them from the Office of Student Financial Services. Most private lenders have credit and income requirements that must be met before being approved for these programs.

Additional information regarding supplemental loans is available online (<https://studentfinance.northeastern.edu/billing-payments/financing-options>). The Office of Student Financial Services recommends to students that, when researching the loan and lender that best meets their needs, they make sure they take into consideration the interest rate, the quality of customer service, the amount needed for borrowing, as well as origination, disbursement, and/or repayment fees.

General Financial Aid Policies and Procedures

Financial Aid Policies

Student Financial Services reserves the right to adjust a student’s initial offer of assistance based upon information brought to the office’s attention subsequent to extension of the offer, including the receipt of outside scholarships or revised family financial data.

Return of Title IV Funds

Northeastern University is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a term. Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula. Federal regulations require students to obtain at least an A, B, C, D, or S in at least one course for the term; students who receive all unsuccessful grades for a term (F, NE, W, I, U) may be considered unofficially withdrawn from the term and subject to an aid recalculation, including the possible loss of financial aid for that term.

Satisfactory Academic Progress (SAP)

To continue receiving financial aid, undergraduate students must have a 2.000 grade-point average (GPA) and have earned academic credit in 67 percent of the courses attempted. Satisfactory academic progress will be evaluated once per academic year. Refer to the Student Financial Services website (<https://studentfinance.northeastern.edu/policies-procedures/satisfactory-academic-progress>) for more information about how satisfactory progress affects financial aid.

Change in Enrollment Status

Students must notify the Office of Student Financial Services about any changes to their enrollment, whether due to withdrawal from a class, a leave of absence, a change in course work, or withdrawal from the university. Students should be aware that any change in enrollment status may result in the loss of all or part of their federal and/or institutional aid eligibility. It is the student's responsibility to notify the Office of Student Financial Services about any change in enrollment status and understand the ramifications of such changes.

It is highly recommended that whenever possible, students discuss the impact of such changes with their financial aid counselor before making them.

Unusual Enrollment

Some FAFSA applications will be flagged for "unusual enrollment history" by the U.S Department of Education as a result of the student having received Federal Pell Grants or Federal Direct Loans at multiple institutions in recent years. These files will need to be reviewed by financial aid counselors; if necessary, additional documentation may be required. We will not be able to award students with federal financial aid assistance until the unusual enrollment history has been resolved.

Ability to Benefit

In general, students who have received a high school diploma, GED, associate degree, or higher may be eligible for federal financial aid assistance. As a part of the application process, students will have to document receipt of one of these credentials in order to be admitted into the College of Professional Studies. If appropriate documentation was not provided during the admission process, our office will request proof of high school diploma, GED, or college degree. Aid cannot be disbursed until this process is completed.

Appeal/Change in Circumstances

If the student feels that the aid process does not accurately reflect their situation, or if family circumstances change during the year, the student should notify their financial aid counselor for further evaluation. We may request additional documentation from you that might indicate a change in financial circumstances.

Outside Sources of Aid

Students must notify the Office of Student Financial Services of any aid received from outside sources, such as scholarships. Receipt of outside sources of financial aid may require that financial aid offered by Northeastern University be adjusted.

Reapplication Process

Students must reapply for financial aid each year by filing the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online (<https://fafsa.ed.gov>).

Verification

If a student is selected for verification, the Office of Student Financial Services may be required to collect tax transcripts and other financial

documents to verify the information provided on the FAFSA. We will not be able to award students with federal financial aid assistance until this process has been completed.

Tuition and Fees

Your total tuition due for the semester is dependent upon the total number of credit hours in which you are enrolled. Course tuition is assessed just prior to the start of each class. Fees typically are assessed each semester.

To calculate the total tuition for an individual class, you would multiply the total number of credit hours for the course by the cost per credit hour.

Example: The 2019–2020 tuition for an on-campus undergraduate class that is 3 semester hours is $\$541 \times 3 = \$1,623$.

Please note the different price structure for different types of courses, e.g., lecture vs. lab.

College of Professional Studies Undergraduate Tuition Rates (2019–2020)

These tuition rates are for the 2019–2020 academic year, which begins with the fall 2019 semester. Tuition and fees are subject to revision by the president and Board of Trustees at any time.

Course Type	Tuition per Credit Hour
Undergraduate CPS course	\$541
Lab course (science lab or writing lab)	\$781

Visit the College of Professional Studies website (<https://cps.northeastern.edu/tuition-financial-aid>) for a complete listing of tuition.

Fees

- **Student Center Fee:** An \$11.00 fee per semester will be assessed for all students enrolled at Northeastern University's Boston Huntington Avenue campus. This fee is for facilities and services at the Curry Student Center.
- **Campus Recreation Fee:** A \$15.00 per semester campus recreation fee will be assessed for all students at Northeastern University's Boston Huntington Avenue campus. This fee covers admission to home athletic events, use of the Marino Fitness Center, SquashBusters athletic facility, and the Cabot Gym (fitness and pool). This fee will also support the maintenance of existing athletic fields and facilities.

Northeastern University Student Health Plan (NUSHP)

For general health plan information, visit the NUSHP website (<http://www.northeastern.edu/nushp>).

Since September 1989, Massachusetts General Laws (M.G.L. c.15A, § 18) require 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 students taking 12 credits of course work are considered part-time students for the purposes of the Student Health Program.

CPS students enrolled in only online classes are not automatically enrolled. For additional information, email NUSHP (nushp@northeastern.edu).

Health Insurance Waiver

Eligible students are automatically enrolled in NUSHP each academic year and may waive NUSHP via myNortheastern 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.

Visit the NUSHP website (<http://www.northeastern.edu/nushp>) for waiver deadlines.

Bill Payment

Office of Student Financial Services

354 Richards Hall
617.373.2270
617.373.8222 (fax)
studentaccounts@northeastern.edu

Full payment of tuition, residence hall fees, and other related charges are due prior to the start of the term as specified on the original bill. For questions related to underload and overload charges, the billing process, late fees, payment methods, tuition payment plan, and refunds, contact us at the above phone and email address.

E-Bill

Tuition bills are only generated electronically and are available via the myNortheastern portal (<https://my.northeastern.edu>). Paper bills are not generated. For additional information regarding the e-bill, please visit the Billing Frequently Asked Questions webpage (<https://studentfinance.northeastern.edu/billing-payments/billing-faq>). For details on available payment methods, visit the Payment Methods webpage (<https://studentfinance.northeastern.edu/billing-payments/payment-methods>).

Payment of Tuition

Payments will be accepted for billed charges only. The university is not able to process payments for more than the balance due on the student's account. Please note, a past-due balance may result in late fees, prevention of registration, prevention of grade release, prevention of participation in international study programs, or withdrawal from the university.

Accepted methods of payment are:

- **Electronic check and credit card:** Electronic check and credit card payments can be made on the web via NUPay on myNortheastern (<http://my.northeastern.edu>) (MasterCard, Visa, American Express, and Discover accepted). Check or money order, payable to Northeastern University.

- **Monthly payment plan:** the monthly payment plan, administered through Tuition Management Systems, allows students to divide costs into more manageable installments. For additional information, visit the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options>).
- **Supplemental loans:** There are a number of educational loan programs available to assist students and families in financing their education. Review options at the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options>).
- **International payments using Flywire:** Northeastern University has partnered with Flywire to streamline the international wire payment process to the university. This service provides students and their families a safe, cost-effective, and convenient method of making payments to Northeastern University in foreign currencies. To learn more about international payments through Flywire, visit the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/payment-methods>).

For additional information regarding available payment options visit the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/payment-methods>).

Student Financial Responsibility Agreement

As compelled by federal law, all students who enroll in classes at Northeastern University are required to complete and accept the Student Financial Responsibility Agreement (SFRA). This agreement must be completed once per academic year and is located on the student's myNortheastern portal. Failure to complete the SFRA will result in a hold that prevents attendance.

Northeastern's Monthly Payment Plan

Northeastern University offers a monthly payment plan, administered through Tuition Management Systems (TMS), which allows students to divide their educational costs into smaller, more manageable installments. For additional information, visit the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options>).

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 myNortheastern account.

Tuition Remission/Third-Party Payer

When a third party pays tuition directly to the university, the student must provide the Office of Student Accounts with a purchase order, or a written statement of intent to pay by the third party, prior to the first week of classes. If there are stipulations associated with the payment agreement, such as a minimum grade level, then the student must either pay the university directly or enroll in one of the payment options. Documents pertaining to a third-party agreement can be emailed to thirdparty@northeastern.edu or mailed to the address below.

Student Account Operations
354 Richards Hall
360 Huntington Avenue

Boston, MA 02115
 Fax: 617.373.8222

Discrepancies in Your Bill

Discrepancies in your bill should be addressed in writing via email (studentaccounts@northeastern.edu) to the Office of Student Financial Services. Include your name, NU ID, permanent home billing address, Husky email address, dollar amount in question, date of invoice, and any other relevant information.

Responses will be sent to the student's Husky email address. If there is a discrepancy in your bill, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds.

Late Fees

Late fees can be placed on accounts any time after the due date if the account remains fully or partially unpaid. The university typically waits, however, until after the conclusion of the add/drop period, for the specified semester, prior to assessment of late fees. These fees are based on the amount past due at the time of assessment and can range from \$75 to \$200. Late fees are assessed once per semester.

If a student or payer wishes to dispute a late fee assessment, they must do so, in writing, to studentaccounts@northeastern.edu. Please be sure to include the student's name, NU ID, and reason for the dispute in the email.

Refund Policies

To be eligible for a refund, a student must drop his or her course(s) before the course drop deadline. There is no partial tuition refund or credit. Once the course drop date passes, the student is responsible for 100 percent of tuition and associated charges. Refer to the academic calendar (<https://registrar.northeastern.edu/group/calendar>) for course registration dates. Credit balances will be refunded to the student unless otherwise directed by the student or the bill payer. Note the following exception:

- **Payment plans**—Credit balances created from overpayment to the monthly payment plan will be refunded to the bill payer on record unless a letter of authorization, stating that funds may be released directly to the student, is received from that borrower. Verify that you have an existing credit on your account before submitting your request. Anticipated credits are funds that have not been received by the university, and therefore cannot be refunded.
- **International payments**—Credit balances created from an international payment must be returned to the originating bank by the payment method used.
- **Credit Cards** - Credit balances created from an overpayment with a credit card, must be returned to the credit card used at the time of payment.

Official Withdrawal Adjustments

Students who officially withdraw, either from a course or from the university, during an academic term will receive a tuition refund based on the policy specified in this catalog. Institutional funds awarded by Northeastern University will be adjusted based on the actual charges incurred during the term. Funds from federal Title IV programs will be returned to the government according to federal regulations. The federal government Return of Funds Policy dictates that a student's eligibility for federal financial aid is determined by the number of days enrolled during the term. The refund will be calculated from the day the student submits a notification of withdrawal to the Office of the University Registrar.

Credit policies vary according to the duration of the course. Typical tuition adjustments are made according to the schedule described below.

Fifteen-Week and Seven-Week Courses

The College of Professional Studies will permit students to drop a 15-week and 7-week course within 14 days from the start of the term in Eastern Standard Time and receive a 100 percent refund. After the 14th day of the term, any student seeking to withdraw from a 15-week or 7-week course will be ineligible for a refund. Should a student decide to withdraw from a course, he or she is expected to do so via his or her myNortheastern portal. For specific dates in each term, refer to the academic calendar (<https://registrar.northeastern.edu/group/calendar>).

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with myNortheastern access, he or she needs to contact the Service Desk at the following:

617.373.4357 (HELP)
 help@northeastern.edu
 Information Technology Services (<https://its.northeastern.edu>)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

Courses Meeting for One Week or Less

With the exception of Education Summer Institutes and one-day courses, the College of Professional Studies will permit students to drop a course meeting for one week or less through the first day of the course in Eastern Standard Time and receive a 100 percent refund. After the first day of the course, any student seeking to withdraw from an intensive course meeting for one week or less will be ineligible for a refund.

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with myNortheastern access, he or she needs to contact the Service Desk at the following:

617.373.4357 (HELP)
 help@northeastern.edu
 Information Technology Services (<https://its.northeastern.edu>)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

Note: Nonattendance does not constitute official course dropping or withdrawal. A student who registers for a course, completes the "I Am Here" process or begins attendance, and does not officially drop from the course before the deadline is responsible for paying 100 percent of the tuition charges and applicable fees. A student in this situation may earn an F grade that will be part of the student's permanent academic record.

Like all grades for courses attempted and/or completed, a grade earned due to nonattendance impacts a student's academic progression, an international student's visa eligibility, and a federal financial aid recipient's aid eligibility and award.

Academic Policies and Procedures

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Academic and Research Integrity

Essential to the mission of Northeastern University is the commitment to the principles of intellectual honesty and integrity. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from the educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire university.

Accordingly, Northeastern University views academic dishonesty as one of the most serious offenses that a student can commit while in college. Academic dishonesty includes cheating, fabrication, plagiarism, unauthorized collaboration, participation in academically dishonest activities, and facilitating academic dishonesty.

All members of the Northeastern University community—students, faculty, and staff—share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses an act of academic dishonesty should report it to the appropriate instructor or to the director of the Office of Student Conduct and Conflict Resolution.

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

The university's complete Academic Integrity Policy (<http://www.northeastern.edu/osccr/academic-integrity-policy>) is available through the Office of Student Conduct and Conflict Resolution.

Students unclear as to whether or not a source requires citation should speak with their instructor; consult a writing resource (e.g., Writing Center, University Library); and/or utilize the Northeastern Citation and Academic Integrity Checklist. (https://www.northeastern.edu/oepe/demo/CPS_AIRS/Citation%20and%20Academic%20Integrity%20Checklist/story.html)

Code of Student Conduct

The Code of Student Conduct can be found on the Office of Student Conduct and Conflict Resolution website (<http://www.northeastern.edu/osccr/code-of-student-conduct>).

Attendance Requirements

Class participation is essential to success no matter the course format or its delivery; therefore, attendance is mandatory. Individual instructors may have additional, course-specific, attendance policies. It is the student's responsibility to ascertain what each instructor requires. Failure to meet attendance requirements may force a student to drop the applicable courses. Students should not make conflicting commitments until the class schedules for each semester are final. Permission to make up work may be granted by instructors for reasonable cause. Requests must be made immediately upon a student's return to class. Laboratory work can be made up only during the hours of regularly scheduled instruction.

Absence Because of University-Sponsored Activities

Participation in university-sponsored activities, where the students are representing their university, college, or department, may cause absences from class that qualify as excused absences. Excused absences, with appropriate prior arrangement, are not subject to penalty, and missed work may be satisfied through agreement between the student and the instructor. University-sponsored activities that may justify excused absences include athletic competition, performing arts events, and research or other presentations.

Students must discuss absence(s) with instructors at least two weeks in advance of the university-sponsored activity, or as soon as possible if the activity is at the beginning of the term or is the result of an unforeseen circumstance. Instructors may require a written statement from the administrator in charge of the activity. Instructors are expected to make reasonable accommodations for these class absences, including administration of makeup assignments and exams whenever possible. It is expected that students seeking an excused absence will develop a plan and timetable to make up the missed course work with their instructor(s). Note, however, that the requirements of some courses or programs may preclude such accommodations.

Absence Because of Religious Beliefs

Any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement should be provided with an opportunity to make up such examination, study, or work requirement that he or she may have missed because of such absence on any particular day, provided that such makeup examination or work does not create an unreasonable burden upon the university. Students should make appropriate arrangements with the instructor in advance of the absence, preferably at least two weeks before the religious observance.

Absence Because of Jury Duty

Members of the university community are expected to fulfill their obligations to serve on a jury if called upon. A student selected for jury duty should inform his or her instructors. They will provide a reasonable substitute or compensatory opportunities for any required work missed. A student with such an absence will not be penalized in any way.

Absence Because of Military Deployment

See "Leave of Absence Due to Military Deployment (<http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/#military>)."

Other Absences

Unforeseen events or circumstances, including illness, may cause a student to be absent from class. Students must notify their instructors and academic advisor, as appropriate, as soon as possible to apprise them of the circumstances leading to their absence, as well as how much time will be missed. Students must work with their instructors to develop a plan, with a timetable, to make up missed course work. Students cannot be required to provide medical documentation. (Faculty and students should note that the University Health and Counseling Service does not provide sick notes or medical excuses except for long-term illness.) Instructors are expected to make reasonable accommodations for warranted class absences, including administration of makeup assignments and exams, whenever possible.

Extended Absences

A student who is absent from school for an extended period of time must inform his or her academic advisor by letter, email, or telephone. The expected length of the absence may determine whether the student should apply for a medical or emergency leave of absence (<http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/#medical>). It is strongly recommended that the student contact his or her academic advisor to discuss potential next steps, which could include incomplete grades; withdrawal from classes; or, in the event of an extended absence due to a chronic medical condition or disability, consultation with the Disability Resource Center to explore potential accommodation.

Nonattendance

Nonattendance does not constitute official course dropping or withdrawal, which means the student is fully responsible for the academic and financial consequences. Like all grades for courses attempted and/or completed, a grade earned due to nonattendance impacts a student's academic progression, an international student's visa eligibility, and a federal financial aid recipient's aid eligibility and award.

Attendance Verification

"I Am Here" (IAH) Process

After course registration, students are required to verify their intent to enroll in College of Professional Studies class(es) through their myNortheastern account during the first week 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 their class(es), which may impact their financial aid or international student visa eligibility.

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.

A student who registers for a course and completes the "I Am Here" process but does not officially drop the course by the deadline, regardless of his or her level of participation or attendance/nonattendance, is responsible for paying 100 percent of the tuition charges and applicable fees and the final earned grade. A student in this situation may earn an F grade that will be part of his or her permanent academic record.

Students who experience difficulty with the process or have questions should email (registrar@northeastern.edu) the Office of the University Registrar.

Leaves of Absence and University Withdrawal

General Leave of Absence Policy

Students who wish to take a leave of absence are encouraged to apply for the leave by filling out the proper petition through the myNortheastern web portal (<http://myneu.northeastern.edu>) one month prior to the start of the effective term. The usual limit for a leave of absence is for one or one-and-a-half academic terms (a term plus a half term). A leave of absence, if approved, will take into account the following conditions:

- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program.
- Students must return to classes, not co-op.
- Students must be currently enrolled in academic courses or co-op. If a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved.
- Students who receive financial aid should meet with a financial aid counselor before going on a leave.
- Students in university housing should refer to the Office of Residential Life for policy information.
- Students' enrollment status cannot include more than one academic year of consecutive nonclass enrollments.

International students must make an appointment with the Office of Global Services (OGS) (p. 21) to discuss leave of absence procedures in accordance with federal regulations.

Students returning from an approved leave of absence must submit a notification of intent to return to the Office of Academic Advising no later than one month prior to the start of the term in which they intend to return. Students are required to preregister for courses upon returning from a leave of absence.

Medical or Emergency Leave of Absence

Medical leave is an option available to those Northeastern students who develop a major medical condition that precludes class attendance, completion of requirements, and/or co-op. Medical leave petitions must be initiated at University Health and Counseling Services (UHCS). Students are not allowed to take courses for credit toward their degree at Northeastern while on medical leave of absence. Students can petition their college for an exception to take courses elsewhere based on extenuating circumstances.

Students who wish to reenter the university following a medical leave must contact UHCS. Reentry from a medical leave requires receipt of all documentation delivered to UHCS on or around one month prior to the planned reentry to classes. Once all documentation is received by UHCS, it will be reviewed and the student will be notified of the decision. Students must be enrolled in Northeastern University classes for the term they wish to return from medical leave of absence.

More specific information about the reentry process, along with the application for leave, can be found at the UHCS website (<http://www.northeastern.edu/uhcs/access-to-care>).

Emergency leaves may be granted when a student cannot continue attending class after the start of the term due to life-changing situations beyond the student's control. Students can access the application and submit their request for an Emergency Leave of Absence online by going to the myNortheastern web portal (<http://www.myneu.northeastern.edu>), clicking on the "Self-Service" tab, and selecting "Registrar Forms."

The university's medical leave of absence and emergency leave policy states that all *tuition* charged for the term in which the leave has been granted will be held by the university and applied toward future tuition charges in the same academic program. This does not include housing and other fees. Outstanding balances (including unpaid balances) for the academic term in which the leave is taken are still due the university. Tuition adjustments are made depending on the timing of the leave. The adjustments would follow the same schedule as official withdrawal adjustments. Financial aid recipients must contact their financial aid counselor to understand the effects on aid received.

If the leave extends more than six months, student loans may go into repayment. Students enrolled in the Northeastern University Student Health Plan (NUSHP) will remain enrolled in the plan for the plan year, ending August 31.

For both medical and emergency leaves:

- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program.
- Students must return to classes, not co-op.
- Students must be currently enrolled in academic courses or co-op. If a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved.
- Students who receive financial aid should meet with a financial aid counselor before going on a leave.
- Students in university housing should refer to the Department of Housing and Residential Life for policy information.
- Students' enrollment status cannot include more than one academic year of consecutive nonclass enrollments.

Returning from a Leave Of Absence

Students returning from an approved general or emergency leave of absence are required to submit to the Office of Academic Advising a

notification of intent to return. It should be submitted no later than one month prior to the start of the term in which they intend to return. Students are required to preregister for courses upon returning from a leave of absence. Students who are withdrawn and are applying for Commencement may be reentered on a leave of absence, pending the college's approval, prior to the term in which they will graduate. International students returning from a leave of absence should contact the OGS regarding the Student and Exchange Visitor Information System (SEVIS) procedures three to four months prior to anticipated return time.

Students who wish to reenter the university following a medical leave must contact the Medical Leave Team. Reentry from a medical leave requires receipt of all documentation delivered to UHCS on or around one month prior to the planned reentry to classes. Once all documentation is received by the Medical Leave Team, it will be reviewed and the student will be notified of the decision. Students must attend classes for the term they wish to return from medical leave of absence.

Leave of Absence Due to Military Deployment

When a student in the U.S. Reserves or in the National Guard is called to active duty or when an international student is called to active duty in his or her home country, the student must notify his or her college academic student services office and provide proof of deployment prior to being deployed. The proof may be faxed, mailed, or hand-carried to the college academic student services office, which will ensure that the information is conveyed to the registrar's office. It may take the form of general orders cut by the company commander.

When a student is activated during the term, the university will:

- Excuse tuition for that term. Any payment made will be credited to the student's account.
- Post a leave of absence for the term to hold a place for the student when he or she returns.

If a student is called to active duty near the end of the term, the student and faculty members may determine that incomplete (I) grades are more appropriate. In this case, tuition will not be waived.

When a student returns to the university after completion of the tour of duty, he or she will notify the college academic student services office, which will in turn notify the registrar's office. The college academic student services office will assist the student with reentry and registration.

International students who must take a leave of absence to engage in military service in their home country must fill out a form for leave of absence with the OGS as well as with their college.

Leave of Absence for International Students

International students should discuss maintenance of proper U.S. immigration status with an advisor at the OGS before requesting any type of leave of absence.

University Withdrawal

Students seeking to withdraw from the university for any reason should contact the student academic services office of their college.

Students may be withdrawn from the university for financial, disciplinary, academic, or health reasons. In the last case, the vice president for student affairs will review the recommendations of the director of health services to determine whether the student should withdraw. Withdrawals are made only when it is determined that the student is a danger to himself or herself or to other members of the university community, or when the student has demonstrated behavior detrimental to the

educational mission of the university. Note that withdrawal from the university will impact an international student's immigration status. Thus, international students should discuss the means to maintain proper U.S. nonimmigrant status with an advisor at the OGS before requesting or after having been placed on withdrawal.

Reentry to Program

Application for reentry into any academic program is required of students whose studies are interrupted voluntarily for a period of one to three years. Students who are dismissed must wait at least one year before applying for reinstatement.

Students are expected to meet the requirements of the program curriculum current at the time of the approved reentry term. In addition, College of Professional Studies and transfer courses will be reevaluated. The seven-year time limit on science and technology courses may expire. If a student does not enroll in the term in which he or she was approved for reentry, he or she must follow the curriculum requirements for the term in which he or she resumes course work. If a student waits for more than one year to resume his or her studies after being approved for reentry, he or she will have to apply for reentry again.

If the program into which the student is seeking reentry is no longer offered, the student may choose to enroll in another program if he or she meets the admissions requirements for that program. Contact the Office of Academic Advising for assistance and to complete the appropriate form.

Readmission to Program

A new admission application is required of students whose studies are interrupted voluntarily for more than three years.

Students are expected to meet the requirements of the program curriculum current at the time of the approved readmission term. If the program into which the student is seeking readmission is no longer offered, the student may apply to another program and must meet the admissions requirements for that program. Contact the Office of Admissions for assistance and to complete the admission application.

If readmitted, College of Professional Studies and transfer credits that a student was previously awarded will be reevaluated. The seven-year time limit on science and technology courses may have expired. It is at the discretion of the academic program to determine applicability of courses previously completed.

Full-Time Status

A student is considered a full-time undergraduate student if he or she is enrolled in a minimum of 12 semester hours of undergraduate credit for the semester.

Note that full-time status may be defined differently for federal loan purposes. International students have other considerations/requirements to maintain their visa eligibility.

Course Load

Federal financial aid recipients must be enrolled in and successfully complete a minimum number of credits each semester to maintain eligibility. For more information, contact your financial aid counselor.

Students who are not studying in F-1 or J-1 status and who are eligible to study in the United States may be enrolled part-time or full-time. Applicants in B-1/B-2 status cannot enroll part-time or full-time; however, they may choose to apply for a change to a status in the United States and may enroll only upon approval by the U.S. Citizenship and Immigration Services (USCIS).

Course Overload

A maximum course load (not full-time status) for an undergraduate student is 18 credits taken across a 15-week semester, with no more than 9 credits per half-semester session.

To be eligible for a course overload (more than 18 credits per 15-week semester or more than 9 credits per half-semester session), an undergraduate 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 (GPA) of 3.000
- Provide a rationale to support the request

A student needs to complete the appropriate form and return it to his or her career and academic coach. If approved, the student is required to pay the normal tuition charges for all attempted courses. He or she is responsible for informing his or her financial aid counselor, if applicable, and for making the necessary arrangements to manage the increased workload. Should an approved course overload impact an international student's degree completion date and his or her visa end date, the student is responsible for informing the Office of Global Services (OGS) (<http://www.northeastern.edu/ogs>).

Cooperative Education

Website (<http://www.northeastern.edu/coop>)

Cooperative education (co-op) is the cornerstone of Northeastern University's experiential learning approach, in which on-campus study is enhanced by real-world experience through full-time employment at locations all over the world. Through co-op, students alternate periods of academic courses with periods of employment in positions related to their academic or career interests. This combination provides an integrated learning experience that enhances both in-class studies and career development.

General Requirements

- Be a full-time student to participate in co-op.
- Complete all pre co-op requirements as established by the college of the student.
- Make satisfactory progress towards degree completion, including grade point average requirements, as defined by the university, the colleges, and the major program curricula.
- Have a placement in an official co-op placement system with accurate start and end dates, and meet the minimum hour and day requirements.
- Not participate in co-op in the final term unless it is specified in the curriculum requirements of the program in the catalog.
- Resolve any previous disciplinary or academic probation issues, or have the cooperative education coordinator approve a plan to resolve these issues, prior to applying for co-op jobs.
- Have any self-developed co-op approved by the cooperative education coordinator before accepting the position.

- Comply with any pre-employment checks required by the employer, such as drug testing, credit checks, physical examinations, security clearance, and criminal record checks.
- Participate in Title IX training, as required.
- Complete additional requirements if participating in a global co-op. See the Global Experience Office website (<http://www.northeastern.edu/geo/globalcoop>) for more information.
- Work with the co-operative education coordinator if an Unsatisfactory (U) grade has been received for a past co-op to re-establish eligibility in accordance with the policies and requirements of the college.

TRANSFER AND INTERNATIONAL STUDENTS:

- Transfer students from other universities must have met the same requirements in their major's co-op program as non-transfers and must have completed at least one semester of classes before starting co-op.
- International students must attend one academic year, or its equivalent, and obtain proper authorization from the Office of Global Services before engaging in co-op.

Academic Requirements

1. **Be full-time while on co-op. Full-time status for co-op is defined as either:**
 - a. one full-time co-op job; 32-40 hours per week, or
 - b. two simultaneous half-time co-op jobs; 20-31.99 hours each, or
 - c. one half-time co-op job; 20-31.99 hours with graduate students taking 3 or more academic credits or undergraduate students taking 4 or more academic credits.
 - i. Undergraduate students on co-op in a Summer 1 or Summer 2 term may be registered for one half-time co-op without acquiring a second job or taking an accompanying class.
2. **Meet the minimum length requirements for an academic term:**
 - a. Semester full-term: minimum of 11 weeks or 55 work days
 - b. Quarter full-term: minimum of 9 weeks or 45 work days
 - c. Summer 1 or Summer 2 term: minimum of 5 weeks or 25 work days
3. **Receive a grade of Satisfactory or Unsatisfactory for the co-op experience.**

Registration for Co-op

Students are registered for co-op based on a complete job placement in an official co-op placement system with accurate start and end dates, and meet the minimum hour and day requirements. Registration into the co-op experience class occurs one month before the term. Students need to be placed for co-op by the end of the add period, or they should be registered for classes if still searching for a job by this deadline. All co-op placements need to be approved by a co-op coordinator and entered into an official co-op placement system by the last day to drop without a W.

Co-op Financial Planning

- No tuition is charged while a student is on co-op only (students will pay room and board if they stay in university housing).
- If a student takes a credit-bearing class while on co-op, tuition will be charged at the per-credit rate.
- Financial aid will be distributed to match the student's tuition bill and other allowable expenses.
- Students on co-op are required to maintain the same health insurance coverage (either through a private provider or through the university program) as they would while attending classes.

Further Information

For more detailed information about co-op policies and procedures, see the *Cooperative Education Student Handbook* on the Cooperative Education website (<https://www.northeastern.edu/coop>).

Course Credit Guidelines

Guidelines for Assigning Credit to Courses

The primary standard for establishing course credit at Northeastern is the semester/quarter hour, or Carnegie Unit, the standard used by the federal government. One hour of credit is awarded for a lecture/seminar class meeting 50 minutes each week during a 15-week semester or 12-week quarter and also requiring a minimum of two hours of outside preparation each week by the student. An hour of contact time in the rest of the document is based on this 50-minute session.

- 2 semester/quarter hours (100 minutes per week of instruction plus 4–6 hours homework, or equivalent)
- 3 semester/quarter hours (150 minutes per week of instruction plus 6–9 hours homework, or equivalent)
- 4 semester/quarter hours (200 minutes per week of instruction plus 8–12 hours homework, or equivalent)

The Office of the Registrar, 271 Huntington Avenue, maintains the official record for all courses. In the event of error in any publication, the academic record will reflect the correct semester/quarter hours applicable to any degree requirement.

On occasion, course titles change, while the course number remains the same. Despite such title changes, the course is still considered to be the same course. Students who have taken the course under the old title and then take the course again under the new title are considered to have repeated the course.

NOTE ABOUT HOMEWORK AND STUDENT PREPARATION FOR CLASS

The credit hour assumes a set proportion of two hours of student preparation or homework for every hour spent in class. Northeastern wishes to emphasize that the federal government has established this as the minimum amount of work expected, and assigning more work does not in itself justify an increase in the credit value of the course. We also wish to note that there is great variation in the amount of time each student will need to devote to each course or to a specific form of study (e.g., reading, writing, completing problem sets), and, therefore, it is not possible to enforce any exact accounting of student work outside of class.

CREDIT ASSIGNMENT PROCESS

Northeastern University uses the Carnegie Unit to determine class meeting time requirements. The actual amount of academic work that goes into a single credit hour is calculated as follows:

- One lecture (taught) or seminar (discussion) credit hour represents one hour per week (50 minutes) of scheduled class/seminar time and two hours of student preparation time.
- One laboratory or studio credit hour represents one hour per week of lecture or discussion time plus one to two hours per week of scheduled supervised or independent work, or a total of three hours in the lab or studio.

DEFINED INSTRUCTIONAL METHODS

- Traditional: meets fully on ground in a physical location with instructor present

- Hybrid: meets majority on ground in a physical location with instructor present with some online instructional component
- Live cast: meets fully on ground in a physical location with the instructor in a different location teaching synchronously and supported by an instructional assistant in the physical location
- Online: meets fully online

FULL-TIME AND HALF-TIME STUDY

Courses that define academic activities related to curriculum but are not credit bearing have the following required hours of participation:

- Full-time courses: 32–40 hours per week in a semester for a minimum of 11 weeks or 55 days, or in a quarter for 9 weeks or 45 days
- Half-time courses: 20–31.99 hours per week in a semester for a minimum of 11 weeks or 55 days, or in a quarter for 9 weeks or 45 days (to achieve full-time status, graduate students must take 3 or more academic credits and undergraduate students must take 4 or more academic credits)
- Summer 1 or Summer 2 semester: minimum of 5 weeks or 25 workdays
- Summer quarter: 6 weeks or 30 workdays

International students should confer with the Office of Global Services to determine CPT requirements as appropriate.

Registration and Taking Courses

Course Registration

For course registration information, visit the College of Professional Studies website (<http://www.cps.neu.edu/class-registration/registration-instructions.php>).

Course registration procedures are as follows:

- Newly accepted and returning students add or drop courses through their myNortheastern account any time during the registration period.
- Certificate- and degree-seeking students whose studies have been interrupted voluntarily for one to three years need to first apply for reentry through the Office of Academic Advising. Those who have been absent voluntarily for more than three years must apply for readmission. Once a student is accepted for reentry, he or she will register via myNortheastern.
- Students interested in taking undergraduate-level courses for personal professional enrichment (PPE) may register using the Express Registration form (<http://www.cps.neu.edu/class-registration/registration-instructions.php>). Students who study under the PPE status:
 - Are responsible for satisfying course prerequisites and corequisites, if applicable, before enrolling in courses
 - May elect to apply to an undergraduate certificate or degree program by completing the online application process
 - Understand that up to 8 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
- Global Classroom program students do not need to register for courses themselves. The Global Classroom programs register all students enrolled in their programs each term.

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

Undergraduate students are permitted to audit undergraduate 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 for an audited course. In addition, an audited course may not be used in the determination of enrollment status for financial aid purposes and does not count toward program completion.

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 full-semester courses. For half-semester courses, requests must be received by the second class meeting. No exception to this procedure may be approved without the authorization of the college's academic standing committee.

The student should inform the instructor of his or her status as auditor of the course.

S/U (Pass/Fail) System

An undergraduate student may elect to take courses on a satisfactory/unsatisfactory (commonly known as pass/fail) grading scale. The following rules apply:

- Undergraduate degree students may register for one open elective course per semester on a Satisfactory/Unsatisfactory (S/U) basis and may not take more than a total of four 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 full-semester courses.
 - For half-semester 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.
- 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.

Course Selection and Planning

Students should refer to their degree audits for program curriculum information, to select courses, and to monitor their progress toward degree completion. Students should access their degree audits through their myNortheastern account or request an audit from their career and academic coach.

Degree audits are unofficial records of academic progress. Students are encouraged to consult with their academic advisor 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 myNortheastern account, students, regardless of

matriculation status, should consult the College of Professional Studies website (<http://www.cps.neu.edu/degree-programs/prerequisites.php>) to determine whether they have completed the course prerequisites.

Course prerequisites may be met by taking the prerequisite course(s) for 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.

Course Corequisites

Course corequisites are courses that are required to be taken concurrently; e.g., College Writing 1 (ENG 1105) and Lab for ENG 1105 (ENG 1106), which are part of the undergraduate written communication core requirement, must be taken at the same time. Before registering for a course through their myNortheastern account, students, regardless of matriculation status, should read the course description to determine what the corequisite is and register for both courses.

Repeating a Course

If a student wishes to improve his or her cumulative grade point average (GPA) by repeating a course, he or she may do so. A student may take the same course up to three times to earn a better grade. Only the grade earned in the last attempt is used to compute the GPA, while all grades remain part of the student's permanent academic record. A student is required to pay the normal tuition charges for all repeated courses.

Financial aid recipients must be mindful that repeating a course could impact their aid eligibility. As per financial aid regulations, students may repeat a course only once and be eligible for aid. Students with questions about this possible impact should contact their financial aid counselor.

Course Substitution

In some cases, a course that a student wishes or needs to take is not offered. In certain, unusual circumstances, a student may request up to four course substitutions to satisfy degree requirements. The substituting courses must be comparable in content and rigor.

A student must complete a Request for Course Substitution form and submit it to his or her career and academic coach, who will work with the academic program for review.

Directed Study

Directed studies are offered when a course is required for a student's program of study but said course is not available in a given academic term and there is immediacy for a student to complete said course. Academic deans/directors will make the decision if there is a compelling need to run a course as a directed study.

Independent Study

Independent study is an opportunity for a degree student to work independently under the supervision of an instructor to undertake special research, literature review, or experimental study projects in areas related to his or her program of study that he or she cannot accomplish as part of a standard course in the curriculum. A degree student may take up to two independent studies. The work to be done for an independent study is usually crafted by the student, with faculty input. Independent studies are entirely optional and not needed to graduate. A completed Request for Independent Study form (https://cps.northeastern.edu/reusable_file/37), signed by both the student and the faculty member, must be submitted to the academic program for review and approval.

Course Waiver

A course waiver may be awarded to a student who has completed the equivalent course at an accredited institution other than the College of Professional Studies 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.

Course Add/Drop Policy

Refer to the academic calendar (<http://www.northeastern.edu/registrar/calendars.html>) for specific dates. Students should consult with their academic and career advisor before adding or dropping classes.

Students may add a half-semester course within the first week of the course. For full-semester courses, students may add a course within the first two weeks of the course. Students who add a class during the add/drop period are responsible for all assignments missed prior to enrolling. Enrolled students are responsible to attend classes during the add/drop period, and any absences will be held accountable to the instructor's attendance policy.

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, and the earned grade will be on their permanent academic record. All such dates are specified in the academic calendar (<http://www.northeastern.edu/registrar/calendars.html>).

Students must add/drop courses using their myNortheastern account.

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with myNortheastern access, he or she needs to contact the Service Desk at the following:

617.373.4357 (HELP)
help@northeastern.edu
Website (<http://www.northeastern.edu/its/audience/students>)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

A reduction in a student's course load could affect a student's international student visa status or financial aid eligibility.

Course Withdrawal Policy

Reference the academic calendar for specific dates by which students may withdraw from a course.

Students who withdraw from a course after the add/drop deadline and before the last day to withdraw will receive a W grade and will be responsible for 100 percent of the tuition charges and applicable fees. The W grade does not affect the calculation of the cumulative GPA but it does impact a student's academic progression, which may result in the student being placed on academic probation or dismissal.

Students must withdraw from courses using their myNortheastern account.

Students who experience difficulty withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with the student's

myNortheastern account or access, he or she needs to contact the Service Desk at the following:

617.373.4357 (HELP)
 help@northeastern.edu
 Website (<http://www.northeastern.edu/its/audience/students>)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

A reduction in a student's course load could affect a student's international student visa status or financial aid eligibility.

Students who fail to withdraw from a course by the deadline, regardless of their level of class participation or attendance, are financially and academically responsible. A student's lack of participation/attendance will likely result in a final grade of F.

All students are encouraged to consult with their career and academic coach prior to withdrawing from a course. Withdrawals may impact a student's time to degree completion.

Student Records, Transcripts, and Related Policies

Grade Table

Grades are officially recorded by letters, evaluated as follows.

Letter Grade	Numerical Equivalent	Explanation
A	4.000	Outstanding achievement
A-	3.667	
B+	3.333	
B	3.000	Good achievement
B-	2.667	
C+	2.333	
C	2.000	Satisfactory achievement
C-	1.667	
D+	1.333	Undergraduate only
D	1.000	Undergraduate only/ Poor achievement
D-	0.667	Undergraduate only
F	0.000	Failure
I		Incomplete
IP		In progress
NE		Not enrolled
NG		Grade not reported by faculty
S		Satisfactory (pass/fail basis; counts toward total degree requirements)
U		Unsatisfactory (pass/fail basis)
X		Incomplete (pass/fail basis)
L		Audit (no credit given)

T	Transfer
W	Course withdrawal

An I, IP, or X grade shows that the student has not completed the course requirements.

The IP grade is intended for courses that extend over several terms. The time restrictions on the incomplete grade do not apply to the IP grade. While the IP grade is left unchanged, it is not included in computing the grade-point average. If the IP grade is never changed, the course does not count toward graduation requirements.

Northeastern University Course Numbering

0001-0999	Orientation and basic No degree credit
UNDERGRADUATE	
1000-1999	Introductory level (first year) Survey, foundation, and introductory courses, normally with no prerequisites and designed primarily for students with no prior background
2000-2999	Intermediate level (sophomore/junior year) Normally designed for sophomores and above but in some cases open to freshman majors in the department
3000-3999	Upper-intermediate level (junior year) Designed primarily as courses for juniors; prerequisites are normally required, and these courses are prerequisites for advanced courses
4000-4999	Advanced level (senior year) Designed primarily for juniors and seniors; also includes specialized courses such as research, capstone, and thesis
GRADUATE	
5000-5999	First-level graduate Courses primarily for graduate students and qualified undergraduate students with permission
6000-6999	Second-level graduate Generally for master's and clinical doctorate only
7000-7999	Third-level graduate Master's- and doctoral-level courses; includes master's thesis
8000-8999	Clinical/research/readings Includes comprehensive exam preparation
9000-9999	Doctoral research and dissertation

Clearing an Incomplete or Changing Other Grades

The period for clearing an incomplete grade or for changing a grade other than an incomplete or failure (F or U) is restricted to one calendar

year from the date it is first recorded on the student's permanent record. An incomplete grade may be reported by the instructor when a student has failed to complete a major component of a required course, such as homework, a quiz or final examination, a term paper, or a laboratory project. Students may make up an incomplete grade by satisfying the requirements of the instructor or, if the instructor is absent, the chair of the department. Be aware that instructors' policies on the granting of incomplete grades may vary and that the final decision on an incomplete grade is up to the instructor.

To request an incomplete grade, the student must obtain and complete in consultation with the instructor an Incomplete-Grade Contract (<http://www.northeastern.edu/registrar/form-inc-grade.pdf>) on which the precise agreement for clearing an incomplete grade is specified and which is signed by the student and the instructor. Copies of the form are kept by the student, the instructor, and the Office of the Dean of the college in which the course is offered. Any exception to this policy on change of grades must be recommended by the Academic Standing Committee (ASC) of the college in which the course was offered and must be forwarded in writing by the ASC to the registrar for implementation. (Finishing the agreed-upon course work must be completed within one calendar year from the end of the term in which the course was offered.)

University policy states that any grade outstanding for 12 or more months cannot be changed. Any exception to this policy on change of grades must be recommended by the ASC of the college in which the course was offered and must be forwarded in writing by the dean to the Office of the Registrar for implementation.

Repeating Courses

When the appropriate course is available, students may repeat a course to earn a better grade. In all cases, the most recent grade earned in a course is the one used in calculating the overall grade-point average; however, previous grades remain on the transcript followed by the word "Repeat." Consult your academic advisor before repeating a course. Students are required to pay normal tuition for all repeated course work.

Substituting Courses

In some cases, it may not be possible to repeat a course if a student wishes to do so. In unusual circumstances, students may petition to substitute one course for another they have already taken, as long as the subject matter of both courses is substantially alike. With the approval of the student's academic advisor and the agreement of the department that offered the first course taken, a grade received in the new course will be labeled "Substitute" on the transcript and will be treated in the grade-point average calculation as a "repeat" grade, as described above. The original grade will remain on the student's Northeastern transcript. Students should consult with their academic advisor before enrolling in any proposed substitute course. Students are required to pay normal tuition charges for all substitute course work.

Clearing an Academic Deficiency

An academic deficiency occurs when a student fails to complete a course with a satisfactory grade. The deficiency may occur because the student has failed the course or because the student has passed the course but with a grade that does not meet the minimum required by the student's program.

Students who have academic deficiencies may be required to clear them before progressing within the curriculum, especially if a given course is a prerequisite for future course work. Deficiencies may affect the student's expected year of graduation.

With the approval of the appropriate program faculty and/or academic advisor, students can clear deficiencies in the following ways:

1. Repeat the same course at one of Northeastern's colleges, which will result in a "repeat" grade (see "Repeating Courses" policy above).
2. Substitute a comparable course at one of Northeastern's colleges, which will result in a "repeat" grade (see "Substituting Courses" policy above).
3. Under special circumstances, if the course is not currently offered at Northeastern University, a student may be advised to take a preapproved course at another institution outside Northeastern University. The original grade will remain on the student's Northeastern transcript and will still be used in the calculation of the grade-point average.

Appeal of Final Grades

Under certain circumstances, students have the right to appeal final grades given by either academic faculty or cooperative education coordinators. Criteria and procedures for such appeals can be found on p.1 of the Undergraduate Student Handbook (http://www.northeastern.edu/osccr/wp-content/uploads/2018/06/2018-19_Handbook_full-PDF.pdf) or on the appeals policies and procedures page (<http://catalog.northeastern.edu/graduate/academic-policies-procedures/appeals>) within the graduate portion of the university catalog.

Grade-Point Average (GPA)

Numerical equivalents for scholastic averages are weighted according to the number of hours the course carries. For example, suppose a student receives a grade of B in a course carrying 4 semester hours and a grade of A in a course carrying 1 semester hour. The weightings for these example courses are as follows:

Grade	Numerical Equivalent	Semester Hours	Weight
B	3.000	4	12
A	4.000	1	4
Totals:		5	16

The GPA for both courses would then be the total weight (16) divided by the total semester hours (5), or 3.200. Grades of I, IP, S, U, and X are not included in the calculation of the GPA. See grade table (p. 26) for a complete list of grades and numerical equivalents.

Grade Reports

Grades are available to students approximately three days after the end of each term via the myNortheastern web portal (<http://www.myneu.neu.edu>). A missing grade means that none was received from the instructor. Grades received late from faculty are processed as they are received.

Transcripts

Currently enrolled students may obtain unofficial transcripts from the myNortheastern web portal (<http://www.myneu.neu.edu>) and may also order official transcripts through myNortheastern. For further information on transcript requests, visit the transcript request webpage (http://www.northeastern.edu/registrar/trans_request.html). All questions concerning transcript requests should be directed to 617.373.2300,

TTY 617.373.5360

Student Evaluation of Courses (EvaluationKit)

Students play a critical role in the university's commitment to quality teaching and academic excellence when they participate in the evaluation of courses through EvaluationKIT, an online survey students complete anonymously. Students are expected to participate in EvaluationKIT with constructive feedback that is relevant to teaching and course content.

Students may access EvaluationKIT summary results from previous terms via their myNortheastern web portal (<http://www.mynortheastern.edu>). Courses with a response rate of less than 20 percent of enrolled students will be excluded from the results. Courses with three or fewer students enrolled are not surveyed.

Academic Progression Standards

Faculty Advisor Communication Tool (FACT)

FACT is a communication tool that provides faculty with a method for providing input to career and academic coaches and students for early intervention, coaching, and assistance. Faculty members are expected to submit input around the midpoint of each term/session.

Academic Progress/Standing

To be in good standing, an undergraduate student must continuously maintain a minimum cumulative grade-point average (GPA) of 2.000 on a 4.000 scale and must also make continuous satisfactory academic progress (SAP). To make SAP, a student must earn at least 66 percent of his or her cumulative attempted credits. Nonmatriculated students are required to be in good academic standing to be allowed to register for any subsequent classes.

Students are responsible for reviewing their grades and academic standing at the end of each term through their myNortheastern account. If there are any discrepancies, students should immediately contact the instructor(s) directly. Grades are posted the Wednesday after the term/session ends. Students have 30 calendar days from that point to appeal a grade.

Academic Probation and Dismissal

Notation of Academic Probation appears on a student's internal record but not on his or her permanent transcript.

An undergraduate student is placed on academic warning for low academic performance if his or her GPA is below 2.000 at the College of Professional Studies and/or if he or she does not earn at least 66 percent of his or her cumulative attempted credits. At this point, the student is strongly encouraged to consult with his or her academic and career advisor to develop an action plan to improve his or her academic standing. Attempted credits include all credits/courses for which the student registered and did not drop.

An undergraduate student is placed on academic probation if, after already having been placed on academic warning, his or her cumulative GPA remains below 2.000 at the College of Professional Studies and/or if he or she does not earn at least 66 percent of his or her cumulative attempted credits in his or her subsequent term of enrollment. The student is encouraged to consult with his or her academic and career advisor to develop an individualized success plan (ISP) to improve his or her academic standing. Otherwise, a registration hold may be placed on the student's account.

A student whose cumulative GPA remains below 2.000, and/or does not earn at least 66 percent of his or her cumulative attempted credits in the

term of enrollment subsequent to the one after he or she was placed on academic probation, will be academically dismissed. An undergraduate student who has been academically dismissed from the university is automatically dismissed from his or her major.

A student will be notified about his or her dismissal within one week following the end of the term and has the right to appeal the dismissal decision to the college's Academic Standing Committee (ASC) if he or she can provide documented evidence supporting an appeal. The notification of dismissal will include the appeal deadline.

Students appealing a dismissal decision may not be eligible to enroll in classes the term following their dismissal to allow time for the appeal process.

Students are responsible for reviewing their grades and academic standing at the end of each term through their myNortheastern account.

Reinstatement after Academic Dismissal

A student who is academically dismissed from the College of Professional Studies is not eligible to register again for courses at the college until he or she is approved for reinstatement. A student may apply for reinstatement after a minimum of one academic year if he or she can provide documented evidence supporting the application (e.g., completed two courses with a grade of B or higher at another accredited college or relevant professional development opportunities during the minimum one-year absence). The application for reinstatement must be made in writing by submitting the completed Request for Reinstatement form (https://cps.northeastern.edu/reusable_file/38) and providing supporting documentation to the Office of Academic Advising.

If reinstatement to the college is approved, a student is expected to meet the most current requirements for program admissions and curriculum.

A student approved for reinstatement but who does not meet the admissions requirements for the intended program of study or if the intended program of study is no longer available may apply to another program.

Completing Program Requirements

Undergraduate Degree Programs

To earn an undergraduate 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 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, the required number of credits as per the curriculum, and maintain a minimum cumulative GPA of 2.000 or as outlined by the specific program.

Time Limit on Program Completion

Although there is no set limit for an undergraduate student to complete his or her certificate or degree, there is a limit to how long a course may be used toward program completion. Science and technology courses expire after seven years unless an extension is approved by the program director.

At the time of reentry or readmission for an undergraduate student, the science or technology courses that were completed seven or more years ago cannot be used to satisfy the science or technology requirement for the degree. The student has to retake the course or take a different course in the subject area to satisfy degree requirements.

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.

Degrees, Majors, and Minors

Declaring an Undergraduate Major

A bachelor's degree student who was undeclared at the time of admission must declare his or her major before he or she earns a maximum of 75 credits inclusive of awarded transfer credits and credits earned at the College of Professional Studies. Failure to declare a major may result in a block on the student's record, preventing future course enrollment.

To declare an undergraduate major, a student must consult with his or her career and academic coach before completing the appropriate form. The student is responsible for meeting all admission requirements for the intended program.

Previous transfer credit awards are subject to change as a result of a major declaration. Students on financial aid are responsible for understanding the impact that results from a major declaration.

Changing a Major/Program of Study

An undergraduate student matriculated in a certificate/degree program (with a declared major/program) may choose to enroll in a different undergraduate major/program, after consulting with his or her career and academic coach. The student then completes the appropriate form and is responsible for meeting all admission requirements for the intended major/program.

Previous transfer credit awards are subject to change as a result of a major/program change. Students on financial aid or an international student visa are responsible for understanding the impact that results from a major change.

Declaring an Undergraduate Minor

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

An undergraduate minor requires a minimum of 15 but no more than 18 credit hours of undergraduate-level course work, as specified by the individual minor program. A student may choose from among the undergraduate minor programs offered by the College of Professional Studies. The completed undergraduate minor appears on the student's official record.

The following rules apply:

- A bachelor's degree student may declare his or her intent to pursue a minor at the time of application for admission or after acceptance as an enrolled student, up until the beginning of his or her last term of enrollment. It is strongly encouraged that a student who wishes to pursue an undergraduate minor begins planning early and consults with his or her career and academic coach.
- The program of study for his or her major and minor cannot be the same where the courses for the minor are a subset of required courses 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.
- Courses used to fulfill requirements for the minor may be used to satisfy open electives of a major.
- A student must fulfill all requirements for the minor and major concurrently and may not extend his or her program of study to complete a minor.
- A student must adhere to the curriculum of the undergraduate minor(s) for which he or she has been approved. If a student wishes to request a course substitution to fulfill a requirement of an undergraduate minor, he or she must seek prior approval through his or her career and academic coach. Deviation from the minor requirements without prior approval will result in nullifying the minor on a student's record.
- A student may apply up to 6 semester hours of transfer credits toward an undergraduate minor.
- A student in the Bachelor of Science in Liberal Studies program may choose to complete courses specified for a minor as part of his or her specialization.
- A student in an undergraduate Global Classroom program is eligible to apply for an undergraduate minor. The 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.

Academic Internship 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' Department of Cooperative Education (<https://cps.northeastern.edu/experiential-learning/coops>) works with students to identify experiential learning opportunities for up to six months to facilitate career exploration and transition. This program is an optional component of most degree programs. Students must qualify to participate. Review the website (<https://cps.northeastern.edu/experiential-learning/coops>) for guidelines, academic requirements, and opportunities.

Seeking More Than One Certificate or Degree

An undergraduate student can be enrolled in only 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 a bachelor's 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 6 credits, if the contents are determined to be applicable per the program director.

3. A bachelor's degree earned at the College of Professional Studies may be used to satisfy the requirements of a second bachelor's 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.

Academic Honors

Dean's List

A dean's list for the undergraduate programs is compiled at the end of each fall, winter, and spring term to recognize students' academic accomplishments.

The requirements to be on the dean's list are:

- 3.500 or higher term GPA
- In good academic standing
- Enrolled in at least half-time (6 semester hours per full semester)
- No incomplete grade
- No grade below C–
- No grade on a satisfactory/unsatisfactory (pass/fail) basis, except when there is no alternative or when required by the program

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

Graduation with Honors

Graduation with honors is reserved for bachelor's degree candidates who have completed 60 semester hours in residence and who meet the following GPA requirements to graduate with honors:

GPA	Honor Conferred
3.500–3.699	Graduate with honor (cum laude)
3.700–3.849	Graduate with high honor (magna cum laude)
3.850–4.000	Graduate with highest honor (summa cum laude)

Note: The university reserves the right to change these standards.

Residency Requirement

In addition to meeting all degree and major requirements, students must earn a minimum of 50 percent of the total hours required for graduation at the College of Professional Studies in order to receive a bachelor's degree. Exceptions to this requirement include active-duty military personnel and bachelor's degree students who transferred from a qualifying college at Northeastern University. Active-duty military personnel must earn 25 percent of their undergraduate credits at the College of Professional Studies. Students who transfer from another college at Northeastern University must earn a minimum of 15 percent of their semester hours at the College of Professional Studies.

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 at the College of Professional Studies.

Graduation Requirements

Graduation Procedures

The following information is for degree-seeking students only. Certificate students should refer to the "Certificate" section below.

Only students who complete the graduation application process by specified deadlines will be considered for graduation and included in the graduation ceremony program. All qualified students must submit a graduation application in order to receive their diploma, regardless of whether they plan to attend the graduation ceremony.

Note important definitions: "Degree conferral date" and "graduation ceremony date" are not the same. Degree conferral date refers to the date of the university's official recognition of degree completion. For the purposes of the graduation application that is accessed via a student's myNortheastern account, the "Expected Graduation Date" (EGD) is the same as the degree conferral date. Northeastern University confers degrees three times each academic year: winter, spring, and fall. The graduation ceremony date is the date that the college hosts the annual 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 myNortheastern 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.

An accurate EGD is required to gain access to the graduation application. The EGD is also used by clearinghouses to determine loan deferment schedules. A student who needs to update his or her EGD should contact his or her career and academic coach.

Diploma

Information that will be printed on diplomas includes:

- Degree.
- The major will be printed on diplomas for nonspecified degrees (Associate in Science, Bachelor of Science, Bachelor of Arts) only. Minors are not printed on any diplomas.
- Honors designation, for those who qualify.

Changes made to a student's name after the diploma has been printed may be subject to a \$50 fee and take more than one month to reprint.

Changes made to a student's degree information and name submitted after the program deadline will not be noted in the graduation ceremony program.

Certificate

The College of Professional Studies confers undergraduate certificates at the same time degrees are conferred each year in winter, spring, and fall. Students must submit a completed Request to Declare Certificate Completion form (<http://www.cps.neu.edu/student-resources/academic-forms.php>) to their career and academic coach in order to have their academic record audited to receive their certificate. Deadlines apply. Students should contact their career and academic coach for more information. All certificates will be mailed to the address provided on the form.

Academic Transcripts

Currently enrolled students may obtain unofficial transcripts from the myNortheastern web portal (<http://myneu.northeastern.edu>) and may also order official transcripts through myNortheastern. For further information on transcript requests, visit the Office of the University Registrar website (http://www.northeastern.edu/registrar/trans_request.html). All questions concerning transcript requests should be directed to 617.373.2300, TTY 617.373.5360.

Academic information noted on official academic transcripts include degree/certificate name; major; minor (if applicable); academic history, including transfer credits; and graduation honors designation (if applicable).

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 or cooperative education determination. This includes claims of misinterpretation or inequitable application of any academic provision of the university's *Undergraduate or Graduate Catalog*, *Student Reference Guide*, *Student Handbook*, or *Faculty Handbook*.

In all cases, students are encouraged to informally discuss concerns with the faculty member who taught the course to see if it is possible to reach an 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 with the instructor, the student should request a meeting with their academic and career advisor who can help facilitate the process to resolve the issue(s). If these informal attempts to resolve the issue(s) fail, the student can enter the formal procedure at the college level as outlined below.

Though students are always entitled to seek the advice of legal counsel, a student's lawyer cannot be present in the informal or formal academic appeals procedures. A student may consult their academic and career advisor at any point in these procedures for advice or assistance. University officials may take whatever steps they deem reasonably appropriate to achieve resolution of the issue at any stage of these procedures.

If a student feels that he or she has been the victim of harassment or of discrimination prohibited by law or by university policy, he or she should consult with the Office of University Equity and Compliance (OUEC) as soon as he or she 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 OUEC is advised of such alleged prohibited conduct as part of an academic appeal, the appeal shall be pursued and investigated by OUEC first. In such cases, the student should contact their academic and career advisor regarding the next appeal steps. Following a resolution of the harassment/discrimination issues, any remaining academic issues will be addressed, at the request of the student, according to the academic appeals procedures.

The Academic Standing Committee may not consider appeals on the basis of medical claims; students are encouraged to meet with their academic and career advisor to determine the best course of action for any disputes on the basis of medical or personal issues.

FOR DISMISSAL APPEALS

If the appeal concerns academic dismissal, the student should contact their academic and career coach regarding appealing to the college ASC.

FOR GRADE DISPUTES

Students are encouraged to contact their instructor regarding all grade disputes within 15 calendar days of the assignment or course grade being awarded. If resolution cannot be achieved within 15 calendar days of initial contact, the student may submit a formal appeal no more than 30 calendar days following the end of the term the grade was awarded. The student must contact their academic and career coach to start the formal appeal process. Resolution that is not attempted within this time frame is no longer eligible for appeal.

The program level has 30 calendar days to respond with a decision and brief explanation of that decision. If the student does not receive a response within 30 calendar days of their appeal at the program level, the student may appeal to the ASC. If a decision has been rendered at the program level, the student may only appeal to the ASC *if they have new/additional evidence and documentation to present that would not have reasonably been available at the time of the program-level appeal*. The student should contact their academic and career coach before appealing any decision to the ASC.

Once a grade change has been made in response to an appeal, that change is final.

FOR ALL OTHER APPEALS/DISPUTES

The student should contact their academic and career coach with questions and information regarding next steps.

APPEALING BEYOND THE ASC

In appeals that arise from a violation, misrepresentation, or inequitable application of the academic provisions of the *Student Handbook* or *Undergraduate Catalog* or *Graduate Catalog*, the ASC serves as the final decision maker within the college.

Issues concerning admission or readmission into a program cannot be appealed beyond the ASC at the college level.

Outside of issues concerning admission or readmission into a program, if the student or faculty member is not satisfied with the ASC's decision at the college level, they may further pursue the matter at the university level by requesting in writing within 14 calendar days that the university convene an Academic Appeals Resolution Committee (AARC) to review the appeal. Students may obtain information on this process through the We Care program (104 EII) or the Office of the Provost (110 CH). The AARC has been designated as the final authority on appeal matters. This request must be made within 14 calendar days of the finding of the ASC.

1. Academic Appeals Resolution Committee

The AARC includes:

- The vice provost for graduate education or a designee.
- The student's faculty advisor will be appointed by the appropriate vice provost except in cases where no specific advisor exists or where the faculty advisor is involved in the dispute. In those cases, a faculty member from the student's major college, department, or area of specialization will be appointed.
- Two faculty members appointed by the Faculty Senate Agenda Committee (if the appeal is based on a cooperative education determination, one of the faculty members shall be a member

of the cooperative education faculty but not from the student's area of study) and a representative of the Office of Institutional Diversity and Inclusion (if the appeal had at any point involved a matter of sexual harassment/discrimination).

- The chair shall be elected from among the committee's three faculty members but cannot be the student's faculty advisor.

2. **Preliminary Matters**

If the AARC determines, by a majority vote, that the appeal is patently without substance or merit, it may dismiss the appeal.

3. **Investigation**

The AARC shall investigate the matter under appeal as quickly as possible by studying the relevant documents, interviewing the parties (especially the student and the involved faculty member), and taking any other action it deems appropriate. At no time shall the committee be bound by rules of evidence but shall at all times conduct itself in a manner that is not arbitrary or capricious. The AARC may, but is not required to, hold a hearing prior to resolving the issues. However, in all instances, the student and the involved faculty member shall have the right to appear and testify separately and privately before the AARC. The student shall have the right to have an advocate from the university community present during his or her testimony to the AARC.

4. **Authority to Act**

The AARC has been designated as the final authority on these matters. At the conclusion of its investigation, the AARC shall resolve, by majority vote, the issue by either upholding the finding of the ASC or dean, in which case no further appeal is available, or granting such relief to the student as the appeals resolution committee deems appropriate.

- The AARC may not determine a resolution that contradicts the prior findings or actions of the Office of Institutional Diversity and Inclusion with respect to elements of this appeal.
- In the event of a tie vote, the action of the ASC or dean shall be considered upheld.

5. **Resolution**

All direct parties to the appeal, including but not limited to the student, the provost, the dean, the department chair or equivalent supervisors, graduate coordinator or equivalent supervisor, and the faculty member shall be promptly informed in writing of the decisions and actions taken (i.e., the Report) during this academic appeals procedure.

6. **Report**

A written Report of the appeal and its resolution shall be submitted by the chair of the AARC to the student, the involved faculty member, the Faculty Senate Agenda Committee, the vice president for student affairs, the appropriate vice provost, the registrar, and the dean, as appropriate.

7. **Action**

The dean(s) or his or her designee in the involved college(s) shall take whatever action is necessary to implement fully the resolution of the AARC. This includes reporting the change of grade to the registrar.

8. **Appeal**

No further appeal can be instituted by the student or the involved faculty member with respect to the issue(s) raised at any level of the formal appeals resolutions procedures once adjudicated.

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 that has responsibilities for establishing and enforcing policies necessary for the management of the institution under its authority."

A student who resides outside Massachusetts should contact his or her local/state organization.

Appropriate Use of Computer and Network Resources Policy

The information systems of Northeastern University are intended for the use of authorized members of the community in the conduct of their academic and administrative work. Northeastern's information systems consist of all networking; computing and telecommunications wiring; equipment; networks; security devices; passwords; servers; computer systems; computers; computer laboratory equipment; workstations; internet connection(s); cable television plant; university-owned mobile communications devices; and all other intermediary equipment, services, and facilities. These assets are the property of the university. This policy describes the terms and conditions of use for Northeastern information systems.

This policy applies to any and all users of these resources, both authorized and unauthorized.

The university's complete Policy on Appropriate Use of Computer and Network Resources is available through the Information Technology Services website (<http://www.northeastern.edu/its/policies>).

Accommodations for Students with Disabilities

20 Dodge Hall
617.373.2675
617.373.7800 (fax)
Website (<http://www.northeastern.edu/drc>)

Northeastern University and the Disability Resource Center (DRC) are committed to providing disability services that enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) to participate fully in the activities of the university. To receive accommodations through the DRC, students must provide appropriate documentation that demonstrates a current substantially limiting disability. Accommodations are provided based on an evaluation of the information provided by students and their clinicians, on a case-by-case basis. These services are available for, but not limited to, students with the following diagnoses:

- Learning disabilities and/or AD(H)D
- Autism spectrum disorders
- Chronic or degenerative disorders
- Hearing loss
- Mobility impairments
- Psychiatric disorders
- Traumatic or acquired brain injury
- Vision impairments

Students should provide documentation to the DRC at their earliest convenience to allow for sufficient time for review. After the documentation has been reviewed, a disability specialist will contact the student regarding appropriate next steps. Visit the DRC website (<http://www.northeastern.edu/drc>)

Massachusetts Board of Higher Education

A student has the right to submit a complaint or inquiry to the Massachusetts Board of Higher Education (<http://www.mass.edu/forstufam/complaints/complaints.asp>) regarding his or her experience

www.northeastern.edu/drc) for additional information or contact staff at 617.373.2675.

Personal Information

Change of Name

Report all name changes to the Office of the Registrar immediately. This is especially important when students marry and wish to use a new name on university records. Official documentation of the name change is required.

Change of Address

Report all address changes via the myNortheastern web portal (<http://myneu.northeastern.edu>) or in person at the Office of the Registrar or Office of Student Accounts. Both the permanent home address and the local address are required. International students must also report any changes of address to the Office of Global Services (OGS) (<http://www.northeastern.edu/ogs>) within 10 days in order to ensure compliance with Student and Exchange Visitor Information System (SEVIS) requirements.

Family Educational Rights and Privacy Act (FERPA)

FERPA for Students—General Information

FERPA is a federal law that applies to educational institutions. Under FERPA, schools must allow students who are 18 years or over or attending a postsecondary institution:

- Access to their education records
- An opportunity to seek to have the records amended (see the *Student Handbook* for this procedure)
- Some control over the disclosure of information from the records

FERPA General Guidance for Parental Disclosure

When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

If you are an undergraduate day student and you choose not to share information with your parents, Northeastern will, if asked, indicate that you have restricted access to your records.

Release of Directory Information

The primary purpose of directory information is to allow Northeastern University to confirm attendance for employers, health insurance companies, and loan agencies. Northeastern may disclose appropriately designated “directory information” without written consent, unless you have advised the university to the contrary in accordance with the procedures below. If you choose not to release directory information, all communications with all third parties and agencies will need to be done through your written request to the university or in person.

As of June 30, 2016, Northeastern directory information includes:

- Student name
- Home address (city, state, country only)
- Major field of study
- College
- Class year
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)

- Dates of attendance
- Degrees, honors, and awards received
- Most recent educational agency or institution attended
- Sports activity participation, showing weight/height of members of athletic teams
- Participation in officially recognized activities

If Northeastern currently has permission to release data and you do not want the university to disclose directory information without your prior written consent, you must notify the university by coming to the Office of the Registrar, 271 Huntington Avenue.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education record that the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. At Northeastern, the Office of the University Registrar, 271 Huntington Avenue, administers FERPA.

Additional Information

Additional information can be obtained at the U.S. Department of Education’s website (<http://www.ed.gov/policy/gen/guid/fpco/ferpa>) or by writing to:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Student Right-to-Know Act

For information about the Student Right-to-Know Act, visit the Registrar's website. (<http://www.northeastern.edu/registrar/right-to-know.html>)

Students' Bill of Academic Rights and Responsibilities

This bill was drafted by the Student Senate, the vice president for student affairs, and members of the Faculty Senate. It was passed in the spring of 1992.

Academic Rights

We, the students of Northeastern University, believe that a quality education is the paramount goal of all students. In order to fulfill this goal, the university must recognize certain rights, which are set down in this document. (The student rights, through their representatives in the Student Government Association [SGA], described in these sections arise from faculty and staff employment responsibilities and obligations to the university. Northeastern University students recognize and accept that it is the sole prerogative of the university to enforce these obligations and responsibilities and to determine whether and to what extent they are being carried out or violated in specific instances. Northeastern University students recognize and accept that their ability to effect redress of complaints arising from these rights is limited to the procedures specified in "Student Academic Appeals Procedures.")

COURSE-RELATED RIGHTS

Article 1 Students have the right to instructors who attend scheduled classes on time.

Article 2 Students have the right to view work they submit to satisfy course requirements after it is graded.

Article 3 Students have the right to adequate access to instructors.

Article 4 Students have the right to receive a course outline, which includes a fair and explicit grading policy, at the beginning of each course.

Article 5 Students have the right to instructors who communicate the material pertaining to the course effectively in the English language, except in the case of foreign language instruction.

Article 6 Students have the right to participate in and have access to Student Government Association student teacher course evaluations.

RIGHTS TO UNIVERSITY ACADEMIC SERVICES

Article 7 Students have the right to adequate access to effective academic services provided by the university.

Article 8 Students have the right to an environment conducive to learning. (Because the university operates on a 12-month calendar in an urban environment, many construction, remodeling, renovation, and repair projects must take place while the university is in session and while other potential distractions from the learning process arise from the surrounding urban environment on which it is dependent but over which it exerts little or no control. Thus, though the university is committed to maintaining an appropriate learning environment for its students, Northeastern University students recognize and accept, as part of their relationship with the university, that the conditions described above may cause occasional disturbances to that environment.)

Article 9 Disabled students have the right to be treated in a nondiscriminatory fashion in accordance with the policies described in university publications and consonant state and federal laws.

SCHEDULING RIGHTS

Article 10 Students have the right to nonconflicting final exam schedules.

Article 11 Students have the right to final exam schedules in accordance with established university policy.

Article 12 Students have the right to be excused from academic commitments for a religious observance.

GENERAL ACADEMIC RIGHTS

Article 13 Students have the right to be informed, in a timely fashion, of proposed or actual university action to be taken against them.

Article 14 Students have the right of access to their academic and financial aid records and maintenance of the privacy of these records, as provided by the Federal Educational Rights and Privacy Act.

Article 15 Students have the right to be free from harassment by other members of the university community.

Article 16 Students have the right to the redress of academic grievances.

Student Responsibilities

It is each student's responsibility to:

1. Contribute to a climate of open inquiry and honesty in all aspects of the university's academic life.
2. Commit sufficient time and effort for study and the use of library, studio, and computational facilities in connection with each course.
3. Contribute to the classroom/laboratory/studio learning environment through discussion and active participation.
4. Acquire the necessary prerequisites for full participation in each academic course.
5. Attend scheduled classes regularly and on time.
6. Obtain help with problems encountered in a given course by seeking out faculty and teaching assistants outside class time.
7. Respect the concept of academic freedom of each faculty member.
8. Assist the university in its self-evaluation by responding honestly and conscientiously.
9. Provide permanent and local address information to the university in order to allow for communication.
10. Check their university email address on a frequent and consistent basis in recognition that many communications may be time-critical.

Global Partnership Programs

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.

University Academics

- NUpath (p. 35)

NUpath

Learning, Knowing, Doing, Leading

NUpath is Northeastern University's set of institution-wide general education requirements for all students in all majors. The goal of NUpath is to develop in our students the knowledge and skills to be lifelong learners with success in many careers, to be thoughtful global citizens, and to be fulfilled human beings. It offers students the flexibility to integrate general education learning into their individual educational journeys while maintaining the rigor of high standards through defined learning outcomes, making NUpath a unique tool for personalized enrichment. NUpath is competency based rather than course based. It is built around essential, broad-based knowledge and skills—such as understanding societies and analyzing and using data—integrated with specific content areas and disciplines.

NUpath requirements are met throughout a student's program of study and can be fulfilled through major, minor, or concentration requirements as well as through general electives. NUpath is required for all freshmen who entered in fall 2016 and later. It does not apply to students already admitted with a different set of core requirements or to transfer students whose entry year was earlier than the fall of 2016.

- Requirements (p. 35)
- Learning Goals (p. 35)
- Writing-Intensive Courses (p. 38)

NUpath Requirements

NUpath requirements are a set of 10 competencies designed to prepare students for personal success in an ever-evolving global society regardless of their chosen field of study. NUpath requirements are as follows:

- Engaging with the Natural and Designed World
- Exploring Creative Expression and Innovation
- Interpreting Culture
- Conducting Formal and Quantitative Reasoning
- Understanding Societies and Institutions
- Analyzing and Using Data
- Engaging Differences and Diversity
- Employing Ethical Reasoning
- Writing Across Audiences and Genres
- Demonstrating Thought and Action in a Capstone

Because NUpath is competency based rather than course based, students have many options of courses to fulfill the requirements. Students can use the Dashboard tool (<http://www.neu.edu/registrar/db-cps.html>) to find courses both in and beyond their major requirements

that satisfy NUpath. Courses that meet major, minor, or concentration requirements can also meet NUpath requirements. There are no level restrictions or semester-hour restrictions. A single course can count for up to two of the following requirements:

- Engaging with the Natural and Designed World
- Exploring Creative Expression and Innovation
- Interpreting Culture
- Conducting Formal and Quantitative Reasoning
- Understanding Societies and Institutions
- Analyzing and Using Data
- Engaging Differences and Diversity
- Employing Ethical Reasoning

The two additional requirements (writing-intensive in the major and capstone) are not limited. So, for example, a course may have two out of the first list (such as Differences and Diversity and Societies and Institutions) and *also* fulfill writing-intensive in the major and capstone.

Transfer credit and placement tests can also be used to meet the NUpath attributes of the Northeastern course equivalents. Up to five of the following eight requirements can be met by transferred or placement test credits:

- Engaging with the Natural and Designed World
- Exploring Creative Expression and Innovation
- Interpreting Culture
- Conducting Formal and Quantitative Reasoning
- Understanding Societies and Institutions
- Analyzing and Using Data
- Engaging Differences and Diversity
- Employing Ethical Reasoning

Transfer credits cannot be used to fulfill the capstone or experiential requirements. Of the writing requirements (p. 38), only the first-year writing requirement can be met by transferred or placement test credits.

NUpath Learning Goals

Established and assessed learning goals ensure rigorous opportunities for students to achieve the essential skills and competencies of NUpath regardless of the context or course within which the learning occurs. Any course that meets a NUpath requirement incorporates the learning goals of that requirement. The requirement short name and/or user code is what will appear in course descriptions and student audits.

Engaging with the Natural and Designed World

Short Name: Natural and Designed World

User Code: ND

Students study and practice scientific investigation and/or engineering design in order to understand the natural world and to effect changes in it to meet human and societal needs and wants. They learn critical thinking and analytical problem solving; the biological, chemical, and/or physical principles that govern the natural world; and the efforts that underlie the origins, development, acceptance, and applications of those principles.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Formulate a question that can be answered through investigation or a challenge that can be addressed through research or design.
- B. Develop and use models based on evidence to predict and show relationships among variables between systems or components of systems in the natural and/or designed world.
- C. Use and question scientific principles and practices to evaluate issues raised by the interplay of science, technology, and society.

Exploring Creative Expression and Innovation

Short Name: Creative Expression/Innovation

User Code: EI

Students study and practice creative expression and innovation. They learn about traditions of creative expression and innovation in any of a number of modes (texts, image, sounds, design, etc.) and products (poems, paintings, prototypes, business plans, games, apps, medical devices and procedures, etc.) and develop their own creative processes and products as a means of seeing and experiencing the world in new ways and communicating those experiences to others.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Describe creative processes in one or more disciplines (e.g. art, business, writing, science, engineering).
- B. Generate an artifact (e.g., design, poem/essay, application, visualization, musical composition, product, prototype) through a creative process.
- C. Evaluate experimentation, failure, and revision in the creation of innovative projects.

Interpreting Culture

Short Name: Interpreting Culture

User Code: IC

Students study and analyze cultural practices, artifacts, and texts (e.g., visual art, literature, theatrical performances, musical compositions, architectural structures). They learn critical reading and observation strategies and how traditions of theoretical, aesthetic, and/or literary criticism provide different lenses for the interpretation of cultural objects and practices.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Recognize and identify a variety of cultural practices and creations, their forms of production, and development over time.
- B. Acquire and assess techniques of interpretation (including critical reading and observation techniques), criticism, and analysis of cultural practices, texts, and/or artifacts.

C. Formulate arguments for and against different theories and interpretations of cultural practices, texts, and/or artifacts

Conducting Formal and Quantitative Reasoning

Short Name: Formal/Quantitative Reasoning

User Code: FQ

Students study and practice systematic formal reasoning using either the symbolic languages of mathematics and logic or the combinations of text and symbols characteristic of computer software. They learn when and how to apply formal reasoning to particular problems and subject matters.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Recognize when examination of a phenomenon or situation can benefit from problem-solving techniques and analyses that use formal reasoning.
- B. Use their expertise in some applications of formal reasoning and know when to call upon domain experts when a problem is beyond their personal expertise.
- C. Generate artifacts that require formal reasoning and planning. These artifacts might include logical proofs, mathematical computations, software, simulations, problem solutions, or plans/analyses in a variety of disciplines that require a formal, systematic component.

Understanding Societies and Institutions

Short Name: Societies and Institutions

User Code: SI

Students study and practice social science, historical, and/or literary methods of inquiry and theories in order to understand human behavior and cultural, social, political, and economic institutions, systems, and processes. They learn theories of social behavior as they relate to phenomena such as globalization, social change, and civic sustainability.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Describe current theories of how social, political, or economic institutions, systems, and processes work.
- B. Explain the historical and cultural contingency of many descriptions and explanations of human behavior, institutions, systems, and processes.
- C. Evaluate social, political, or economic theories by applying them to local and global phenomena.

Analyzing and Using Data

Short Name: Analyzing and Using Data

User Code: AD

Students study and practice methods and tools of data analysis and use. Students learn about the structure and analysis of at least one type of data (e.g., numbers, texts, documents, web data, images, videos, sounds, maps) and acquire the skills to examine, evaluate, and critique such data; extract patterns; summarize features; create visualizations; and provide insight not obvious from the raw data itself. Students also learn to be sensitive to ethical concerns associated with data: security, privacy, confidentiality, and fairness.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Describe how data may be acquired, stored, transmitted, and processed.
- B. Analyze at least one important type of data and summarize the results of an analysis in ways that provide insight.
- C. Use mathematical methods and/or computational tools to perform analysis.
- D. Evaluate and critique choices made in selection, analysis, and presentation of data.

Engaging Differences and Diversity

Short Name: Differences and Diversity

User Code: DD

Students study and practice methods for recognizing and understanding human diversity of various kinds in global, local, and organizational contexts. They learn theories and perspectives of human difference; civic sustainability and multiculturalism; how social arrangements shape and are shaped by difference; and the histories, cultures, and interactions of diverse groups.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Describe how notions of human difference have changed over time and across local and global contexts.
- B. Discuss the value in recognizing, respecting, and embracing human diversity and how diversity contributes to culture and society, including civic sustainability.
- C. Evaluate and compare two or more theories of human difference and approaches to cultivating and leveraging diversity.
- D. Connect theories of human difference and approaches to diversity to one's own experience

Employing Ethical Reasoning

Short Name: Ethical Reasoning

User Code: ER

Students study and practice methods of analyzing and evaluating the moral dimensions of situations and conduct. They learn ethical theories and frameworks; explore how conceptions of morals and ethics shape interpretation of concepts such as justice, fairness, rights and responsibilities, virtue, and the good life; and apply these to personal, professional, social, political, historical, or economic questions and situations.

LEARNING GOALS

By the end of the course, students should be able to:

- A. Describe the moral and ethical elements of an issue, problem, or situation.
- B. Explain at least two key ethical theories.
- C. Apply ethical theories to moral dilemmas and personal positions.

Writing Across Audiences and Genres

Short Name: Writing Across Audiences/Genres

User Code: WF/WD/WI

Note: This requirement is met by four courses. See more details under Writing-Intensive Courses (<http://catalog.northeastern.edu/undergraduate/university-academics/nupath/writing-intensive>).

Students study and practice writing for multiple public, academic, and professional audiences and contexts. They learn to use writing strategies, conventions, genres, technologies, and modalities (e.g., text, sounds, image, video) to communicate effectively.

Learning goals for first-year writing:

- A. Adapt writing for multiple academic, professional, and public occasions and audiences.
- B. Identify and practice writing conventions of various genres.
- C. Identify credible, relevant sources and engage and cite them appropriately in their written work.
- D. Draft, revise, and edit their writing using feedback from readers.

Learning goals for Advanced Writing in the Disciplines:

- A. Adapt writing for multiple academic, professional, and public occasions and audiences.
- B. Display familiarity with the writing conventions of genres in an academic field or profession.
- C. Identify credible, relevant sources and engage and cite them appropriately in their written work.
- D. Draft, revise, and edit their writing using feedback from readers.

Learning goals for writing-intensive courses in the major:

- A. Demonstrate facility with the writing conventions of genres in the academic field or profession.
- B. Identify credible, relevant sources and engage and cite them appropriately in their writing work.
- C. Draft, revise, and edit their writing using feedback from readers.

Integrating Knowledge and Skills Through Experience

Short Name: Integration of Experience

User Code: EX

Students study and practice the principles and strategies of experiential learning. Through direct experience and reflection on that experience, they learn to recognize and articulate their knowledge and skills, to apply the knowledge and skills they learn in one context to another context, and to determine what knowledge and skills they need to develop to meet their goals.

Learning Goals: By the end of the course, students should be able to:

- A. Apply knowledge and skills in new, authentic contexts.
- B. Gain new knowledge and develop new skills to successfully engage in unfamiliar tasks and activities.
- C. Integrate and use the deepened knowledge and skills as well as the newly gained knowledge and skills to continue to learn in their academic programs.
- D. Articulate how and what one learns across a range of contexts.

Demonstrating Thought and Action in a Capstone

Short Name: Capstone Experience

User Code: CE

Each student must take at least one course designated as a capstone experience. Capstone courses may be designed for a specific degree program, for a department, or for a college. The learning goals for a capstone will be developed by the unit that is designing the capstone. Students must complete a capstone in their major. In cases where a student has multiple majors (such as in a combined or double major), the units may specify in which major to take the capstone or may leave the choice to the student.

Writing-Intensive Courses

The faculty expects all students to become effective writers and achieve the learning goals of the Writing Across Audiences and Genres NUpath attributes. To this end, students are given opportunities to improve their writing throughout their curriculum.

First-Year Writing Requirement

All first-year students must satisfy a first-year writing requirement by completing one of the following courses:

Code	Title	Hours
ENG 1103	College Writing 1 for Nonnative Speakers	3
ENG 1105	College Writing 1	3
ENG 2105	Writing Workshop	3

Students must earn a C or better in the required writing course to satisfy the first-year writing requirement.

Advanced Writing Requirement

Students must satisfy the advanced writing requirement by completing one of the following courses. Transfer credit cannot be used to satisfy this requirement. Students must earn a C or better to satisfy the advanced writing requirement:

Code	Title	Hours
ENG 3105	Writing for the Professions: Science and Engineering	3
ENG 3107	Writing for the Professions: Business and the Social Sciences	3

Writing-Intensive Courses in the Major

Each major includes at least two additional writing-intensive courses. These courses are characterized by frequent and regular writing, assessment, and revision of student work and the opportunity for students to improve their work.

Specialized Programs

The College of Professional Studies offers pathways programs for international students through its NU Global programs and to City of Boston students through its Foundation Year program.

- NU Global (p. 39)
- Foundation Year (p. 40)
- Global Classroom (p. 41)

NU Global

NU Global is international education at the College of Professional Studies. It provides international students with innovative pathway, language, and global degree programs; world-class resources; a collaborative learning environment; and outstanding faculty.

- Global Pathways Program (p. 39)
- NU Immerse (p. 39)
- US Pathways Program (p. 39)

Global Pathways Program

The Global Pathways Program offers specialized areas of academic study, intensive English-language training, and academic skills preparation. There are three areas of concentration: business and social sciences; engineering, math, and computer science; and physical and life sciences. Upon successful completion of the program, students are admitted to their chosen undergraduate or graduate degree program.

Entrance Requirements

- Academic record equivalent to a grade-point average (GPA) of at least 2.500
- High-intermediate to advanced level of English equivalent to iBT 65 for undergraduates and iBT 61 for postgraduates

Program Benefits

- Select from three entry points each year: fall, spring, and summer
- Complete the program in one or two terms depending on qualifications
- Benefit from academic advising, online tutoring, and student support services
- Enjoy access to all university facilities
- Choose from a wide range of degree programs
- Be guaranteed entry to a Northeastern University degree program upon successful completion of Global Pathways

Visit the College of Professional Studies website (<http://www.cps.neu.edu/degree-programs/international/international-pathway-programs.php>) for more information about the admissions process and curriculum.

NU Immerse

NU Immerse is an innovative transitional experience for international students who are looking for advanced English-language preparation and an introduction to the American education system and college culture. This program is an excellent start to your American university studies and

provides a comprehensive academic and cultural experience designed to help you succeed at Northeastern University and improve your English-language skills.

Program benefits:

- Earn academic credit that may be transferable to other colleges and universities
- Improve your English-language skills through specially designed courses
- Experience the culture of an American university and participate in campus life and activities
- Develop greater professional skills and a stronger resumé
- Receive support every step of the way from an individually assigned academic advisor

Visit the NU Immerse (<https://www.northeastern.edu/admissions/academics/specialized-entry/nu-immersed>) website for more information about the admissions process and curriculum.

US Pathway Program

The US Pathway Program (USPP) is a multicomponent program created by the Consortium of North American Universities (CNAU). Through USPP, students are prepared to enter a bachelor's degree program in one of the CNAU institutions. In USPP, students earn academic credits in a supportive learning environment and receive comprehensive English-language preparation. Upon successful completion of the USPP terms, and if minimum standards are met, students are offered admission to a CNAU member institution without requiring a TOEFL or IELTS score. Students who successfully complete the program can earn up to 33 semester hours of credit, allowing them to matriculate as sophomore students.

The CNAU member institutions are:

- Northeastern University, Boston, Massachusetts
- Baylor University, Waco, Texas
- DePaul University, Chicago, Illinois
- Marist College, Poughkeepsie, New York
- University of Vermont, Burlington, Vermont

Entrance Requirements

- High school diploma
- High school GPA 2.500 equivalent or above
- Pass USPP entry examination
- Residence in China and Nigeria

Program Benefits

- A pathway to enrollment at one of five top U.S. colleges/universities
- A two-term English course and a two-term university preparation course to build skills to a level that will enable students to participate successfully in all facets of academic and college life in the United States
- A Summer Bridge term in the United States as students transition to the academic and social life in an American college/university

- A career and program counseling course to discover education and job options
- Transition assistance to the destination institution

Please visit the College of Professional Studies website (<http://www.cps.neu.edu/degree-programs/international/international-pathway-programs.php>) for more information about the admissions process and curriculum.

Foundation Year

Overview

An innovative, first-year college program, Foundation Year supports City of Boston students as they develop the skills to be successful in any college setting. Launched in 2009, Foundation Year is designed for recent City of Boston high school graduates and GED completers who would benefit from a more structured learning environment. Featuring rigorous academics, extensive support services, real-world experience, and all the privileges that come with being a Northeastern University student, Foundation Year brings together the right resources for each student—maximizing the potential for success.

Accepted students are enrolled in Northeastern University's College of Professional Studies where they may earn a full year of college credits upon graduation. To foster camaraderie and peer-to-peer learning, the program is built around the cohort model, in which Foundation Year students attend all classes and workshops together.

Upon graduation, students are eligible to:

- Apply for admission to another college or university and transfer first-year credits toward an associate or bachelor's degree program
- Continue at Northeastern University's College of Professional Studies in a bachelor's degree program
- Apply to transfer to another college at Northeastern if admission criteria are met

Application

To be considered for Foundation Year, students must be:

- High school graduates and students holding GED completion certificates who live in Boston
- Motivated and willing to work hard to achieve their goals and earn a college degree
- Willing to commit to a full-time experience

PROCESS

1. Submit your Foundation Year application online (<http://www.northeastern.edu/foundationyear/apply>).
2. Submit the following documents by fax or email. It is important for these documents to be addressed "Attention: Foundation Year."
 - Official high school transcript(s) and/or GED report
 - Teacher evaluation (http://www.northeastern.edu/foundationyear/pdfs/2014_15%20FY%20Teacher%20Evaluation.pdf)
 - Guidance counselor report (http://www.northeastern.edu/foundationyear/pdfs/2014_15%20FY%20GC%20Report.pdf), including senior year attendance information
3. Complete the Free Application for Federal Student Aid (FAFSA (<http://www.fafsa.ed.gov>)) online.

CONTACT INFORMATION

Fax: 617.373.8574

foundationyear@northeastern.edu

Program Requirements

Designed with the student in mind, Foundation Year's intensive curriculum includes courses in English, sociology, mathematics, and history. Students can also focus their studies by choosing from electives in a business, science, or liberal arts track. Foundation Year students can earn 30 semester hours of credit—equivalent to one year of college credits.

To help facilitate learning, Foundation Year provides all students with textbooks and laptops to use for the entire school year.

Complete all courses below unless otherwise indicated.

CORE COURSES

Code	Title	Hours
ENG 1105	College Writing 1	3
ENG 1106	Lab for ENG 1105	1
ENG 1107	College Writing 2	3
SOC 1220	Engaging Difference and Diversity	3
CMN 2310	Professional Speaking	3
MTH 0108		4
CDV 0220		1.2
CDV 0225		1.2
Complete two of the following:		6
MTH 1100	College Algebra	
MTH 1200	Precalculus	
MTH 2100	Calculus 1	
MTH 2300	Business Statistics	
MTH 2310	Statistics for the Behavioral and Social Sciences	

Note: Students are placed into math courses based on proficiency.

ELECTIVES

Code	Title	Hours
Liberal Arts Course Track		
HST 2425	Coming to America: The American Immigrant Experience	3
ART 1101	Introduction to Art	3
POL 1200	Comparative Politics	3
POL 1300	American Government	3
PHL 1100	Social and Political Philosophy	3
PSY 1100	Foundations of Psychology	3
Science Course Track		
BIO 1100	Principles of Biology 1	3
BIO 1101	Lab for BIO 1100	1
PHY 1200	Physics 1	3
PHY 1201	Lab for PHY 1200	1
CHM 1100	General Chemistry 1	3
CHM 1101	Lab for CHM 1100	1
ESC 1250	The Environment and Society	3
Business Course Track		
ECN 1100	Principles of Microeconomics	3
ECN 1200	Principles of Macroeconomics	3
MKT 2100	Principles of Marketing	3

MGT 2100	Principles of Management	3
MGT 2330	Business Law	3

Global Classroom

Choose from four popular bachelor's degrees:

- **Finance and Accounting Management, BS**—Learn how to maximize budgets and make important financial decisions, and graduate with a desirable set of skills ready to impress future employers.
- **Information Technology, BS**—Develop your strengths in the analysis, design, development, and implementation of information technology systems.
- **Leadership with a Business Minor, BS**—Gain the skills required to assume a future leadership position, and build valuable practical experience through corporate internships.
- **Management, BS**—Study fundamental business functions and develop your communication skills to graduate with the tools needed to be an assertive, professional manager.

Finance and Accounting Management, BS

Complete all courses listed below unless otherwise indicated.

This is a typical plan of study.

Minimum Transfer Credit Required: 32 semester hours

Term 1	Hours
Note: Students must complete at least 15 semester hours from the selection below in Term 1	
ITC 1000 or 2016	3
MTH 1100	3
MGT 1100	3
ECN 1100 or 1200	3
MKT 2100	3
MGT 2310	3
18	
Term 2	Hours
ENG 1103 and ENG 1104	4
ACC 2100	3
MTH 2300	3
PHL 2100	3
13	
Term 3	Hours
ENG 2105 and ENG 2106	4
ACC 2200	3
FIN 2105	3
MGT 2330	3
13	
Term 4	Hours
ACC 3103	3
ACC 3201	3
FIN 3310	3
ENG 3107 and ENG 3108	4

MGT 2210	3
16	
Term 5	Hours
ACC 3202	3
ACC 3410	3
FIN 3330	3
FIN 3340	3
Finance or Accounting elective	3
15	
Term 6	Hours
ACC 4320	3
MGT 4850	4
Finance or Accounting elective	3
Finance or Accounting elective	3
13	

Total Hours: 88

TOTAL GLOBAL CLASSROOM CREDITS: 88 SEMESTER HOURS Leadership, BS

Complete all courses listed below unless otherwise indicated.

This is a typical plan of study.

Minimum Transfer Credit Required: 32 semester hours

Term 1	Hours
Note: Students must complete at least 15 semester hours of the following:	
ECN 1100	3
ITC 1000 or 2016	3
POL 1120	3
CMN 1100	3
PSY 1100	3
MTH 1100	3
18	
Term 2	Hours
ENG 1103 and ENG 1104	4
MGT 1100	3
ECN 1200	3
CMN 2310	3
13	
Term 3	Hours
ENG 2105 and ENG 2106	4
LDR 1200	3
MTH 2310	3
HST 2150	3
13	
Term 4	Hours
ENG 3107 and ENG 3108	4
LDR 3200	3
ACC 2100	3
MGT 2100	3

PHL 2100	3
	16
Term 5	Hours
MGT 2330	3
ENG 3300	3
LDR 3250	3
LDR 3400	3
MGT 2310	3
	15
Term 6	Hours
CMN 3350	3
LDR 4850	3
HRM 2320	3
CMN 3100	3
FIN 2105	3
	15
Total Hours: 90	

TOTAL GLOBAL CLASSROOM: 90 SEMESTER HOURS**Management, BS**

Complete all courses listed below unless otherwise indicated.

This is a typical plan of study.

Minimum Transfer Credit Required: 32 semester hours

Term 1	Hours
Note: Students must complete at least 15 semester hours of the courses listed below in Term 1	
ITC 1000 or 2016	3
ECN 1100	3
ECN 1200	3
MGT 2310	3
MKT 2100	3
MGT 1100	3
	18
Term 2	Hours
ACC 2100	3
ENG 1103 and ENG 1104	4
MTH 2300	3
PHL 2100	3
MTH 1100	3
	16
Term 3	Hours
ENG 2105 and ENG 2106	4
ACC 2200	3
FIN 2105	3
MGT 2330	3
	13
Term 4	Hours
MGT 2220	3
MGT 2100	3

HRM 2320	3
ENG 3107	3
ENG 3108	1
	13
Term 5	Hours
MGT 3220	3
MGT 2210	3
MGT 4210	3
MGT 4230	3
Professional elective	3
	15
Term 6	Hours
MGT 4850	4
MGT 4220	3
Professional elective	3
Professional elective	3
	13
Total Hours: 88	

TOTAL GLOBAL CLASSROOM CREDITS: 88 SEMESTER HOURS**Information Technology, BS**

Complete all courses listed below unless otherwise indicated.

This is a typical plan of study.

Minimum Transfer Credit Required: 32 semester hours

Term 1	Hours
MTH 1100	3
ITC 1200	3
PHL 2100 or 2140	3
MGT 1100	3
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
	16
Term 2	Hours
ITC 2016	3
ITC 1100 or TCC 3450	3
MTH 2400	3
ENG 2105 and ENG 2106	4
MGT 2310	3
	16
Term 3	Hours
ITC 2100	3
ITC 2200	3
ITC 2000	3
ENG 3105 and ENG 3106	4
	13
Term 4	Hours
ITC 2300	3

ITC 2400	3
ITC 4600	3
GET 2100, CET 2200, CET 2300, or ITC 3100	3
Major elective	3-4
	15-16
Term 5	Hours
ITC 3300, 3150, or 3320	3
ITC 3220 or 4200	3
ITC 4840	3
Major elective	3
	12
Term 6	Hours
ITC 3400 or 3150	3
ITC 4500	3
ITC 4850	3
Major elective	3
Major elective	3
	15

Total Hours: 87-88

Bachelor of Science Programs, Business and Social Sciences

Business and Social Sciences

These programs are self-paced:

- Finance and accounting management (p. 44)
- Leadership (p. 45)
- Liberal studies (p. 47)
- Management (p. 48)
- Project management (p. 49)
- Digital communication and media (p. 52)

Finance and Accounting Management, BS

The Bachelor of Science in Finance and Accounting Management degree program offers students an opportunity to obtain a broad understanding of the role that business plays in the world economy along with a strong focus on accounting and financial management. Students also take courses in the major areas of business so that, as they move into managerial positions, they have the understanding and skills to work across functional areas.

Students take courses such as financial reporting, managerial accounting, intermediate accounting, and cost accounting, as well as tax and audit. They also complete courses in the key areas in finance: corporate and managerial finance, working capital management, and investments.

Graduates may pursue careers in the private, nonprofit, and government sectors. They work in the cost accounting and budgeting areas, in short-term or long-term asset management, and in financial planning and security analysis.

Global Classroom (p. 41)

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

54 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Introductory Course Work		
MGT 1100	Introduction to Business	3
MGT 2310	Organizational Behavior	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2300	Business Statistics	3
Economics and Marketing		
ECN 1100	Principles of Microeconomics	3
ECN 1200	Principles of Macroeconomics	3
MKT 2100	Principles of Marketing	3
Ethics and Law		
MGT 2330	Business Law	3
PHL 2100	Business Ethics	3
Accounting and Finance		
ACC 2100	Financial Accounting	3
ACC 2200	Managerial Accounting	3
FIN 2105	Introduction to Corporate Finance	3
Information Management and Technology		
ITC 1000 or ITC 2016	Computer Applications End-User Data Analysis Tools	3
MGT 2210 or ITC 2430	Information within the Enterprise E-Commerce Systems	3
Major Courses		
28 semester hours required		
Accounting and Analysis		
ACC 3103	Cost Accounting	3
ACC 3201	Financial Reporting and Analysis 1	3
ACC 3202	Financial Reporting and Analysis 2	3
ACC 3410	Principles of Taxation	3
ACC 4320	Financial Statement Analysis	3
Finance		
FIN 3310	Financial Institutions and Markets	3
FIN 3330	Risk Management and Insurance	3
FIN 3340	Investments	3

Capstone

MGT 4850	Business Strategy	3,4
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Major Elective Courses/Optional Concentration

Complete one of the following options to reach 120 semester hours.

MAJOR ELECTIVES

Complete 9 semester hours from the following and an additional 29 general elective semester hours to reach 120 semester hours.

Code	Title	Hours
Complete 9 semester hours from the following: 9		
ACC, FIN (4000 level)		

ENTREPRENEURSHIP CONCENTRATION

Note: Please consult with your advisor.

Complete the 15 semester hours listed below and an additional 23 general elective semester hours to reach 120 semester hours. Courses from the major may not double count in the concentration.

Code	Title	Hours
Required Courses		
Complete the following four courses:		
FIN 3100	Finance for New Ventures	3
MKT 2700	Product Design and Development	3
MGT 2550	Sustainable Entrepreneurship	3
MGT 4995	Experiential Management Practicum	3
Elective Courses		
Complete one of the following elective courses: 3		
MKT 3010	Digital Marketing	
LDR 3200	Leading and Managing Change	
MGT 4230	New Venture Creation	

Plan of Study

Term 1	Hours
Choose one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
Complete the following:	
MTH 1100	3
MGT 1100	3
ACC 2100	3
ECN 1100	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2300	3
ECN 1200	3
ACC 2200	3
ITC 1000 or 2016	3
	16
Term 3	Hours
ACC 3103	3

FIN 2105	3
MGT 2330	3
MGT 2310	3
Open elective	3
	15

Term 4	Hours
MKT 2100	3
PHL 2100	3
Open elective	3
Open elective	3
Open elective	3
	15

Term 5	Hours
ACC 3201	3
FIN 3310	3
FIN 3330	3
MGT 2210	3
Open elective	3
	15

Term 6	Hours
ENG 3107 and ENG 3108	4
FIN 3340	3
ACC 3202	3
ACC 3410	3
Open elective	3
	16

Term 7	Hours
Major elective	3
Major elective	3
Open elective	3
Open elective	3
Open elective	3
	15

Term 8	Hours
ACC 4320	3
MGT 4850	3-4
Major elective	3
Open elective	3
	12-13

Total Hours: 120-121

Leadership, BS

The Bachelor of Science in Leadership offers a functional, interdisciplinary curriculum that seeks to prepare students to lead at all levels of today's global society. The program seeks to encourage and foster high ethical standards, communication competencies, and community building through practical applications built upon the foundation of many theoretical leadership frameworks. Courses include oral and written communication, organizational behavior, leadership theory and practice, and business fundamentals. Through electives, students are encouraged to pursue courses in the social sciences

or sciences to broaden their understanding of global challenges and opportunities.

Graduates of the program may pursue careers in management in private, nonprofit, and government organizations.

Global Classroom (p. 41)

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

48 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Mathematics		
MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Economics		
ECN 1100	Principles of Microeconomics	3
ECN 1200	Principles of Macroeconomics	3
Information Technology		
ITC 1000 or ITC 2016	Computer Applications End-User Data Analysis Tools	3
Business		
ACC 2100	Financial Accounting	3
MGT 1100	Introduction to Business	3
MGT 2330	Business Law	3

FIN 2105	Introduction to Corporate Finance	3
PHL 2100	Business Ethics	3
Communication		
CMN 1100	Organizational Communication	3
Psychology		
PSY 1100	Foundations of Psychology	3

Major Courses

42 semester hours required

Code	Title	Hours
Sociology		
SOC 1100	Introduction to Sociology	3
Leadership and Human Services		
HSV 2240	Human Behavior in the Social Environment	3
LDR 1200	Assessing Your Leadership Capacity	3
LDR 3200	Leading and Managing Change	3
LDR 3250	Leading Teams Locally and Virtually	3
LDR 3400	Evidence-Based Leadership and Decision Making	3
Communication		
CMN 2310	Professional Speaking	3
CMN 3100	Negotiation	3
CMN 3350	Intercultural Communication	3
Management		
HRM 2320	Human Resources Management	3
MGT 2100	Principles of Management	3
MGT 2310	Organizational Behavior	3
International Relations		
POL 1120	International Relations	3
Capstone		
LDR 4850	Strategic Decision Making (Capstone)	3

Electives

Complete a minimum of 30 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
Complete the following:	
MTH 1100	3
PSY 1100	3
Open elective	3
Open elective	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2310	3
MGT 1100	3

LDR 1200	3
Open elective	3
	16
Term 3	Hours
ECN 1100	3
ITC 1000 or 2016	3
MGT 2330	3
MGT 2100	3
Open elective	3
	15
Term 4	Hours
ECN 1200	3
MGT 2310	3
CMN 1100	3
PHL 2100	3
LDR 3200	3
	15
Term 5	Hours
ENG 3107 and ENG 3108	4
ACC 2100	3
CMN 2310	3
LDR 3250	3
Open elective	3
	16
Term 6	Hours
FIN 2105	3
HSV 2240	3
SOC 1100	3
CMN 3350	3
Open elective	3
	15
Term 7	Hours
LDR 3400	3
HRM 2320	3
POL 1120	3
Open elective	3
Open elective	3
	15
Term 8	Hours
LDR 4850	3
CMN 3100	3
Open elective	3
Open elective	3
	12
Total Hours: 120	

Liberal Studies, BS

The Bachelor of Science in Liberal Studies allows students to design a social science-, science-, and humanities-based program of study that reflects their academic passions and strengths. Students have the unique

opportunity to choose an area of academic specialization while engaging with the diverse array of disciplines—such as history, music, philosophy, literature, math, science, and psychology—that constitute a liberal studies education, while fostering practical skills essential to the workplace and graduate education—critical thinking, analysis of large bodies of information, problem solving, and effective written communication.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

48 semester hours required

Code	Title	Hours
English		

Complete one of the following: 4

ENG 1105 College Writing 1
and ENG 1106 and Lab for ENG 1105

ENG 1103 College Writing 1 for Nonnative
and ENG 1104 Speakers
and Lab for ENG 1103

Complete the following two courses with corresponding labs:

ENG 1107 College Writing 2 4
and ENG 1108 and Lab for ENG 1107

ENG 3107 Writing for the Professions: Business 4
and ENG 3108 and the Social Sciences
and Lab for ENG 3107

Mathematics Required Courses

MTH 1100 College Algebra 3

MTH 2310 Statistics for the Behavioral and Social
Sciences 3

Information Technology

ITC 1000 Computer Applications 3
or ITC 2016 End-User Data Analysis Tools

Philosophy

PHL 1100 Social and Political Philosophy 3

Mathematics and Science Electives

Complete 6 semester hours from the following subject areas: 6
BIO, CHM, ESC, MTH, PHY

Arts and Humanities Electives

Complete 9 semester hours from the following subject areas: 9
ART, CMN, ENG, PHL, TCC, or a modern foreign language

Social Science Electives

Complete 9 semester hours from the following subject areas: 9
ECN, HST, HSV, POL, PSY, SOC

Major Required Courses

33 semester hours required

Note: No more than 27 total credits of business courses (ACC, FIN, MGT, MKT) are permitted.

Code	Title	Hours
Interdisciplinary		
	Self-designed program created by the student with faculty guidance and approved by associate dean.	30
Capstone		
LST 4850	Capstone Project in Liberal Studies	3

Minor Required Courses

15 semester hours required

All students must complete a minor as part of their self-designed program.

Electives

Complete a minimum of 24 semester hours to reach 120 semester hours.

Plan of Study

Because the Bachelor of Science in Liberal Studies with required minor is a self-designed program of study, there is no set calendar of courses. Students will work with their career and academic coach and faculty to plan their course-taking schedule.

Management, BS

The Bachelor of Science in Management offers students an opportunity to develop skills and expertise in areas necessary to become an effective manager, including social awareness resource management, ethics, and responsibility.

Courses begin with the fundamental areas of business—management principles, accounting, finance, marketing, management information systems, and supply chain management. Students then pursue advanced work in the management of people, projects, and organizations. Students are exposed to the theory of effective management. They also have an opportunity to develop their own management skills through casework and practice in the classroom.

Graduates may pursue careers in the management of individuals, teams, and projects in the private, public, and nonprofit sectors.

Global Classroom (p. 42)

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

54 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Introductory Course Work		
MGT 1100	Introduction to Business	3
MGT 2310	Organizational Behavior	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2300	Business Statistics	3
Economics and Marketing		
ECN 1100	Principles of Microeconomics	3
ECN 1200	Principles of Macroeconomics	3
MKT 2100	Principles of Marketing	3
Information Management and Technology		
ITC 1000 or ITC 2016	Computer Applications End-User Data Analysis Tools	3
MGT 2210 or ITC 2430	Information within the Enterprise E-Commerce Systems	3
Ethics and Law		
MGT 2330	Business Law	3
PHL 2100	Business Ethics	3
Accounting and Finance		
ACC 2100	Financial Accounting	3
ACC 2200	Managerial Accounting	3
FIN 2105	Introduction to Corporate Finance	3

Major Required Courses

25 semester hours required

Code	Title	Hours
Introductory Course		
MGT 2100	Principles of Management	3
Supply Chain Management		
MGT 2220	Supply Chain Management	3
International Business		
MGT 3220	International Business	3
Project and Talent Management		

HRM 2320	Human Resources Management	3
MGT 4210	Project Management	3
Change Management		
MGT 4220	Innovation and Change Management	3
MGT 4230	New Venture Creation	3
Capstone		
MGT 4850	Business Strategy	4

Professional Electives/Optional Concentration

Complete one of the following options.

PROFESSIONAL ELECTIVES

12 semester hours required

Code	Title	Hours
Complete 12 semester hours from the following:		12
ENG 3300, CMN, ITC, LDR, MGT, MKT, HRM		

ENTREPRENEURSHIP CONCENTRATION

Note: Please consult with your advisor.

15 semester hours required. Courses from the major may not double count in the concentration.

Code	Title	Hours
Required Courses		
FIN 3100	Finance for New Ventures	3
MGT 2550	Sustainable Entrepreneurship	3
MKT 2700	Product Design and Development	3
MGT 4995	Experiential Management Practicum	3
Elective Course		
Complete one of the following:		3
LDR 3200	Leading and Managing Change	
MKT 3010	Digital Marketing	
MGT 4230	New Venture Creation	

Electives

Complete a minimum of 29 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
Complete the following:	
MTH 1100	3
MGT 1100	3
ACC 2100	3
Open elective	3
<hr/>	
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2300	3
ECN 1100	3
ACC 2200	3

ITC 1000 or 2016	3
<hr/>	
	16
Term 3	Hours
FIN 2105	3
MGT 2330	3
MGT 2310	3
ECN 1200	3
MGT 2100	3
<hr/>	
	15
Term 4	Hours
PHL 2100	3
MKT 2100	3
MGT 2220	3
Open elective	3
Open elective	3
<hr/>	
	15
Term 5	Hours
ENG 3107 and ENG 3108	4
MGT 2210	3
HRM 2320	3
Open elective	3
Open elective	3
<hr/>	
	16
Term 6	Hours
MGT 3220	3
MGT 4210	3
Professional elective	3
Open elective	3
Open elective	3
<hr/>	
	15
Term 7	Hours
MGT 4230	3
MGT 4220	3
Professional elective	3
Open elective	3
Open elective	3
<hr/>	
	15
Term 8	Hours
MGT 4850	3-4
Professional elective	3
Professional elective	3
Open elective	3
<hr/>	
	12-13

Total Hours: 120-121

Project Management, BS

Program Mission—The Bachelor of Science in Project Management in the College of Professional Studies provides students opportunities to apply project management processes; foundational knowledge; and the technical, professional, and strategic expertise necessary to lead projects

successfully from inception to completion. With emphasis on experiential learning, the program provides dynamic opportunities for learners with varying degrees of work experience to practice their knowledge within each course and beyond the classroom while implementing traditional and innovative project management concepts to real-life and complex projects. Courses align to all three components of the PMI Talent Triangle,¹ which encompasses technical project management skills, leadership-related skills, and strategic and business acumen and skills.

The increasingly important role of project managers is becoming clear as companies orient more of their work in a projectized fashion. This has been made evident through the creation of industry certifications, such as the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) credential by the Project Management Institute.²

PMI's Job Growth and Talent Gap, 2017–2027, notes that on an annual basis, there will be the demand to fill 2.2 million new project-management-oriented jobs worldwide per year through 2027.³ The Bachelor of Science in Project Management program seeks to provide learners with the tools, techniques, and interdisciplinary skills necessary to work successfully in any environment. Students in this program have an opportunity to train in those skills that are most critical to their success: project management processes and tools, financial analysis, strategic and leadership skills, and communication skills and strategies.

¹ You can learn more about the Talent Triangle and the associated research at the following link: <http://www.pmi.org/learning/talent-management-resources.aspx>.

² For additional information on PMI certifications, go to <https://www.pmi.org/certifications>.

³ For the full report, go to <https://www.pmi.org/learning/careers/job-growth>.

Program Requirements

Complete all courses listed below unless otherwise indicated. Also complete any corequisite labs, recitations, clinicals, or tools courses where specified and complete any additional courses needed beyond specific college and major requirements to satisfy graduation credit requirements.

University-Wide Requirements

All undergraduate students are required to complete the University-Wide Requirements (<http://catalog.northeastern.edu/undergraduate/university-academics/university-wide-requirements>).

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (<http://catalog.northeastern.edu/undergraduate/university-academics/nupath>).

Foundation Courses

66 semester hours required

Code	Title	Hours
English		
Complete the following:		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4

ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
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Communication Studies		
CMN 1100	Organizational Communication	3
Economics		
ECN 1200	Principles of Macroeconomics	3
Information Technology		
ITC 2016	End-User Data Analysis Tools	3
Leadership		
LDR 1200	Assessing Your Leadership Capacity	3
LDR 3250	Leading Teams Locally and Virtually	3
Management		
MGT 1100	Introduction to Business	3
MGT 2100	Principles of Management	3
MGT 2210	Information within the Enterprise	3
MGT 2220	Supply Chain Management	3
MGT 2310	Organizational Behavior	3
MGT 2330	Business Law	3
Marketing		
MKT 2100	Principles of Marketing	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2300	Business Statistics	3
Philosophy		
PHL 2100	Business Ethics	3
Project Management		
PJM 1100	Project Management Fundamentals - Project Initiation and Close	3
PJM 1400	Project Planning	3
Writing		
ENG 3260	Writing to Inform and Persuade	3

Major Courses

21 semester hours required

Code	Title	Hours
Leadership		
LDR 3400	Evidence-Based Leadership and Decision Making	3
Project Management		
PJM 2000	Project Monitoring and Control	3
PJM 2100	Quality and Risk	3
PJM 2200	Project Procurement and Contract Management	3
PJM 3000	Leading Agile Projects	3
PJM 3100	Principles of Business Analysis Management	3
PJM 4000	Program and Project Portfolio Management	3

Professional Electives

12 semester hours required

Code	Title	Hours
Complete four of the following:		12
<i>Suggested Industry-Specific Electives</i>		

Healthcare		
HMG 2100	Healthcare Operations	
HMG 4210	Healthcare Policy	
HMG 3225	Public Health	
PHL 2130	Ethical Issues in Healthcare	

Management		
ACC 2100	Financial Accounting	
FIN 2105	Introduction to Corporate Finance	
MGT 4220	Innovation and Change Management	
MGT 4230	New Venture Creation	

Finance		
ACC 2100	Financial Accounting	
ACC 2200	Managerial Accounting	
FIN 2105	Introduction to Corporate Finance	
FIN 3330	Risk Management and Insurance	

Information Technology (Database)		
ITC 2000	Principles of Systems Analysis and Design	
ITC 2300	Database Management Systems	
ITC 2430	E-Commerce Systems	
ITC 3320	Data Warehousing Technologies	

Capstone

Code	Title	Hours
PJM 4850	Capstone	3

Electives

Complete a minimum of 18 semester hours to reach 120 semester hours.

Code	Title	Hours
<i>Suggested Electives</i>		
CMN 2310	Professional Speaking	3
CMN 3100	Negotiation	3
CMN 3360	Crisis Communication	3
CMN 3400	Advanced Organizational Communication	3
HRM 2320	Human Resources Management	3
HSV 2240	Human Behavior in the Social Environment	3
PSY 2230	Stress and Its Management	3

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
CMN 1100	3
MGT 1100	3
PJM 1100	3
	16

Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2300	3
PJM 1400	3
ITC 2016	3
	13

Term 3	Hours
MKT 2100	3
PHL 2100	3
LDR 1200	3
MGT 2220	3
MGT 2310	3
	15

Term 4	Hours
ECN 1200	3
MGT 2100	3
MGT 2210	3
LDR 3250	3
Open Elective	3
	15

Term 5	Hours
ENG 3107 and ENG 3108	4
PJM 2000	3
MGT 2330	3
PJM 2100	3
Professional Elective	3
	16

Term 6	Hours
PJM 2200	3
PJM 3000	3
Professional Elective	3
Open Elective	3
Open Elective	3
	15

Term 7	Hours
PJM 3100	3
PJM 4000	3
LDR 3400	3
Open Elective	3
Professional Elective	3
	15

Term 8	Hours
PJM 4850	3
Professional Elective	3
Open Elective	3
Open Elective	3
Open Elective	3
	15

Total Hours: 120

Digital Communication and Media, BS

The Bachelors of Science in Digital Communication and Media prepares students for jobs in the expanding market for digital based communications. Students are exposed to the digital channels and technology at the core of today's positions in corporate and marketing communications.

Students start with foundation courses in such areas as English and Ethics. These are followed by major course selections in Management, Marketing, and Visual Media.

Students then move to the heart of the program to develop digital competencies. These courses cover communication research methods, digital communication strategy, and inbound marketing fundamentals. From here, students enter a unique virtual public relations firm to design, implement, and manage a digital communication campaign for a real-world client.

Successful graduates of the program should possess the competencies for digital communication jobs in a wide range of fields, including corporations, public relations and marketing agencies, and non-profit organizations.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

24 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Information Technology		
ITC 2016	End-User Data Analysis Tools	3
Mathematics		
MTH 1100	College Algebra	3

MTH 2310	Statistics for the Behavioral and Social Sciences	3
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Philosophy

PHL 2120	Ethical Issues in Communication	3
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Major Courses

51 semester hours required

Code	Title	Hours
Business		
MGT 1100	Introduction to Business	3
Visual Media and Art		
ART 2100	Foundation in Visual Communication	3
ART 2200	Fundamentals of Graphics and Publishing Production	3
ITC 1100	Human-Computer Interaction	3
ITC 2400	Web and Mobile Development	3
Marketing		
MKT 2100	Principles of Marketing	3
MKT 2220	Consumer Behavior	3
Communication		
CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3
CMN 3220	Introduction to Public Relations	3
CMN 3800	Designing and Implementing a Promotional Campaign	3
CMN 3410	Digital Communication Strategy	3
CMN 3850	Managing Communication Projects	3
CMN 3750	Inbound Marketing Fundamentals	3
CMN 3350	Intercultural Communication	3
Writing		
ENG 3260	Writing to Inform and Persuade	3
TCC 3450	Writing for the Web	3

Major Electives

15 semester hours required

Code	Title	Hours
Complete five of the following:		15
CMN 3360	Crisis Communication	
CMN 3100	Negotiation	
PJM 1100	Project Management Fundamentals - Project Initiation and Close	
PJM 1400	Project Planning	
PJM 2000	Project Monitoring and Control	
MKT 3010	Digital Marketing	
MGT 2310	Organizational Behavior	

Capstone

3 semester hours required

Code	Title	Hours
CMN 4850	Capstone in Professional Communication	3

Electives

Complete a minimum of 27 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
CMN 2310	3
ART 2100	3
MGT 1100	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MKT 2100	3
CMN 3220	3
ITC 2016	3
ART 2200	3
	16
Term 3	Hours
ENG 3260	3
PHL 2120	3
MTH 2310	3
CMN 3350	3
SI Core	3
	15
Term 4	Hours
CMN 3200	3
CMN 3410	3
ITC 1100	3
TCC 3450	3
Open Elective	3
	15
Term 5	Hours
ENG 3107 and ENG 3108	4
CMN 3750	3
Major Elective	3
Major Elective	3
	13
Term 6	Hours
ND Core	3
ITC 2400	3
CMN 3800	3
Major Elective	3
Open Elective	3
	15
Term 7	Hours
CMN 3850	3
Major Elective	3
Open Elective	3
Open Elective	3
Open Elective	3
	15

Term 8	Hours
CMN 4850	3
Major Elective	3
Open Elective	3
Open Elective	3
Open Elective	3
	15
<hr/>	
Total Hours: 120	

Bachelor's and Postbaccalaureate Programs, Lowell Institute School

Bachelor of Science

These programs are self-paced:

- Advanced Manufacturing Systems (p. 54)
- Analytics (p. 55)
- Biological science (p. 57)
- Biotechnology (p. 58)
- Health management (p. 60)
- Health science (p. 61)
- Information technology (p. 63)
- Psychology (p. 65)

Bachelor of Science in Engineering Technology

These programs are self-paced:

- Computer engineering technology (p. 66)
- Electrical engineering technology (p. 68)
- Mechanical engineering technology (p. 70)

Advanced Manufacturing Systems, BS

Northeastern's Bachelor of Science in Advanced Manufacturing Systems will create pathways for entry- and midlevel manufacturing employees to deepen their knowledge and gain new skills across the advanced manufacturing ecosystem. The program's challenge-based learning architecture balances autonomy with a structured path through a rigorous curriculum.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

29 semester hours required

Code	Title	Hours
English		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Math		
MTH 2120	Technical Math 1	3

MTH 2220	Technical Math 2	3
MTH 2500	Statistical Quality Control	3
Science		
CHM 1100	General Chemistry 1	3
PHY 1200	Physics 1	3
Philosophy		
PHL 2140	Ethical Issues in Science and Engineering	3
Communication		
CMN 1100	Organizational Communication	3

Advanced Manufacturing Foundation Courses

24 semester hours required

Code	Title	Hours
AVM 1100	Fundamental Measurement Analysis	3
AVM 1150	Fundamentals of Manufacturing Systems	3
AVM 1200	Fundamentals of Safety, Health, and Environmental Issues	3
EET 3100	Electronics 1	3
GET 1100	Introduction to Engineering and Technology	3
GET 1150	Foundations of Engineering Graphics and Design	3
MET 2000	Engineering Computer-Aided Design and Tolerance Analysis	3
MET 2040	Engineering Manufacturing Process	3

Advanced Manufacturing Core Courses

45 semester hours required

Code	Title	Hours
AVM 2200	Composite Materials and Applications	3
AVM 2250	Materials Performance and Applications	3
AVM 2400	Fundamentals of Inspection Processes	3
AVM 3000	Materials Processing	3
AVM 3300	Assessment Metrics for Supply Chain Systems	3
AVM 3100	Nondestructive Testing	3
AVM 4100	Mechatronics (Mechatronics)	3
AVM 4200	Engineering Metrology and Measurements	3
AVM 4300	Advanced Manufacturing and Additive Processes	3
CET 4210	Robotics	3
GET 3100	Computer Control of Manufacturing Processes	3
MET 3300	Engineering Materials Science	3
MET 4100		3
MGT 2220	Supply Chain Management	3

Advanced Manufacturing Capstone

Code	Title	Hours
GET 4850	Engineering Technology Capstone Project Execution	4

Electives

Complete a minimum of 18 semester hours.

Plan of Study

Term	Hours
Term 1	
GET 1100	3
MTH 2120	3
PHL 2140	3
AVM 1100	3
	12
Term 2	
MTH 2220	3
EET 3100	3
ENG 1105 and ENG 1106	4
AVM 1150	3
	13
Term 3	
ENG 3105 and ENG 3106	4
GET 1150	3
CHM 1100	3
MTH 2500 (Statistical Quality Control)	3
	13
Term 4	
PHY 1200	3
MET 2000	3
AVM 1200 (Fundamentals of Safety, Health, and Environmental Issues)	3
MET 2040	3
	12
Term 5	
MGT 2220	3
AVM 3300 (Supply Chain System Engineering)	3
AVM 3500 (Business Operations and Supply Chain)	3
	9
Term 6	
MET 3300	3
AVM 2250 (Materials Performance)	3
AVM 3000 (Materials Processing)	3
	9
Term 7	
AVM 3100	3
AVM 2400	3

AVM 4200	3
	9
Term 8	Hours
MET 4100	3
AVM 4300	3
Open elective	3
Open elective	3
	12
Term 9	Hours
GET 3100 (Computer Control of Manufacturing Processes)	3
CET 4210	3
AVM 4100 (Mechatronics)	3
GET 4850	4
	13
Term 10	Hours
AVM 2200 (Composite Manufacturing)	3
Open elective	3
Open elective	3
Open elective	3
Technical elective	3
Technical elective	3
	18

Total Hours: 120

Analytics, BS

Analytics is an increasingly important skillset utilized in a wide range of occupations and more frequently in Analyst specific positions, and is projected to increase faster than the average growth rate across all occupations from 2018 to 2028.

Employers seeking analytics professionals with “moderate” levels of data analysis skills - typically positions at the bachelor’s level – most often prefer candidates with *Analytics* as a field of study. Skills frequently required in candidates are data analysis and the ability to interpret and communicate data analysis results to others, problem solving, mastery of spreadsheets, analysis tools, statistical software, relational databases as well as programming language. The general demand for Teamwork/ Collaboration and Project Management reflects the need for employers to find analytics professionals with general business skills which can be used in a variety of function areas.

The Bachelor of Science in Analytics (BSA) helps to meet the demand from employers with an undergraduate program and entry level education requirements that prepares learners as data analyst practitioners capable of applying data analysis methods, technological, professional, and strategic expertise necessary for supporting decision making in organizations. With emphasis on experiential learning, the program provides dynamic opportunities for learners with varying degrees of work experience to practice their knowledge both globally and collaboratively while implementing effective data analysis concepts to real-life company demands.

The BSA has general foundation courses (including mathematical and philosophical logic), specific data analysis foundation courses, major required courses (such as Introduction to Analytics, Predictive Analytics, Introduction to Programming, Data Visualization and Communication,

Data Warehousing, SQL and Data Mining), as well as a variety of elective courses on diverse domain areas.

Graduates of the BSA will have the opportunity to demonstrate their range and depth of skill to

- Investigate theories, tools, and approaches in data analytics to identify and communicate data-driven insights for informed decision-making.
- Articulate and defend the significance and implications of the work in data analytics in terms of challenges and trends in a local, national or global context.
- Complete a project that requires the application of the principles, tools and methods of analytics to a comprehensive real-world problem.
- Apply the principles, tools and methods of analytics to a project within a sponsoring organization to assist with the extraction, development, delivery, and/or translation/implementation of data analysis for tactical and/or strategic decision-making.

Program Requirements

Complete all courses listed below unless otherwise indicated. Also complete any corequisite labs, recitations, clinicals, or tools courses where specified and complete any additional courses needed beyond specific college and major requirements to satisfy graduation credit requirements.

University-Wide Requirements

All undergraduate students are required to complete the University-Wide Requirements (<http://catalog.northeastern.edu/undergraduate/university-academics/university-wide-requirements>).

NUPath Requirements

All undergraduate students are required to complete the NUPath Requirements (<http://catalog.northeastern.edu/undergraduate/university-academics/nupath>).

Foundation Courses

57 semester hours required

Code	Title	Hours
English		
Complete the following:		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Complete one of the following:		3
ENG 3260	Writing to Inform and Persuade	
TCC 3450	Writing for the Web	
Communication		
CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3
Philosophy		
PHL 2120	Ethical Issues in Communication	3
PHL 2310	Symbolic Logic	3

Mathematics

MTH 1100	College Algebra	3
MTH 2400	Technology and Applications of Discrete Mathematics	3

Information Technology

ITC 1100	Human-Computer Interaction	3
ITC 2000	Principles of Systems Analysis and Design	3
ITC 2016	End-User Data Analysis Tools	3

Leadership

LDR 1200	Assessing Your Leadership Capacity	3
LDR 3400	Evidence-Based Leadership and Decision Making	3

Computer Engineering Technology

CET 2200	Data Structures and Algorithms	3
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Analytics

ALY 2010	Probability Theory and Introductory Statistics	3
ALY 2100	Introduction to Programming for Data Analytics	3

Major Required Courses

27 semester hours required

Code	Title	Hours
Information Technology		
ITC 2300	Database Management Systems	3
ITC 3300	Structured Query Language (SQL)	3
ITC 3320	Data Warehousing Technologies	3
Analytics		
ALY 3015	Intermediate Statistics for Data Analytics	3
ALY 3110	Big Data and Web Mining	3
ALY 3040	Data Mining	3
ALY 3070	Communication and Visualization for Data Analytics	3
ALY 4000	Analytics using R	3
ALY 4020	Predictive Analytics Using R and Python	3

Professional Electives

Code	Title	Hours
Complete 12 semester hours in the following subject areas below:		12
MGT, MKT, FIN, PJM, HMG, CET, LDR, BTC		
Suggested Electives:		
MGT 1100	Introduction to Business	3
MGT 2210	Information within the Enterprise	3
MKT 2100	Principles of Marketing	3
HRM 2320	Human Resources Management	3
ACC 2100	Financial Accounting	3
PJM 1100	Project Management Fundamentals - Project Initiation and Close	3

Capstone

3 semester hours required

Code	Title	Hours
ALY 4850	Analytics Capstone	3

Electives

Complete a minimum of 21 semester hours to reach 120 semester hours. Courses from the major may not double count for Electives.

Code	Title	Hours
Suggested elective courses:		
ART 2100	Foundation in Visual Communication	3
LDR 3400	Evidence-Based Leadership and Decision Making	3
ECN 1200	Principles of Macroeconomics	3
ITC 2020	Digital Collaboration and Team Building	3
ITC 2430	E-Commerce Systems	3
HRM 2320	Human Resources Management	3
ENG 3260	Writing to Inform and Persuade	3
TCC 3450	Writing for the Web	3
LDR 3200	Leading and Managing Change	3
BIO 1050	Medical Terminology	3
FIN 2105	Introduction to Corporate Finance	3
FIN 3310	Financial Institutions and Markets	3

Biological Science, BS

The Bachelor of Science in Biological Science program is designed for students who wish to pursue a science-based career or continue their education by obtaining a graduate degree in a health- or science-related field. The program offers the mathematical, chemical, and physical background necessary for understanding biology along with the oral and written communication, critical thinking, and problem-solving skills necessary for success in the workplace. The program fosters a basic understanding of the organization and the processes of life, from molecules and cells through organs and organ systems to populations, species, ecosystems, and evolution. Graduates of the program pursue careers in areas such as research and development or sales and marketing in biological and pharmaceutical companies. Students may also choose to continue their education in graduate or medical school.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUPath Requirements

All undergraduate students are required to complete the NUPath Requirements (p. 35).

Foundation Courses

51 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Mathematics		
MTH 2100	Calculus 1	3
MTH 2105	Calculus 2	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Biology		
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200	4
Chemistry		
CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100	4
CHM 1200 and CHM 1201	General Chemistry 2 and Lab for CHM 1200	4
Physics		
PHY 1200 and PHY 1201	Physics 1 and Lab for PHY 1200	4
PHY 2200 and PHY 2201	Physics 2 and Lab for PHY 2200	4
Information Technology		
ITC 1000 or ITC 2016	Computer Applications End-User Data Analysis Tools	3
Philosophy		
PHL 2140	Ethical Issues in Science and Engineering	3

Major Required Courses

26 semester hours required

Code	Title	Hours
Chemistry		
CHM 2110 and CHM 2111	Organic Chemistry 1 and Lab for CHM 2110	4
CHM 2200 and CHM 2201	Organic Chemistry 2 and Lab for CHM 2200	4
Biology		
BIO 2100 and BIO 2101	Microbiology and Lab for BIO 2100	4
BIO 2300	Cell Biology	3
BIO 2500 and BIO 2501	Genetics and Molecular Biology and Lab for BIO 2500	4

BIO 3100 and BIO 3101	Biochemistry and Lab for BIO 3100	4
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Capstone

BIO 4850	Biological Sciences Senior Project	3
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Major Elective Courses

Choose at least 9 semester hours from BIO, BTC, HSC.

Electives

Complete a minimum of 34 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
MTH 2100	3
BIO 1100 and BIO 1101	4
CHM 1100 and CHM 1101	4
	15
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2105	3
BIO 1200 and BIO 1201	4
CHM 1200 and CHM 1201	4
	15
Term 3	Hours
MTH 2310	3
PHY 1200 and PHY 1201	4
CHM 2110 and CHM 2111	4
BIO 2100 and BIO 2101	4
	15
Term 4	Hours
PHY 2200 and PHY 2201	4
CHM 2200 and CHM 2201	4
ITC 1000 or 2016	3
Open elective	3
	14
Term 5	Hours
ENG 3105 and ENG 3106	4
BIO 2300	3
BIO 2500 and BIO 2501	4
Open elective	3

Open elective	3
	17
Term 6	Hours
BIO 3100 and BIO 3101	4
PHL 2140	3
Open elective	3
Open elective	3
Open elective	3
	16
Term 7	Hours
Major elective	3
Major elective	3
Open elective	3
Open elective	3
Open elective	1-3
	13-15
Term 8	Hours
BIO 4850	3
Major elective	3
Open elective	3
Open elective	3
Open elective	3
	15

Total Hours: 120-122

Biotechnology, BS

The Bachelor of Science in Biotechnology seeks to prepare graduates for entry-level positions in diverse occupations within the biotechnology industry. Building on a strong foundation of liberal arts and sciences, courses focus on state-of-the-art biotechnology principles and delivery. The curriculum promotes effective oral and written communications skills, critical thinking, and problem solving to promote professional competency in a variety of high-tech industries related to pharmaceutical manufacturing, vaccine production, medical device creation and fabrication, clinical drug and medical device trials, and governmental regulatory agency oversight.

Graduates of the biotechnology program pursue careers in bench research and development, regulatory affairs, sales and marketing, public relations, or communications at domestic and international biotechnology-related companies or governmental organizations.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

37 semester hours required

Code	Title	Hours
English		
Please complete one the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Mathematics		
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Biology		
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200	4
Chemistry		
CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100	4
CHM 1200 and CHM 1201	General Chemistry 2 and Lab for CHM 1200	4
Information Technology		
ITC 1000 or ITC 2016	Computer Applications End-User Data Analysis Tools	3
Philosophy		
PHL 2140	Ethical Issues in Science and Engineering	3

Major Required Courses

41 semester hours required

Code	Title	Hours
Biotechnology		
BTC 1300 and BTC 1301	Introduction to Biotechnology and Lab for BTC 1300	4
BTC 4300 and BTC 4301	Biotechnology and Pharmaceutical Processing and Lab for BTC 4300	4
BTC 4450	Quality Control and Validation Issues	3
Chemistry		
CHM 2110 and CHM 2111	Organic Chemistry 1 and Lab for CHM 2110	4
CHM 2200 and CHM 2201	Organic Chemistry 2 and Lab for CHM 2200	4

CHM 2300 and CHM 2301	Analytical Chemistry and Lab for CHM 2300	4
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Biology

BIO 2100 and BIO 2101	Microbiology and Lab for BIO 2100	4
BIO 2300	Cell Biology	3
BIO 3100 and BIO 3101	Biochemistry and Lab for BIO 3100	4
BIO 2500 and BIO 2501	Genetics and Molecular Biology and Lab for BIO 2500	4

Capstone

BTC 4850	Biotechnology Senior Project	3
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Major Electives

15 semester hours required

Code	Title	Hours
Complete 15 semester hours from the following:		15
BIO, BTC, HSC, PHY		
MTH 2100	Calculus 1	
MTH 2105	Calculus 2	

Electives

Complete a minimum of 27 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
Complete the following courses:	
BIO 1100 and BIO 1101	4
CHM 1100 and CHM 1101	4
MTH 2310	3
	15
Term 2	Hours
ENG 1107 and ENG 1108	4
BIO 1200 and BIO 1201	4
CHM 1200 and CHM 1201	4
ITC 1000 or 2016	3
	15
Term 3	Hours
CHM 2110 and CHM 2111	4
BIO 2100 and BIO 2101	4
Open elective	3
Open elective	3
	14

Term 4	Hours
CHM 2200 and CHM 2201	4
BTC 1300 and BTC 1301	4
BIO 2300	3
Major elective	3
	14
Term 5	Hours
ENG 3105 and ENG 3106	4
CHM 2300 and CHM 2301	4
BIO 2500 and BIO 2501	4
BTC 4300 and BTC 4301	4
	16
Term 6	Hours
BIO 3100 and BIO 3101	4
BTC 4450	3
PHL 2140	3
Open elective	3
Open elective	3
	16
Term 7	Hours
BTC elective	3
BTC elective	3
Open elective	3
Open elective	3
Open elective	3
	15
Term 8	Hours
BTC 4850	3
BTC elective	3
Major elective	3
Open elective	3
Open elective	3
	15
Total Hours: 120	

Health Management, BS

The Bachelor of Science in Health Management seeks to foster an understanding of management-related concepts in the health industry. The degree offers students an opportunity to learn from experienced professionals how to effectively use communication, critical thinking, and problem-solving skills and techniques to establish competency in the principles relating to the operational, financial, and regulatory management of a health setting.

Students pursue course work in healthcare operations and systems, healthcare law and policy, and the financial and regulatory aspects of healthcare management.

Successful graduates of the program are prepared to pursue a wide range of careers in the management of healthcare systems in community, hospital, and private-sector healthcare settings.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

33 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Mathematics		
MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Economics		
ECN 1200	Principles of Macroeconomics	3
Information Technology		
ITC 1000 or ITC 2016	Computer Applications End-User Data Analysis Tools	3
Social Sciences		
PSY 1100	Foundations of Psychology	3
SOC 1100	Introduction to Sociology	3
CMN 1100	Organizational Communication	3

Major Courses

39 semester hours required

Code	Title	Hours
Management and Finance		
HMG 1100	Foundations of Healthcare Management	3
ACC 2100	Financial Accounting	3

FIN 2105	Introduction to Corporate Finance	3
Law, Regulation, and Policy		
PHL 2130	Ethical Issues in Healthcare	3
HMG 2110	Health Law and Regulation	3
HMG 3225	Public Health	3
HMG 4210	Healthcare Policy	3
Organizational Operations		
CMN 3350	Intercultural Communication	3
HMG 2100	Healthcare Operations	3
HMG 3210	Health Informatics	3
HMG 3220	Risk Management and Quality Assurance	3
HRM 2320	Human Resources Management	3
Capstone		
HMG 4850	Healthcare Management Capstone	3

Professional Electives

12 semester hours required

Code	Title	Hours
Complete 12 semester hours from the following:		12
MGT, MKT, PSY, HSC, HMG, HRM		

Electives

Complete a minimum of 36 semester hours to reach 120 semester hours.

Plan of Study

Term	Hours
Term 1	4
Complete one of the following:	
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
Complete the following:	
MTH 1100	3
ITC 1000 or 2016	3
SOC 1100	3
HMG 1100	3
	16
Term 2	4
ENG 1107 and ENG 1108	
ECN 1200	3
MTH 2310	3
PSY 1100	3
ACC 2100	3
	16
Term 3	4
CMN 1100	3
FIN 2105	3
HRM 2320	3
Open elective	3
Open elective	3
	15

Term	Hours
Term 4	
PHL 2130	3
HMG 2110	3
Open elective	3
Open elective	3
Open elective	3
	15
Term 5	4
ENG 3107 and ENG 3108	
CMN 3350	3
HMG 2100	3
Professional elective	3
Open elective	3
	16
Term 6	
HMG 3220	3
HMG 3225	3
HMG 3210	3
Professional elective	3
Open elective	3
	15
Term 7	4
HMG 4210	3
Professional elective	3
Professional elective	3
Open elective	3
Open elective	3
	15
Term 8	4
HMG 4850	3
Open elective	3
Open elective	3
Open elective	3
	12

Total Hours: 120

Health Science, BS

The Bachelor of Science in Health Science seeks to help develop competent professionals who combine a solid understanding of the science underlying healthcare with the principles of healthcare management. Courses in biology, microbiology, chemistry, pharmacology, and pathophysiology provide an understanding of the science of the human body. These courses may be combined with courses in the management of healthcare organizations; health law; public health; or, for students interested in a medical career, additional science courses.

The program seeks to provide preparation for a career in healthcare management in a community, hospital, or private-sector setting or for graduate school for advanced training in areas such as medicine, nursing, and public health.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

30 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Mathematics		
MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Information Technology		
ITC 1000 or ITC 2016	Computer Applications End-User Data Analysis Tools	3
Psychology		
PSY 1100	Foundations of Psychology	3
Communication		
CMN 1100	Organizational Communication	3
Philosophy		
PHL 2130 or PHL 2140	Ethical Issues in Healthcare Ethical Issues in Science and Engineering	3

Major Required Courses

36 semester hours required

Code	Title	Hours
Health Management		
HMG 1100	Foundations of Healthcare Management	3
HMG 2110	Health Law and Regulation	3
Biology		

BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200	4
BIO 1600 and BIO 1601	Human Anatomy and Physiology 1 and Lab for BIO 1600	4
BIO 1700 and BIO 1701	Human Anatomy and Physiology 2 and Lab for BIO 1700	4

Chemistry

CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100	4
CHM 1200 and CHM 1201	General Chemistry 2 and Lab for CHM 1200	4

Health Science

HSC 3300	Epidemiology	3
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Capstone

HSC 4850	Project in Health Science	3
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Professional Electives

15 semester hours required

Code	Title	Hours
Complete 15 semester hours from the following subject areas:		15
BIO, CHM, HMG, HSC, MTH, PHY, PSY		

Electives

Complete a minimum of 39 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
Complete the following:	
MTH 1100	3
BIO 1100 and BIO 1101	4
HMG 1100	3
PSY 1100	3
	17
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2310	3
BIO 1200 and BIO 1201	4
Open elective	3
	14
Term 3	Hours
ITC 1000 or 2016	3
CHM 1100 and CHM 1101	4
BIO 1600 and BIO 1601	4

Open elective	3	
		14
Term 4		Hours
CHM 1200 and CHM 1201	4	
BIO 1700 and BIO 1701	4	
Open elective	3	
Open elective	3	
		14
Term 5		Hours
ENG 3105 and ENG 3106	4	
CMN 1100	3	
HSC 3300	3	
Open elective	3	
Open elective	3	
		16
Term 6		Hours
PHL 2130 or 2140	3	
HMG 2110	3	
Professional elective	3	
Professional elective	3	
Open elective	3	
		15
Term 7		Hours
Professional elective	3	
Open elective	3	
Open elective	3	
Open elective	3	
Open elective	3	
		15
Term 8		Hours
HSC 4850	3	
Professional elective	3	
Professional elective	3	
Open elective	3	
Open elective	3	
		15
Total Hours: 120		

Information Technology, BS

The Bachelor of Science in Information Technology focuses on the skills and knowledge needed to promote career advancement and pursue advanced degrees in information technology and to provide the critical-thinking and information technology skills needed by local, national, and global employers.

Students have the opportunity to develop strengths in the analysis, applied design, development, implementation, and management of modern information technology systems. Courses cover the critical technology areas of programming for traditional, web, and mobile applications and for networking, database, and information security. The curriculum also includes courses focused on key business areas

needed to integrate and manage technology and technology projects in the workplace.

Students may develop the technical and problem-solving skills that allow them to pursue careers in the professional areas of applications development, web and multimedia design, systems and network administration, database administration, and business analysis.

Global Classroom (p. 42)

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

33 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Information Technology		
ITC 1200	Operating Systems Concepts	3
ITC 2016	End-User Data Analysis Tools	3
Management		
MGT 1100	Introduction to Business	3
MGT 2310	Organizational Behavior	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2400	Technology and Applications of Discrete Mathematics	3
Philosophy		
Complete one of the following:		3

PHL 2100	Business Ethics
PHL 2140	Ethical Issues in Science and Engineering
ITC 3620	Legal and Ethical Issues in Cybersecurity

Major Courses

42 semester hours required

Code	Title	Hours
Systems Analysis and Design		
ITC 2000	Principles of Systems Analysis and Design	3
Programming		
ITC 2100	Introduction to Programming (Java)	3
Complete one of the following:		3
GET 2100	Computer Engineering Programming and Analysis	
CET 2200	Data Structures and Algorithms	
CET 2300	Object-Oriented Programming	
ITC 3100	Advanced Applications Development	
Networking		
ITC 2200	Networking Foundations	3
Complete one of the following:		3
ITC 3220	Mobile and Wireless Networking	
ITC 4200	Network Security	
Human-Computer Interaction		
Complete one of the following:		3
TCC 3450	Writing for the Web	
ITC 1100	Human-Computer Interaction	
Database		
ITC 2300	Database Management Systems	3
Complete one of the following:		3
ITC 3300	Structured Query Language (SQL)	
ITC 3150	Database Websites	
ITC 3320	Data Warehousing Technologies	
Web and Mobile Applications		
ITC 2400	Web and Mobile Development	3
Complete one of the following:		3
ITC 3400	Web Design and Multimedia	
ITC 3150	Database Websites	
Professionalism		
ITC 4500	IT Project Management	3
ITC 4600	Information Security Management	3
Capstone		
ITC 4840	Preparation for Information Technology Project	3
ITC 4850	Information Technology Project	3

Professional Electives

Code	Title	Hours
Complete 15 semester hours in the following subject areas or a concentration listed below:		15
ITC, CET		

Optional Concentrations

Note: Please consult with your advisor.

APPLICATIONS DEVELOPMENT CONCENTRATION

Code	Title	Hours
Complete five courses from the following that have not been taken to fulfill major requirements:		15
CET 2200	Data Structures and Algorithms	
CET 2300	Object-Oriented Programming	
ITC 2430	E-Commerce Systems	
ITC 3100	Advanced Applications Development	
ITC 3150	Database Websites	
ITC 3300	Structured Query Language (SQL)	
ITC 3320	Data Warehousing Technologies	
ITC 3400	Web Design and Multimedia	

SYSTEMS ADMINISTRATION AND CYBER SECURITY CONCENTRATION

Code	Title	Hours
Complete five courses from the following that have not been taken to fulfill major requirements:		15
ITC 3220	Mobile and Wireless Networking	
ITC 3250	UNIX Systems Administration	
ITC 3620	Legal and Ethical Issues in Cybersecurity	
ITC 4200	Network Security	
ITC 4260	Database Administration	
ITC 4650	Compliance and Risk Issues in Information Technology	
ITC 4680	Forensics in Information Technology	
ITC 4660	Encryption Concepts	
ITC 4670	Software Vulnerabilities	

Electives

Complete a minimum of 30 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
Complete the following:	
MTH 1100	3
ITC 1200	3
ITC 1100	3
MGT 1100	3
	16
Term 2	Hours
ITC 2016	3
ITC 2000	3
ENG 1107 and ENG 1108	4
MTH 2400	3
ITC 2400	3

Term	Hours
Term 3	
ITC 2100	3
ITC 2200	3
MGT 2310	3
PHL 2100, 2140, or ITC 3620	3
Open elective	3
	15
Term 4	
ITC 2300	3
ITC 3220 or 4200	3
GET 2100, CET 2200, CET 2300, or ITC 3100	3
NUpath SI elective	3
Open elective	3
	15
Term 5	
ITC 3400 or 3150	3
ENG 3105 and ENG 3106	4
NUpath IC elective	3
Major elective	3
Open elective	3
	16
Term 6	
ITC 3300, 3150, or 3320	3
ITC 4600	3
Major elective	3
Open elective	3
Open elective	3
	15
Term 7	
ITC 4500	3
ITC 4840	3
Major elective	3
Major elective	3
Open elective	3
	15
Term 8	
ITC 4850	3
Major elective	3
Open elective	3
Open elective	3
	12
Total Hours: 120	

Psychology, BS

The Bachelor of Science in Psychology provides students with the opportunity to develop an understanding of the science of the brain and the psychology of the mind.

Course work in the program provides students with a strong foundational knowledge within the discipline of psychology, including relevant theory

and research. Courses include developmental and social psychology, abnormal psychology, sensation and perception, cognition and language, and learning, along with research methods.

Students completing the program have the opportunity to work in private and nonprofit organizations in all areas of psychology and to pursue graduate work in preparation for professional licensure.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

43 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following two courses with corresponding labs:		
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Mathematics		
MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Social Sciences		
CMN 1100	Organizational Communication	3
PHL 2130 or PHL 2140	Ethical Issues in Healthcare or Ethical Issues in Science and Engineering	3
PSY 1100	Foundations of Psychology	3
PSY 2230	Stress and Its Management	3
SOC 1100	Introduction to Sociology	3
Biology		
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
Information Technology		
ITC 1000 or ITC 2016	Computer Applications or End-User Data Analysis Tools	3
Management		

HMG 2110 or MGT 2330	Health Law and Regulation Business Law	3
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Major Required Courses

25 semester hours required

Code	Title	Hours
Human Behavior		
HSV 2240	Human Behavior in the Social Environment	3
PSY 3200	Social Psychology	3
PSY 3210	Abnormal Psychology	3
Cognition and Development		
PSY 3220	Cognition and Language	3
PSY 3230	Development across the Life Span	3
PSY 3240	Sensation and Perception	3
Research		
PSY 3450	Research in Psychology	3
Capstone		
PSY 4850	Senior Research Seminar in Psychology	4

Major Elective Courses

15 semester hours required

Code	Title	Hours
Complete 15 semester hours from the following:		15
HSV, PSY		

Electives

Complete a minimum of 37 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
MTH 1100	3
SOC 1100	3
Open elective	3
Open elective	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2310	3
PSY 1100	3
ITC 1000 or 2016	3
Open elective	3
	16
Term 3	Hours
PHL 2130 or 2140	3
HMG 2110 or MGT 2330	3
PSY 3200	3
PSY 2230	3

BIO 1100 and BIO 1101	4
	16
Term 4	Hours
HSV 2240	3
PSY 3210	3
CMN 1100	3
Open elective	3
Open elective	3
	15
Term 5	Hours
ENG 3107 and ENG 3108	4
PSY 3220	3
PSY 3230	3
Open elective	3
Open elective	3
	16
Term 6	Hours
PSY 3240	3
PSY 3450	3
Psychology elective	3
Open elective	3
Open elective	3
	15
Term 7	Hours
Psychology elective	3
Psychology elective	3
Psychology elective	3
Open elective	3
Open elective	1-3
	13-15
Term 8	Hours
PSY 4850	4
Psychology elective	3
Open elective	3
Open elective	3
	13
Total Hours: 120-122	

Computer Engineering Technology, BSET

The Bachelor of Science in Computer Engineering Technology degree offers students an opportunity to acquire the knowledge, skills, and strengths to become technicians and technical leaders in the design, implementation, integration, and support of computer-based and network systems that are critical to the achievement of enterprise, project, research, and business goals. In this increasingly interconnected world, technicians with the ability to understand, link, and integrate computer hardware, software, and networks, and who can evolve systems as needs change, are in demand.

This focused bachelor's degree includes courses in technical literacy, mathematics, engineering graphics, network and data analysis, software

development, and electromechanical systems. Program course work will assist students preparing for examinations leading to professional certifications.

The Bachelor of Science in Engineering Technology in Computer Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, Inc.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

47 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following course with corresponding lab:		
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Mathematics		
MTH 2100	Calculus 1	3
MTH 2105	Calculus 2	3
MTH 2400	Technology and Applications of Discrete Mathematics	3
MTH 3300	Applied Probability and Statistics	3
Philosophy		
PHL 2140	Ethical Issues in Science and Engineering	3
Physics		
PHY 1200 and PHY 1201	Physics 1 and Lab for PHY 1200	4
PHY 2200 and PHY 2201	Physics 2 and Lab for PHY 2200	4
Chemistry or Biology		
Complete one of the following:		4
CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100	
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	
Technology		

GET 1100	Introduction to Engineering and Technology	3
GET 1150	Foundations of Engineering Graphics and Design	3
GET 2100	Computer Engineering Programming and Analysis	3
GET 2200	Engineering Economy	3

Major Courses

35 semester hours required

Code	Title	Hours
Computer Systems and Programming		
CET 2100	Essentials of Computer Organization	3
CET 2200	Data Structures and Algorithms	3
CET 2300	Object-Oriented Programming	3
CET 3000	Computer Operating Systems	3
CET 3100	Computer Networking and Communications Technology	3

Circuits

EET 2000 and EET 2001	Circuits 1 and Lab for EET 2000	5
EET 2100 and EET 2101	Circuits 2 and Lab for EET 2100	5
EET 3100 and EET 3101	Electronics 1 and Lab for EET 3100	5
EET 3300 and EET 3301	Digital Logic and Lab for EET 3300	5

Technical Electives

Complete 9 semester hours in technical electives at the 3000 or 4000 level from the following subject areas:

Code	Title	Hours
CET, EET, ITC, MET		9
At least one elective must be in CET.		

Capstone Experiences

6 semester hours required

Code	Title	Hours
GET 4840	Engineering Technology Capstone Project Preparation and Proposal	2
GET 4850	Engineering Technology Capstone Project Execution	4

Electives

Complete a minimum of 30 semester hours to reach 127 semester hours.

Plan of Study

Term 1	Hours
Choose one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
GET 1100	3
MTH 2100	3
GET 1150	3

Choose one of the following:	4
BIO 1100 and BIO 1101	
CHM 1100 and CHM 1101	
	17
Term 2	Hours
MTH 2105	3
GET 2100	3
CET 2100	3
PHY 1200 and PHY 1201	4
Open elective	3
	16
Term 3	Hours
EET 2000 and EET 2001	5
CET 2200	3
MTH 2400	3
PHY 2200 and PHY 2201	4
	15
Term 4	Hours
CET 2300	3
EET 2100 and EET 2101	5
GET 2200	3
MTH 3300	3
Open elective	3
	17
Term 5	Hours
EET 3100 and EET 3101	5
EET 3300 and EET 3301	5
CET 3000	3
Open elective	3
	16
Term 6	Hours
ENG 3105 and ENG 3106	4
CET 3100	3
PHL 2140	3
Technical elective	3
Open elective	3
	16
Term 7	Hours
GET 4840	2
Technical elective	3
Open elective	3
Open elective	3
Open elective	3

14

Term 8	Hours
GET 4850	4
Technical elective	3
Open elective	3
Open elective	3
Open elective	3
	16
Total Hours: 127	

Electrical Engineering Technology, BSET

The Bachelor of Science in Electrical Engineering Technology degree offers students an opportunity to acquire the knowledge, skills, and analytical tools and techniques to become technologists supporting the design, implementation, integration, analysis, testing, and support of electronic circuits and electrical systems that are critical to the achievement of enterprise, project, research, and business goals.

This focused bachelor's degree includes courses in mathematics, physics, electric circuit theory, analog and digital circuits and systems, power circuits and systems, and electric circuit and system analysis. The program offers the course work needed to prepare students for examinations leading to professional certifications, such as the NCEES PE exam, as well as continuing academic education, such as graduate school programs.

The Bachelor of Science in Engineering Technology in Electrical Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, Inc.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

50 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following course with corresponding lab:		

ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
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Mathematics

MTH 2100	Calculus 1	3
MTH 2105	Calculus 2	3
MTH 2110	Calculus 3	3
MTH 3200		3
MTH 3300	Applied Probability and Statistics	3

Physics

PHY 1200 and PHY 1201	Physics 1 and Lab for PHY 1200	4
PHY 2200 and PHY 2201	Physics 2 and Lab for PHY 2200	4

Chemistry or Biology

Choose one of the following sequences: 4

CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100	
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	

Technology

GET 1100	Introduction to Engineering and Technology	3
GET 1150	Foundations of Engineering Graphics and Design	3
GET 2100	Computer Engineering Programming and Analysis	3
GET 2200	Engineering Economy	3

Philosophy

PHL 2140	Ethical Issues in Science and Engineering	3
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Major Courses

39 semester hours required

Code	Title	Hours
Circuits		
EET 2000 and EET 2001	Circuits 1 and Lab for EET 2000	5
EET 2100 and EET 2101	Circuits 2 and Lab for EET 2100	5
EET 3100 and EET 3101	Electronics 1 and Lab for EET 3100	5
EET 3200 and EET 3201	Electronics 2 and Lab for EET 3200	5
EET 3300 and EET 3301	Digital Logic and Lab for EET 3300	5
EET 3400 and EET 3401	Digital Electronics and Lab for EET 3400	5
Systems		
CET 2100	Essentials of Computer Organization	3
EET 3750		
EET 3800		3

Technical Electives

Complete 9 semester hours in technical electives at the 3000 or 4000 level from the following subject areas:

Code	Title	Hours
CET, EET, ITC, MET		9
At least one elective must be in EET.		

Capstone Experiences

6 semester hours required

Code	Title	Hours
GET 4840	Engineering Technology Capstone Project Preparation and Proposal	2
GET 4850	Engineering Technology Capstone Project Execution	4

Electives

Complete a minimum of 23 semester hours to reach 127 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	4
ENG 1105 and ENG 1106	
ENG 1103 and ENG 1104	
GET 1100	3
MTH 2100	3
GET 1150	3
Open elective	3
<hr/>	
	16
Term 2	Hours
MTH 2105	3
GET 2100	3
PHY 1200 and PHY 1201	4
GET 2200	3
Choose one of the following:	4
BIO 1100 and BIO 1101	
CHM 1100 and CHM 1101	
<hr/>	
	17
Term 3	Hours
ENG 1107 and ENG 1108	4
EET 2000 and EET 2001	5
PHY 2200 and PHY 2201	4
MTH 2110	3
<hr/>	
	16
Term 4	Hours
MTH 3200	3
EET 2100 and EET 2101	5
ENG 3105 and ENG 3106	4
Open elective	3

	15
Term 5	Hours
EET 3100 and EET 3101	5
EET 3300 and EET 3301	5
EET 3750	
MTH 3300	3
	13
Term 6	Hours
EET 3200 and EET 3201	5
EET 3400 and EET 3401	5
CET 2100	3
PHL 2140	3
	16
Term 7	Hours
EET 3800	3
GET 4840	2
Technical elective	3
Technical elective	3
Open elective	1-3
Open elective	3
	15-17
Term 8	Hours
GET 4850	4
Technical elective	3
Open elective	3
Open elective	3
Open elective	3
	16

Total Hours: 124-126

Mechanical Engineering Technology, BSET

The Bachelor of Science in Mechanical Engineering Technology offers students an opportunity to develop strengths in the analysis, applied design, development, implementation, and oversight of mechanical systems and processes.

Featuring courses in technical literacy, mathematics, physical sciences, chemical principles, mechanics, thermodynamics, materials science, heat transfer, fluid mechanics, energy conversion, and design and manufacturing technology, this hands-on, experiential undergraduate degree program seeks to provide students with a solid engineering foundation and training needed in order to confront and propose innovative solutions to conventional and contemporary technological challenges within the discipline of mechanical engineering.

The Bachelor of Science in Engineering Technology in Mechanical Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, Inc.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 35).

Foundation Courses

41 semester hours required

Code	Title	Hours
English		
Complete one of the following:		4
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	
ENG 1103 and ENG 1104	College Writing 1 for Nonnative Speakers and Lab for ENG 1103	
Complete the following course with corresponding lab:		
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Mathematics		
MTH 2100	Calculus 1	3
MTH 2105	Calculus 2	3
Physics		
PHY 1200 and PHY 1201	Physics 1 and Lab for PHY 1200	4
PHY 2200 and PHY 2201	Physics 2 and Lab for PHY 2200	4
Chemistry or Biology		
Choose one of the following:		4
CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100	
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	
Technology		
GET 1100	Introduction to Engineering and Technology	3
GET 1150	Foundations of Engineering Graphics and Design	3
GET 2100	Computer Engineering Programming and Analysis	3
GET 2200	Engineering Economy	3
Philosophy		
PHL 2140	Ethical Issues in Science and Engineering	3

MAJOR COURSES

53 semester hours required

Code	Title	Hours
Core		
EET 2000 and EET 2001	Circuits 1 and Lab for EET 2000	5
MET 2000	Engineering Computer-Aided Design and Tolerance Analysis	3
MET 2020	Computer Solid Modeling and Virtual Simulation	3
MET 2040	Engineering Manufacturing Process	3
MET 3500 and MET 3501	Theory of Engineering Measurements and Data Analysis and Lab for MET 3500	5

Mechanics

MET 2100	Mechanics 1: Statics	3
MET 2200	Mechanics 2: Dynamics	3
MET 3200 and MET 3201	Fluid Mechanics and Lab for MET 3200	5

Materials

MET 3100 and MET 3101	Engineering Stress Analysis and Lab for MET 3100	5
MET 3300 and MET 3301	Engineering Materials Science and Lab for MET 3300	5

Thermodynamics

MET 3400 and MET 3401	Engineering Thermodynamics and Lab for MET 3400	5
MET 3600 and MET 3601	Heat Transfer Engineering and Lab for MET 3600	5

Mechanical or Thermal

Complete 3 semester hours from the following:		3
MET 4100		
MET 4200		

Technical Specialization Electives

Complete a minimum of 9 semester hours in one of the following areas of specialization:

Code	Title	Hours
Power and Alternative Energy Technology		
MET 4300	Alternative and Renewable Energy Technology	3
MET 4310		
MET 4320		
Advanced Manufacturing Technology		
MET 4320		
MET 4330		
MET 4340		
Biomedical Engineering Technology		
MET 4340		
MET 4350		
MET 4360		

Technical Electives

3 semester hours required

Code	Title	Hours
Complete 3 semester hours from the following:		3
EET, CET, MET		

Capstone Experiences

6 semester hours required

Code	Title	Hours
GET 4840	Engineering Technology Capstone Project Preparation and Proposal	2
GET 4850	Engineering Technology Capstone Project Execution	4

Electives

Complete a minimum of 15 semester hours to reach 127 semester hours.

Plan of Study

Term 1	Hours
Complete one of the following:	
ENG 1105 and ENG 1106	4
ENG 1103 and ENG 1104	
GET 1100	3
MTH 2100	3
GET 1150	3
Choose one of the following:	
BIO 1100 and BIO 1101	4
CHM 1100 and CHM 1101	

17

Term 2	Hours
MTH 2105	3
GET 2100	3
MET 2000	3
PHY 1200 and PHY 1201	4
Open elective	3

16

Term 3	Hours
MET 2020	3
PHY 2200 and PHY 2201	4
MET 2100	3
EET 2000 and EET 2001	5

15

Term 4	Hours
GET 2200	3
MET 2040	3
MET 2200	3
PHL 2140	3
Open elective	3

15

Term 5	Hours
MET 3100 and MET 3101	5
MET 3200 and MET 3201	5
MET 3400 and MET 3401	5
ENG 3105 and ENG 3106	4
	19
Term 6	Hours
MET 3300 and MET 3301	5
MET 3500 and MET 3501	5
MET 3600 and MET 3601	5
	15
Term 7	Hours
MET 4100 or MET 4200	3
GET 4840	2
Technical elective	3
Technical elective	3
Open elective	3
	14
Term 8	Hours
GET 4850	4
Technical elective	3
Technical elective	3
Open elective	3
Open elective	3
	16

Total Hours: 127

Undergraduate Certificate Programs

- Accounting, Undergraduate Certificate (p. 73)
- Advanced Accounting, Undergraduate Certificate (p. 73)
- Leadership, Undergraduate Certificate (p. 73)
- Pre-Medical Studies, Post-Baccalaureate Undergraduate Certificate (p. 74)
- Principles of Manufacturing, Undergraduate Certificate (p. 74)

Accounting, Undergraduate Certificate

The certificate program in accounting seeks to provide a broad base of knowledge in accounting principles, including how to compile, analyze, and prepare critical business and financial records. The program is well suited for those who are interested in improving their accounting skills for a current management or bookkeeping position or for those who are seeking an entry-level position in the accounting field.

Students enrolled in the Bachelor of Science in Finance and Accounting degree program are not eligible for this certificate program. A maximum of 12 semester hours of course work may be transferred into the program.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Prerequisite

Code	Title	Hours
MTH 1100	College Algebra	3

Required Courses

Code	Title	Hours
ACC 2100	Financial Accounting	3
ACC 2200	Managerial Accounting	3
ACC 3103	Cost Accounting	3
ACC 3201	Financial Reporting and Analysis 1	3
ACC 3202	Financial Reporting and Analysis 2	3
FIN 2105	Introduction to Corporate Finance	3

Program Requirement

18 total semester hours required

Advanced Accounting, Undergraduate Certificate

The certificate program in advanced accounting is designed for those individuals who already possess an understanding of accounting principles and would like to prepare for an accounting-related career such as auditing, financial analysis, taxation, budgeting and control, cost accounting, or asset management.

This program can be paired with additional course work to meet the minimum CPA educational requirements for those possessing an approved bachelor's degree and meeting all other CPA exam requirements. In addition, the certificate provides nonaccounting managers with a solid foundation in accounting practices relative to new legislation that requires executives to be responsible for the financial statements and internal controls of their organizations.

Students enrolled in the Bachelor of Science in Finance and Accounting degree program are not eligible for this certificate program.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Prerequisite Courses

Code	Title	Hours
ACC 2100	Financial Accounting	3
ACC 2200	Managerial Accounting	3
FIN 2105	Introduction to Corporate Finance	3

Required Courses

Code	Title	Hours
ACC 3103	Cost Accounting	3
ACC 3201	Financial Reporting and Analysis 1	3
ACC 3202	Financial Reporting and Analysis 2	3
ACC 3410	Principles of Taxation	3
ACC 4320	Financial Statement Analysis	3
ACC 4330	Principles of Auditing	3
ACC 4410	Advanced Taxation	3
ACC 4420	Advanced Accounting	3
MGT 2330	Business Law	3
PHL 2100	Business Ethics	3

Program Requirement

30 total semester hours required

Leadership, Undergraduate Certificate

This certificate would serve the current undergraduate population of the College of Professional Studies (CPS) by providing a professional development credential for students who need to update professional knowledge/skills, who wish to investigate a career change that requires a supervisory/managerial role, or for those who are looking for an initial career focus. Employers would be interested in this certificate as a focused professional development pathway for employees. It is anticipated that as the program is developed there may be additional sharing of modules and materials across undergraduate and graduate programs. It is expected that this certificate will also serve as an entry point for students at CPS.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
LDR 1200	Assessing Your Leadership Capacity	3
LDR 3200	Leading and Managing Change	3
LDR 3250	Leading Teams Locally and Virtually	3
LDR 3300	Innovative Leadership	3

Program Requirement

12 total semester hours required

Pre-Medical Studies, Post-Baccalaureate Undergraduate Certificate

If you already hold an undergraduate degree in a science discipline and are interested in pursuing a career in medicine, the the **Postbaccalaureate in Premedical** certificate may be ideal for you. Enabling you to enhance your existing academic record by completing **premedical courses**, this innovative program prepares you to successfully apply to a medical, dental, osteopathic, nursing, or other program to prepare for a career in a health professional field.

Designed for students who require all or most of the basic premedical courses, this program offers one-on-one advising, tutoring, success coaching, and other academic support services.

PROGRAM OBJECTIVES

Designed to enhance and build on your previous academic record through additional premedical course work, this postbaccalaureate certificate covers concepts in biology, chemistry, and physics. You will have the opportunity to tailor your learning experience by choosing from optional electives in human anatomy, microbiology, genetics, cell biology, immunology, endocrinology, biochemistry, statistics, emergency medical technician (EMT) basics, and calculus. As a result of your learning experience, you will be well equipped to apply to medical, dental, osteopathic, or a health professional school.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Students should check with the school(s) and programs of their choice to determine which courses they need to apply for admittance. Additional work in biology, the behavioral sciences, clinical experience, or research experience may be recommended by different schools.

Required Courses

Code	Title	Hours
Complete at least eight of the following:		30-64
Mathematics		
MTH 2100	Calculus 1	
MTH 2105	Calculus 2	
MTH 2310	Statistics for the Behavioral and Social Sciences	
Biology		
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200	
BIO 2100 and BIO 2101	Microbiology and Lab for BIO 2100	
BIO 2300	Cell Biology	
BIO 2500 and BIO 2501	Genetics and Molecular Biology and Lab for BIO 2500	
BIO 3100 and BIO 3101	Biochemistry and Lab for BIO 3100	
BIO 1600 and BIO 1601	Human Anatomy and Physiology 1 and Lab for BIO 1600	
BIO 1700 and BIO 1701	Human Anatomy and Physiology 2 and Lab for BIO 1700	

Chemistry

CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100
CHM 1200 and CHM 1201	General Chemistry 2 and Lab for CHM 1200
CHM 2110 and CHM 2111	Organic Chemistry 1 and Lab for CHM 2110
CHM 2200 and CHM 2201	Organic Chemistry 2 and Lab for CHM 2200

Physics

PHY 1200 and PHY 1201	Physics 1 and Lab for PHY 1200
PHY 2200 and PHY 2201	Physics 2 and Lab for PHY 2200

Psychology

PSY 1100	Foundations of Psychology
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Program Requirement

30–64 total semester hours required

Principles of Manufacturing, Undergraduate Certificate

The Certificate in Manufacturing Principles offers students an opportunity to learn the fundamentals of manufacturing systems and seeks to prepare them to better succeed in entry-level positions with the potential for accelerated promotion within a company. The course work has been developed in partnership with industry partners and is regularly reviewed and revised by an industry advisory board to ensure that the curriculum is current with industry standards, workplace needs, and incorporates real-world applications.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
MTH 2120	Technical Math 1	3
MTH 2500	Statistical Quality Control	3
GET 1100	Introduction to Engineering and Technology	3
GET 1150	Foundations of Engineering Graphics and Design	3
MET 2000	Engineering Computer-Aided Design and Tolerance Analysis	3
AVM 1150	Fundamentals of Manufacturing Systems	3
AVM 1200	Fundamentals of Safety, Health, and Environmental Issues	3
AVM 2200	Composite Materials and Applications	3

Program Requirement

24 total semester hours required

Undergraduate Minors

Eligibility Requirements for Bachelor's Degree Minors

An undergraduate minor requires a minimum of 15 but no more than 18 semester hours of undergraduate-level course work. You may choose from the undergraduate minors below, and your completed minor will appear on your academic transcript.

If you do not declare a minor at the time of application for admission, you will need to complete the appropriate minor form in consultation with your designated academic and student support specialist.

Eligibility Requirements

- The student must be accepted or enrolled in a bachelor's degree program.
- The program of study for his or her major and minor cannot be the same where the requirements for the minor are a subset of requirements in the major, e.g., a BS student with a biology major cannot enroll in the biology minor; a BS 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 his or her program of study to complete a minor. However, courses used to fulfill requirements for the minor may also be used to complete undergraduate degree requirements.
- The student may declare his or her intent to pursue a minor at time of application for admission or after acceptance as an enrolled student, up until the beginning of his or her last term of enrollment. It is strongly encouraged that a student who wishes to pursue an undergraduate minor begin planning early and to consult with his or her designated academic and student support specialist.
- The student may apply to pursue up to two undergraduate minors.
- The student must adhere to the curriculum of the undergraduate minor(s) for which he or she has been approved. If the student wishes to request a course substitution to fulfill requirements of an undergraduate minor, he or she must seek prior approval through his or her designated academic and student support 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 transcript.
- The student may apply up to 6 semester hours of transfer credits toward an undergraduate minor.
- The student in the BS in Liberal Studies program may choose to pursue a minor as part of his or her concentration.
- 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.
- Courses in the undergraduate minors are offered outside the Fast-Track programs and do not adhere to the rules and procedures that are part of the Fast-Track programs.

Minors

- American politics (p. 75)
- Biology (p. 75)
- Business (p. 76)
- Creative writing (p. 76)

- Environmental science (p. 76)
- Graphic communication (p. 76)
- Healthcare management (p. 76)
- History (p. 77)
- Information technology (p. 77)
- International relations (p. 77)
- Organizational communication (p. 77)
- Psychology (p. 78)
- Sociology (p. 78)
- Technical communication (p. 78)

American Politics, Minor

Students complete an introductory course in American government and then choose four additional electives courses focused on various aspects of American government and politics.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

Code	Title	Hours
POL 1300	American Government	3

Electives

Code	Title	Hours
Complete 12 semester hours from the following:		12
POL 2315	State and Local Government	
POL 2320	Political Parties and Interest Groups	
POL 3320	American Foreign Policy	
POL 3330	Politics and Mass Media	

Program Requirement

15 total semester hours required

Biology, Minor

Develop a basic understanding of the organization and the processes of life, from molecules and cells through organs and organ systems to populations, species, ecosystems, and evolution.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200	4
BIO 2100 and BIO 2101	Microbiology and Lab for BIO 2100	4
BIO 2300	Cell Biology	3

Elective

Code	Title	Hours
Complete 3 semester hours in the following subject areas:		3
BIO, BTC		

Program Requirement

18 total semester hours required

Business, Minor

Introduces nonbusiness students to key functional areas in business, offering a broad overview of the business world. The minor is not available to management or finance and accounting management students.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
MGT 1100 or HMG 1100	Introduction to Business Foundations of Healthcare Management	3
ACC 2100	Financial Accounting	3
FIN 2105	Introduction to Corporate Finance	3
MGT 2310	Organizational Behavior	3

Elective

Code	Title	Hours
Complete 3 semester hours in the following subject areas:		3
ACC, FIN, MGT, MKT		

Program Requirement

15 total semester hours required

Creative Writing, Minor

Students choose from several creative writing courses based on their particular writing interests. Included in the electives is a course that focuses on how to write for publication.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
Complete 15 semester hours from the following:		15
ENG 3210	Writing for Young Readers	
ENG 3220	Writing Poetry	
ENG 3230	Writing Fiction	
ENG 3240	Writing Nonfiction	
ENG 3260	Writing to Inform and Persuade	
ENG 4210	Writing for Publication	

Program Requirement

15 total semester hours required

Environmental Science, Minor

The minor in environmental science introduces students to the science of the environment along with the social and political issues that impact environmental policy.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
ESC 1100	The Geosphere: Physical and Historical Geology	3
ESC 1150	The Atmosphere	3
ESC 1200	The Hydrosphere: Oceanography, Ground and Surface Water	3
ESC 1250	The Environment and Society	3

Elective

Code	Title	Hours
Complete 3 semester hours in the following subject area:		3
ESC		

Program Requirement

15 total semester hours required

Graphic Communication, Minor

This minor introduces students to effective visual communication. Traditional art courses are combined with work in digital media.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
ART 2000	Typography: Communicating Content with Form	3
ART 2100	Foundation in Visual Communication	3
ART 2200	Fundamentals of Graphics and Publishing Production	3

Electives

Code	Title	Hours
Complete 6 semester hours from the following:		6
ART 3100		
ART 3110		
ART 4100	Graphic Communication 1	

Program Requirement

15 total semester hours required

Healthcare Management, Minor

The healthcare management minor introduces students to the principles underlying operational, financial, and regulatory management in a healthcare setting.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
HMG 1100	Foundations of Healthcare Management	3
HMG 2100	Healthcare Operations	3

Electives

Code	Title	Hours
Complete 9 semester hours in the following subject area:		9
HMG		

Program Requirement

15 total semester hours required

History, Minor

After completing a two-semester sequence in either world history or American history, students choose three elective courses in history.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
Choose one of the following sequences:		6
HST 1100 and HST 1150	History of the World 1: Prehistory to the Renaissance and History of the World 2: From Renaissance to the Present	
HST 1200 and HST 1250	American History 1: Precontact to the Civil War and American History 2: Reconstruction to the Present	

Electives

Code	Title	Hours
Complete 9 semester hours in the following subject area:		9
HST		

Program Requirement

15 total semester hours required

Information Technology, Minor

Examine how systems are designed and evaluated and have the opportunity to engage in one programming language.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
ITC 1200	Operating Systems Concepts	3
ITC 2000	Principles of Systems Analysis and Design	3
ITC 2200	Networking Foundations	3

Electives

Code	Title	Hours
Complete one of the following:		3
ITC 2016	End-User Data Analysis Tools	
ITC 2300	Database Management Systems	
Complete one of the following:		3
ITC 2100	Introduction to Programming (Java)	
ITC 2400	Web and Mobile Development	
GET 2100	Computer Engineering Programming and Analysis	

Program Requirement

15 total semester hours required

International Relations, Minor

Combining required courses that introduce international relations and comparative politics with electives offers students in the international relations minor an opportunity to develop a global awareness of the interconnectedness of cultures and an understanding of the government structures and processes that impact the international arena.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
POL 1120	International Relations	3
POL 1200	Comparative Politics	3

Electives

Code	Title	Hours
Complete 9 semester hours from the following:		9
POL 3126	Global Governance	
POL 3135	International Conflict and Negotiation	
POL 3140	International Security	
POL 3220	Democracy in Comparative Politics	

Program Requirement

15 total semester hours required

Organizational Communication, Minor

Develop a broad perspective of organizational communication, including communications during negotiations, crisis, and communication across organizations.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3

Electives

Code	Title	Hours
Complete 9 semester hours from the following:		9
CMN 3220	Introduction to Public Relations	
CMN 3330	Digital Communication and Organizations	
CMN 3340	Gender and Communication	
CMN 3350	Intercultural Communication	
CMN 3360	Crisis Communication	
CMN 3400	Advanced Organizational Communication	
CMN 4220	Organizational Communication Measurement and Assessment	

Program Requirement

15 total semester hours required

Psychology, Minor

Examine the various aspects of psychology on an introductory level with an opportunity to focus on areas of interest.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

Code	Title	Hours
PSY 1100	Foundations of Psychology	3

Electives

Code	Title	Hours
Complete 12 semester hours in the following subject area:		12
PSY		

Program Requirement

15 total semester hours required

Sociology, Minor

The minor in sociology offers students an opportunity to explore human behavior and interaction on an individual and societal level.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

Code	Title	Hours
SOC 1100	Introduction to Sociology	3

Electives

Code	Title	Hours
Complete 12 semester hours in the following subject area:		12
SOC		

Program Requirement

15 total semester hours required

Technical Communication, Minor

Analyze the elements of technical writing and how to develop materials for various mediums, especially the online environment.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

Code	Title	Hours
TCC 2200	Introduction to Technical Writing	3

Electives

Code	Title	Hours
Complete 12 semester hours from the following:		12
TCC 3200	Digital and Social Communication Technologies	
TCC 3210	Technical Editing	
TCC 3220	Technical Promotional Writing	
TCC 3230	Writing for the Biotechnology and Pharmaceutical Industries	
TCC 3240	Proposal and Grant Writing	
TCC 3450	Writing for the Web	

Program Requirement

15 total semester hours required

Accelerated Bachelor/Graduate Degree Programs

Northeastern University offers a number of PlusOne bachelor's/master's degree programs that allow students to accelerate the completion of the bachelor's degree by applying graduate credits taken as an undergraduate toward both the undergraduate and graduate degrees. Generally, both degrees may be earned in one more year than is the normal time allotted for completion of the bachelor's degree. See additional information on PlusOne Bachelor's/Master's programs (<http://www.northeastern.edu/plusone>).

Programs

- Analytics, BS (College of Professional Studies)/Enterprise Intelligence, MPS (College of Professional Studies)
- Analytics, BS (College of Professional Studies)/Geospatial Services, MPS (College of Professional Studies)
- Analytics, BS (College of Professional Studies)/Informatics, MPS (College of Professional Studies)
- Biotechnology, BS (College of Professional Studies)/Biotechnology, MS (College of Science)
- Biotechnology, BS (College of Professional Studies)/Regulatory Affairs, MS (College of Professional Studies)
- Health Management, BS (College of Professional Studies)/Public Health, MPH (Bouvé College of Health Sciences)
- Information Technology, BS (College of Professional Studies)/Analytics, MPS (College of Professional Studies)
- Information Technology, BS (College of Professional Studies)/Computer Science, MSCS (Khoury College of Computer Sciences)
- Information Technology BS (College of Professional Studies)/Informatics, MPS (College of Professional Studies)
- Information Technology, BS (College of Professional Studies)/Geospatial Services, MPS (College of Professional Studies)

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Northeastern University has maintained its status as a member in good standing of the New England Commission of Higher Education, Inc. (NECHE), previously New England Association of Schools and Colleges (NEASC), since it was awarded its initial accreditation in 1940. The university was last reviewed by NECHE in 2018 and will be reviewed again in fall 2028.

Northeastern University possesses degree-granting authority in Massachusetts, under the auspices of the Massachusetts Board of Higher Education.

Program	Accrediting Agency
Northeastern University	New England Commission of Higher Education, Inc. (NECHE)
Bouvé College of Health Sciences	
BS Health Science	Council on Education for Public Health
MS Speech-Language Pathology and Audiology	Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA), Massachusetts Board of Elementary and Secondary Education ¹
BSN	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
BSN, Accelerated Program for Second Degree Students	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
BSN, Accelerated Program for Second Degree Students	Commission on Collegiate Nursing Education (CCNE) and North Carolina Board of Nursing ³
MS Physician Assistant Studies	Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)
MS Nursing	Commission on Collegiate Nursing Education (CCNE)

MS Nursing Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE)
Registered Nurse/BSN ⁴	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
DNP with Concentration in Nurse Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE)
DNP (Post-Master's)	Commission on Collegiate Nursing Education (CCNE)
Post BS Doctor of Nursing Practice US Army Program in Anesthesia Nursing (USAGPAN)	Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE)
DPT in Physical Therapy	Commission on Accreditation of Physical Therapy Education (CAPTE)
MS and CAGS School Psychology	Massachusetts Department of Education (DOE) and National Association of School Psychologists (NASP)
AuD Audiology	Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA), Massachusetts Board of Elementary and Secondary Education ¹
MPH Master of Public Health	Council on Education for Public Health
PharmD	Accreditation Council for Pharmacy Education (ACPE)
PhD Counseling Psychology	American Psychological Association (APA)
PhD School Psychology	American Psychological Association (APA) and National Association of School Psychologists (NASP)
College of Arts, Media and Design	
Master of Architecture (Urban Architecture)	National Architectural Accreditation Board (NAAB)
D'Amore-McKim School of Business	
BS in Business Administration	AACSB International—The Association to Advance Collegiate Schools of Business
BS and MS in International Business	AACSB International—The Association to Advance Collegiate Schools of Business
MBA	AACSB International—The Association to Advance Collegiate Schools of Business

MS in Finance	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Taxation	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Accounting	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Accounting/MBA	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Finance/MBA	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Technological Entrepreneurship	AACSB International—The Association to Advance Collegiate Schools of Business

College of Engineering

BS in Computer Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BS in Chemical Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BS in Civil Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BS in Electrical Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
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BS in Mechanical Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org

College of Professional Studies

AS and Certificate in Paramedic Technology	Massachusetts Department of Public Health, Office of Emergency Medical Services
BS in Finance and Accounting Management ⁴	AACSB International—The Association to Advance Collegiate Schools of Business
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BS and AS in Computer Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
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Teacher of Earth Science, 5–8, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Mathematics, 5–8, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Physics, 8–12	Massachusetts Department of Elementary and Secondary Education
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Teacher of Students with Moderate Disabilities Pre-K–8, 5–12	Massachusetts Department of Elementary and Secondary Education
MS in Leadership with Project Management	Project Management Institute's Global-Accreditation-Center
MS in Technology Commercialization	AACSB International—The Association to Advance Collegiate Schools

College of Social Sciences and Humanities

BS in Criminal Justice	Massachusetts Board of Education ¹
MS in Criminal Justice	Massachusetts Board of Education ¹
PhD in Criminal Justice	Massachusetts Board of Education ¹
Master of Public Administration	National Association of Schools of Public Affairs and Administration

School of Law

JD	American Bar Association; Association of American Law Schools ⁵
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- ¹ The Massachusetts Board of Education approves (not accredits) programs.
- ² The Massachusetts Board of Registration in Nursing approves (not accredits) programs.
- ³ The North Carolina Board of Nursing approves (not accredits) programs.
- ⁴ Accredited under the aegis of the “sponsoring” full-time college.
- ⁵ The Association of American Law Schools is an elected membership organization, not an accrediting body.

State Approvals, Authorizations, and Exemptions

Some states require that universities authorized to operate in their state make public disclosures. See the corresponding addendum on the Online and Graduate Professional Degree Programs website (<http://www.northeastern.edu/online/about-northeastern-online/state-agreements.php>) for up-to-date, state-prescribed regulatory information applicable to all degree levels.

Resources

Online Resources

The following online resources supplement this catalog:

University events:

<http://calendar.northeastern.edu/>

Course descriptions:

<https://registrar.northeastern.edu/article/catalog-2018-2019/>

Class schedules:

<https://registrar.northeastern.edu/article/schedule-of-classes/>

Academic calendars:

www.northeastern.edu/registrar/calendars.html (<http://www.northeastern.edu/registrar/calendars.html>)

Campus maps:

www.northeastern.edu/campusmap (<http://www.northeastern.edu/campusmap>)

General Information

The *Northeastern University Catalog* contains the university's primary statements about approved academic programs and degree requirements, as authorized by the president or the Board of Trustees.

The *Northeastern University Catalog* contains current information about the university calendar, admissions, degree requirements, fees, and regulations; however, such information is not intended and should not be regarded to be contractual.

Accreditation. Northeastern University is accredited by the New England Commission of Higher Education, Inc.

Delivery of Services. Northeastern University assumes no liability for delay or failure to provide educational or other services 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 and to make changes of any nature in its program; calendar; admissions policies, procedures, and standards; degree requirements; fees; 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 his or her own abilities, commitment, and effort. In many professions and occupations, there are also 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.

Tuition Default Policy. In cases where the student defaults on his or her tuition, the student shall be liable for the outstanding tuition and all reasonable associated collection costs incurred by the university, including attorneys' fees.

Emergency Closing of the University. Northeastern University posts emergency announcements, including news of weather-related closings, on its homepage (<http://www.northeastern.edu>) and notifies members of the community individually through the NU ALERT system. In addition, the university has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather. AM stations WBZ (1030), WILD (1090), and WRKO (680), and FM station WBUR (90.9), are the radio stations authorized to announce the university's decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Since instructional television courses originate from live or broadcast facilities at the university, neither the classes nor the courier service operates when the university is closed. Please listen to the radio or television to determine whether the university will be closed.

If a storm occurs at night, the announcement of university closing is given to the radio stations at approximately 6 a.m. Classes are generally canceled for that entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations of evening classes may be announced. This announcement is usually made between 2 and 3 p.m.

Equal Opportunity Policy. Northeastern University does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status in admission to, access to, treatment in, or employment in its programs and activities. In addition, Northeastern University will not condone any form of sexual harassment. Handbooks containing the university's nondiscrimination policies and its grievance procedures are available in the Office of Institutional Diversity and Inclusion, 125 Richards Hall. Inquiries regarding the university's nondiscrimination policies may be directed to:

Office of Institutional Diversity and Inclusion

125 Richards Hall
Northeastern University
Boston, Massachusetts 02115
617.373.2133

Inquiries concerning the application of nondiscrimination policies may also be referred to the:

Regional Director
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

Disability Resource Center. The Disability Resource Center provides a variety of disability-related services and accommodations to Northeastern University's students and employees with disabilities.

Northeastern University's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are coordinated by the senior director of the Disability Resource Center. Persons requiring information regarding the Disability Resource Center should contact the center at 617.373.2675 or, if using TTY, via Relay 711.

Family Educational Rights and Privacy Act. In accordance with the Family Educational Rights and Privacy Act of 1974, Northeastern University permits its students to inspect their records wherever appropriate and to challenge specific parts of them when they feel it is necessary to do so. Specific details of the law as it applies to Northeastern are printed in the *Undergraduate Student Handbook* and *Graduate Student Handbook* and are distributed annually at registration for the university's colleges and graduate schools.

Cleary Act. Northeastern is committed to assisting all members of the university community in providing for their own safety and security. Information regarding campus security and personal safety, including topics such as crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedures, is available upon request from the Northeastern University Director of Public Safety, 360 Huntington Avenue, Boston, MA 02115, or by calling 617.373.2696.

Persistence Rates under the Student Right-to-Know Act. In the fall of 2018, the persistence rate for undergraduate students who entered in the fall 2017 cohort was 96.6% percent.

Mission Statement:

To educate students for a life of fulfillment and accomplishment.
To create and translate knowledge to meet global and societal needs.

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