



Northeastern University

**College of Professional Studies
Undergraduate Catalog
2017–2018**

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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 an associate or 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 Admissions conducts an official transfer credit evaluation within the first academic term. Students may be required to provide additional documentation for transfer credit evaluation.

The College of Professional Studies reserves the right to revise transfer credit awards due to course duplication, a student's change in program of study, or other reasons deemed necessary by the college.

Students who wish to transfer credits earned at the College of Professional Studies to another institution need to consult with that institution to determine eligibility.

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 in the following areas:

- Liberal arts (ANT, ART, CMN, ECN, ENG, HST, MUS, PHL, POL, PSY, SOC, and TCC)
- Health professions and sciences (BIO, BTC, CHM, HMG, and HSC)
- Information technology (ITC)
- Business

Interested students should contact their academic advisor 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>).

myNEU Portal

The myNEU 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 myNEU account:

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

If you have trouble accessing your myNEU 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

NU Online is the access point to the College of Professional Studies' online, hybrid, and blended courses. Students are strongly encouraged to review an online class demo (<http://www.northeastern.edu/online/northeastern-online-demo.php>) before beginning any course that requires online instruction.

Students can also access the New Student Online Orientation and program-specific student resource centers via NU Online.

Students may access NU Online via their myNEU account. Alternatively, you may visit NU Online (<https://nuonline.neu.edu/webapps/portal/frameset.jsp>) directly.

Husky Email

Students have access to their Husky email accounts upon activation of their myNEU account. It is important to check this account regularly as all official college and university 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 myNEU account. Students with a preferred personal email account are encouraged to enter that information in their myNEU 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)

All new students are required to participate in New Student Orientation, which is offered both 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 through degree completion.

Students are encouraged to use the online orientation, accessed via NU Online, as a resource throughout their career at the College of Professional Studies.

Additional information can be found on the College of Professional Studies website (<http://www.cps.neu.edu/student-resources/orientation.php>).

International Student Orientation

At the beginning of each term, the Office of Global Services (OGS) (<http://www.northeastern.edu/ogs>) conducts orientation sessions, events, and activities designed to assure you have completed all U.S. documentation requirements, to assist you with enrollment in your courses, and to provide you with information and support to ease your transition to life in the United States and at Northeastern University. At each session, you will also have the opportunity to meet other international students, learn from shared experiences, and find any assistance you may need.

Orientation week is very important. Make sure you register (this is required for international freshman and transfer students), attend every mandatory session, and attend as many scheduled events as you can to avoid missing other important information during your first few weeks on campus.

For a schedule of required sessions and other events, see the OGS website (<http://www.northeastern.edu/ogs/schedule.html>). You do not need to register for OGS orientation.

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

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

The Office of Global Services (OGS) offers a vast array of programs and services to more than 11,000 international students and scholars who represent approximately 140 nations.

The 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.

The OGS oversees 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 the OGS begins with the orientation program and continues through such initiatives as its cultural festival, International Carnevale, which celebrates the cultural diversity of the entire university community. For a list of OGS services and programs, visit the OGS website.

As an international student in F-1 and J-1 visa classification, you must maintain full-time status at Northeastern to be in compliance with immigration and SEVIS regulations. Also, you must not engage in any type of employment unless previously authorized by the OGS. Note that timely registration for courses is especially important so that you may remain in compliance with current federal regulations. You should consult with the OGS if you have any questions about your individual status.

Coming to Boston

Preparing to travel to Boston and begin your studies at Northeastern University is exciting, and you have many things to do in preparation for both. When you plan carefully, your travels and arrival in Boston

should go smoothly. Here are some of the key things you should do in preparation.

- **Obtain your F-1 or J-1 visa** from the U.S. Embassy or Consulate in your home country. An interview is required so request an appointment early. More information on the application process is available online (<http://www.northeastern.edu/issi/visaprocess.html>).
- If you are a **transfer student** currently studying in the United States in F-1 or J-1 visa classification, obtain an **I-20 or DS-2019** from Northeastern and a Transfer-in Form (<https://www.northeastern.edu/ogs/wp-content/uploads/2016/12/Transfer-in-form-for-F1-students-111616.pdf>).
- Understand the medical insurance requirements (<http://www.northeastern.edu/issi/insurance.html>) and purchase health insurance coverage if you are not already covered by a policy that meets Massachusetts state requirements.

Make sure you received the Northeastern Health Report form in your admissions packet. Have your doctor sign the form and make sure you have received all of the immunizations listed on the form. If you have any questions, contact the University Health and Counseling Services in person at 135 Forsyth Building, by calling 617.373.2772 option #2, or by email (UHCS@northeastern.edu).

Planning Information

As a new international student, you are expected to arrive by the start date of your program stated on the I-20 issued by Northeastern or on the DS-2019 issued by Northeastern or by your sponsoring agency/government.

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

All international students will need to report to the OGS at their scheduled immigration clearance session during orientation. Check the orientation schedule (<http://www.northeastern.edu/issi/orientation.html>) for the date and time of your session.

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>) you may refer to if you are seeking housing in the Boston area.

SEVIS Compliance

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

The 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 whenever you have a question relating to your 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 is committed to fostering the acculturation of international students to the Northeastern community and promoting internationalization across the institution. We support international students through cross-cultural, linguistic, and academic support services. We also partner with faculty, staff, and administrators to integrate global dimensions and cross-cultural understanding into the Northeastern experience.

Husky Card Services

4 Spere 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 myNEU 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 (<http://www.library.northeastern.edu>)

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 (<http://www.cps.neu.edu/student-resources/OAA.php>)

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, including the postbaccalaureate premedical program, has a designated academic advisor 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 NU Online 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 (<http://www.cps.neu.edu/gss>)

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.mbt.com>) for more information.

University Health and Counseling Services

Forsyth Building, Suite 135
617.373.2772
UHCS@northeastern.edu

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

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 myNEU 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 (<http://www.campusrec.neu.edu>)

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 (<http://www.northeastern.edu/nupd/services-programs>)

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 (<http://www.northeastern.edu/nupd/services-programs/radself-defense-classes>)

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 (<http://www.northeastern.edu/nupd/services-programs/lost-and-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

617.373.4357 (xHELP)

help@northeastern.edu

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

Information Technology Services (ITS) is the centralized technology resource for students, faculty, and staff. ITS provides secure, high-speed Internet access through the on-campus networks UNet and ResNet; wireless internet connectivity through NUwave; 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 software applications for Windows and Mac; access to myNEU, Northeastern's online portal; on-site and online training on popular software; and high-performance research computing.

ITS Service Desk

ITS Service Desk, Snell Library

617.373.4357 (xHELP)

help@northeastern.edu

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

- Troubleshooting Northeastern University—provided accounts and applications, including email.
- Investigating wired and wireless network connection problems.
- Troubleshooting network printer problems.
- Assisting with myNEU and Blackboard questions.

ITS Help and Information Desk, Snell Library

617.373.4357 (xHELP)

help@northeastern.edu

The ITS Help and Information Desk is located on the first floor of Snell Library near the InfoCommons. Visit the ITS Help and Information Desk for the following services:

- Assistance on computer-related issues to students, faculty, and staff with a valid Northeastern ID.
- Support for ITS-managed computer labs.
- Access to equipment available for loan including AV equipment, and laptop computers and adapters.

myNEU

myNEU Website (<http://myneu.neu.edu>)

Your myNEU username and password provide access to key university platforms, from the myNEU portal to other university systems, including wireless network access, printing, and email. Undergraduates get an account when they are accepted and Graduate students claim their account when they become active students

myNEU—the online portal for the Northeastern community—is a central resource for students, faculty, and staff. The myNEU 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 myNEU. It is your responsibility to maintain accurate personal and emergency contact information.

ResNet Resource Center

Speare Commons
617.373.4357 (xHELP)
resnet@northeastern.edu
ResNet Website (<http://www.northeastern.edu/resnet>)

ResNet—a service of Information Technology Services and Housing Services—provides internet access to all students living in Northeastern residence halls. The ResNet Resource Center, located in Speare Commons, provides students with support for the HuskyCable HDplus service, mobile devices, gaming systems and other devices, student email, computer troubleshooting, and repair services for Apple and Dell computers.

Printing

The Northeastern Printing Program provides a limited amount of free printing each year to students, faculty, and staff. Each September, as an active member of the community, you are given a credit of \$120 on your Husky Card to use at your discretion at any of the ITS-managed printers located across the main Boston campus as well as the Boston Financial District campus, Charlotte campus, and Seattle campus. Print credits do not carry over from one academic year to the next.

Print jobs can be directly sent to the appropriate printer queue from any ITS computer labs or from your own computer by using the Virtual Print Client software available from Software Downloads on myNEU (<https://myneu.neu.edu>) to print remotely. When you locate a printer associated with the appropriate printing queue, simply swipe your HuskyCard, select your print job, and it will print. For more information visit the ITS website (<https://www.northeastern.edu/its/services/printing-plan>).

Appropriate Use 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. The Appropriate Use Policy (AUP) describes the terms and conditions of Northeastern information systems use. For more information, visit the Appropriate Use Policy web page (<http://www.northeastern.edu/aup>).

Training Services

Information Technology Services training provides the following instructor-led and web-based courses free of charge to all members of the Northeastern community:

- **Instructor-led training:** this includes classes such as Tools for Creating Online Content and Interactions, Introduction to Online Photo Editors, Blackboard, and other software that ITS and ATS support. Instructor-led training generally occurs in a library computer lab to enable a hands-on approach to learning software with a facilitator who can respond to participant interests.
- **Web-based training:** ITS training offers computer training over the internet, including Mac tutorials, MS Office tutorials, some application-specific training provided by the application vendors, and via Lynda.com, which offers 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 or any mobile device.

To browse the list of courses or to register for a class, visit the training section of the ITS (<https://www.northeastern.edu/its>) or the Learn@ATS section of the ATS (<http://www.ats.neu.edu/learnats>) website.

Academic Technology Services (ATS)

212 Snell Library
ats@northeastern.edu
ATS Website (<http://www.ats.neu.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.

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. 17)
- 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

Student Financial Services is committed to working with you to identify federal financial aid options that can help make a Northeastern education affordable. To apply for federal financial aid programs, students must submit the Free Application for Federal Student Aid (FAFSA) (<https://fafsa.ed.gov>) form.

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

- Be enrolled in at least 6 credits, applicable toward a degree-granting program, per term for federal financial aid, unless you are enrolled in a full-time stand-alone course (<http://www.northeastern.edu/registrar/ref-udc-fulltime.pdf>)
Note: Although some programs may consider students enrolled in 4 credits to have half-time status, in order to qualify for federal financial aid, students must be enrolled in a minimum of 6 credits.
- Be citizens or eligible noncitizens of the United States
- 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

How to Apply

File the Free Application for Federal Student Aid (FAFSA) (<https://fafsa.ed.gov>). Northeastern’s FAFSA school code is 002199.

You will need an FSA ID to sign your FAFSA online. If you do not have one or have forgotten your FSA ID, go to the Federal Student Aid site (<https://fsaid.ed.gov>) to obtain one before starting the FAFSA online.

Awarding Timelines

For information regarding your financial aid status, visit the myNEU web portal (<http://myneu.neu.edu/cp/home/displaylogin>), click on the “Self-Service” tab, 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:

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

Returning students will begin receiving award notifications in June. Award notifications are electronic. New students will receive an email to the address provided during the admissions process. Returning students will be contacted at 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 6 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 private 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; origination, disbursement, or repayment fees; the quality of customer service; and the amount actually needed for borrowing.

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 a 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 Office of Student Financial Services 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 Stafford 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 his or her situation, or if family circumstances change during the year, the student should notify his or her Student Financial Services 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>).

Students should not wait to file an income tax return before completing the FAFSA. Estimated information can be used and updates can be done at a later date.

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 2017–2018 tuition for an on-campus undergraduate class that is 3 semester hours is $\$519 \times 3 = \$1,557$.

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

College of Professional Studies Undergraduate Tuition Rates (2017–2018)

These tuition rates are for the 2017–2018 academic year, which begins with the fall 2017 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	\$519
Lab course (science lab or writing lab)	\$751

Visit the College of Professional Studies (<http://www.cps.neu.edu/tuition-financial-aid>) website (<http://www.cps.neu.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 \$13.00 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 may waive NUSHP via myNEU once they have been billed for NUSHP. In addition, to be eligible to waive, comparable coverage must be effective from the beginning of the term the student meets Student Health Program requirements.

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

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

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. A past-due balance may result in prevention of registration or grade release. 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. 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

For e-bill information, visit the Student Financial Services website (<https://studentfinance.northeastern.edu>).

Northeastern University uses online billing and payment services to provide quick access to billing information and the ability to make payments worldwide seven days a week. There are no checks, envelopes, or stamps needed to make a payment.

Payment of Tuition

Accepted methods of payment are:

- Electronic check and credit card payments can be made on the web via NUPAY on myNEU (<http://myneu.neu.edu/cp/home/loginf>). (MasterCard, Visa, American Express, and Discover accepted.) Check or money order, payable to Northeastern University.
- Through the monthly payment plan. Call 800.635.0120 or visit the Tuition Payment Plan website (<https://tuitionpay.higherone.com>).
- Supplemental loans. Review options on the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options>).
- Additional payment options and payment details are available online (<https://studentfinance.northeastern.edu/billing-payments/payment-methods>).
- 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. Review how to initiate payment at the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/payment-methods>).

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.

Northeastern's Monthly Payment Plan

All College of Professional Studies students have the option to enroll in Northeastern's monthly payment plan, which is administered through TuitionPay. This plan allows students and families to spread their semester costs over four or three monthly payments, depending on when you enroll. 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 myNEU 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, Northeastern 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 billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds.

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

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 7-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 myNEU portal. For specific dates in each term, refer to the academic calendar (<http://www.northeastern.edu/registrar/calendars.html>).

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 myNEU 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.

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

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

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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- Attendance Requirements (p. 19)
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- Reentry to Program (p. 21)
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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.cps.neu.edu/student-resources/academic-integrity.php>) 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://nuonline.adobeconnect.com/_a833303360/academicintegritychecklist).

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.

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

"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 myNEU 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.

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

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, however, that such make-up examination or work should not create an unreasonable burden upon such school. 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 (p. 20)."

Nonattendance

Nonattendance does not constitute official course dropping or withdrawal, which means the student is fully responsible for the academic and financial consequences.

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.

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.

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 myNEU 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/uwcs/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 myNEU 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 or F-2 status cannot enroll part-time or full-time; however, they may choose to apply for a change to a status eligible to study in the 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 academic advisor. 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>).

International Student Enrollment Requirements

In order to maintain lawful student status in the United States, international students must be mindful of the rules and regulations that govern their nonimmigrant visa classification. Numerous U.S. federal regulations make it especially important for students in the "F" (student) and "J" (exchange visitor) categories to consult regularly with an international student advisor at the OGS before taking any action that might impact their immigration status and educational endeavors in the United States.

All international students in F or J status must register before each semester starts. It is strongly recommended that international students register for an appropriate full-time course load at least two weeks before the semester starts. Any exceptions from full-time registration requirements must be preapproved by the OGS in accordance with specified regulations.

To achieve full-time status, undergraduate international students in F-1 or J-1 visa classification must be enrolled for a minimum of 12 credits each semester. Students must be enrolled in fall semester and spring semester each academic year. For a 12-credit course load, the student must take at least 8 to 9 credits of on-ground courses that are held fully on campus or in the blended or hybrid format to remain in compliance with U.S. federal government regulations. Thus, students enrolled in a full-time course load of 12 credits per academic term may take up to the equivalent of one 3- or 4-credit course online per term to count toward their full-time course load of 12 credits. Once students reach full-time enrollment status, they may take additional online courses if desired if allowed by their academic program. Students must have on-ground course presence throughout the entire academic term.

In the College of Professional Studies, many courses are offered for half of the academic semester (parts of term). Students in F-1 and J-1 status must be enrolled at all times during a full semester to remain

in compliance with U.S. federal government regulations. Students who are enrolled in programs that include courses that are offered for half of the academic term should have on-ground course enrollment (which includes courses held fully on campus or in blended or hybrid format as explained above) throughout the entire academic term. Enrolling in only online courses for any part of the term will result in loss of F-1/J-1 status.

Full-time status must be maintained by students in F-1 and J-1 visa classification throughout the academic year with the following exceptions:

- A student whose first term is *not* summer does not need to be enrolled in the summer term.
 - If a student's first term of enrollment is summer, he or she must be enrolled full-time that summer. For the second and subsequent summer terms, he or she does not need to be enrolled.
- In the final academic term of a student's program of study, enrollment may be for fewer than 12 credits if the student has fewer than 12 credits left to complete their academic program, but the student may not be enrolled in only online courses at any time during the academic term. The student must have on-ground course enrollment throughout the academic term. Additionally, if the student does have 12 credits left to take in the last term, the student must take at least 8 to 9 credits of on-ground course work as explained previously to maintain his or her F-1 or J-1 status.
- Students may apply to the OGS for authorization for a reduced course load for a very limited number of reasons that are allowed for by U.S. federal government regulations. Please see the OGS website or an advisor at the OGS for more detailed information.

Contact the OGS office (<http://www.northeastern.edu/ogs/contactus.html>) if you would like or need one-on-one guidance and assistance on the vast array of federal requirements and procedures related to immigration and maintaining your legal status throughout your studies.

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 myNEU 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 myNEU.
- 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
- Fast-Track and Global Classroom program students do not need to register for courses themselves. The Fast-Track and 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.

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 myNEU account or request an audit from their academic advisor.

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 myNEU 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 myNEU 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 academic advisor, 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 (<http://www.cps.neu.edu/student-resources/academic-forms.php>), 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 Formats and Credits

Information on College of Professional Studies course formats can be found on the College of Professional Studies (<http://www.cps.neu.edu/class-registration/course-formats.php>) website (<http://www.cps.neu.edu/class-registration/course-formats.php>).

The College of Professional Studies undergraduate programs operate on a semester credit system and offer courses in a variety of formats.

Course Add/Drop Policy

Refer to the academic calendar (<http://www.northeastern.edu/registrar/calendars.html>) for specific dates.

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 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 myNEU 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 myNEU 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 myNEU 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 myNEU 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 academic advisor prior to withdrawing from a course. Withdrawals may impact a student's time to degree completion.

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 myNEU web portal (<http://www.myneu.northeastern.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.

Grading System

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	
D	1.000	Poor achievement
D-	0.667	
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 compilation/translation of a numerical score for a course to a letter grade for transcript reporting is at the discretion of the instructor as indicated in the syllabus for that course.

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 (GPA). If the IP grade is never changed, the course does not count toward graduation requirements.

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.
- Grade equivalents in an S/U system are:
 - S = C– or better
 - U = less than a C–
- An “incomplete” in a course taken on an S/U basis is designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.

Clearing an Incomplete or Changing Other Grades

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 can make up an incomplete grade by satisfying the requirements of the instructor or, if the instructor is absent, the academic program director designee. 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. The period for clearing an incomplete grade and 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.

To clear an incomplete grade, a student must obtain 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 signed by the student and the instructor. The student

must make an appointment with the instructor to arrange for clearing the incomplete grade. He or she must then complete the form, sign the agreement, and obtain the instructor’s signature; leave a copy with the instructor, who will seek approval from the academic dean’s office before sending to the Office of Academic Advising; and retain a copy as a personal receipt. Any exception to this policy on change of grades must be recommended by the college’s academic standing committee (ASC) and must be forwarded in writing by the ASC to the registrar for implementation. (The agreed-upon course work must be completed within one calendar year from the end of the term in which the course was offered.)

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 registrar for implementation.

Calculating GPA

To calculate your GPA:

- Convert the letter grades to numerical values using the table above. *Note:* I, IP, L, NE, W, S, U, and X grades are not included in computing the GPA.
- Multiply the value of the letter grades by the number of hours taken in each course. For example, if a student earns a C in a 4-credit-hour course, the grade points would be 8.000 (2 grade points times 4 credit hours taken equals 8.000 grade points).
- Add all the quality points.
- Add all the hours attempted (except classes with I, IP, W, S, and U).
- Divide total grade points by total hours attempted. The quotient, truncated to three decimal places, is the GPA.

Academic Progression Standards

Faculty Advisor Communication Tool (FACT)

FACT is a communication tool that provides faculty with a method for providing input to advisors 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

An undergraduate student must maintain a minimum cumulative grade-point average (GPA) of 2.000 on a 4.000 scale to be in good academic standing at the College of Professional Studies. 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 myNEU 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 twenty working 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 after attempting 9–17 credits at the College of Professional Studies. At this point, the student is strongly encouraged to consult with his or her academic 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 his or her cumulative GPA remains below 2.000 after attempting 18–26 credits at the College of Professional Studies. The student is required to consult with his or her academic 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 after attempting 27 or more credits 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 must make consistent satisfactory academic progress toward his or her program. A student who attempts but does not complete credits and/or earns one or more F, I, IP, NE, or W grades for two or more consecutive terms may be placed on academic probation, which may then result in academic dismissal.

A student will be notified about his or her dismissal and has the right to appeal the dismissal decision to the college's academic standing committee if he or she can provide documented evidence supporting an appeal. The notification will include the appeal deadline.

Students are responsible for reviewing their grades and academic standing at the end of each term through their myNEU 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 this 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 must be made in writing by submitting the completed Request for Reinstatement form (<http://www.cps.neu.edu/student-resources/academic-forms.php>) 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 academic advisor 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) may choose to enroll in a different undergraduate major/program, after consulting with his or her academic advisor. The student then completes the appropriate form and 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 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 academic advisor.
- 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 academic advisor. 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 (<http://www.cps.neu.edu/coop>) 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 (<http://www.cps.neu.edu/coop>) 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 60 semester hours 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 18 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 myNEU 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 myNEU account. Students are prompted to verify and provide critical information, e.g., spelling of the student's name on the diploma, intent to participate in the graduation ceremony, and mailing address.

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 academic advisor.

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 myNEU web portal (<http://myneu.northeastern.edu>) and may also order official transcripts through myNEU. 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

Note: In the academic appeals procedures described herein, "dean" refers to the dean of the appropriate academic program or a designee, and "vice president" refers to the vice president for student affairs or a designee.

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 Catalog*, *Student Reference Guide*, or *Faculty Handbook*.

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

Students are encouraged to speak with their academic advisor and obtain a copy of the Academic Complaint form.

Step 1

A student may appeal an academic determination by submitting a written statement (the Statement). If the appeal concerns academic probation, it is submitted to the college's academic standing committee. If the appeal concerns a grade or course evaluation, it is submitted to the dean of the academic program in which the course was given. All appeals of grades should be initiated and resolved before the student graduates. If a student wishes to dispute a grade in his or her final term, this must be done within 45 days of graduation. If the appeal concerns a cooperative education determination, it is submitted to the dean of the academic program in which the student is enrolled. The Statement must specify the details of the action or judgment and the basis for the appeal. (*Note:* The

Statement shall include when the problem occurred, who made the disputed evaluation, the nature of the evaluation, and what resolution the student would like to see.)

All parties shall cooperate and act expeditiously in processing the appeal to completion. 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 appeal procedures. A student may consult with the vice president or the vice provost or their designees 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 problem at any stage of these procedures. The Statement should be submitted within 20 working days (four calendar weeks) of the day when the student learns of the academic determination in question. 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 Institutional Diversity and Inclusion 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 the Office of Institutional Diversity and Inclusion is advised of such alleged prohibited conduct as part of an academic appeal (see below), the appeal shall be pursued and investigated through the Office of Institutional Diversity and Inclusion first. In such cases, the student should submit the appeal to the appropriate dean(s) described in this step, with a copy also given to the Office of Institutional Diversity and Inclusion. 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.

Step 2

The dean shall respond to the student in writing, including specific instructions to the student to seek an informal resolution to the matter, unless such a course of action, as outlined by the student in his or her Statement, is demonstrably futile. The dean's directions shall include discussing the matter with the person whom the student identifies as involved in the matter. If the student is not satisfied with the informal resolution, the dean shall discuss the matter with the department chair (where one exists) or equivalent supervisor and the dean of the academic program in which the faculty member involved in the matter serves, who shall attempt to effect an informal resolution. The student shall also have the right to discuss the matter with the chair (where one exists) or equivalent supervisor in which department the faculty member involved in the matter serves.

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

A copy of this response shall be sent to the department chair or equivalent supervisor of the appropriate unit.

Step 3

If the appeal cannot be resolved informally within 30 days of the student's original submission of his or her Statement to the dean, or if he or she is not satisfied with the disposition of the matter at Step 2, the student may proceed with the appeal through his or her college's established academic appeals procedure. The dean or the academic standing committee, as applicable, must provide the student and the involved faculty member with a written report of his/her/its finding(s) and decision.

- This step involves a review by an academic standing committee making the recommendation to the dean. The student may obtain a copy of the operating rules of the academic standing committee from the dean of the academic program involved.
- In appeals involving allegations of prohibited harassment or discrimination, the dean or academic standing committee shall receive a report of the findings of the investigation of the Office of Institutional Diversity and Inclusion for incorporation into its own report on matters left unresolved by those findings that were referred to it. The dean or committee shall be without authority to reverse or modify the Office of Institutional Diversity and Inclusion finding or resolution.

Step 4

If the student or the involved faculty member is not satisfied with the dean's disposition of the matter, or if the appeal has not been resolved within 30 days after originally being submitted to the dean pursuant to Step 1 (unless the student or faculty member has filed a grievance regarding the same subject matter at the Office of Institutional Diversity and Inclusion), he or she may further pursue the matter by requesting in writing within 14 calendar days that the university convene an academic appeals resolution committee to review the issue. Students may obtain information on this process in either the We Care program (104 Ell) or the provost's office (110 CH). This committee has been designated as the final authority on these matters. This request must be made within 10 working days of the finding of the academic standing committee in Step 3.

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 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

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. 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. For additional information on the DRC, visit their website (<http://www.northeastern.edu/drc>) 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.

Change of Address

Report all address changes via the myNEU 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, please visit the registrar 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. 33)

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 the 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 curricular 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 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. 33)
- Learning Goals (p. 33)
- Writing-Intensive Courses (p. 35)

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:

- Natural and Designed World
- Creative Expression and Innovation
- Interpreting Culture
- Formal and Quantitative Reasoning
- Societies and Institutions
- Analyzing and Using Data
- Differences and Diversity
- 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:

- Natural and Designed World
- Creative Expression and Innovation
- Interpreting Culture
- Formal and Quantitative Reasoning
- Societies and Institutions
- Analyzing and Using Data
- Differences and Diversity
- 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:

- Natural and Designed World
- Creative Expression and Innovation
- Interpreting Culture
- Formal and Quantitative Reasoning
- Societies and Institutions
- Analyzing and Using Data
- Differences and Diversity
- Ethical Reasoning

Transfer credits cannot be used to fulfill the capstone or experiential requirements. Of the writing requirements (p. 35), 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:

1. Formulate a question that can be answered through investigation or a challenge that can be addressed through research or design.
2. 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.
3. 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, images, 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:

1. Describe creative processes in one or more disciplines (e.g., art, business, writing, science, engineering).
2. Generate an artifact (e.g., design, poem/essay, application, visualization, musical composition, product, prototype) through a creative process.
3. 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:

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

3. 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:

1. Recognize when examination of a phenomenon or situation can benefit from problem-solving techniques and analyses that use formal reasoning.
2. 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.
3. 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:

1. Describe current theories of how social; political; or economic institutions, systems, and processes work.
2. Explain the historical and cultural contingency of many descriptions and explanations of human behavior, institutions, systems, and processes.
3. 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:

1. Describe how data may be acquired, stored, transmitted, and processed.
2. Analyze at least one important type of data and summarize the results of an analysis in ways that provide insight.
3. Use mathematical methods and/or computational tools to perform analysis.
4. 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:

1. Describe how notions of human difference have changed over time and across local and global contexts.
2. Discuss the value in recognizing, respecting, and embracing human diversity and how diversity contributes to culture and society, including civic sustainability.
3. Evaluate and compare two or more theories of human difference and approaches to cultivating and leveraging diversity.
4. 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:

1. Describe the moral and ethical elements of an issue, problem, or situation.
2. Explain at least two key ethical theories.
3. Apply ethical theories to moral dilemmas and personal positions.

Writing Across Audiences and Genres

Short Name: Writing Across Audiences/Genres

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, sound, image, video) to communicate effectively.

LEARNING GOALS

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

1. Adapt writing for multiple academic, professional, and public occasions and audiences.
2. Develop facility with genres of their chosen academic field and profession.
3. Identify credible, relevant sources and engage meaningfully with them in their writing.
4. Demonstrate control of writing conventions, including citation standards and mechanics.

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:

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:

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. 37)
- Foundation Year (p. 38)

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.

- American Classroom Program (p. 37)
- Global Pathways Program (p. 37)
- US Pathways Program (p. 37)

American Classroom Program

American Classroom 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 student support specialist

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

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, two, or three 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.

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

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	Foundations of Mathematics	4
CDV 0220	The College Experience 1	1.2
CDV 0225	The College Experience 2	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

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

Bachelor of Science Programs, Business and Social Sciences

Business and Social Sciences

These programs are self-paced:

- Finance and accounting management (p. 40)
- Human services (p. 41)
- Leadership (p. 42)
- Liberal studies (p. 44)
- Management (p. 44)
- Political science (p. 46)
- Professional communication (p. 47)

Global Classroom Programs

The following Global Classroom programs are accelerated cohort programs in which students take four to five courses per term:

- Finance and accounting management, Global Classroom (p. 49)
- Leadership, Global Classroom (p. 49)
- Management, Global Classroom (p. 50)

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.

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. 33).

Foundation Courses

42 semester hours required

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	Computer Applications	3
or ITC 2016	End-User Data Analysis Tools	
MGT 2210	Information within the Enterprise	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

9 semester hours required

Complete 9 semester hours from the following:	9
ACC, FIN (3000 or 4000 level)	

Electives

Complete a minimum of 41 semester hours to reach 120 semester hours.

Plan of Study

Term	Hours
Term 1	
ENG 1105 and ENG 1106	4
MTH 1100	3
MGT 1100	3
ACC 2100	3
ECN 1100	3
	16
Term 2	
ENG 1107 and ENG 1108	4
MTH 2300	3
ECN 1200	3
ACC 2200	3
ITC 1000 or 2016	3
	16
Term 3	
ACC 3103	3
FIN 2105	3
MGT 2330	3
MGT 2310	3
Open elective	3
	15
Term 4	
MKT 2100	3
PHL 2100	3
Open elective	3
Open elective	3
Open elective	3
	15
Term 5	
ACC 3201	3
FIN 3310	3
FIN 3330	3
MGT 2210	3
Open elective	3
	15
Term 6	
ENG 3107 and ENG 3108	4
FIN 3340	3
ACC 3202	3
ACC 3410	3
Open elective	3
	16
Term 7	
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

Human Services, BS

The Bachelor of Science in Human Services seeks to prepare students with the knowledge and the communication, critical thinking, and problem-solving skills needed to serve individuals, groups, organizations, and communities in a global 21st century. The degree provides students with a comprehensive overview of the human service delivery system along with an understanding of the psychology and sociology of human behavior.

Graduates may pursue careers as providers who provide direct and indirect service care. With an emphasis on client-centered caregiving, students have an opportunity to learn to apply interdisciplinary approaches to help improve the lives of people within a variety of contexts. Students completing the program are eligible for initial social work 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. 33).

Foundation Courses

27 semester hours required

Mathematics

MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3

Psychology

PSY 1100	Foundations of Psychology	3
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Health and Human Services

HSV 1100	Introduction to Human Services	3
HMG 2110	Health Law and Regulation	3

Information Technology

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

SOC 1100	Introduction to Sociology	3
SOC 1220	Engaging Difference and Diversity	3
Philosophy		
PHL 2130	Ethical Issues in Healthcare	3

Major Required Courses

39 semester hours required

Clinical Practice

HSV 2200	Introduction to Clinical Practice	3
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Human Behavior

HSV 2240	Human Behavior in the Social Environment	3
PSY 3200	Social Psychology	3
PSY 3210	Abnormal Psychology	3

Development

PSY 3230	Development across the Life Span	3
SOC 2350	Power, Poverty, and Social Change	3

Counseling and Social Services

PSY 2230	Stress and Its Management	3
SOC 2320	Family Functions and Dysfunctions	3
HSV 3200	Techniques in Individual and Group Counseling	3
HSV 3300	Social Welfare, Policies, and Services	3

Research and Practicum

HSV 3350	Research Methods in Human Services	3
HSV 3400	Human Services Volunteer Practicum	3

Capstone

HSV 4850	Human Services Capstone	3
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Professional Electives

12 semester hours required

Complete 12 semester hours from the following:	12
CMN, HMG, HSV, PSY, SOC	

Electives

Complete a minimum of 42 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
HSV 1100	3
SOC 1100	3
Open elective	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
PSY 1100	3
MTH 2310	3
ITC 1000 or 2016	3
Open elective	3
	16

Term 3	Hours
SOC 1220	3
PSY 2230	3
HSV 2200	3
Open elective	3
Open elective	3
	15

Term 4	Hours
PHL 2130	3
SOC 2350	3
HSV 2240	3
HMG 2110	3
Open elective	3
	15

Term 5	Hours
ENG 3107 and ENG 3108	4
PSY 3200	3
PSY 3230	3
SOC 2320	3
HSV 3200	3
	16

Term 6	Hours
PSY 3210	3
HSV 3300	3
HSV 3350	3
HSV 3400	3
Professional elective	3
	15

Term 7	Hours
Professional elective	3
Professional elective	3
Open elective	3
Open elective	3
Open elective	3
	15

Term 8	Hours
HSV 4850	3
Professional elective	3
Open elective	3
Open elective	3
	12

Total Hours: 120

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.

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. 33).

Foundation Courses

36 semester hours required

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

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
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Psychology

PSY 1100	Foundations of Psychology	3
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Major Courses

42 semester hours required

Leadership

ENG 3300	Literature and Business Leadership	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

History

HST 2150	The World Since 1945	3
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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
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Capstone

LDR 4850	Strategic Decision Making (Capstone)	3
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Electives

Complete a minimum of 42 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
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
ENG 3300	3
HST 2150	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. 33).

Foundation Courses

36 semester hours required

Mathematics Required Courses

MTH 1100	College Algebra	3
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MTH 2310	Statistics for the Behavioral and Social Sciences	3
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Information Technology

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

Philosophy

PHL 1100	Social and Political Philosophy	3
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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.

Interdisciplinary

Self-designed program created by the student with faculty guidance and approved by associate dean.	30
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Capstone

LST 4850	Capstone Project in Liberal Studies	3
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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 36 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 academic advisor 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 the 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.

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. 33).

Foundation Courses

42 semester hours required

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	Computer Applications	3
or ITC 2016	End-User Data Analysis Tools	
MGT 2210	Information within the Enterprise	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

Introductory Course

MGT 2100	Principles of Management	3
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Supply Chain Management

MGT 2220	Supply Chain Management	3
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International Business

MGT 3220	International Business	3
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Project and Talent Management

HRM 2320	Human Resources Management	3
MGT 4210	Project Management	3

Change Management

MGT 4220	Innovation and Change Management	3
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MGT 4230	New Venture Creation	3
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Capstone

MGT 4850	Business Strategy	3,4
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Professional Electives

12 semester hours required

Complete 12 semester hours from the following: 12

ENG 3300, CMN, ITC, LDR, MGT, MKT, HRM

Electives

Complete a minimum of 41 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
MGT 1100	3
ACC 2100	3
Open elective	3
	16

Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2300	3
ECN 1100	3
ACC 2200	3
ITC 1000 or 2016	3
	16

Term 3	Hours
FIN 2105	3
MGT 2330	3
MGT 2310	3
ECN 1200	3
MGT 2100	3
	15

Term 4	Hours
PHL 2100	3
MKT 2100	3
MGT 2220	3
Open elective	3
Open elective	3
	15

Term 5	Hours
ENG 3107 and ENG 3108	4
MGT 2210	3
HRM 2320	3
Open elective	3
Open elective	3
	16

Term 6	Hours
MGT 3220	3

MGT 4210	3
Professional elective	3
Open elective	3
Open elective	3
15	
Term 7	Hours
MGT 4230	3
MGT 4220	3
Professional elective	3
Open elective	3
Open elective	3
15	
Term 8	Hours
MGT 4850	3-4
Professional elective	3
Professional elective	3
Open elective	3
12-13	
Total Hours: 120-121	

Political Science, BS

The Bachelor of Science in Political Science is designed to help students prepare to address the political, economic, and social issues that face the world today.

Course work encompasses the history of political thought, a global awareness of the interconnectedness of different cultures, and an understanding of government structures and processes nationally and internationally. Courses focus on developing the critical thinking, communication, and problem-solving skills that lead to reflective, informed citizens who participate in political life and have an impact on the future course of events.

Graduates have the opportunity to pursue careers in local, state, national, and international government agencies and nongovernment agencies, working on the critical policy issues that face us today and in the future.

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. 33).

Foundation Courses

36 semester hours required

Mathematics

MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Philosophy		
PHL 1100	Social and Political Philosophy	3
PHL 2120	Ethical Issues in Communication	3
History		
HST 1150	History of the World 2: From Renaissance to the Present	3
HST 1250	American History 2: Reconstruction to the Present	3
Economics		
ECN 1200	Principles of Macroeconomics	3
Information Technology		
ITC 1000	Computer Applications	3
	or ITC 2016	End-User Data Analysis Tools
Communication		
CMN 1100	Organizational Communication	3
Foundation Electives		
Complete 9 semester hours from the following electives:		9
HST 2150	The World Since 1945	
ECN 2350	Comparative Economic Systems	
ECN 1100	Principles of Microeconomics	
CMN 3100	Negotiation	
ANT 1150	Cultural Anthropology	

Major Courses

36 semester hours required

Required Course Work

POL 1120	International Relations	3
POL 1200	Comparative Politics	3
POL 1300	American Government	3
POL 2430	Survey of Political Thought	3
POL 3400	Political Science Research Methods	3

Elective

Complete six POL courses. Five courses may be used to satisfy a concentration below (optional). 18

Capstone

POL 4850	Political Science Capstone	3
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Optional Concentrations

Note: Please consult with your advisor.

INTERNATIONAL RELATIONS AND COMPARATIVE POLITICS CONCENTRATION

POL 3126	Global Governance	3
POL 3135	International Conflict and Negotiation	3
POL 3140	International Security	3
POL 3210	Nationalism	3
POL 3220	Democracy in Comparative Politics	3

AMERICAN POLITICS CONCENTRATION

POL 2315	State and Local Government	3
POL 2320	Political Parties and Interest Groups	3
POL 3310	Civil Liberties	3
POL 3320	American Foreign Policy	3

POL 3330 Politics and Mass Media 3

Electives

Complete a minimum of 48 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
POL 1120	3
CMN 1100	3
ECN 1200	3
	16

Term 2	Hours
ENG 1107 and ENG 1108	4
POL 1200	3
PHL 1100	3
HST 1150	3
ITC 1000 or 2016	3
	16

Term 3	Hours
MTH 2310	3
POL 1300	3
PHL 2120	3
Open elective	3
Foundation elective	3
	15

Term 4	Hours
HST 1250	3
POL 2430	3
Open elective	3
Open elective	3
Foundation elective	3
	15

Term 5	Hours
ENG 3107 and ENG 3108	4
POL 3400	3
Foundation elective	3
Open elective	3
Open elective	3
	16

Term 6	Hours
Major elective	3
Major elective	3
Major elective	3
Open elective	3
Open elective	3
	15

Term 7	Hours
Major elective	3

Major elective	3
Open elective	3
Open elective	3
Open elective	3
	15

Term 8	Hours
POL 4850	3
Major elective	3
Open elective	3
Open elective	3
	12

Total Hours: 120

Professional Communication, BS

The Bachelor of Science in Professional Communication provides students with the market-driven communication tools needed to address industry’s organization, technical, visual, and creative writing challenges. Students have an opportunity to deepen their mastery of specific skills through specialization in organizational communication, technical communication, graphic communication, and creative writing. Emphasis is placed on understanding and developing the tools to communicate effectively through social media and other digital/internet spaces. The various assignments and projects embedded throughout the curriculum offer students the opportunity to build a portfolio of their work and to become knowledgeable and skilled in the roles and uses of various media in communications.

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. 33).

Foundation Courses

21 semester hours required

Information Technology

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

MGT 1100	Introduction to Business	3
MKT 2100	Principles of Marketing	3
MKT 2220	Consumer Behavior	3

Mathematics

MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3

Philosophy

PHL 2120	Ethical Issues in Communication	3
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Major Courses

30 semester hours required

Art

ART 2000	Typography: Communicating Content with Form	3
ART 2100	Foundation in Visual Communication	3
ART 2200	Fundamentals of Computer Graphics and Desktop Publishing	3

Communication

CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3
CMN 3400	Advanced Organizational Communication	3
CMN 4220	Organizational Communication Measurement and Assessment	3

Writing

ENG 3260	Writing to Inform and Persuade	3
TCC 2200	Introduction to Technical Writing	3
TCC 3450	Writing for the Web	3

Concentrations

Complete one of the following four concentrations:

- **Creative Writing** (p.)
- **Graphic Communication** (p.)
- **Organizational Communication** (p.)
- **Technical Communication** (p.)

CREATIVE WRITING CONCENTRATION

15 semester hours required

ENG 3210	Writing for Young Readers	3
ENG 3220	Writing Poetry	3
ENG 3230	Writing Fiction	3
ENG 3240	Writing Nonfiction	3
ENG 4210	Writing for Publication	3

GRAPHIC COMMUNICATION CONCENTRATION

15 semester hours required

ART 3100	Visual Foundations: Color	3
ART 3110	Electronic Publishing and Design	3
ART 4100	Graphic Communication 1	3
ART 4110	Graphic Communication 2	3
ART 4120	Advertising Design	3

ORGANIZATIONAL COMMUNICATION CONCENTRATION

15 semester hours required

CMN 3220	Public Relations Basics and Practice	3
CMN 3330	Digital Communication and Organizations	3
CMN 3340	Gender and Communication	3
CMN 3350	Intercultural Communication	3
CMN 3360	Crisis Communication	3

TECHNICAL COMMUNICATION CONCENTRATION

15 semester hours required

TCC 3200	Digital and Social Communication Technologies	3
TCC 3210	Technical Editing	3
TCC 3220	Technical Promotional Writing	3
TCC 3230	Writing for the Biotechnology and Pharmaceutical Industries	3
TCC 3240	Proposal and Grant Writing	3

Capstone

3 semester hours required

CMN 4850	Capstone in Professional Communication	3
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Electives

Complete a minimum of 51 semester hours (with no more than 6 semester hours in ACC, FIN, MGT, MKT) to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
TCC 2200	3
ART 2000	3
MGT 1100	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
CMN 1100	3
ART 2100	3
ITC 1000 or 2016	3
ART 2200	3
	16
Term 3	Hours
MKT 2100	3
PHL 2120	3
MTH 2310	3
Open elective	3
Open elective	3
	15
Term 4	Hours
MKT 2220	3
ENG 3107 and ENG 3108	4
CMN 2310	3
Open elective	3
Open elective	3
	16
Term 5	Hours
TCC 3450	3
Concentration course	3

Concentration course	3
Open elective	3
Open elective	3
15	
Term 6	Hours
CMN 3400	3
Concentration course	3
Concentration course	3
Open elective	3
Open elective	3
15	
Term 7	Hours
CMN 4220	3
ENG 3260	3
Concentration course	3
Open elective	3
Open elective	3
15	
Term 8	Hours
CMN 4850	3
Open elective	3
Open elective	3
Open elective	3
12	
Total Hours: 120	

Finance and Accounting Management, Global Classroom

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.

The minimum degree-applicable transfer credits requirement for the Global Classroom program is 50 semester hours.

Plan of Study

Complete all courses listed below unless otherwise indicated.

This is a typical plan of study.

Global Classroom

MINIMUM TRANSFER CREDIT REQUIRED: 50 SEMESTER HOURS

Term 1	Hours
ENG 1103 and ENG 1104	4
ACC 2100	3
MTH 2300	3
PHL 2100	3
13	
Term 2	Hours
ENG 2105 and ENG 2106	4
ACC 2200	3
FIN 2105	3
MGT 2330	3
13	
Term 3	Hours
ENG 3107 and ENG 3108	4
FIN 3310	3
ACC 3103	3
ACC 3201	3
Finance or accounting elective	3
16	
Term 4	Hours
FIN 3330	3
ACC 3202	3
MGT 2210	3
FIN 3340	3
ACC 3410	3
15	
Term 5	Hours
MGT 4850	3-4
ACC 4320	3
Finance or accounting elective	3
Finance or accounting elective	3
12-13	
Total Hours: 69-70	

TOTAL GLOBAL CLASSROOM CREDITS: 69-70 SEMESTER HOURS

Leadership, Global Classroom

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.

The minimum degree-applicable transfer credits requirement for the Global Classroom program is 50 semester hours.

Plan of Study

Complete all courses listed below unless otherwise indicated.

This is a typical plan of study.

Global Classroom

MINIMUM TRANSFER CREDIT REQUIRED: 50 SEMESTER HOURS

Term 1	Hours
ENG 1103 and ENG 1104	4
PSY 1100	3
ECN 1100	3
MGT 1100	3
	13
Term 2	Hours
ENG 2105 and ENG 2106	4
MGT 2100	3
LDR 1200	3
MTH 2310	3
	13
Term 3	Hours
ENG 3107 and ENG 3108	4
LDR 3200	3
ACC 2100	3
MGT 2310	3
LDR 3250	3
	16
Term 4	Hours
CMN 2310	3
FIN 2105	3
ENG 3300	3
LDR 3400	3
MGT 2330	3
	15
Term 5	Hours
CMN 3100	3
CMN 3350	3
LDR 4850	3
HRM 2320	3
	12
Total Hours: 69	

TOTAL GLOBAL CLASSROOM: 70 SEMESTER HOURS

Management, Global Classroom

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 the 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.

The minimum degree-applicable transfer credits requirement for the Global Classroom program is 50 semester hours.

Plan of Study

Complete all courses listed below unless otherwise indicated.

This is a typical plan of study.

Global Classroom

MINIMUM TRANSFER CREDIT REQUIRED: 50 SEMESTER HOURS

Term 1	Hours
ENG 1105 and ENG 1106	4
ACC 2100	3
MTH 2300	3
PHL 2100	3
	13
Term 2	Hours
ENG 2105 and ENG 2106	4
ACC 2200	3
FIN 2105	3
MGT 2330	3
	13
Term 3	Hours
ENG 3107 and ENG 3108	4
MGT 2220	3
MKT 2100	3
MGT 2100	3
HRM 2320	3
	16
Term 4	Hours
MGT 3220	3
MGT 4210	3
MGT 2210	3
MGT 4230	3
Professional elective	3
	15
Term 5	Hours
MGT 4850	3-4
MGT 4220	3
Professional elective	3

Professional elective	3
12-13	

Total Hours: 69-70

TOTAL GLOBAL CLASSROOM CREDITS: 69-70 SEMESTER HOURS

Bachelor's and Postbaccalaureate Programs, Lowell Institute School

Bachelor of Science

These programs are self-paced:

- Advanced Manufacturing Systems (p. 52)
- Biological science (p. 52)
- Biotechnology (p. 54)
- Environmental science (p. 56)
- Health management (p. 57)
- Health science (p. 58)
- Information technology (p. 60)
- Psychology (p. 61)

Bachelor of Science in Engineering Technology

These programs are self-paced:

- Computer engineering technology (p. 63)
- Electrical engineering technology (p. 64)
- Mechanical engineering technology (p. 66)

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.

Note: Courses listed below with titles in parentheses are pending approval.

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. 33).

General Engineering Foundation Courses

24 semester hours required

GET 1100	Introduction to Engineering and Technology	3
AVM 1100	(Fundamentals of Measurement and Analysis)	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
MET 2040	Engineering Manufacturing Process	3
AVM 1200	(Fundamentals of Safety, Health, and Environmental Issues)	3
AVM 1250	(Introduction to Quality Assurance)	3

Advanced Manufacturing Core Courses

42 semester hours required

MET 3300	Engineering Materials Science	3
AVM 2200	(Composite Manufacturing)	3
AVM 2250	(Processing Metallic Materials)	3
AVM 2400	(Fundamentals of Inspection Processes)	3
AVM 3100	(Nondestructive Testing)	3
MGT 2220	Supply Chain Management	3
MGT 4210	Project Management	3
AVM 3300	(Lean Six Sigma for Manufacturing & Supply Chain Systems Engineering)	3
GET 3100	(Computer Control of Manufacturing Processes)	3
CET 4210	Robotics	3
AVM 4100	(Mechatronics)	3
AVM 4200	(Metrology and Tolerancing)	3
AVM 4300	(Advanced Manufacturing and Additive Processes)	3
MET 4100	Mechanical Engineering Systems Design	3

Advanced Manufacturing Capstone

Grand challenges at the end of each accelerator will make up this requirement:

GET 4850	Engineering Technology Capstone Project Execution	4
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Major Electives

Complete a minimum of 14 semester hours to reach 120 semester hours.

Choose courses from MET, EET, and CET curriculum or through PLA awarded for certifications, bootcamps, or advanced training. 14

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. 33).

Foundation Courses

39 semester hours required

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
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Philosophy

PHL 2140	Ethical Issues in Science and Engineering	3
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Major Required Courses

26 semester hours required

Chemistry

CHM 2110 and CHM 2111	Organic Chemistry 1 and Lab for CHM 2110	4
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CHM 2200 and CHM 2201	Organic Chemistry 2 and Lab for CHM 2200	4
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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

Capstone

BIO 4850	Biological Sciences Senior Project	3
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Major Elective Courses

Complete three from the following: 9

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	
BIO 4215	Human Parasitology	
BTC 1300 and BIO 1301	Introduction to Biotechnology and	
BTC 2700	Cell and Tissue Culture Techniques	
BTC 3300	Technology of Biomaterials	
BTC 4200	Genomics, Proteomics, and Bioinformatics	
BTC 4300	Biotechnology and Pharmaceutical Processing	
BTC 4450	Quality Control and Validation Issues	
HSC 1200	Nutrition	
HSC 3300	Epidemiology	
HSC 3310	Pathophysiology	
HSC 3320	Pharmacology	

Electives

Complete a minimum of 46 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
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	Hours
Term 3	
MTH 2310	3
PHY 1200 and PHY 1201	4
CHM 2110 and CHM 2111	4
BIO 2100 and BIO 2101	4
	15
Term 4	
PHY 2200 and PHY 2201	4
CHM 2200 and CHM 2201	4
ITC 1000 or 2016	3
Open elective	3
	14
Term 5	
ENG 3105 and ENG 3106	4
BIO 2300	3
BIO 2500 and BIO 2501	4
Open elective	3
Open elective	3
	17
Term 6	
BIO 3100 and BIO 3101	4
PHL 2140	3
Open elective	3
Open elective	3
Open elective	3
	16
Term 7	
Major elective	3
Major elective	3
Open elective	3
Open elective	3
STEM seminar	1
	13
Term 8	
BIO 4850	3
Major elective	3
Open elective	3
Open elective	3
Open elective	3
	15
Total Hours: 120	

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. 33).

Foundation Courses

39 semester hours required

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
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Philosophy

PHL 2140	Ethical Issues in Science and Engineering	3
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Major Required Courses

37 semester hours required

BiotechnologyBTC 1300 Introduction to Biotechnology 4
and BTC 1301 and Lab for BTC 1300

BTC 4450 Quality Control and Validation Issues 3

ChemistryCHM 2110 Organic Chemistry 1 4
and CHM 2111 and Lab for CHM 2110CHM 2200 Organic Chemistry 2 4
and CHM 2201 and Lab for CHM 2200CHM 2300 Analytical Chemistry 4
and CHM 2301 and Lab for CHM 2300**Biology**BIO 2100 Microbiology 4
and BIO 2101 and Lab for BIO 2100

BIO 2300 Cell Biology 3

BIO 2500 Genetics and Molecular Biology 4
and BIO 2501 and Lab for BIO 2500BIO 3100 Biochemistry 4
and BIO 3101 and Lab for BIO 3100**Capstone**

BTC 4850 Biotechnology Senior Project 3

Major Electives

Choose at least 6 semester hours from BTC and 3 semester hours from BIO, BTC, or HSC.

BIO 1600 Human Anatomy and Physiology 1 3

BIO 1700 Human Anatomy and Physiology 2 3

BIO 1601 Lab for BIO 1600 1

BIO 1701 Lab for BIO 1700 1

BTC 2700 Cell and Tissue Culture Techniques 3

BTC 3300 Technology of Biomaterials 3

BTC 4200 Genomics, Proteomics, and 3
BioinformaticsBTC 4300 Biotechnology and Pharmaceutical 3
Processing

HSC 3300 Epidemiology 3

HSC 3310 Pathophysiology 3

HSC 1200 Nutrition 3

HSC 3320 Pharmacology 3

Electives

Complete a minimum of 38 semester hours to reach 123 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
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
BTC 1300	3
ITC 1000 or 2016	3
Open elective	3
	17
Term 5	Hours
ENG 3105 and ENG 3106	4
CHM 2300 and CHM 2301	4
BIO 2300	3
BIO 2500 and BIO 2501	4
	15
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

Open elective	3
Open elective	3
Open elective	3
	15

Total Hours: 123

Environmental Science, BS

The Bachelor of Science in Environmental Science is an interdisciplinary program that combines an understanding of the science of the environment with the social and political issues that impact environmental policy. The program provides a strong foundation in the disciplines of oceanography, meteorology, and astronomy, supplemented by chemistry and biology. Students also take courses that incorporate an understanding of the social and political challenges around environmental policy with the underlying science. By combining science and policy, students have an opportunity to apply scientific and social/political theory and technical knowledge to the understanding of our natural world.

Graduates may pursue careers in government, nonprofits, and private industry, working to address environmental issues through a combination of science and policy.

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. 33).

Foundation Courses

28 semester hours required

Mathematics

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 2140	Ethical Issues in Science and Engineering	3
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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

Major Courses

42 semester hours required

The Earth System

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 2100	Planetary Science	3

Environment and Society

ESC 1250	The Environment and Society	3
ESC 2200	Natural Disasters: Evaluating Risk, Minimizing Loss	3
ESC 3100	Introduction to Geographical Information Systems	3
ESC 3240	Energy: Sources and Issues	3
ESC 3250	Urban Ecology	3

Sustainability and Ecosystems

ESC 3200	Wetlands Ecosystems	3
ESC 3210	Air, Water, and Life: Pollution	3
ESC 3220	Water on and Underground: Geochemistry and Hydrology	3
ESC 3230	Soils and Sustainability	3

Capstone

ESC 4850	Environmental Assessment and Remediation	3
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Open Electives

Complete a minimum of 50 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
BIO 1100 and BIO 1101	4
ESC 1100	3
	14
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2310	3
BIO 1200 and BIO 1201	4
ESC 1150	3
	14
Term 3	Hours
ESC 1200	3
CHM 1100 and CHM 1101	4

ITC 1000 or 2016	3
ESC 1250	3
Open elective	3
STEM Seminar 1	1
	17
Term 4	Hours
ESC 2100	3
CHM 1200 and CHM 1201	4
ESC 2200	3
PHL 2140	3
Open elective	3
	16
Term 5	Hours
ESC 3200	3
ESC 3210	3
ESC 3100	3
ENG 3105 and ENG 3106	4
Open elective	3
	16
Term 6	Hours
ESC 3220	3
ESC 3230	3
ESC 3250	3
Open elective	3
Open elective	3
	15
Term 7	Hours
ESC 3240	3
Open elective	3
Open elective	3
Open elective	3
Open elective	3
STEM Seminar 2	1
	16
Term 8	Hours
ESC 4850	3
Open elective	3
Open elective	3
Open elective	3
	12
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. 33).

Foundation Courses

21 semester hours required

Mathematics

MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3

Economics

ECN 1200	Principles of Macroeconomics	3
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Information Technology

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

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

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

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

Electives

Complete a minimum of 48 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
ITC 1000 or 2016	3
SOC 1100	3
HMG 1100	3
	16

Term 2	Hours
ENG 1107 and ENG 1108	4
ECN 1200	3
MTH 2310	3
PSY 1100	3
ACC 2100	3
	16

Term 3	Hours
CMN 1100	3
FIN 2105	3
HRM 2320	3
Open elective	3
Open elective	3
	15

Term 4	Hours
PHL 2130	3
HMG 2110	3
Open elective	3
Open elective	3
Open elective	3
	15

Term 5	Hours
ENG 3107 and ENG 3108	4
CMN 3350	3
HMG 2100	3
Professional elective	3
Open elective	3
	16

Term 6	Hours
HMG 3220	3
HMG 3225	3
HMG 3210	3
Professional elective	3
Open elective	3
	15

Term 7	Hours
HMG 4210	3
Professional elective	3
Professional elective	3
Open elective	3
Open elective	3
	15

Term 8	Hours
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. 33).

Foundation Courses

18 semester hours required

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

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

Complete 15 semester hours from the following subject areas: 15

BIO, CHM, HMG, HSC, MTH, PHY, PSY

Electives

Complete a minimum of 51 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
BIO 1100 and BIO 1101	4
HMG 1100	3

PSY 1100	3
<hr/>	
Term 2	
ENG 1107 and ENG 1108	4
MTH 2310	3
BIO 1200 and BIO 1201	4
Open elective	3
<hr/>	
14	
Term 3	
ITC 1000 or 2016	3
CHM 1100 and CHM 1101	4
BIO 1600 and BIO 1601	4
Open elective	3
<hr/>	
14	
Term 4	
CHM 1200 and CHM 1201	4
BIO 1700 and BIO 1701	4
Open elective	3
Open elective	3
<hr/>	
14	
Term 5	
ENG 3105 and ENG 3106	4
CMN 1100	3
HSC 3300	3
Open elective	3
Open elective	3
<hr/>	
16	
Term 6	
PHL 2130 or 2140	3
HMG 2110	3
Professional elective	3
Professional elective	3
Open elective	3
<hr/>	
15	
Term 7	
Professional elective	3
Open elective	3
Open elective	3
Open elective	3
Open elective	3
<hr/>	
15	
Term 8	
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.

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. 33).

Foundation Courses

21 semester hours required

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

PHL 2140	Ethical Issues in Science and Engineering	3
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Major Courses

42 semester hours required

Systems Analysis and Design

ITC 2000	Principles of Systems Analysis and Design	3
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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 with PHP/MySQL	
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 with PHP/MySQL	

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

Complete 15 semester hours in the following subject areas or a track listed below:

ITC, CET		
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Optional Track

Note: Please consult with your advisor.

APPLICATIONS DEVELOPMENT

Complete five courses from the following that have not been taken to fulfill major requirements:

CET 2200	Data Structures and Algorithms	
CET 2300	Object-Oriented Programming	
CET 4240	Software Engineering	

ITC 2430	E-Commerce Systems
ITC 3100	Advanced Applications Development
ITC 3150	Database Websites with PHP/MySQL
ITC 3300	Structured Query Language (SQL)
ITC 3320	Data Warehousing Technologies
ITC 3400	Web Design and Multimedia

CYBERSECURITY AND SYSTEMS ADMINISTRATION

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 4200	Network Security
ITC 4210	Web Server Administration
ITC 4260	Database Administration
ITC 4650	Compliance and Risk Issues in Information Technology

Electives

Complete a minimum of 42 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
MTH 1100	3
ITC 1200	3
PHL 2100 or 2140	3
MGT 1100	3
ENG 1105 and ENG 1106	4
<hr/>	
	16
Term 2	Hours
ITC 2016	3
ITC 1100 or TCC 3450	3
ENG 1107 and ENG 1108	4
MTH 2400	3
Open elective	3
<hr/>	
	16
Term 3	Hours
ITC 2100	3
ITC 2200	3
MGT 2310	3
Open elective	3
Open elective	3
<hr/>	
	15
Term 4	Hours
ITC 2300	3
ITC 2000	3
GET 2100, CET 2200, CET 2300, or ITC 3100	3
Open elective	3
Open elective	3
<hr/>	
	15
Term 5	Hours
ITC 2400	3

ITC 3300, 3150, or 3320	3
ITC 3220 or 4200	3
ENG 3105 and ENG 3106	4
Major elective	3

Term 6	Hours
ITC 3400 or 3150	3
ITC 4500	3
Major elective	3
Open elective	3
Open elective	3

Term 7	Hours
ITC 4600	3
ITC 4840	3
Major elective	3
Major elective	3
Open elective	3

Term 8	Hours
ITC 4850	3
Major elective	3
Open elective	3
Open elective	3

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. 33).

Foundation Courses

31 semester hours required

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 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
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Information Technology

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

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

25 semester hours required

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
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Capstone

PSY 4850	Senior Research Seminar in Psychology	4
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Major Elective Courses

15 semester hours required

Complete 15 semester hours from the following:	15
HSV, PSY	

Electives

Complete a minimum of 49 semester hours to reach 120 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4

MTH 1100	3
SOC 1100	3
Open elective	3
Open elective	3

16

Term 2

ENG 1107 and ENG 1108	4
MTH 2310	3
PSY 1100	3
ITC 1000 or 2016	3
Open elective	3

16

Term 3

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

HSV 2240	3
PSY 3210	3
CMN 1100	3
Open elective	3
Open elective	3

15

Term 5

ENG 3107 and ENG 3108	4
PSY 3220	3
PSY 3230	3
Open elective	3
Open elective	3

16

Term 6

PSY 3240	3
PSY 3450	3
Psychology elective	3
Open elective	3
Open elective	3

15

Term 7

Psychology elective	3
Psychology elective	3
Psychology elective	3
Open elective	3
STEM seminar	1

13

Term 8

PSY 4850	4
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Psychology elective	3
Open elective	3
Open elective	3
	13

Total Hours: 120

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. 33).

Foundation Courses

39 semester hours required

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
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Physics

PHY 1200 and PHY 1201	Physics 1 and Lab for PHY 1200	4
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PHY 2200 and PHY 2201	Physics 2 and Lab for PHY 2200	4
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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

Major Courses

35 semester hours required

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:

CET, EET, ITC, MET	9
At least one elective must be in CET.	

Capstone Experiences

6 semester hours required

GET 4840	Engineering Technology Capstone Project Preparation and Proposal	2
GET 4850	Engineering Technology Capstone Project Execution	4

Electives

Complete a minimum of 38 semester hours to reach 127 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4

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	3
EET 2001	2
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. 33).

Foundation Courses

42 semester hours required

Mathematics

MTH 2100	Calculus 1	3
MTH 2105	Calculus 2	3
MTH 2110	Calculus 3	3
MTH 3200	Differential Equations	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

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	Linear Systems	3
EET 3800	Control Systems	3

Technical Electives

Complete 9 semester hours in technical electives at the 3000 or 4000 level from the following subject areas:

CET, EET, ITC, MET		9
At least one elective must be in EET.		

Capstone Experiences

6 semester hours required

GET 4840	Engineering Technology Capstone Project Preparation and Proposal	2
GET 4850	Engineering Technology Capstone Project Execution	4

Electives

Complete a minimum of 31 semester hours to reach 127 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
GET 1100	3
MTH 2100	3
GET 1150	3
STEM seminar 1	1
Open elective	3
<hr/>	
	17

Term 2	Hours
MTH 2105	3
GET 2100	3
PHY 1200 and PHY 1201	4
GET 2200	3
Choose one of the following:	
BIO 1100 and BIO 1101	
CHM 1100 and CHM 1101	
<hr/>	
	17

Term 3	Hours
EET 2000 and EET 2001	5
PHY 2200 and PHY 2201	4
MTH 2110	3
Open elective	3
<hr/>	
	15

Term 4	Hours
MTH 3200	3
EET 2100 and EET 2101	5
ENG 3105 and ENG 3106	4
Open elective	3
<hr/>	
	15

Term 5	Hours
EET 3100 and EET 3101	5
EET 3300 and EET 3301	5
EET 3750	3
MTH 3300	3
<hr/>	
	16

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
STEM seminar 2	1
Open elective	3
	15
Term 8	Hours
GET 4850	4
Technical elective	3
Open elective	3
Open elective	3
Open elective	3
	16
Total Hours: 127	

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. 33).

Foundation Courses

33 semester hours required

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 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

MAJOR COURSES

53 semester hours required

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	Mechanical Engineering Systems Design	

MET 4200	Thermal Engineering Systems	
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Technical Specialization Electives

Complete a minimum of 9 semester hours in one of the following areas of specialization:

Power and Alternative Energy Technology

MET 4300	Alternative and Renewable Energy Technology	3
MET 4310	Power Plant Engineering and Technology	3
MET 4320	Lean and Green Manufacturing and Rapid Prototyping Technology	3

Advanced Manufacturing Technology

MET 4320	Lean and Green Manufacturing and Rapid Prototyping Technology	3
MET 4330	Nanotechnology and Nanomaterials Manufacturing	3
MET 4340	Biomaterial and Biomechanical Manufacturing Technology	3

Biomedical Engineering Technology

MET 4340	Biomaterial and Biomechanical Manufacturing Technology	3
MET 4350	Biotransport Processes Technology	3
MET 4360	Biomedical Sensing and Instrumentation	3

Technical Electives

3 semester hours required

Complete 3 semester hours from the following:	3
EET, CET, MET	

Capstone Experiences

6 semester hours required

GET 4840	Engineering Technology Capstone Project Preparation and Proposal	2
GET 4850	Engineering Technology Capstone Project Execution	4

Electives

Complete a minimum of 26 semester hours to reach 127 semester hours.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
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
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

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
Open elective	3

18

Term 7	Hours
MET 4100 or 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

10

Total Hours: 124

Undergraduate Certificate Programs

- Accounting, Undergraduate Certificate (p. 68)
- Advanced Accounting, Undergraduate Certificate (p. 68)
- Leadership, Undergraduate Certificate (p. 68)
- Pre-Medical Studies, Post-Baccalaureate Undergraduate Certificate (p. 68)

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 BS 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

MTH 1100	College Algebra	3
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Required Courses

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

ACC 2100	Financial Accounting	3
ACC 2200	Managerial Accounting	3
FIN 2105	Introduction to Corporate Finance	3

Required Courses

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

LDR 1200	Assessing Your Leadership Capacity	3
LDR 3200	Leading and Managing Change	3
LDR 3250	Leading Teams Locally and Virtually	3
LDR 3300		

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

Complete at least eight of the following: 30-64

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
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
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
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

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

Psychology

PSY 1100	Foundations of Psychology	3
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Program Requirement

30-64 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. 70)
- Biology (p. 70)
- Business (p. 71)
- Creative writing (p. 71)

- Environmental science (p. 71)
- Graphic communication (p. 71)
- Healthcare management (p. 71)
- History (p. 71)
- Information technology (p. 72)
- International relations (p. 72)
- Organizational communication (p. 72)
- Psychology (p. 72)
- Sociology (p. 73)
- Technical communication (p. 73)

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 Courses

POL 1300	American Government	3
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Electives

Complete 12 semester hours from the following: 12

POL 2315	State and Local Government	
POL 2320	Political Parties and Interest Groups	
POL 3310	Civil Liberties	
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

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

Complete 3 semester hours from BIO or BTC. 3

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

MGT 1100	Introduction to Business	3
or HMG 1100	Foundations of Healthcare Management	
ACC 2100	Financial Accounting	3
FIN 2105	Introduction to Corporate Finance	3
MGT 2310	Organizational Behavior	3

Elective

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

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

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		
Complete 3 semester hours from ESC.		3

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

ART 2000	Typography: Communicating Content with Form	3
ART 2100	Foundation in Visual Communication	3
ART 2200	Fundamentals of Computer Graphics and Desktop Publishing	3
Complete 6 semester hours from the following:		6
ART 3100	Visual Foundations: Color	
ART 3110	Electronic Publishing and Design	
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

HMG 1100	Foundations of Healthcare Management	3
HMG 2100	Healthcare Operations	3
Electives		
Complete 9 semester hours in HMG.		9

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

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

Complete 9 semester hours in HST.

9

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

ITC 1200	Operating Systems Concepts	3
ITC 2000	Principles of Systems Analysis and Design	3
ITC 2200	Networking Foundations	3
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

POL 1120	International Relations	3
POL 1200	Comparative Politics	3

Electives

Complete 9 semester hours from the following:

9

POL 3126	Global Governance
POL 3135	International Conflict and Negotiation
POL 3140	International Security
POL 3210	Nationalism
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

CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3

Electives

Complete 9 semester hours from the following:

9

CMN 3220	Public Relations Basics and Practice
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 Courses

PSY 1100	Foundations of Psychology	3
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Electives

Complete 12 semester hours from PSY.

12

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 Courses

SOC 1100	Introduction to Sociology	3
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Electives

Complete 12 semester hours from SOC.	12
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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 Courses

TCC 2200	Introduction to Technical Writing	3
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Electives

Complete 12 semester hours from the following:	12
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TCC 3200	Digital and Social Communication Technologies
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TCC 3210	Technical Editing
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TCC 3220	Technical Promotional Writing
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TCC 3230	Writing for the Biotechnology and Pharmaceutical Industries
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TCC 3240	Proposal and Grant Writing
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TCC 3450	Writing for the Web
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Program Requirement

15 total semester hours required

A**Mehdi Abedi**

Assistant Teaching Professor, Mechanical and Industrial Engineering; Northeastern University, PhD

Kuzhikalail M. Abraham

Research Professor, Chemistry and Chemical Biology; Tufts University, PhD

Max Abrahms

Assistant Professor, Political Science; University of California, Los Angeles, PhD

Ali Abur

Professor, Electrical and Computer Engineering; Ohio State University, PhD

Daniel Adams

Associate Professor, Architecture; Harvard University, MArch

George G. Adams

College of Engineering Distinguished Professor, Mechanical and Industrial Engineering; University of California, Berkeley, PhD

Jeffrey Agar

Associate Professor, Chemistry and Chemical Biology and Pharmaceutical Sciences; University of Georgia, PhD

Rajesh Aggarwal

Professor, Finance; Harvard University, PhD

Ruth Aguilera

Professor, International Business and Strategy; Harvard University, PhD

Amal Ahmed

Assistant Professor, Computer and Information Science; Princeton University, PhD

Sophia Ainslie

Lecturer, Art + Design; School of the Museum of Fine Arts/Tufts University, MFA

M. Shahid Alam

Professor, Economics; University of Western Ontario (Canada), PhD

Noor E. Alam

Assistant Professor, Mechanical and Industrial Engineering; University of Alberta (Canada), PhD

Brian Albrecht

Assistant Cooperative Education Coordinator, College of Engineering; Carnegie Mellon University, MS

Len Albright

Assistant Professor, Sociology and Anthropology and Public Policy and Urban Affairs; University of Chicago, PhD

Daniel P. Aldrich

Professor, Political Science and Public Policy and Urban Affairs; Harvard University, PhD

Todd M. Alessandri

Associate Professor, International Business and Strategy; University of North Carolina, Chapel Hill, PhD

Jacques Alexis

Assistant Academic Specialist, College of Professional Studies; University of Wisconsin, Platteville, MS

Nicole N. Aljoe

Associate Professor, English; Tufts University, PhD

Michael Allshouse

Assistant Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Meryl Alper

Assistant Professor, Communication Studies; University of Southern California, PhD

Neil O. Alper

Associate Professor, Economics; University of Pittsburgh, PhD

Akram N. Alshawabkeh

George A. Snell Professor of Engineering, Civil and Environmental Engineering; Louisiana State University, PhD

Sari Altschuler

Visiting Assistant Professor, English; City University of New York, PhD

George O. Alverson

Associate Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Steven Amato

Associate Teaching Professor, College of Professional Studies; Boston College, PhD

Jane Amidon

Professor, Architecture; Harvard University, MLA

Mansoor M. Amiji

University Distinguished Professor, Pharmaceutical Sciences; Purdue University, PhD

Mahshid Amirabadi

Assistant Professor, Electrical and Computer Engineering; Texas AM University, PhD

Won-Hee An

Lecturer, Music; Boston University, DMA

James S. Anderson

Lecturer, Music; Berklee College of Music, BM

Teiichi Ando

Professor, Mechanical and Industrial Engineering; Colorado School of Mines, PhD

Rae Andre

Professor, Management and Organizational Development; University of Michigan, PhD

Jonathan Andrew

Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; SIT Graduate Institute, MA

Edwin C. Andrews

Associate Professor, Art + Design; Indiana University, MFA

Nasim Annabi

Assistant Professor, Chemical Engineering; University of Sydney (Australia), PhD

Daniel Archabal

Senior Academic Specialist, Accounting; University of Pittsburgh, MBA

Arnold Arluke

Professor, Sociology and Anthropology; New York University, PhD

Carmen G. Armengol

Associate Professor, Applied Psychology; Pennsylvania State University, PhD

Richard Arrowood

Associate Teaching Professor, College of Professional Studies; Massachusetts School of Law, JD

Cheryl Arruda

Assistant Cooperative Education Coordinator, College of Engineering; Northeastern University, MEd

Susan Asai

Associate Professor, Music; University of California, Los Angeles, PhD

Lori Ashline

Assistant Teaching Professor, College of Professional Studies; Western New England University School of Law, JD

Javed A. Aslam

Professor, Computer and Information Science; Massachusetts Institute of Technology, PhD

Yernat Assylbekov

Postdoctoral Teaching Associate, Mathematics; University of Washington, PhD

Anand Asthagiri

Associate Professor, Bioengineering; Massachusetts Institute of Technology, PhD

Nicholas Athanassiou

Associate Professor, International Business and Strategy; University of South Carolina, PhD

Polly Attwood

Associate Teaching Professor, Education; Harvard University, EdD

John Auerbach

Professor of the Practice, Institute on Urban Health Research; Boston University, MBA

Debra Auguste

Professor, Chemical Engineering; Princeton University, PhD

Earlene Avalon

Assistant Teaching Professor, College of Professional Studies; Simmons College, PhD

Cheryl Avitabile

Assistant Clinical Professor, Nursing; Massachusetts General Hospital Institute of Health Professions, DNP

Joseph L. Ayers

Professor, Marine and Environmental Sciences; University of California, Santa Cruz, PhD

B**Kenneth P. Baclawski**

Associate Professor, Computer and Information Science; Harvard University, PhD

Sophie Bacq

Assistant Professor, Entrepreneurship and Innovation; Louvain School of Management (Belgium), PhD

Robert Baginski

Assistant Clinical Professor, Physician Assistant Program; University of Connecticut, DSc

Rekha Bai

Lecturer, Mathematics; University of Iowa, PhD

Moya Bailey

Assistant Professor, English; Emory University, PhD

Richard H. Bailey

Professor, Marine and Environmental Sciences; University of North Carolina, Chapel Hill, PhD

Wendy Bailey

Associate Professor, Accounting; University of Pittsburgh, PhD

Carolyn Bair

Assistant Teaching Professor, College of Professional Studies; Loyola University, Chicago, PhD

Ambika Bajpayee

Assistant Professor, Bioengineering; Massachusetts Institute of Technology, PhD

Allison Baker

Lecturer, Psychology; Northeastern University, PhD

Julie Baker

Associate Teaching Professor, English; Southern New Hampshire University, MFA

Apostolia Baki

Research Assistant Professor, Pharmaceutical Sciences; University of Athens (Greece), PhD

Charles Bame-Aldred

Associate Academic Specialist, Accounting; University of Massachusetts, Amherst, PhD

Elitsa Banalieva

Associate Professor and Gary Gregg Faculty Fellow, International Business and Strategy; Indiana University, PhD

Debra Bangs

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Massachusetts General Hospital Institute of Health Professions, DPT

Brendan Bannister

Associate Professor, Management and Organizational Development; Kent State University, DBA

Arun Bansil

University Distinguished Professor, Physics; Harvard University, PhD

Albert-Laszlo Barabasi

Robert Gray Dodge Professor of Network Science and University Distinguished Professor, Computer and Information Science and Physics; Boston University, PhD

Amy Barber

Postdoctoral Teaching Associate, Communication Studies; University of Wisconsin, Madison, PhD

Emanuela Barberis

Associate Professor, Physics; University of California, Santa Cruz, PhD

G. Elise Barboza

Assistant Professor, African-American Studies and Criminology and Criminal Justice; Michigan State University, PhD

Gloria Barczak

Professor, Marketing; Syracuse University, PhD

Jay Bardhan

Assistant Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Cynthia L. Baron

Associate Academic Specialist, College of Professional Studies; Northeastern University, MBA

Amílcar A. Barreto Jr.

Associate Professor, Political Science; State University of New York, Buffalo, PhD

Yakov Bart

Assistant Professor, Marketing; University of California, Berkeley, PhD

Stefano Basagni

Associate Professor, Electrical and Computer Engineering; University of Texas, Dallas, PhD

Marla Baskerville

Assistant Professor, Management and Organizational Development; Tulane University, PhD

John Basl

Assistant Professor, Philosophy and Religion; University of Wisconsin, Madison, PhD

Maureen Basmajian

Associate Cooperative Education Coordinator, D'Amore-McKim School of Business; Boston College, MBA

Linnea M. Basu

Assistant Cooperative Education Coordinator, College of Social Sciences and Humanities; Northeastern University, MS

Oleg Batishchev

Professor of the Practice, Physics; Moscow Institute of Physics and Technology (Russia), PhD

Christopher E. Beasley

Associate Professor, Mathematics; Princeton University, PhD

Nicholas Beauchamp

Assistant Professor, Political Science; New York University, PhD

Michelle A. Beauchesne

Associate Professor, Nursing; Boston University, DNSc

Mike Beaudet

Professor of the Practice, Journalism; Northeastern University, MS

Gail S. Begley

Teaching Professor, Biology; Boston University, PhD

Mehdi Behroozi

Assistant Professor, Mechanical and Industrial Engineering; University of Minnesota, PhD

Edward Beighley

Associate Professor, Civil and Environmental Engineering; University of Maryland, PhD

Kerri Beiswenger

Associate Cooperative Education Coordinator, College of Engineering; Northeastern University, MBA

Bianca T. Belcher

Assistant Clinical Professor, Physician Assistant Program; Northeastern University, MS

Leo Beletsky

Assistant Professor, Health Sciences and Law; Temple University, JD

Carole Bell

Assistant Professor, Communication Studies; University of North Carolina, Chapel Hill, PhD

Chiara Bellini

Assistant Professor, Bioengineering; University of Calgary (Canada), PhD

Sidi Bencherif

Assistant Professor, Chemical Engineering; Carnegie Mellon University, PhD

Jonathan Benda

Lecturer, English; Syracuse University, PhD

Elizabeth Bennett

Associate Teaching Professor, Education; University of Georgia, PhD

James C. Benneyan

Professor, Mechanical and Industrial Engineering; University of Massachusetts, Amherst, PhD

Iris Berent

Professor, Psychology; University of Pittsburgh, PhD

Kostia Bergman

Associate Professor, Biology; California Institute of Technology, PhD

Dionisio Bernal

Professor, Civil and Environmental Engineering; University of Tennessee, PhD

Eugene A. Bernstein

Associate Teaching Professor, Pharmaceutical Sciences; Ivanovo Medical Institute (Russia), PhD

Craig T. Bettinson

Director of Cooperative Education, College of Arts, Media and Design;
Northeastern University, MEd

Penny Beuning

Associate Professor, Chemistry and Chemical Biology; University of
Minnesota, PhD

Peter Bex

Professor, Psychology; Cardiff University (United Kingdom), PhD

Dapeng Bi

Assistant Professor, Physics; Brandeis University, PhD

Timothy Bickmore

Professor, Computer and Information Science; Massachusetts Institute
of Technology, PhD

Ricardo Binetti

Assistant Academic Specialist, World Languages Center; University of
Massachusetts, Amherst, MA

Allan Bird

Brodsky Trustee Professor of Global Business, International Business and
Strategy; University of Oregon, PhD

Donna M. Bishop

Professor, Criminology and Criminal Justice; State University of New
York, Albany, PhD

Nathan Blake

Associate Teaching Professor, Media and Screen Studies; University of
California, PhD

Samuel J. Blank

Professor, Mathematics; Brandeis University, PhD

Robert J. Blaser

Associate Cooperative Education Coordinator, Bouvé College of Health
Sciences; Massachusetts College of Pharmacy, MS

Martin H. Blatt

Professor of the Practice, History; Boston University, PhD

Francis C. Blessington

Professor, English; Brown University, PhD

Cameron Blevis

Assistant Professor, History; Stanford University, PhD

Aaron S. Block

Assistant Teaching Professor, English; Emerson College, MFA

Barry Bluestone

Russell B. and Andrée B. Stearns Trustee Professor of Political Economy,
Public Policy and Urban Affairs; University of Michigan, PhD

Linda M. Blum

Professor, Sociology and Anthropology; University of California, Berkeley,
PhD

Rhonda M. Board

Associate Professor, Nursing; Ohio State University, PhD

Janet Bobcean

Associate Professor, Theatre; Ohio University, MFA

Erika M. Boeckeler

Assistant Professor, English; Harvard University, PhD

Charles Bognanni

Senior Cooperative Education Coordinator, D'Amore-McKim School of
Business; Northeastern University, MEd

Norman R. Boisse

Associate Professor, Pharmaceutical Sciences; Cornell University, PhD

Paul J. Bolster

Professor, Finance; Virginia Polytechnic Institute, PhD

Alice Bonner

Associate Professor, Nursing; University of Massachusetts, Worcester,
PhD

Lorraine A. Book

Assistant Clinical Professor, Communication Sciences and Disorders;
Florida State University, PhD

Raymond G. Booth

Professor, Pharmaceutical Sciences and Chemistry and Chemical
Biology; University of California, San Francisco, PhD

Michelle Borkin

Assistant Professor, Computer and Information Science; Harvard
University, PhD

Natalie Bormann

Associate Teaching Professor, Political Science; University of Newcastle
upon Tyne (United Kingdom), PhD

Jeffery A. Born

Professor, Finance; University of North Carolina, Chapel Hill, PhD

Christopher J. Bosso

Professor, Public Policy and Urban Affairs; University of Pittsburgh, PhD

Ekaterina Botchkovar

Associate Professor, Criminology and Criminal Justice; North Carolina
State University, PhD

Kevin Boudreau

Associate Professor, Entrepreneurship and Innovation; Massachusetts
Institute of Technology, PhD

Alma L. Bournazian

Associate Academic Specialist, World Languages Center; Western
Maryland College, MS

Stacey Bourns

Professor, College of Social Sciences and Humanities; University of
Texas, Austin, PhD

Carla Bouwmeester

Associate Clinical Professor, Pharmacy and Health Systems Sciences;
Massachusetts College of Pharmacy, PharmD

Jennifer Bowen

Associate Professor, Marine and Environmental Sciences; Boston
University, PhD

James Boyer

Assistant Academic Specialist, Accounting; Northeastern University, MBA

Nicole M. Boyson

Associate Professor and William Conley Faculty Fellow, Finance; Ohio State University, PhD

Kara Braciale

Lecturer, Art + Design; University of Illinois, Chicago, MFA

Anthony Braga

Distinguished Professor, School of Criminology and Criminal Justice; Rutgers University, PhD

Maxim Braverman

Professor, Mathematics; Tel Aviv University (Israel), PhD

Heather Brenhouse

Assistant Professor, Psychology; Northeastern University, PhD

Janet Briand-McGowan

Assistant Clinical Professor, Nursing; Northeastern University, DNP

Becky A. Briesacher

Associate Professor, Pharmacy and Health Systems Sciences; University of Maryland, Baltimore, PhD

Amy M. Briesch

Associate Professor, Applied Psychology; University of Connecticut, PhD

Elizabeth C. Britt

Associate Professor, English; Rensselaer Polytechnic Institute, PhD

Sharon M. Britton

Assistant Cooperative Education Coordinator, College of Engineering; Massachusetts Institute of Technology, MS

Bonnie Brock

Associate Cooperative Education Coordinator, D'Amore-McKim School of Business; University of Vermont, MEd

Oscar T. Brookins

Associate Professor, Economics; State University of New York, Buffalo, PhD

Dana H. Brooks

Professor, Electrical and Computer Engineering; Northeastern University, PhD

Cammy Brothers

Associate Professor, Architecture and Art + Design; Harvard University, PhD

Michael E. Brown

Professor, Sociology and Anthropology; University of Michigan, JD, PhD

Philip M. Brown

Professor, Sociology and Anthropology and Health Sciences; Brandeis University, PhD

Ronald Brown

Assistant Teaching Professor, College of Professional Studies; Harvard University, EdD

Timothy S. Brown

Professor, History; University of California, Berkeley, PhD

Todd A. Brown

Clinical Instructor, Pharmacy and Health Systems Sciences; Northeastern University, MHP

Corliss Brown-Thompson

Assistant Teaching Professor, College of Professional Studies; University of North Carolina, Chapel Hill, PhD

Maria Brucato

Associate Academic Specialist, World Languages Center; University of Texas, PhD

Elizabeth M. Bucar

Associate Professor, Philosophy and Religion; University of Chicago, PhD

David E. Budil

Associate Professor, Chemistry and Chemical Biology; University of Chicago, PhD

Mindelyn Buford II

Assistant Professor, Sociology and Anthropology; Johns Hopkins University, PhD

Lucy Bunning

Assistant Teaching Professor, College of Professional Studies; Lesley University, PhD

Jeffrey Burds

Associate Professor, History; Yale University, PhD

Lynn H. Burke

Senior Cooperative Education Coordinator, College of Arts, Media and Design; University of Massachusetts, Amherst, MEd

Pamela J. Burke

Clinical Professor, Nursing; Boston College, PhD

Jose Buscaglia

Professor, Languages, Literatures, and Cultures; University of Buffalo, PhD

Jeremy P. Bushnell

Assistant Teaching Professor, English; University of Arizona, Tucson, MFA

Ahmed A. Busnaina

William Lincoln Smith Professor of Mechanical Engineering, Mechanical and Industrial Engineering; Oklahoma State University, PhD

Michael Butera

Clinical Instructor, Nursing; Northeastern University, MS

C

Victoria Cain

Assistant Professor, History; Columbia University, PhD

Paula Caligiuri

Distinguished Professor of Global Leadership, International Business and Strategy; Pennsylvania State University, PhD

Lisa Campagnoni

Assistant Cooperative Education Coordinator, College of Science; Northeastern University, MA

Octavia Camps

Professor, Electrical and Computer Engineering; University of Washington, PhD

Clinton Canal

Research Assistant Professor, Pharmaceutical Sciences; University of Illinois, PhD

Yanet Canavan

Assistant Academic Specialist, World Languages Center; Salem State College, MA

Kristopher Cannon

Assistant Teaching Professor, Media and Screen Studies; Georgia State University, PhD

Alessandro Canossa

Associate Professor, Game Design; Royal Danish Academy of Fine Arts (Netherlands), PhD

Mira Cantor

Professor, Art + Design; University of Illinois, Urbana-Champaign, MFA

Michele Cao-Danh

Associate Academic Specialist, World Languages Center; Boston University, PhD

Luca Caracoglia

Associate Professor, Civil and Environmental Engineering; University of Trieste (Italy), PhD

Benjamin Caras

Lecturer, Art + Design; University of Massachusetts, Amherst, MFA

Amy M. Carleton

Visiting Lecturer, English; Northeastern University, PhD

Joelle Carlo

Assistant Teaching Professor, Pharmaceutical Sciences; State University of New York, Buffalo, PhD

Alexa A. Carlson

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Butler University, PharmD

Mary Carney

Associate Cooperative Education Coordinator, Bouvé College of Health Sciences; Boston College, MSN

Heather Carpenter

Assistant Cooperative Education Coordinator, College of Engineering; Northeastern University, MS

Jonathan Carr

Assistant Teaching Professor, Theatre; Columbia University, MFA

Michelle Carr

Lecturer, Communication Studies; Kingston University (United Kingdom), MA

Rebecca L. Carrier

Associate Professor, Chemical Engineering; Massachusetts Institute of Technology, PhD

Patricia Case

Assistant Teaching Professor, Health Sciences; Harvard University, ScD

Ana-Maria Castravet

Associate Professor, Mathematics; Massachusetts Institute of Technology, PhD

Smajl Cenjic

Assistant Cooperative Education Coordinator, Computer and Information Science; Cambridge College, MA

Robert J. Cersosimo

Associate Professor, Pharmacy and Health Systems Sciences; University of Utah, PharmD

Christopher Cesario

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Yunrong Chai

Assistant Professor, Biology; Cornell University, PhD

Srinath Chakravarthy

Assistant Professor, Mechanical and Industrial Engineering; University of Connecticut, PhD

Christopher Chambers

Lecturer, Sociology and Anthropology; Texas AM University, PhD

Paul M. Champion

Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Chee Chan

Assistant Academic Specialist, Marketing; Michigan State University, PhD

Robin M. Chandler

Associate Professor, African-American Studies; Northeastern University, PhD

Suzanne Charles

Assistant Professor, Architecture; Harvard University, PhD

Yi-Da Chen

Assistant Professor, Supply Chain and Information Management; University of Arizona, PhD

Esther Chewning

Associate Cooperative Education Coordinator, D'Amore-McKim School of Business; Suffolk University, MS

Elizabeth A. Chilvers

Associate Professor, Cooperative Education, D'Amore-McKim School of Business; Northeastern University, MEd

W. Paul Chiou

Assistant Teaching Professor, Finance; Rutgers University, PhD

David R. Choffnes

Assistant Professor, Computer and Information Science; Northwestern University, PhD

Sam S. Choi

Associate Teaching Professor, Architecture; Harvard University, MArch

Sunho Choi

Assistant Professor, Chemical Engineering; University of Minnesota, PhD

Chun-An Chou

Assistant Professor, Mechanical and Industrial Engineering; Rutgers University, PhD

Kaushik Roy Chowdhury

Associate Professor, Electrical and Computer Engineering; University of Cincinnati, MS

Ken Chung

Assistant Teaching Professor, Chemistry and Chemical Biology; Michigan State University, PhD

Hillary Chute

Professor, English; Rutgers University, PhD

John W. Cipolla Jr.

Donald W. Smith Professor of Mechanical Engineering and College of Engineering Distinguished Professor, Mechanical and Industrial Engineering; Brown University, PhD

Dawn M. Cisewski

Assistant Teaching Professor, Psychology; Indiana University of Pennsylvania, PsyD

Bruce H. Clark

Associate Professor, Marketing; Stanford University, PhD

Edmund L. Clark

Associate Academic Specialist, Entrepreneurship and Innovation; Clark University, MBA

Heather Clark

Professor, Pharmaceutical Sciences; University of Michigan, PhD

Sean Clark

Postdoctoral Teaching Associate, Mathematics; University of Virginia, PhD

Stephen B. Clark

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Alan Clayton-Matthews

Associate Professor, Public Policy and Urban Affairs and Economics; Boston College, PhD

Sandra S. Cleveland

Associate Clinical Professor, Communication Sciences and Disorders; Pennsylvania College of Optometry, AuD

William D. Clinger

Associate Professor, Computer and Information Science; Massachusetts Institute of Technology, PhD

Paul Closas

Assistant Professor, Electrical and Computer Engineering; Universitat Politècnica de Catalunya (Spain), PhD

Irina Cojuharenco

Assistant Teaching Professor, Management and Organizational Development; Universitat Pompeu Fabra (Spain), PhD

Dennis R. Cokely

Professor, American Sign Language and Languages, Literatures, and Cultures and World Languages Center; Georgetown University, PhD

Maxine Cokely

Associate Academic Specialist, College of Professional Studies; Bowie State University, MEd

Stephanie Colby

Assistant Teaching Professor, College of Professional Studies; Eastern University, PhD

John D. Coley

Associate Professor, Psychology; University of Michigan, PhD

C. Randall Colvin

Associate Professor, Psychology; University of Illinois, Urbana-Champaign, PhD

Sally Conant

Assistant Cooperative Education Coordinator, College of Engineering; Salve Regina University, MA

Michelle Conceison

Assistant Teaching Professor, Music; Simmons College, MBA

Michael Conley

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Richard C. Conley

Assistant Cooperative Education Coordinator, College of Social Sciences and Humanities; Boston University, JD

Kelly Conn

Assistant Teaching Professor, College of Professional Studies; Boston University, PhD

Carol Connolly

Clinical Instructor, Nursing; Northeastern University, MS

Gregory Connolly

Research Professor, Law and Health Sciences; Tufts University, PhD

James J. Connolly

Assistant Professor, Public Policy and Urban Affairs and Political Science; Columbia University, PhD

Adam Cooper

Lecturer, Linguistics; Cornell University, PhD

Seth Cooper

Assistant Professor, Computer and Information Science; University of Washington, PhD

Gene D. Cooperman

Professor, Computer and Information Science; Brown University, PhD

Debra Copeland

Associate Clinical Professor, Pharmacy and Health Systems Sciences; University of Rhode Island, PharmD

Ryan C. Cordell

Assistant Professor, English; University of Virginia, PhD

Marie B. Corkery

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Felipe Cortes

Assistant Professor, Finance; Washington University, St. Louis, PhD

Kristen Costa

Assistant Teaching Professor, College of Professional Studies; Northeastern University, EdD

Hugh G. Courtney

Professor, International Business and Strategy; Massachusetts Institute of Technology, PhD

Arthur J. Coury

Professor, Chemical Engineering; University of Minnesota, PhD

Erin Cram

Associate Professor, Biology; University of California, Berkeley, PhD

Frederick Crane

Senior Academic Specialist, Entrepreneurship and Innovation; Bradford University, PhD

Steven Cranford

Assistant Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD

William F. Crittenden

Professor, International Business and Strategy; University of Arkansas, PhD

Mai'a K. D. Cross

Associate Professor, Political Science; Princeton University, PhD

Christina Crowe

Lecturer, Psychology; Boston College, PhD

Jessica Crowley

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Boston College, MA

Alvaro Cuervo-Cazurra

Professor and Robert Morrison Fellow, International Business and Strategy; Massachusetts Institute of Technology, PhD

Carlos A. Cuevas

Associate Professor, Criminology and Criminal Justice; Alliant International University, PhD

Thomas P. Cullinane

Professor, Mechanical and Industrial Engineering; Virginia Polytechnic Institute and State University, PhD

D**Kamran M. Dadkhah**

Associate Professor, Economics; Indiana University, PhD

Guohao Dai

Associate Professor, Bioengineering; Massachusetts Institute of Technology, PhD

Elise J. Dallimore

Associate Professor, Communication Studies; University of Washington, PhD

James D. Dana Jr.

Professor, Economics and International Business and Strategy; Massachusetts Institute of Technology, PhD

Luis Dau

Associate Professor, International Business and Strategy; University of South Carolina, PhD

Geoffrey Davies

Matthews Distinguished University Professor, Chemistry and Chemical Biology; Birmingham University (United Kingdom), PhD, DSc

Frederick C. Davis

Professor, Biology; University of Texas, Austin, PhD

Michael Davis

Postdoctoral Teaching Associate, Communication Studies; University of Tennessee, PhD

Theo Davis

Associate Professor, English; Johns Hopkins University, PhD

Leslie Day

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, PhD

Anthony P. De Ritis

Professor, Music and Entrepreneurship and Innovation; University of California, Berkeley, PhD

Adenekan (Nick) Dedeke

Lecturer, Supply Chain and Information Management; Technische Universität Kaiserslautern (Germany), PhD

Plinio DeGoes

Assistant Academic Specialist, College of Professional Studies; Northwood University, MA

Mohammad Dehghanimohammadabadi

Assistant Teaching Professor, Mechanical and Industrial Engineering; Western New England University, PhD

Richard DeJordy

Assistant Professor, Management and Organizational Development; Boston College, PhD

Candice Delams

Assistant Professor, Political Science and Philosophy; Boston University, PhD

John Dencker

Associate Professor, Management and Organizational Development; Harvard University, PhD

Jack Dennerlein

Professor, Physical Therapy, Movement, and Rehabilitation Sciences; University of California, PhD

Jacob Depue

Postdoctoral Teaching Associate, Communication Studies; University of Minnesota, PhD

Leila Deravi

Assistant Professor, Chemistry and Chemical Biology; Vanderbilt University, PhD

Marco Deseriis

Assistant Professor, Media and Screen Studies; New York University, PhD

Peter J. Desnoyers

Associate Professor, Computer and Information Science; University of Massachusetts, Amherst, PhD

David A. DeSteno

Professor, Psychology; Yale University, PhD

Sebastian Deterding

Assistant Professor, Game Design; Hamburg University (Germany), PhD

H. William Detrich

Professor, Marine and Environmental Sciences; Yale University, PhD

John W. Devlin

Professor, Pharmacy and Health Systems Sciences; University of Toronto (Canada), PharmD

Janet Dewan

Assistant Clinical Professor, Nursing; Northeastern University, PhD

Jacqueline Diani

Senior Cooperative Education Coordinator, Bouvé College of Health Sciences; University of Virginia, MEd

Martin Dias

Assistant Professor, Supply Chain and Information Management; Bentley University, PhD

William T. Dickens

University Distinguished Professor, Economics and Public Policy and Urban Affairs; Massachusetts Institute of Technology, PhD

Alessandra DiCredico

Lecturer, Physics; University of Rome (Italy), PhD

Max Diem

Professor, Chemistry and Chemical Biology; University of Toledo, PhD

Elizabeth Maddock Dillon

Professor, English; University of California, Berkeley, PhD

Charles DiMarzio

Associate Professor, Electrical and Computer Engineering; Northeastern University, PhD

Paul DiMilla

Associate Teaching Professor, Chemistry and Chemical Biology and Chemical Engineering; University of Pennsylvania, PhD

Edward Dinan

Lecturer, Accounting; Harvard University, MS

Aidong Adam Ding

Associate Professor, Mathematics; Cornell University, PhD

Kathleen B. Dioli

Assistant Cooperative Education Coordinator, Chemistry and Chemical Biology; Bowling Green State University, MA

Brandon Dionne

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of New England, PharmD

Daniel Distel

Research Professor, Marine and Environmental Sciences; University of California, San Diego, PhD

Margarita V. DiVall

Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Lisa Cantwell Doherty

Assistant Cooperative Education Coordinator, College of Social Sciences and Humanities; Northeastern University, MA

Silvia Dominguez

Associate Professor, Sociology and Anthropology; Boston University, PhD

Hua Dong

Associate Academic Specialist, World Languages Center; Emerson College, MA

Brenda Douglas

Associate Clinical Professor, Nursing; Northeastern University, PhD

Mark Douglass

Associate Clinical Professor, Pharmacy and Health Systems Sciences; University of Michigan, PharmD

Kevin M. Drakulich

Assistant Professor, Criminology and Criminal Justice; University of Washington, PhD

Laura Dudley

Clinical Instructor, Applied Psychology; Northeastern University, MS

Molly Dugan

Assistant Teaching Professor, College of Professional Studies; Boston College, PhD

Michael S. Dukakis

Distinguished Professor, Political Science; Harvard University, JD

Daniel M. Dulaski

Associate Teaching Professor, Civil and Environmental Engineering; University of Massachusetts, Amherst, PhD

Catherine Dunand

Assistant Academic Specialist, World Languages Center; Boston University, MA

Joanne Dupuis

Assistant Clinical Professor, Nursing; Massachusetts School of Law, JD

Douglas F. Durant

Lecturer, Music; Brandeis University, PhD

Kathleen Durant

Lecturer, Computer and Information Science; Harvard University, PhD

Jennifer G. Dy

Associate Professor, Electrical and Computer Engineering; Purdue University, PhD

Lauren D'Abrosca

Assistant Cooperative Education Coordinator, Finance; Boston University, MEd

Philip Anthony D'Agati

Associate Teaching Professor, Political Science; Northeastern University, MA

E**Eno Ebong**

Assistant Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Matthew Eckelman

Assistant Professor, Civil and Environmental Engineering; Yale University, PhD

Kimberly Eddleston

Professor and Daniel and Dorothy Grady Faculty Fellow, Entrepreneurship and Innovation; University of Connecticut, PhD

Scott Edmiston

Professor of the Practice, Theatre; Boston University, MFA

Laurie E. Edwards

Associate Teaching Professor, English; Emerson College, MFA

Jessica Edwards George

Associate Clinical Professor, Applied Psychology; Northeastern University, PhD

Christopher Egan

Assistant Cooperative Education Coordinator, College of Science; Boston University, MA

Jean F. Egan

Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; Northeastern University, MEd

Stanley J. Eigen

Professor, Mathematics; McGill University (Canada), PhD

Adam Ekenseair

Assistant Professor, Chemical Engineering; University of Texas, Austin, PhD

Ehsan Elhamifar

Assistant Professor, Computer and Information Science; Johns Hopkins University, PhD

Simone Elias

Assistant Academic Specialist, World Languages Center; Harvard University, MA

Tina Eliassi-Rad

Associate Professor, Computer and Information Science; University of Wisconsin, Madison, PhD

Ryan Ellis

Assistant Professor, Communication Studies; University of California, San Diego, PhD

Constance Emerson

Assistant Academic Specialist, College of Professional Studies; Purdue University, West Lafayette, MS

John Engen

Professor, Chemistry and Chemical Biology and Barnett Institute; University of Nebraska, Lincoln, PhD

Christen Enos

Lecturer, English; Emerson College, MFA

Slava S. Epstein

Professor, Biology; Moscow State University (Russia), PhD

Randall Erb

Assistant Professor, Mechanical and Industrial Engineering; Duke University, PhD

Deniz Erdogan

Associate Professor, Electrical and Computer Engineering; University of Florida, PhD

Awatef Ergai

Assistant Teaching Professor, Mechanical and Industrial Engineering; Clemson University, PhD

Ozlem Ergun

Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Cuneyt Eroglu

Associate Professor, Supply Chain and Information Management; Ohio State University, PhD

Bilge Erten

Assistant Professor, Economics and International Affairs; University of Massachusetts, Amherst, PhD

Rhea T. Eskew

Professor, Psychology; Georgia Institute of Technology, PhD

Jonathan Esole

Assistant Professor, Mathematics; Leiden University (Netherlands), PhD

Neenah Estrella-Luna

Associate Teaching Professor, College of Professional Studies; Northeastern University, PhD

Sara Ewell

Associate Teaching Professor, College of Professional Studies; University of North Carolina, Chapel Hill, PhD

F**Daniel R. Faber**

Professor, Sociology and Anthropology; University of California, Santa Cruz, PhD

Olubunmi Faleye

Professor, Trahan Family Faculty Fellow, and Walsh Research Professor, Finance; University of Alberta (Canada), PhD

Hui Fang

Assistant Professor, Electrical and Computer Engineering; University of California, Berkeley, PhD

Qianqian Fang

Assistant Professor, Bioengineering; Dartmouth University, PhD

David Fannon

Assistant Professor, Architecture and Civil and Environmental Engineering; University of California, Berkeley, MS Arch

Nasser S. Fard

Associate Professor, Mechanical and Industrial Engineering; University of Arizona, PhD

Amir Farhat

Associate Teaching Professor, Electrical and Computer Engineering; University of Pennsylvania, PhD

Amy S. Farrell

Associate Professor, Criminology and Criminal Justice; Northeastern University, PhD

Christopher Featherman

Assistant Teaching Professor, English; University of Washington, PhD

Mary Federico

Assistant Cooperative Education Coordinator, College of Engineering; Indiana University, MS

Yunsi Fei

Associate Professor, Electrical and Computer Engineering; Princeton University, PhD

Adrian Feiguin

Assistant Professor, Physics; Universidad Nacional de Rosario (Argentina), PhD

Daniel Feinberg

Assistant Clinical Instructor, Computer and Information Science and Health Sciences; Boston University, MBA

Allen G. Feinstein

Teaching Professor, Music; New England Conservatory of Music, MM

Nathan I. Felde

Professor, Art + Design; Massachusetts Institute of Technology, MS

Lisa Feldman Barrett

University Distinguished Professor, Psychology; University of Waterloo (Canada), PhD

Matthias Felleisen

Trustee Professor, Computer and Information Science; Indiana University, PhD

Samuel Felton

Assistant Professor, Mechanical and Industrial Engineering; Harvard University, PhD

Carol Femia

Clinical Instructor, Nursing; Massachusetts General Hospital Institute of Health Professions, MS

Hicham Fenniri

Professor, Chemical Engineering; Université de Strasbourg (France), PhD

Loretta A. Fernandez

Assistant Professor, Civil and Environmental Engineering and Marine and Environmental Sciences; Massachusetts Institute of Technology, PhD

Waththage Neranga Fernando

Lecturer, Mathematics; University of South Florida, PhD

Craig F. Ferris

Professor, Psychology and Pharmaceutical Sciences; New York Medical College, PhD

Kirsten Fertuck

Assistant Teaching Professor, Biochemistry; Michigan State University, PhD

Susan F. Fine

Clinical Instructor, Communication Sciences and Disorders; New York University, MA

Sarah Finn

Assistant Teaching Professor, English; University of Massachusetts, Amherst, PhD

Branden Fitelson

Distinguished Professor, Philosophy and Religion; California Institute of Technology, PhD

Brian Fitzgerald

Assistant Professor, Accounting; Texas AM University, PhD

Joan Fitzgerald

Professor, Law and Public Policy and Public Policy and Urban Affairs; Pennsylvania State University, PhD

John E. Fitzmaurice

Assistant Cooperative Education Coordinator, College of Engineering; College of William and Mary, MBA

Diane F. Fitzpatrick

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Julia H. Flanders

Professor of the Practice, English and University Libraries; Brown University, PhD

Peggy L. Fletcher

Lecturer, Finance; University of Pittsburgh, MBA

Ann Marie Flores

Assistant Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Ohio State University, PhD

Marcial Flores

Assistant Academic Specialist, World Languages Center; Boston College, MA

Eric Folmar

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Paul Fombelle

Associate Professor, Marketing; Arizona State University, PhD

Murray Forman

Professor, Media and Screen Studies; McGill University (Canada), PhD

Lisa M. Foster

Assistant Cooperative Education Coordinator, Bouvé College of Health Sciences; Northeastern University, MS

Dimitrios Fotiadis

Lecturer, Supply Chain and Information Management; Northeastern University, MS

Brooke Foucault Welles

Assistant Professor, Communication Studies; Northwestern University, PhD

Charles F. Fountain

Associate Professor, Journalism; Columbia University, MS

William M. Fowler Jr.

Distinguished Professor, History; University of Notre Dame, PhD

James Alan Fox

Lipman Family Professor, Criminology and Criminal Justice and Law and Public Policy; University of Pennsylvania, PhD

Laura L. Frader

Professor, History; University of Rochester, PhD

Debra L. Franko

Professor, Applied Psychology; McGill University (Canada), PhD

Susan Freeman

Teaching Professor, Engineering; Northeastern University, PhD

Clark Freifeld

Lecturer, Computer and Information Science; Boston University, PhD

Michael Frengel

Associate Academic Specialist, Music; City University London (United Kingdom), PhD

John H. Friar

Senior Academic Specialist, Entrepreneurship and Innovation; Massachusetts Institute of Technology, PhD

Natasha Frost

Associate Professor, Criminology and Criminal Justice; City University of New York, PhD

Yun (Raymond) Fu

Assistant Professor, Electrical and Computer Engineering and Computer and Information Science; University of Illinois, Urbana-Champaign, PhD

Brian Fulton

Lecturer, Chemistry and Chemical Biology; Iowa State University, PhD

Peter G. Furth

Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD

G**Terence J. Gaffney**

Professor, Mathematics; Brandeis University, PhD

Timothy Gagnon

Associate Academic Specialist, Accounting; Sacred Heart University, MBA

Ronen Gal-Or

Assistant Professor, Accounting; University of Arizona, PhD

Chris W. Gallagher

Professor, English; University of New York, Albany, PhD

Susan Gallagher

Clinical Instructor, Nursing; Massachusetts General Hospital Institute of Health Professions, MS

Auroop Ganguly

Associate Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD

Denise Garcia

Associate Professor, Political Science and International Affairs; University of Geneva (Switzerland), PhD

Lori Gardinier

Associate Teaching Professor, Human Services; Northeastern University, PhD

Karen Garneau

Associate Teaching Professor, English; Northeastern University, PhD

Samuel John Gatley

Professor, Pharmaceutical Sciences; University of Newcastle upon Tyne (United Kingdom), PhD

Nicole Georgallas

Lecturer, Communication Studies; Emerson College, MA

Prasanth George

Assistant Teaching Professor, Mathematics; State University of New York, Buffalo, PhD

Carleton Gholz

Postdoctoral Teaching Associate, Communication Studies; University of Pittsburgh, PhD

Roger W. Giese

Professor, Pharmaceutical Sciences; Massachusetts Institute of Technology, PhD

Joseph M. Giglio

Senior Academic Specialist, International Business and Strategy; Northeastern University, PhD

Richard Gilbert

Research Professor, Chemistry and Chemical Biology; New Jersey Medical School, PhD

Thomas R. Gilbert

Associate Professor, Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Laurance Ginsberg

Assistant Academic Specialist, Accounting; Bentley University, MST

Leonard J. Glick

Senior Academic Specialist, Management and Organizational Development; Harvard University, EdD

Veronica Godoy-Carter

Associate Professor, Biology; Tufts University, PhD

Michael Bradford Goetz

Assistant Teaching Professor, Architecture; University of Pennsylvania, MLA

Kevin Gold

Lecturer, Computer and Information Science; Yale University, PhD

Natalia Gold

Assistant Teaching Professor, International Business and Strategy; Saint Petersburg State University of Engineering (Russia), PhD

Susan Gold

Professor of the Practice, Game Design; Visual Studies Workshop, MS

Donald Goldthwaite

Assistant Teaching Professor, Engineering; Northeastern University, MS

Ann C. Golub-Victor

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Edgar D. Goluch

Associate Professor, Chemical Engineering; University of Illinois, Urbana-Champaign, PhD

Kathleen R. Gonso

Associate Teaching Professor, English; Emerson College, MFA

Michael J. Gonyeau

Clinical Professor, Pharmacy and Health Systems Sciences; Albany College of Pharmacy, PharmD

Gregory Goodale

Associate Professor, Communication Studies; University of Illinois, Urbana-Champaign, PhD

Pamela W. Goodale

Senior Cooperative Education Coordinator, College of Arts, Media and Design; Boston College, MA

Teresa Goode

Assistant Teaching Professor, College of Professional Studies; Columbia University, EdD

Patricia Goodman

Assistant Teaching Professor, College of Professional Studies; George Washington University, EdD

Matthew Goodwin

Assistant Professor, Health Sciences and Health Informatics; University of Rhode Island, PhD

Mark Gooley

Lecturer, Finance; Northwestern University, MM

Margaret Gorman Kirchoff

Assistant Teaching Professor, College of Professional Studies; George Washington University, EdD

Gary Goshgarian

Professor, English; University of Wisconsin, Madison, PhD

Tarik Gouhier

Assistant Professor, Marine and Environmental Sciences; McGill University (Canada), PhD

Robson Goulart

Assistant Cooperative Education Coordinator, College of Engineering; Boston University, MS

Andrew Gouldstone

Associate Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Eugene H. Gover

Associate Professor, Mathematics; Brandeis University, PhD

Jonathan H. Grabowski

Associate Professor, Marine and Environmental Sciences; University of North Carolina, Chapel Hill, PhD

Susan Gracia

Assistant Teaching Professor, College of Professional Studies; Boston College, PhD

Matthew Gray

Assistant Professor, Theatre; London Academy of Music and Dramatic Arts (United Kingdom), MFA

Laura Green

Professor, English; University of California, Berkeley, PhD

Jack R. Greene

Professor, Criminology and Criminal Justice; Michigan State University, PhD

Kristin Curry Greenwood

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Daniel S. Gregory

Senior Academic Specialist, Entrepreneurship and Innovation and Art + Design; Harvard University, MBA

Sara Grier

Assistant Cooperative Education Coordinator, College of Engineering; Northeastern University, MS

Brent Griffin

Assistant Teaching Professor, CPS International Programs; Northeastern University, PhD

Jacqueline Griffin

Assistant Professor, Mechanical and Industrial Engineering; Georgia Institute of Technology, PhD

Joseph Griffin

Associate Teaching Professor, Project Management; Gordon-Conwell Theological Seminary, South Hamilton, DMin

John Griffith

Clinical Professor, Applied Psychology; Boston University, PhD

Amir Grinstein

Associate Professor, Marketing; Hebrew University of Jerusalem (Israel), PhD

Francesca Grippa

Associate Teaching Professor, College of Professional Studies; University of Salento (Italy), PhD

Craig Gruber

Assistant Teaching Professor, College of Professional Studies; Clark University, PhD

April Gu

Associate Professor, Civil and Environmental Engineering; University of Washington, PhD

Tiantian Gu

Assistant Professor, Finance; University of Wisconsin, Madison, PhD

Jason Guo

Associate Research Professor, Pharmaceutical Sciences; University of Connecticut, Storrs, PhD

Surendra M. Gupta

Professor, Mechanical and Industrial Engineering; Purdue University, PhD

Barbara Guthrie

Professor, Nursing; New York University, PhD

H**Mohamed Habibullah**

Assistant Teaching Professor, Supply Chain and Information Management; University of Missouri, Columbia, PhD

David Hagen

Assistant Teaching Professor, College of Professional Studies; New England School of Law, JD

Jerome F. Hajjar

Professor, Civil and Environmental Engineering; Cornell University, PhD

Judith A. Hall

University Distinguished Professor, Psychology; Harvard University, PhD

Robert L. Hall

Associate Professor, African-American Studies and History; Florida State University, PhD

James Halverson

Assistant Professor, Physics; University of Pennsylvania, PhD

Pauline Hamel

Associate Clinical Professor, Health Sciences; Boston University, EdD

Scott R. Hamilton

Associate Cooperative Education Coordinator, College of Engineering; Stanford University, PhD

William S. Hancock

Raymond and Claire Bradstreet Chair, Chemistry and Chemical Biology; University of Adelaide (Australia), PhD

Michael J. Handel

Associate Professor, Sociology and Anthropology; Harvard University, PhD

Nancy Hanrahan

Professor, Nursing; Boston College, PhD

Bonnie Jo Hanson

Assistant Clinical Professor, Physician Assistant Program; University of New England, MS

Robert N. Hanson

Matthews Distinguished University Professor, Chemistry and Chemical Biology; University of California, Berkeley, PhD

Stephen G. Harkins

Professor, Psychology; University of Missouri, PhD

Sharon Harlan

Professor, Health Sciences; Cornell University, PhD

Kelly Harrington

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Suffolk University, MBA

Shaunna Harrington

Associate Academic Specialist, College of Professional Studies; Boston University, MAT

Vincent Harris

William Lincoln Smith Professor of Electrical and Computer Engineering, Electrical and Computer Engineering; Northeastern University, PhD

Vanecia Harrison-Sanders

Associate Cooperative Education Coordinator, Bouvé College of Health Sciences and College of Science; Emmanuel College, MA

Casper Hartevelde

Assistant Professor, Game Design; Delft University of Technology (Netherlands), PhD

Christopher Hasson

Assistant Professor, Physical Therapy, Movement, and Rehabilitation Sciences; University of Massachusetts, Amherst, PhD

Bradley Hatfield

Assistant Teaching Professor, Music; Cambridge College, MM

Stephanie Hattoy

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of Rhode Island, PharmD

Heather Hauck

Associate Cooperative Education Coordinator, D'Amore-McKim School of Business; Northeastern University, MS

Thomas Havens

Professor, History; University of California, Berkeley, PhD

Lorna Hayward

Associate Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Boston University, EdD

Ni He

Associate Professor, Criminology and Criminal Justice; University of Nebraska, Omaha, PhD

Julia Hechtman

Lecturer, Art + Design; University of Illinois, Chicago, MFA

Inez Hedges

Professor, Languages, Literatures, and Cultures; University of Wisconsin, Madison, PhD

Gretchen A. Heefner

Assistant Professor, History; Yale University, PhD

Donald E. Heiman

Professor, Physics; University of California, Irvine, PhD

Ferdinand L. Hellweger

Associate Professor, Civil and Environmental Engineering; Columbia University, EngScD

Brian Helmuth

Professor, Marine and Environmental Sciences and Public Policy and Urban Affairs; University of Washington, PhD

Carlene Hempel

Assistant Teaching Professor, Journalism; University of North Carolina, Chapel Hill, MA

Dale Herbeck

Professor, Communication Studies; University of Iowa, PhD

David A. Herlihy

Teaching Professor, Music; Boston College, JD

Catalina Herrera Almanza

Assistant Professor, Economics and International Affairs; Cornell University, PhD

Carie Hersh

Assistant Teaching Professor, Sociology and Anthropology; Duke University, JD

Julie Hertenstein

Associate Professor, Accounting; Harvard University, DBA

Joshua Hertz

Assistant Teaching Professor, Engineering; Massachusetts Institute of Technology, PhD

Mary J. Hickey

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Carlos Hidrovo Chavez

Assistant Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Malcolm D. Hill

Associate Professor, Marine and Environmental Sciences; University of California, Santa Cruz, PhD

Charles Hillman

Professor, Psychology and Health Sciences; University of Maryland, College Park, PhD

Elizabeth Hirsch

Assistant Professor, Pharmacy and Health Systems Sciences; Creighton University, PharmD

Leslie Hitch

Associate Teaching Professor, College of Professional Studies; University of Massachusetts, Boston, EdD

Hubert Ho

Lecturer, Music; University of California, Berkeley, PhD

Marie Odile Hobeika

Postdoctoral Teaching Associate, Communication Studies; University of Pittsburgh, PhD

Lynda Hodgson

Assistant Teaching Professor, College of Professional Studies; Virginia Commonwealth University, PhD

Timothy J. Hoff

Associate Professor, Management and Organizational Development and Public Policy and Urban Affairs; Rockefeller College, PhD

Jessica Hoffman

Associate Professor, Applied Psychology; Lehigh University, PhD

Udi Hoitash

Associate Professor and Denise and Robert DiCenso Term Fellow, Accounting; Rutgers University, PhD

Trenton Honda

Assistant Clinical Professor, Physician Assistant Program; Saint Francis University, MS

Michael J. Hoppmann

Assistant Teaching Professor, Communication Studies; University of Tübingen (Germany), PhD

Elizabeth M. Howard

Associate Professor, Nursing; Boston College, PhD

Jeffrey P. Howe

Assistant Professor, Journalism; Boston University, MFA

Hanchen Huang

Professor, Mechanical and Industrial Engineering; University of California, Los Angeles, PhD

Ian Hudson

Assistant Teaching Professor, College of Professional Studies; Nova Southeastern University, PhD

Anne Randall Hughes

Assistant Professor, Marine and Environmental Sciences; University of California, Davis, PhD

Katlyn Hughes

Assistant Cooperative Education Coordinator, Computer and Information Science; Northeastern University, Certificate of Advanced Study

Francisco Hung

Associate Professor, Chemical Engineering; North Carolina State University, PhD

Matthew O. Hunt

Professor, Sociology and Anthropology; Indiana University, PhD

Mark Huselid

Distinguished Professor of Workforce Analytics, International Business and Strategy; State University of New York, Buffalo, PhD

J. Benjamin Hutchinson

Assistant Professor, Psychology; Stanford University, PhD

I**Roxana Iacob**

Research Assistant Professor, Barnett Institute; Konstanz University (Germany), PhD

Anthony Iarrobino

Professor, Mathematics; Massachusetts Institute of Technology, PhD

Patricia M. L. Illingworth

Professor, Philosophy and Religion; University of California, San Diego, PhD; Boston University, JD

Vinay K. Ingle

Associate Professor, Electrical and Computer Engineering; Rensselaer Polytechnic Institute, PhD

Rei Okamoto Inouye

Associate Academic Specialist, World Languages Center; Temple University, PhD

Stephen S. Intille

Associate Professor, Computer and Information Science and Health Sciences; Massachusetts Institute of Technology, PhD

Efstratis Ioannidis

Assistant Professor, Electrical and Computer Engineering; University of Toronto (Canada), PhD

Roderick L. Ireland

Distinguished Professor, Criminology and Criminal Justice; Harvard University, LLM; Northeastern University, PhD

Derek Isaacowitz

Professor, Psychology; University of Pennsylvania, PhD

Jacqueline A. Isaacs

Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Michelle L. Israel

Associate Cooperative Education Coordinator, College of Science; Northeastern University, MS

Nathan Israeloff

Associate Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Alexander Ivanov

Research Associate Professor, Barnett Institute; Russian Academy of Science, Institute of Bioorganic Chemistry (Moscow), PhD

Maura Daly Iversen

Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Harvard University, SD; Massachusetts General Hospital Institute of Health Professions, DPT

Julia Ivy

Associate Teaching Professor, International Business and Strategy; Lancaster University (United Kingdom), PhD

J**Denise Jackson**

Associate Professor, Psychology; University of Pittsburgh, PhD

Ellen Jackson

Assistant Teaching Professor, English; Stanford University, MFA

Jason Jackson

Future Faculty Fellow, Political Science; Massachusetts Institute of Technology, PhD

Sarah Jackson

Assistant Professor, Communication Studies; University of Minnesota, PhD

William J. Jackson

Senior Cooperative Education Coordinator, College of Arts, Media and Design; University of Massachusetts, Boston, MEd

Michelle Jacobs

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of California, San Francisco, PharmD

Joshua R. Jacobson

Professor, Music; University of Cincinnati, DMA

Beverly Jaeger

Teaching Professor, Mechanical and Industrial Engineering; Northeastern University, PhD

Michael Jaeggli

Assistant Teaching Professor, Bioengineering; Clemson University, PhD

Nader Jalili

Professor, Mechanical and Industrial Engineering; University of Connecticut, PhD

Bogume Jang

Lecturer, Mathematics; Purdue University, PhD

Leon C. Janikian

Associate Professor, Music; University of Massachusetts, Amherst, MM

Torbjorn Jarbe

Research Professor, Pharmaceutical Sciences; University of Uppsala (Sweden), PhD

Solomon M. Jekel

Associate Professor, Mathematics; Dartmouth College, PhD

Qingying Jia

Research Assistant Professor, Chemistry and Chemical Biology; Illinois Institute of Technology, PhD

Benedict S. Jimenez

Associate Professor, Political Science; University of Illinois, Chicago, PhD

Holly Jimison

Professor of the Practice, Nursing and Computer and Information Science; Stanford University, PhD

Xiaoning Jin

Assistant Professor, Mechanical and Industrial Engineering; University of Michigan, PhD

Dinesh John

Assistant Professor, Health Sciences; University of Tennessee, PhD

Brooke Johnson

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Boston College, MEd

Vanessa D. Johnson

Associate Professor, Applied Psychology; Western Michigan University, EdD

Kimberly L. Jones

Associate Teaching Professor, International Affairs; Northeastern University, PhD

Rachel Jones

Associate Professor, Nursing; New York University, PhD

T. Anthony Jones

Associate Professor, Sociology and Anthropology; Princeton University, PhD

Dierdre Jordan

Associate Cooperative Education Coordinator, Bouvé College of Health Sciences; Northeastern University, MS

Yung Joon Jung

Associate Professor, Mechanical and Industrial Engineering; Rensselaer Polytechnic Institute, PhD

Jeffrey S. Juris

Associate Professor, Sociology and Anthropology; University of California, Berkeley, PhD

K**David R. Kaeli**

Professor, Electrical and Computer Engineering; Rutgers University, PhD

Sallyann Kakas

Assistant Cooperative Education Coordinator, Finance; Northeastern University, BS

Jayant Kale

Professor and Philip R. McDonald Chair, Finance; University of Texas, Austin, PhD

Sagar V. Kamarthi

Associate Professor, Mechanical and Industrial Engineering; Pennsylvania State University, PhD

John Kane

Lecturer, Art + Design; Yale University, BA

Mary M. Kane

Senior Cooperative Education Coordinator, D'Amore-McKim School of Business; University of Massachusetts, Boston, MEd

Michael Kane

Assistant Professor, Civil and Environmental Engineering; University of Michigan, PhD

Carla Kaplan

Davis Distinguished Professor of American Literature, English and Women's, Gender, and Sexuality Studies; Northwestern University, PhD

Swastik Kar

Associate Professor, Physics; Indian Institute of Physics (India), PhD

Alireza Karimi

Assistant Professor, Mechanical and Industrial Engineering; Virginia Polytechnic Institute and State University, PhD

Alain S. Karma

College of Arts and Sciences Distinguished Professor, Physics; University of California, Santa Barbara, PhD

Ralph Katz

Professor, Entrepreneurship and Innovation; University of Pennsylvania, PhD

William D. Kay

Associate Professor, Political Science; Indiana University, PhD

Bret Keeling

Associate Teaching Professor, English; University of Washington, PhD

Maureen Kelleher

Associate Professor, Sociology and Anthropology; University of Missouri, Columbia, PhD

Karen P. Kelley

Senior Cooperative Education Coordinator, College of Engineering; Northeastern University, MEd

Ryann Kelley

Assistant Cooperative Education Coordinator, Finance; Northeastern University, MEd

Thomas Kelley

Lecturer, Physics; University of Minnesota, PhD

Kathleen Kelly

Professor, English; University of North Carolina, Chapel Hill, PhD

M. Whitney Kelting

Associate Professor, Philosophy and Religion; University of Wisconsin, Madison, PhD

Daniel D. Kennedy

Associate Professor, Journalism; Boston University, MLA

Aileen Kent Yates

Assistant Cooperative Education Coordinator, Computer and Information Science; University of Massachusetts, Amherst, BA

Richard M. Kesner

Lecturer, Supply Chain and Information Management; Stanford University, PhD

Heidi Kevoe Feldman

Associate Professor, Communication Studies; Rutgers University, PhD

Ban-An Khaw

Professor, Pharmaceutical Sciences; Boston College, PhD

Konstantin Khrapko

Professor, Biology and Pharmaceutical Sciences; Engelhardt Institute of Molecular Biology, Moscow (Russia), PhD

Ilham Khuri-Makdisi

Associate Professor, History; Harvard University, PhD

Sheri Kiani

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Simmons College, DPT

Daniel Kim

Assistant Professor, Health Sciences; University of Toronto (Canada), MD; Harvard University, PhD

Jonghan Kim

Assistant Professor, Pharmaceutical Sciences; Ohio State University, PhD

Miso Kim

Assistant Professor, Art + Design; Carnegie Mellon University, PhD

Nancy S. Kim

Associate Professor, Psychology; Yale University, PhD

Tiffany Kim

Assistant Clinical Professor, Nursing; University of Pennsylvania, PhD

Yong-Bin Kim

Associate Professor, Electrical and Computer Engineering; Colorado State University, PhD

John Kimani

Assistant Teaching Professor, Electrical and Computer Engineering; University of Wisconsin, Milwaukee, PhD

David Kimbro

Assistant Professor, Marine and Environmental Sciences; University of California, Davis, PhD

Nancy Kindelan

Professor, Theatre; University of Wisconsin, Madison, PhD

Christopher K. King

Professor, Mathematics; Harvard University, PhD

Donald R. King

Associate Professor, Mathematics; Massachusetts Institute of Technology, PhD

Engin Kirda

Professor, Computer and Information Science and Electrical and Computer Engineering; Technical University of Vienna (Austria), PhD

Rein U. Kirss

Associate Professor, Chemistry and Chemical Biology; University of Wisconsin, Madison, PhD

William Kirtz

Associate Professor, Journalism; Columbia University, MS

Jennifer L. Kirwin

Associate Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Alan M. Klein

Professor, Sociology and Anthropology; State University of New York, Buffalo, PhD

Sarah Klionsky

Assistant Cooperative Education Coordinator, College of Science;
University of Wisconsin, Madison, MA

Kristian Kloeckl

Associate Professor, Art + Design; University of Venice (Italy), PhD

Thomas H. Koenig

Professor, Sociology and Anthropology; University of California, Santa Barbara, PhD

Mieczyslaw M. Kokar

Professor, Electrical and Computer Engineering; University of Wroclaw (Poland), PhD

Ying-Yee Kong

Associate Professor, Communication Sciences and Disorders; University of California, PhD

Tania Konry

Assistant Professor, Pharmaceutical Sciences; Ben Gurion University (Israel), PhD

Abigail N. Koppes

Assistant Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Ryan Koppes

Assistant Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Sarah Kostanski

Assistant Cooperative Education Coordinator, College of Engineering;
Framingham State University, MS

Ilka Kostka

Assistant Teaching Professor, CPS International Programs; New York University, PhD

Christopher Kottke

Postdoctoral Teaching Associate, Mathematics; Massachusetts Institute of Technology, PhD

Harilaos Koutsopoulos

Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD

Linda Kowalcky

Professor of the Practice, School of Public Policy and Urban Affairs;
Johns Hopkins University, PhD

Gregory J. Kowalski

Associate Professor, Mechanical and Industrial Engineering; University of Wisconsin, Madison, PhD

Sergey Kravchenko

Professor, Physics; Institute of Solid State Physics (Russia), PhD

Dmitri Krioukov

Associate Professor, Physics; Old Dominion University, PhD

Ganesh Krishnamoorthy

Professor, Accounting; University of Southern California, PhD

Karthik Krishnan

Assistant Professor and Thomas Moore Faculty Fellow, Finance; Boston College, PhD

Louis J. Kruger

Associate Professor, Applied Psychology; Rutgers University, PsyD

Steven R. Kursh

Associate Academic Specialist, Finance; University of Pennsylvania, PhD

John E. Kwoka Jr.

Neal F. Finnegan Chair, Economics; University of Pennsylvania, PhD

L**Michelle Laboy**

Assistant Professor, Architecture; University of Michigan, MArch

Jamie Ladge

Associate Professor, Management and Organizational Development;
Boston College, PhD

Jay Laird

Assistant Teaching Professor, College of Professional Studies; Lesley University, MFA

Venkatraman Lakshmibai

Professor, Mathematics; Tata University (India), PhD

Charlotte Lam

Assistant Cooperative Education Coordinator, College of Science;
California State University, Sacramento, MA

Joan Lamachia

Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; Boston College, MEd

Arthur LaMan

Assistant Academic Specialist, College of Professional Studies;
Northeastern University, MS

Anna Lamin

Associate Professor and Matthew Eagan Faculty Fellow, International Business and Strategy; University of Minnesota, PhD

Jason Lancaster

Associate Clinical Professor, Pharmacy and Health Systems Sciences;
Massachusetts College of Pharmacy, PharmD

William Lancaster

Senior Lecturer, Communication Studies; Michigan State University, MA

Lucas J. Landherr

Associate Teaching Professor, Chemical Engineering; Cornell University, PhD

Henry W. Lane

Professor, International Business and Strategy; Harvard University, DBA

David Lang

Lecturer, Mathematics; Boston College, PhD; Northeastern University, PhD

Amy Lantinga

Associate Teaching Professor, College of Professional Studies; University of Tennessee, Knoxville, EdD

Paul LaPlante

Assistant Academic Specialist, World Languages Center; Brown University, MA

Philip Larese-Casanova

Associate Professor, Civil and Environmental Engineering; University of Iowa, PhD

Sonya L. Larrieux

Clinical Instructor, Physical Therapy, Movement, and Rehabilitation Sciences; Columbia University, MA

Barbara Larson

Assistant Academic Specialist, Management and Organizational Development; Harvard Business School, DBA

Elizabeth Larson

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Northeastern University, MBA

Kimberly Larson

Associate Teaching Professor, College of Professional Studies; Villanova University School of Law, JD; Drexel University, PhD

Felicia G. Lassk

Associate Professor, Marketing; University of South Florida, PhD

Amanda Reeser Lawrence

Associate Professor, Architecture; Harvard University, PhD

David M. Lazer

Professor, Political Science and Computer and Information Science; University of Michigan, Ann Arbor, PhD

Christina Lee

Assistant Professor, Applied Psychology; New York University, PhD

Cynthia Lee

Professor, Management and Organizational Development; University of Maryland, PhD

Doreen Lee

Associate Professor, Sociology and Anthropology; Cornell University, PhD

Jung H. Lee

Associate Professor, Philosophy and Religion; Brown University, PhD

Lee-Peng Lee

Lecturer, Mathematics; Massachusetts Institute of Technology, PhD

Yang W. Lee

Associate Professor, Supply Chain and Information Management; Massachusetts Institute of Technology, PhD

Carolyn W. T. Lee-Parsons

Associate Professor, Chemical Engineering and Chemistry and Chemical Biology; Cornell University, PhD

Miriam E. Leeser

Professor, Electrical and Computer Engineering; Cambridge University (United Kingdom), PhD

Laurel Leff

Associate Professor and Stotsky Professor of Jewish and Cultural Studies, Journalism; Yale University, MA

Lori H. Lefkowitz

Ruderman Professor, Jewish Studies and English; Brown University, PhD

Patrick Legros

Distinguished Professor, Economics; California Institute of Technology, PhD

Bradley M. Lehman

Professor, Electrical and Computer Engineering; Georgia Institute of Technology, PhD

Tricia Lenihan

Assistant Cooperative Education Coordinator, College of Engineering; Boston University, MEd

Robert Lentz

Assistant Academic Specialist, Entrepreneurship and Innovation; Babson College, MBA

Neal Lerner

Associate Professor, English; Boston University, EdD

Marina Leslie

Associate Professor, English; Yale University, PhD

Hanoch Lev-Ari

Professor, Electrical and Computer Engineering; Stanford University, PhD

Danielle Levac

Assistant Professor, Physical Therapy, Movement, and Rehabilitation Sciences; McMaster University (Canada), PhD

Tatyana Levchenko

Research Assistant Professor, Pharmaceutical Sciences; Academy of Medical Sciences Moscow (Russia), PhD

Yiannis A. Levendis

College of Engineering Distinguished Professor, Mechanical and Industrial Engineering; California Institute of Technology, PhD

Jack Levin

Irving S. and Betty Brudnick Distinguished Professor, Sociology and Anthropology; Boston University, PhD

Elinor Levine

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; University of Massachusetts, Amherst, MEd

Kim Lewis

University Distinguished Professor, Biology; Moscow University (Russia), PhD

Laura H. Lewis

Cabot Professor, Chemical Engineering and Mechanical and Industrial Engineering; University of Texas, Austin, PhD

David J. Lewkowicz

Professor, Communication Sciences and Disorders; University of New York, PhD

Chieh Li

Associate Professor, Applied Psychology; University of Massachusetts, Amherst, EdD

Rui Li

Assistant Clinical Professor, Health Sciences; Baylor University, PhD

Dirk Libaers

Associate Professor, Entrepreneurship and Innovation; Georgia Institute of Technology, PhD

Robert Lieb

Professor, Supply Chain and Information Management; University of Maryland, DBA

Karl J. Lieberherr

Professor, Computer and Information Science; Eidgenössische Technische Hochschule Zürich (Switzerland), PhD

Karin N. Lifter

Professor, Applied Psychology; Columbia University, PhD

Xue Lin

Assistant Professor, Electrical and Computer Engineering; University of Southern California, PhD

Yingzi Lin

Associate Professor, Mechanical and Industrial Engineering; University of Saskatchewan (Canada), PhD

Alisa K. Lincoln

Professor, Health Sciences and Sociology and Anthropology; Columbia University, PhD

Margo Lindauer

Associate Teaching Professor, Health Sciences; Georgetown University Law Center, MS

John Lindhe

Lecturer, Mathematics; Northeastern University, MA

Charles Linshaw

Visiting Lecturer, Theatre; Columbia University, MFA

Gabor Lippner

Assistant Professor, Mathematics; Eotvos University (Hungary), PhD

James Lipsky

Associate Academic Specialist, World Languages Center; Boston University, MA

Heather Littlefield

Associate Teaching Professor, Linguistics; Boston University, PhD

Kelvin Liu

Associate Professor, Accounting; University of South Carolina, PhD

Yongmin Liu

Assistant Professor, Mechanical and Industrial Engineering and Electrical and Computer Engineering; University of California, Berkeley, PhD

Grigorios Livanis

Assistant Professor, International Business and Strategy; University of Florida, PhD

Ioannis Livanis

Associate Teaching Professor, International Affairs and Political Science; University of Florida, PhD

Carol Livermore

Associate Professor, Mechanical and Industrial Engineering; Harvard University, PhD

Mary Loeffelholz

Professor, English; Yale University, PhD

Martha Loftus

Assistant Teaching Professor, College of Professional Studies; Harvard University, EdD

Diomedes E. Logothetis

Professor, Pharmaceutical Sciences; Harvard University, PhD

Jane Lohmann

Associate Teaching Professor, College of Professional Studies; Harvard University, EdD

Mark Lomanno

Visiting Assistant Professor, Music; University of Texas, Austin, PhD

Fabrizio Lombardi

International Test Conference Professor, Electrical and Computer Engineering; University of London (United Kingdom), PhD

Marissa Lombardi

Assistant Teaching Professor, College of Professional Studies; Northeastern University, EdD

Guido Lopez

Associate Teaching Professor, College of Professional Studies; Northeastern University, PhD

Connie Lorette

Assistant Clinical Professor, Nursing; Boston College, PhD

Ralph H. Loring

Associate Professor, Pharmaceutical Sciences; Cornell University, PhD

Ivan Loseu

Associate Professor, Mathematics; Moscow State University (Russia), PhD

Kathleen Lotterhos

Assistant Professor, Marine and Environmental Sciences; Florida State University, PhD

Salim A. Lotuff III

Teaching Professor, Communication Studies; Northeastern University, MA

Deirdre Loughridge

Assistant Professor, Music; University of Pennsylvania, PhD

Tania Muino Loureiro

Assistant Academic Specialist, World Languages Center; University of Barcelona (Spain), MA

Jennifer O. Love

Associate Academic Specialist, Engineering; University of Iowa, MS

Timothy Love

Associate Professor, Architecture; Harvard University, MArch

William Lovely

Assistant Academic Specialist, International Business and Strategy; Northeastern University, DLP

Amy Lu

Assistant Professor, Communication Studies and Health Sciences; University of North Carolina, Chapel Hill, PhD

Katherine A. Luongo

Associate Professor, History; University of Michigan, Ann Arbor, PhD

Steven Lustig

Associate Professor, Chemical Engineering; Purdue University, PhD

David E. Luzzi

Professor, Mechanical and Industrial Engineering; Northwestern University, PhD

Spencer Lynn

Research Assistant Professor, Psychology; University of Arizona, PhD

M

Linlin Ma

Assistant Professor, Finance; Georgia State University, PhD

Patricia A. Mabrouk

Professor, Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Andrew Mackie

Assistant Clinical Professor, Physician Assistant Program; University of Nebraska, MS

Emanuele Macri

Associate Professor, Mathematics; SISSA (Italy), PhD

Jeanne Madden

Associate Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Harvard University, PhD

Kristin Madison

Professor, Health Sciences and Law; Stanford University, PhD

Tracy Magee

Assistant Clinical Professor, Nursing; Boston College, PhD

Bala Maheswaran

Teaching Professor, Engineering; Northeastern University, PhD

Elizabeth Mahler

Assistant Teaching Professor, College of Professional Studies; George Washington University, EdD

Luigia Gina Maiellaro

Senior Academic Specialist, World Languages Center; Russian State University for the Humanities (Russia), PhD

Lee Makowski

Professor, Bioengineering and Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Purnima Makris

Associate Professor, Electrical and Computer Engineering; Massachusetts Institute of Technology, PhD

Alexandros Makriyannis

Behrakis Trustee Chair in Pharmaceutical Biotechnology and University Distinguished Professor, Pharmaceutical Sciences and Chemistry and Chemical Biology; University of Kansas, PhD

Michael Malamas

Research Associate Professor, Pharmaceutical Sciences and Chemistry and Chemical Biology; University of Pennsylvania, PhD

Shiti Malhotra

Lecturer, Linguistics; University of Maryland, PhD

Veronika Maliborska

Assistant Teaching Professor, College of Professional Studies; Purdue University, PhD

Mikhail Malioutov

Professor, Mathematics; Moscow State University (Russia), PhD

Andrew Mall

Visiting Assistant Teaching Professor, Music; University of Chicago, PhD

Craig E. Maloney

Associate Professor, Mechanical and Industrial Engineering; University of California, Santa Barbara, PhD

Roman Manetsch

Associate Professor, Chemistry and Chemical Biology and Pharmaceutical Sciences; University of Basel (Switzerland), PhD

Justin Manjourides

Assistant Professor, Health Sciences; Harvard University, PhD

Emily Mann

Teaching Professor, Human Services; University of Wisconsin, Madison, PhD

James M. Manning

Professor, Biology; Tufts University, PhD

Peter K. Manning

Elmer V. H. and Eileen M. Brooks Trustee Professor, Criminology and Criminal Justice; Duke University, PhD

Moira C. Mannix

Associate Cooperative Education Coordinator, Bouvé College of Health Sciences; Columbia University, MA

Peter Manolios

Professor, Computer and Information Science; University of Texas, Austin, PhD

Valentina Marano

Assistant Professor, International Business and Strategy; University of South Carolina, PhD

Edwin Marengo

Associate Professor, Electrical and Computer Engineering; Northeastern University, PhD

Donald G. Margotta

Associate Professor, Finance; University of North Carolina, Chapel Hill, PhD

Alina Marian

Associate Professor, Mathematics; Harvard University, PhD

Tucker Marion

Associate Professor and Altschuler Research Fellow, Entrepreneurship and Innovation; Pennsylvania State University, PhD

Robert S. Markiewicz

Professor, Physics; University of California, Berkeley, PhD

Alycia Markowski

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Mindy Marks

Associate Professor, Economics; Washington University, PhD

Stacy Marsella

Professor, Computer and Information Science and Psychology; Rutgers University, PhD

Ineke Haen Marshall

Professor, Sociology and Anthropology and Criminology and Criminal Justice; Bowling Green State University, PhD

Dayna L. Martinez

Assistant Teaching Professor, Mechanical and Industrial Engineering; University of South Florida, Tampa, PhD

Ramiro Martinez Jr.

Professor, Criminology and Criminal Justice and Sociology and Anthropology; Ohio State University, PhD

José Angel Martinez-Lorenzo

Assistant Professor, Mechanical and Industrial Engineering and Electrical and Computer Engineering; Universidad de Vigo (Spain), PhD

Ivan Martino

Visiting Postdoctoral Teaching Associate, Mathematics; Stockholm University (Sweden), PhD

Mauro Martino

Assistant Professor, Art + Design and Public Policy and Urban Affairs; Polytechnic University of Milan (Italy), PhD

Alexander Martsinkovsky

Associate Professor, Mathematics; Brandeis University, PhD

Emanuel J. Mason

Professor, Applied Psychology; Temple University, EdD

David Massey

Professor, Mathematics; Duke University, PhD

Jude Mathews

Assistant Teaching Professor, Chemistry and Chemical Biology; Clemson University, PhD

Kristen Mathieu Gonzalez

Clinical Instructor, Nursing; University of Phoenix, MS

Thomas M. Matta

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Xavier University of Louisiana, PharmD

Samuel J. Matthews

Associate Professor, Pharmacy and Health Systems Sciences; University of Minnesota, PharmD

Gail Matthews-DeNatale

Assistant Teaching Professor, College of Professional Studies; Indiana University, Bloomington, PhD

Carla Mattos

Professor, Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Lucy Maulsby

Associate Professor, Architecture; Columbia University, PhD

Ernest Mauristhene

Associate Cooperative Education Coordinator, D'Amore-McKim School of Business; Hardin-Simmons University, MBA

William G. Mayer

Professor, Political Science; Harvard University, PhD

Mary Mayville

Assistant Clinical Professor, Nursing; Northeastern University, DNP

Dori P. Mazor

Assistant Cooperative Education Coordinator, College of Arts, Media and Design; Brandeis University, MBA

Laurie McCadden

Clinical Instructor, Nursing; University of Massachusetts, Lowell, MSN

Daniel J. McCarthy

McKim and D'Amore Distinguished Professor of Global Management and Innovation, Entrepreneurship and Innovation; Harvard University, DBA

Paulette McCarty

Assistant Academic Specialist, Management and Organizational Development; University of Tennessee, PhD

Jane McCool

Assistant Clinical Professor, Nursing; University of Rhode Island, PhD

Eileen L. McDonagh

Professor, Political Science; Harvard University, PhD

Ann McDonald

Associate Professor, Art + Design; Yale University, MFA

Matthew McDonald

Associate Professor, Music; Yale University, PhD

Melissa McElligott

Assistant Teaching Professor, Biology; Northeastern University, PhD

Seamus McGovern

Lecturer, Supply Chain and Information Management; Northeastern University, PhD

Nicol E. McGruer

Professor, Electrical and Computer Engineering; Michigan State University, PhD

Jean McGuire

Professor of the Practice, Health Sciences; Brandeis University, PhD

Brendan McLellan

Postdoctoral Teaching Associate, Mathematics; University of Toronto (Canada), PhD

Cristine McMartin-Miller

Associate Teaching Professor, CPS International Programs; Purdue University, PhD

Joseph McNabb

Professor of the Practice, College of Professional Studies; Northeastern University, PhD

Robert C. McOwen

Professor, Mathematics; University of California, Berkeley, PhD

Frances Nelson McSherry

Teaching Professor, Theatre; New York University, MFA

Thomas L. Meade

Postdoctoral Teaching Associate, Communication Studies; University of Alabama, PhD

Isabel Meirelles

Associate Professor, Art + Design; Massachusetts College of Art, MFA

Emanuel S. Melachrinoudis

Associate Professor, Mechanical and Industrial Engineering; University of Massachusetts, Amherst, PhD

Waleed Meleis

Associate Professor, Electrical and Computer Engineering; University of Michigan, PhD

Susan L. Mello

Assistant Professor, Communication Studies; University of Pennsylvania, PhD

Tina Mello

Assistant Cooperative Education Coordinator, College of Science; Boston College, MA

Richard H. Melloni Jr.

Professor, Psychology; University of Massachusetts Medical Center, PhD

Tommaso Melodia

Associate Professor, Electrical and Computer Engineering; Georgia Institute of Technology, PhD

Latika Menon

Associate Professor, Physics; Tata Institute of Fundamental Research, Bombay (India), PhD

David Merry

Associate Cooperative Education Coordinator, Cooperative Education; University of Iowa, MA

Hameed Metghalchi

Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, ScD

Marc H. Meyer

Robert J. Shillman Professor of Entrepreneurship and Matthews Distinguished University Professor, Entrepreneurship and Innovation; Massachusetts Institute of Technology, PhD

Michael C. Meyer

Lecturer, Philosophy and Religion; Boston University, PhD

Ningfang Mi

Associate Professor, Electrical and Computer Engineering; University of Texas, Dallas, MS

Dean Michael

Assistant Teaching Professor, College of Professional Studies; Columbia University, PhD

Srboljub Mijailovich

Research Professor, Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Loiza Miles

Assistant Academic Specialist, World Languages Center; Sorbonne University (France), MA

William F. S. Miles

Professor, Political Science; Tufts University, PhD

Danielle M. Miller

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Dennis H. Miller

Professor, Music; Columbia University, DMA

Edward Miller

Assistant Teaching Professor, CPS International Programs; Boston College, PhD

Gregory Miller

Associate Professor, Pharmaceutical Sciences; Mount Sinai School of Medicine, PhD

Joanne L. Miller

Matthews Distinguished University Professor, Psychology; University of Minnesota, PhD

Matthew Miller

Professor, Health Sciences; Yale University, MD; Harvard University, ScD

Sara Minard

Assistant Academic Specialist, Entrepreneurship and Innovation; Institute d'Etudes Politiques (France), PhD

Ennio Mingolla

Professor, Communication Sciences and Disorders; University of Connecticut, PhD

Marilyn L. Minus

Associate Professor, Mechanical and Industrial Engineering; Georgia Institute of Technology, PhD

Alan Mislove

Associate Professor, Computer and Information Science; Rice University, PhD

Cheryl Mitteness

Academic Specialist, Entrepreneurship and Innovation; University of Louisville, PhD

Nancy Mizzoni

Clinical Instructor, Nursing; Northeastern University, MS

Anahit Mkrtychyan

Assistant Professor, Finance; Pennsylvania State University, PhD

Valentine Moghadam

Professor, Sociology and Anthropology and International Affairs; American University, PhD

Shan Mohammed

Associate Professor, Health Sciences; Case Western Reserve University, MD

Changiz Mohiyeddini

Associate Professor, Applied Psychology; University of Trier (Germany), PhD

Beth Molnar

Associate Professor, Health Sciences; Harvard University, ScD

James Monaghan

Assistant Professor, Biology; University of Kentucky, PhD

Katelyn Monaghan

Assistant Clinical Professor, Communication Sciences and Disorders; A.T. Still University School of Health Sciences - Mesa, AuD

Susan F. Montgomery

Senior Academic Specialist, Entrepreneurship and Innovation and Law; Northeastern University, JD

Swapnil Moon

Assistant Teaching Professor, Mechanical and Industrial Engineering; New Jersey Institute of Technology, PhD

Robert M. Mooradian

Professor and Harding Research Professor, Finance; University of Pennsylvania, PhD

Rebekah Moore

Assistant Professor, Accounting; University of Tennessee, PhD

Enrique Moreno

Senior Lecturer, Physics; Universidad Nacional de La Plata (Argentina), PhD

Jessica Moreno

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of Michigan, PharmD

Kimberly Moreno

Associate Professor and Harold A. Mock Professor, Accounting; University of Massachusetts, Amherst, PhD

Joanne Morreale

Associate Professor, Media and Screen Studies; Temple University, PhD

Kristen Morse

Assistant Cooperative Education Coordinator, Bouvé College of Health Sciences; Ithaca College, DPT

Hossein Mosallaei

Associate Professor, Electrical and Computer Engineering; University of California, Los Angeles, PhD

Edward V. Moss

Assistant Teaching Professor, English; Emerson College, MFA

Jeanine K Mount

Professor of the Practice, Pharmacy and Health Systems Sciences and Health Sciences; Purdue University, PhD

Lorraine Ann Mountain

Senior Cooperative Education Coordinator, College of Engineering; Tufts University, MS

Amy Mueller

Assistant Professor, Civil and Environmental Engineering and Marine and Environmental Sciences; Massachusetts Institute of Technology, PhD

Sinan Muftu

Professor, Mechanical and Industrial Engineering; University of Rochester, PhD

Sanjeev Mukerjee

Professor, Chemistry and Chemical Biology; Texas AM University, PhD

Jay Mulki

Associate Professor, Marketing; University of South Florida, PhD

Patrick R. Mullen

Associate Professor, English; University of Pittsburgh, PhD

Kellianne Murphy

Senior Cooperative Education Coordinator, College of Arts, Media and Design; Northeastern University, MA

Lauren A. Murphy

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Portland State University, PhD

Robert Murray

Assistant Academic Specialist, Supply Chain and Information Management; Harvard Business School, MBA

Shashi K. Murthy

Associate Professor, Chemical Engineering; Massachusetts Institute of Technology, PhD

Cecelia Musselman

Associate Teaching Professor, English; Columbia University, PhD

Shakir Mustafa

Senior Academic Specialist, World Languages Center; Boston University, PhD

Andrew Myers

Assistant Professor, Civil and Environmental Engineering; Stanford University, PhD

David Myers

Associate Teaching Professor, Finance; University of Washington, PhD

Laura Mylott

Clinical Professor, Nursing; Boston College, PhD

N**Franklin Naarendorp**

Associate Professor, Psychology; City University of New York, PhD

Nada Naji

Lecturer, Computer and Information Science; University of Neuchatel (Switzerland), PhD

Thomas K. Nakayama

Professor, Communication Studies; University of Iowa, PhD

Laurie A. Nardone

Associate Teaching Professor, English; Emory University, PhD

Uichiro Narusawa

Associate Professor, Mechanical and Industrial Engineering; University of Michigan, PhD

Pran Nath

Matthews Distinguished University Professor, Physics; Stanford University, PhD

Hamid Nayeb-Hashemi

Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Brent Nelson

Associate Professor, Physics; University of California, Berkeley, PhD

Carl W. Nelson

Associate Professor, International Business and Strategy; University of Manchester (United Kingdom), PhD

Laura Nelson

Assistant Professor, Sociology and Anthropology; University of California, Berkeley, PhD

Van Nguyen

Postdoctoral Teaching Associate, Mathematics; Texas AM University, PhD

Sandy Nickel

Assistant Teaching Professor, College of Professional Studies; University of Iowa, PhD

Mark J. Niedre

Associate Professor, Electrical and Computer Engineering and Bioengineering; University of Toronto (Canada), PhD

Spyridon Nikas

Research Associate Professor, Pharmaceutical Sciences; Aristotle University (Greece), PhD

Matthew Nippins

Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Massachusetts General Hospital Institute of Health Professions, DPT

Matthew C Nisbet

Associate Professor, Communication Studies; Cornell University, PhD

Cristina Nita-Rotaru

Professor, Computer and Information Science; Johns Hopkins University, PhD

Daniel R. Noemi Voionmaa

Associate Professor, History; Yale University, PhD

Alison Nogueira

Associate Cooperative Education Coordinator, College of Engineering; Suffolk University, MEd

David Nolan

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Massachusetts General Hospital Institute of Health Professions, DPT

Kimberly Nolan

Assistant Teaching Professor, College of Professional Studies; University of Vermont, EdD

Carey Noland

Associate Professor, Communication Studies; Ohio University, PhD

Ellen Noonan

Associate Teaching Professor, English; Emerson College, MFA

Matthew P. Noonan

Associate Teaching Professor, English; Massachusetts College of Art, MFA

Guevara Noubir

Professor, Computer and Information Science; Swiss Federal Institute of Technology, Lausanne (Switzerland), PhD

Welville B. Nowak

Senior Research Scientist, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Gilbert Nyaga

Associate Professor and Joe Dichiacchio Faculty Fellow, Supply Chain and Information Management; Michigan State University, PhD

O

Jessica Oakes

Assistant Professor, Bioengineering; University of California, San Diego, PhD

Antonio Ocampo-Guzman

Associate Professor, Theatre; York University (Canada), MFA

Lydia Odgen

Associate Teaching Professor, Human Services; Columbia University, PhD

Curtis Odom

Visiting Lecturer, Management and Organizational Development; Pepperdine University, EdD

Dietmar Offenhuber

Assistant Professor, Art + Design; Massachusetts Institute of Technology, PhD

Marvin Onabajo

Assistant Professor, Electrical and Computer Engineering; Texas AM University, PhD

Kay Onan

Associate Professor, Chemistry and Chemical Biology; Duke University, PhD

Mary Jo Ondrechen

Professor, Chemistry and Chemical Biology; Northwestern University, PhD

Annalisa Onnis-Hayden

Associate Teaching Professor, Civil and Environmental Engineering; University of Cagliari (Italy), PhD

Stephen Onu

Assistant Academic Specialist, College of Professional Studies; University of Phoenix, DBA

Toyoko Orimoto

Assistant Professor, Physics; University of California, Berkeley, PhD

Elika Ortega Guzman

Assistant Professor, Languages, Literatures, and Cultures; University of Western Ontario (Canada), PhD

Oleksiy Osiyevskyy

Assistant Professor, Entrepreneurship and Innovation; University of Calgary (Canada), PhD

Jacek Ossowski

Lecturer, Computer and Information Science; New York University, PhD

Sarah Ostadabbas

Assistant Professor, Electrical and Computer Engineering; University of Texas, Dallas, PhD

Timothy Ouillette

Assistant Teaching Professor, Communication Studies; Art Institute of Boston, MFA

Oyindasola Oyelaran

Associate Teaching Professor, Chemistry and Chemical Biology; Harvard University, PhD

Yusuf Ozbek

Assistant Teaching Professor, Graduate School of Engineering; Northeastern University, PhD

Dan O'Brien

Assistant Professor, Public Policy and Urban Affairs and Criminology and Criminal Justice; Binghamton University, PhD

Sean O'Connell

Assistant Academic Specialist, College of Professional Studies; University of Massachusetts, Boston, MA

Catherine O'Connor

Clinical Instructor, Nursing; Boston College, MS

George A. O'Doherty

Professor, Chemistry and Chemical Biology; Ohio State University, PhD

Russ O'Haver

Senior Academic Specialist, Accounting; University of New York, PhD

Peggy L. O'Kelly

Senior Lecturer, Accounting; University of Michigan, MBA

Donald M. O'Malley

Associate Professor, Biology; Harvard University, PhD

Therese M. O'Neil-Pirozzi

Associate Professor, Communication Sciences and Disorders; Boston University, ScD

P**Taskin Padir**

Associate Professor, Electrical and Computer Engineering; Purdue University, PhD

Robert Painter

Lecturer, Linguistics; State University of New York, Buffalo, PhD

Himlona Palikhe

Assistant Teaching Professor, Graduate School of Engineering; Texas Tech University, PhD

Kwamina Panford

Associate Professor, African-American Studies; Northeastern University, PhD

Coleen C. Pantalone

Associate Professor, Finance; Iowa State University, PhD

Jeremy Papadopoulos

Assistant Teaching Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Harikrishnan Parameswaran

Assistant Professor, Bioengineering; Boston University, PhD

Serena Parekh McGushin

Associate Professor, Philosophy and Religion; Boston College, PhD

Andrea Parker

Assistant Professor, Computer and Information Science and Health Sciences; Georgia Institute of Technology, PhD

Christopher M. Parsons

Assistant Professor, History; University of Toronto (Canada), PhD

Nikos Passas

Professor, Criminology and Criminal Justice; University of Edinburgh (Scotland), PhD

Rupal Patel

Professor, Communication Sciences and Disorders and Computer and Information Science; University of Toronto (Canada), PhD

Dipu Patel-Junankar

Assistant Clinical Professor, Physician Assistant Program; University of Nebraska, MPAS

Mark Patterson

Professor, Marine and Environmental Sciences and Civil and Environmental Engineering; Harvard University, PhD

Misha Pavel

Professor of the Practice, Computer and Information Science and Health Sciences; New York University, PhD

Nancy Pawlyshyn

Assistant Teaching Professor, College of Professional Studies; Capella University, PhD

Celia Pearce

Associate Professor, Game Design; University of the Arts London (United Kingdom), PhD

Neal Pearlmuter

Associate Professor, Psychology; Massachusetts Institute of Technology, PhD

Melissa Pearson

Assistant Teaching Professor, English; University of South Carolina, PhD

Melissa Peiken

Associate Cooperative Education Coordinator, Computer and Information Science; Emerson College, MEd

Russell Pensyl

Professor, Art + Design; Western Michigan University, MFA

Pablo Perez Ramos

Visiting Assistant Professor, Architecture; Harvard University, MLA

Natalie Perry

Assistant Teaching Professor, College of Professional Studies; University of Virginia, PhD

Stuart S. Peterfreund

Professor, English; University of Washington, PhD

Courtney Pfluger

Assistant Teaching Professor, Engineering; Northeastern University, PhD

Susan E. Picillo

Senior Lecturer, Communication Studies; Cambridge College, MEd

Sara Picklesmier

Postdoctoral Teaching Associate, Communication Studies; University of Connecticut, PhD

Pamela Pietrucci

Postdoctoral Teaching Associate, Communication Studies; University of Washington, PhD

Ameet Pinto

Assistant Professor, Civil and Environmental Engineering; Virginia Polytechnic Institute and State University, PhD

Jacqueline M. Piret

Associate Professor, Biology; Massachusetts Institute of Technology, PhD

Jennifer Pirri

Assistant Teaching Professor, Behavioral Neuroscience; University of Massachusetts Medical School, PhD

Steven D Pizer

Associate Professor, Pharmacy and Health Systems Sciences; Boston College, PhD

Harlan D. Platt

Professor, Finance; University of Michigan, PhD

Marjorie Platt

Professor, Accounting; University of Michigan, PhD

Robert Platt Jr.

Assistant Professor, Computer and Information Science; University of Massachusetts, Amherst, PhD

Peter Plourde

Assistant Academic Specialist, College of Professional Studies; University of Massachusetts, Lowell, MS

Elizabeth J. Podlaha-Murphy

Professor, Chemical Engineering; Columbia University, PhD

Mya Poe

Assistant Professor, English; University of Massachusetts, Amherst, PhD

Hermine Poghosyan

Assistant Professor, Nursing; University of Massachusetts Boston, PhD

Uta G. Poiger

Professor, History; Brown University, PhD

Ann Polcari

Associate Clinical Professor, Nursing; Boston College, PhD

Michael Pollastri

Associate Professor, Chemistry and Chemical Biology; Brown University, PhD

Marius Popescu

Visiting Assistant Professor, Finance; Virginia Polytechnic Institute and State University, PhD

Hilary Poriss

Associate Professor, Music; University of Chicago, PhD

Richard D. Porter

Professor, Mathematics; Yale University, PhD

Veronica L. Porter

Associate Professor, Cooperative Education, College of Science; Northeastern University, MEd

John H. Portz

Professor, Political Science; University of Wisconsin, Madison, PhD

David Potter

Associate Cooperative Education Coordinator, College of Engineering; Northeastern University, MSEE

Mary-Susan Potts-Santone

Associate Teaching Professor, Biology; University of New Hampshire, PhD

Karen Pounds

Assistant Clinical Professor, Nursing; University of Rhode Island, PhD

Michael J. Power

Lecturer, Supply Chain and Information Management; Northeastern University, MBA

Susan Powers-Lee

Professor, Biology; University of California, Berkeley, PhD

Robert Prior

Associate Teaching Professor, College of Professional Studies; Nova Southeastern University, EdD

Mark Prokosch

Lecturer, Psychology; University of California, Davis, PhD

Sheila M. Puffer

Professor and University Distinguished Professor, International Business and Strategy; University of California, Berkeley, PhD

Q

Karen Quigley

Research Associate Professor, Psychology; Ohio State University, PhD

William G. Quill

Associate Professor, Applied Psychology; University of Massachusetts, Amherst, PhD

Daniel F. Quinn

Teaching Professor, Psychology; Northeastern University, PhD

R

Samuel Rabino

Professor, Marketing; New York University, PhD

Gordana Rabrenovic

Associate Professor, Sociology and Anthropology; State University of New York, Albany, PhD

Joseph A. Raelin

Professor and Asa S. Knowles Chair of Practice-Oriented Education, Management and Organizational Development; State University of New York, Buffalo, PhD

Rajmohan Rajaraman

Professor, Computer and Information Science; University of Texas, Austin, PhD

Ravi Ramamurti

Distinguished Chair Professor, International Business and Strategy; Harvard University, DBA

Valeria Ramdin

Clinical Instructor, Nursing; Northeastern University, PhD

Janet H. Randall

Professor, English; University of Massachusetts, Amherst, PhD

Carey M. Rappaport

College of Engineering Distinguished Professor, Electrical and Computer Engineering; Massachusetts Institute of Technology, ScD

Richard A. Rasala

Professor, Computer and Information Science; Harvard University, PhD

Andrea Raynor

Teaching Professor, Art + Design; School of Visual Arts, MFA

Joseph Reagle

Assistant Professor, Communication Studies; New York University, PhD

Debra J. Reid

Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Imke C. Reimers

Assistant Professor, Economics; University of Minnesota, PhD

Karen Reiss Medwed

Assistant Teaching Professor, College of Professional Studies; New York University, PhD

Marketa Rejtarova

Assistant Clinical Professor, Nursing; Massachusetts General Hospital Institute of Health Professions, DNP

Alessandra Renzi

Assistant Professor, Art + Design; University of Toronto (Canada), PhD

John R. Reynolds

Professor, Pharmacy and Health Systems Sciences; Duquesne University, PharmD

Karl Reynolds

Associate Teaching Professor, CPS International Programs; University of Washington, PhD

Mahtab Rezvani

Assistant Academic Specialist, CPS International Programs; California State University, Los Angeles, MA

Lesley Ricci

Visiting Lecturer, Psychology; Northeastern University, PhD

Christopher Richardson

Lecturer, Biology; Boston University, PhD

Milda Richardson

Lecturer, Art + Design; Boston University, PhD

Megan Richmond

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Boston College, MEd

Janet S. Rico

Associate Clinical Professor, Nursing; Northeastern University, PhD

Mirek Riedewald

Associate Professor, Computer and Information Science; University of California, Santa Barbara, PhD

Christoph Riedl

Assistant Professor, Supply Chain and Information Management and Computer and Information Science; Technische Universität München (Germany), PhD

Justin Ries

Associate Professor, Marine and Environmental Sciences; Johns Hopkins University, PhD

Matteo Rinaldi

Assistant Professor, Electrical and Computer Engineering; University of Pennsylvania, PhD

Christie Rizzo

Assistant Professor, Applied Psychology; University of Southern California, Los Angeles, PhD

Christina Roberts

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Simmons College, MBA

Susan J. Roberts

Professor, Nursing; Boston University, DNSc

Christopher J. Robertson

Professor, International Business and Strategy; Florida State University, PhD

Craig M. Robertson

Assistant Professor, Media and Screen Studies; University of Illinois, Urbana-Champaign, PhD

William Robertson

Assistant Professor, Computer and Information Science and Electrical and Computer Engineering; University of California, Santa Barbara, PhD

Cordula Robinson

Associate Teaching Professor, College of Professional Studies; University College London (United Kingdom), PhD

Harlow L. Robinson

Matthews Distinguished University Professor, History; University of California, Berkeley, PhD

Holbrook C. Robinson

Associate Professor, Languages, Literatures, and Cultures; Harvard University, PhD

Tracy L. Robinson Wood

Professor, Applied Psychology; Harvard University, EdD

Brian Robison

Assistant Teaching Professor, Music; Cornell University, DMA

David A. Rochefort

College of Arts and Sciences Distinguished Professor, Political Science; Brown University, PhD

Rachel Rodgers

Associate Professor, Applied Psychology; Université de Toulouse-Le Mirail (France), PhD

Kirsten Rodine Hardy

Associate Professor, Political Science; University of California, Berkeley, PhD

Bruce Ronkin

Professor, Music; University of Maryland, DMA

Tayla Rose

Visiting Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of Connecticut, PharmD

Karyn Rosen

Associate Cooperative Education Coordinator, Computer and Information Science; Salem State College, MA

Rebeca B. Rosengaus

Associate Professor, Marine and Environmental Sciences; Boston University, PhD

James R. Ross

Associate Professor, Journalism; American University, MA

Martin E. Ross

Associate Professor, Marine and Environmental Sciences; University of Idaho, PhD

Alexandra Roth

Associate Academic Specialist, International Business and Strategy; University of Frankfurt (Germany), PhD

Amit K. Roy

Assistant Teaching Professor, Chemical Engineering; University of Calcutta (India), PhD

Jeffrey W. Ruberti

Professor, Bioengineering; Tulane University, PhD

Michael Ruff

Assistant Teaching Professor, Accounting; Bentley University, PhD

Timothy J. Rupert

Professor, Accounting; Pennsylvania State University, PhD

Ivan Rupnik

Associate Professor, Architecture; Harvard University, MArch

Bruce Russell

Associate Academic Specialist, Supply Chain and Information Management; National University of Ireland (Ireland), PhD

Matthais Ruth

Professor, Public Policy and Urban Affairs and Civil and Environmental Engineering; University of Illinois, Urbana-Champaign, PhD

S**Jane Saczynski**

Associate Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Pennsylvania State University, EdD

Hanai A. Sadaka

Lecturer, Mathematics; Northeastern University, PhD

J. Timothy Sage

Associate Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Vinod Sahney

Professor, Mechanical and Industrial Engineering; University of Wisconsin, Madison, PhD

Masoud Salehi

Associate Professor, Electrical and Computer Engineering; Stanford University, PhD

Carmel Salhi

Assistant Professor, Health Sciences; Harvard University, ScD

William Sanchez

Associate Professor, Applied Psychology; Boston University, PhD

Nada Sanders

Distinguished Professor of Supply Chain Management, Supply Chain and Information Management; Ohio State University, PhD

Tova Sanders

Associate Teaching Professor, College of Professional Studies; George Washington University, EdD

Ronald L. Sandler

Professor, Philosophy and Religion; University of Wisconsin, Madison, PhD

Billye Sankofa-Waters

Associate Teaching Professor, College of Professional Studies; University of North Carolina, Chapel Hill, PhD

Ravi Sarathy

Professor, International Business and Strategy; University of Michigan, PhD

Linda Sarkisian

Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Lynn University, MBA

Jennifer I. Sartori

Assistant Academic Specialist, Jewish Studies; Haverford College of Pennsylvania, PhD

Mehrdad Sasani-Kolori

Associate Professor, Civil and Environmental Engineering; University of California, Berkeley, PhD

Alicia Sasser Modestino

Associate Professor, Public Policy and Urban Affairs and Economics; Harvard University, PhD

Cynthia Satornino

Assistant Professor, Marketing; Florida State University, PhD

Behrooz (Barry) Satvat

Associate Teaching Professor, Chemical Engineering; Massachusetts Institute of Technology, ScD

Daniel Saulnier

Associate Cooperative Education Coordinator, College of Engineering; Babson College, MBA

Kevin Scanlon

Professor of the Practice, Entrepreneurship and Innovation; University of London (United Kingdom), PhD

Carmen Sceppa

Professor, Health Sciences; Francisco Marroquin University (Guatemala), MD; Tufts University, PhD

Martin Schedlbauer

Associate Clinical Professor, Computer and Information Science; University of Massachusetts, PhD

Gunar Schirner

Associate Professor, Electrical and Computer Engineering; University of California, Irvine, PhD

Ralf W. Schlosser

Professor, Communication Sciences and Disorders; Purdue University, PhD

Benjamin M. Schmidt

Assistant Professor, History; Princeton University, PhD

Paul Schreyer

Assistant Academic Specialist, World Languages Center; Western Maryland College, MEd

Alan Schroeder

Professor, Journalism; Harvard University, MPA

Egon Schulte

Professor, Mathematics; University of Dortmund (Germany), PhD

Kathryn Schulte Grahame

Associate Teaching Professor, Engineering; Columbia University, PhD

Joseph Schwartz

Assistant Teaching Professor, Communication Studies; University of Iowa, PhD

Martin Schwarz

Associate Professor, Mathematics; Courant Institute, PhD

Douglass Scott

Senior Lecturer, Art + Design; Yale University, MFA

Frank (Alex) Scott

Assistant Professor, Supply Chain and Information Management; Pennsylvania State University, PhD

Steven Scyphers

Assistant Professor, Marine and Environmental Sciences; University of South Alabama, PhD

Magy Seif El-Nasr

Associate Professor, Game Design; Northwestern University, PhD

Laura Senier

Assistant Professor, Sociology and Anthropology and Health Sciences; Brown University, PhD

Sumi Seo

Lecturer, Mathematics; University of Missouri, Columbia, PhD

Susan M. Setta

Associate Professor, Philosophy and Religion; Pennsylvania State University, PhD

Bahram Shafai

Professor, Electrical and Computer Engineering; George Washington University, ScD

Jayant M. Shah

Professor, Mathematics; Massachusetts Institute of Technology, PhD

Rebecca Shansky

Assistant Professor, Psychology; Yale University, PhD

Harvey D. Shapiro

Associate Clinical Professor, Education; Hebrew Union College, PhD

Nancy H. Sharby

Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

William Sharp

Lecturer, Psychology; Boston Graduate School of Psychoanalysis, PhD

Gavin M. Shatkin

Associate Professor, Public Policy and Urban Affairs and Architecture; Rutgers University, PhD

Dennis R. Shaughnessy

Senior Academic Specialist, Entrepreneurship and Innovation; University of Maryland, JD

Margaret Shea

Associate Cooperative Education Coordinator, D'Amore-McKim School of Business; Boston University, BLS

Thomas C. Sheahan

Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, ScD

Sandra Shefelbine

Associate Professor, Mechanical and Industrial Engineering and Bioengineering; Stanford University, PhD

Paxton Sheldahl

Assistant Teaching Professor, Architecture; Harvard University, MArch

Eliot Sherman

Senior Lecturer, Finance; Bentley College, MST

H. David Sherman

Professor, Accounting; Harvard University, DBA

Amit Shesh

Associate Teaching Professor, Computer and Information Science; University of Minnesota, Twin Cities, PhD

Shiaoming Shi

Assistant Teaching Professor, Bioengineering; University of Pittsburgh, PhD

Craig Shillaber

Assistant Teaching Professor, Civil and Environmental Engineering; Virginia Polytechnic Institute and State University, MS

Olin Shivers

Professor, Computer and Information Science; Carnegie Mellon University, PhD

Mariya Shiyko

Assistant Professor, Applied Psychology; City University of New York, PhD

Aatmesh Shrivastava

Assistant Professor, Electrical and Computer Engineering; University of Virginia, Charlottesville, PhD

Brandon Sichling

Visiting Lecturer, Art + Design; Emerson College, MFA

Susan F. Sieloff

Senior Lecturer, Marketing; University of Michigan, MBA

Robert Sikes

Associate Professor, Physical Therapy, Movement, and Rehabilitation Sciences; University of Texas, Houston, PhD

Michael B. Silevitch

Robert Black Professor of Engineering and College of Engineering Distinguished Professor, Electrical and Computer Engineering; Northeastern University, PhD

Peter J. Simon

Teaching Professor, Economics; Northern Illinois University, PhD

Simon I. Singer

Professor, Criminology and Criminal Justice; University of Pennsylvania, PhD

Hanumant Singh

Professor, Electrical and Computer Engineering and Marine and Environmental Sciences; Massachusetts Institute of Technology, PhD

Sarah S. Sinwell

Assistant Teaching Professor, Media and Screen Studies; Indiana University, PhD

Rifat Sipahi

Associate Professor, Mechanical and Industrial Engineering; University of Connecticut, PhD

Michail V. Sitkovsky

Eleanor W. Black Chair in Immunophysiology and Pharmaceutical Biotechnology and Professor, Pharmaceutical Sciences and Biology; Moscow State University (Russia), PhD

Mark Sivak

Associate Teaching Professor, Art + Design and Engineering; Northeastern University, PhD

Andrew Skirvin

Associate Clinical Professor, Pharmacy and Health Systems Sciences; University of Texas, Austin, PharmD

Nikolai Slavov

Assistant Professor, Bioengineering; Princeton University, PhD

Rory Smead

Assistant Professor, Philosophy and Religion; University of California, Irvine, PhD

David A. Smith

Assistant Professor, Computer and Information Science; Johns Hopkins University, PhD

Gillian Smith

Assistant Professor, Computer and Information Science and Game Design; University of California, Santa Cruz, PhD

Keith Smith

Assistant Professor, Marketing; University of Georgia, PhD

Michael Smith

Assistant Teaching Professor, Architecture; Harvard University, MArch

Ronald Bruce Smith

Associate Professor, Music; University of California, Berkeley, PhD

Wendy A. Smith

College of Arts and Sciences Distinguished Associate Professor, Biology; Duke University, PhD

Eugene Smotkin

Professor, Chemistry and Chemical Biology; University of Texas, Austin, PhD

Bridget Smyser

Associate Teaching Professor, Mechanical and Industrial Engineering; Worcester Polytechnic Institute, PhD

Nancy P. Snyder

Associate Teaching Professor, Psychology; Harvard University, EdD

Claudia Sokol

Assistant Academic Specialist, World Languages Center; University of Buenos Aires (Argentina), MD

Marius M. Solomon

Professor, Supply Chain and Information Management; University of Pennsylvania, PhD

Susan J. Soroka

Assistant Teaching Professor, English; Drew University, PhD

Bert A. Spector

Associate Professor, International Business and Strategy; University of Missouri, PhD

Denise Spencer

Lecturer, Supply Chain and Information Management; Boston College, PhD

Karen M. Spikes

Lecturer, Psychology; Cornell University, PhD

Srinivas Sridhar

College of Arts and Sciences Distinguished Professor, Physics; California Institute of Technology, PhD

Thomas Starr

Professor, Art + Design; Yale University, MFA

Joshua Stefanik

Assistant Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Boston University School of Medicine, PhD

Mary Steffel

Assistant Professor, Marketing; Princeton University, PhD; University of Florida, PhD

Armen Stepanyants

Associate Professor, Physics; University of Rhode Island, PhD

Jennie Stephens

Professor, School of Public Policy and Urban Affairs; California Institute of Technology, PhD

Dagmar Sternad

Professor, Biology and Electrical and Computer Engineering; University of Connecticut, PhD

Sebastian Stockman

Assistant Teaching Professor, English; Emerson College, MFA

Milica Stojanovic

Professor, Electrical and Computer Engineering; Northeastern University, PhD

Janos Stone

Lecturer, Art + Design; Boston University, MFA

Michael Stone

Assistant Teaching Professor, Economics; University of Connecticut, PhD

Jacob I. Stowell

Associate Professor, Criminology and Criminal Justice; State University of New York, Albany, PhD

Tracy Strain

Professor of the Practice, Media and Screen Studies; Harvard University, MEd

Amy Stratman

Assistant Academic Specialist, College of Professional Studies; Simmons College, MAT

Phyllis R. Strauss

Matthews Distinguished University Professor, Biology; Rockefeller University, PhD

Heather Streets-Salter

Associate Professor, History; Duke University, PhD

Ming Su

Associate Professor, Chemical Engineering; Northwestern University, PhD

Fernando Suarez

Jean C. Tempel Professor, Entrepreneurship and Innovation; Massachusetts Institute of Technology, PhD

Alexandru I. Suci

Professor, Mathematics; Columbia University, PhD

Helen Suh

Professor, Health Sciences; Harvard University, ScD

Annemarie C. Sullivan

Clinical Instructor, Health Sciences; Northeastern University, MS

Denis J. Sullivan

Professor, Political Science and International Affairs; University of Michigan, PhD

Fareena Sultan

Professor, Marketing; Columbia University, PhD

Nian-Xiang Sun

Professor, Electrical and Computer Engineering; Stanford University, PhD

Ravi Sundaram

Professor, Computer and Information Science; Massachusetts Institute of Technology, PhD

Gloria Sutton

Assistant Professor, Art + Design; University of California, Los Angeles, PhD

John D. Swain

Associate Professor, Physics; University of Toronto (Canada), PhD

Richard S. Swasey Jr.

Senior Lecturer, Finance; University of Virginia, MBA

Jacqueline F. Sweeney

Senior Cooperative Education Coordinator, College of Arts, Media and Design; Northeastern University, MS

Nina Sylvanus

Assistant Professor, Sociology and Anthropology; Ecole des Hautes Etudes en Sciences Sociales, Paris (France), PhD

Lynne Sylvia

Clinical Professor, Pharmacy and Health Systems Sciences; Duquesne University, PharmD

Balazs Szelenyi

Associate Teaching Professor, CPS International Programs; University of California, Los Angeles, PhD

Mario Szaier

Dennis Picard Trustee Professor, Electrical and Computer Engineering; University of Washington, PhD

T**Gilead Tadmor**

Professor, Electrical and Computer Engineering; Weizmann Institute of Science (Israel), PhD

Paul Tagliamonte

Visiting Lecturer, Supply Chain and Information Management; Boston College, MS

David Tamés

Visiting Assistant Teaching Professor, Art + Design; Massachusetts College of Art and Design, MFA

Lloyd Tanlu

Assistant Professor, Accounting; Harvard Business School, PhD

Peter Tarasewich

Assistant Teaching Professor, Supply Chain and Information Management; University of Connecticut, PhD

Mary Suzanne Tarmina

Associate Clinical Professor, Nursing; University of Utah, PhD

Mohammad E. Taslim

Professor, Mechanical and Industrial Engineering; University of Arizona, PhD

Tomasz Taylor

Professor, Physics; University of Warsaw (Poland), PhD

Philip Thai

Assistant Professor, History; Stanford University, PhD

Ganesh Thakur

Associate Professor, Pharmaceutical Sciences; Institute of Chemical Technology (India), PhD

Anna F. Thimsen

Postdoctoral Teaching Associate, Communication Studies; University of North Carolina, PhD

Helen Thomas

Lecturer, Management and Organizational Development; Indiana University, PhD

Ronald S. Thomas

Senior Lecturer, International Business and Strategy; Harvard University, PhD

Mary Thompson-Jones

Professor of the Practice, College of Professional Studies; University of Pennsylvania, EdD

Jamal Thorne

Assistant Teaching Professor, Art + Design; Northeastern University, MFA

George Thrush

Professor, Architecture; Harvard University, MArch

Stefanie Tignor

Visiting Assistant Professor, Marketing; Northeastern University, PhD

Jonathan Tilly

University Distinguished Professor, Biology; Rutgers, the State University of New Jersey, PhD

Devesh Tiwari

Assistant Professor, Electrical and Computer Engineering; North Carolina State University, PhD

Gordana G. Todorov

Professor, Mathematics; Brandeis University, PhD

Alessio Tognetti

Assistant Academic Specialist, World Languages Center; University of Washington, MA

Valerio Toledano Laredo

Professor, Mathematics; University of Cambridge (United Kingdom), PhD

Michael C. Tolley

Associate Professor, Political Science; Johns Hopkins University, PhD

Iraz Topaloglu

Assistant Cooperative Education Coordinator, College of Engineering; California State University, Long Beach, MS

Peter Topalov

Associate Professor, Mathematics; Moscow State University (Russia), PhD

Vladimir P. Torchilin

University Distinguished Professor, Pharmaceutical Sciences; Moscow State University (Russia), PhD, DSc

Ali Touran

Professor, Civil and Environmental Engineering; Stanford University, PhD

Emery A. Trahan

Professor, Finance; State University of New York, Albany, PhD

Andrew Trotman

Assistant Professor, Accounting; Bond University (Australia), PhD

Geoffrey C. Trussell

Professor, Marine and Environmental Sciences; College of William and Mary, PhD

Kumiko Tsuji

Assistant Academic Specialist, World Languages Center; Georgetown University, PhD

Eugene Tunik

Associate Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Rutgers University, PhD

Berna Turam

Professor, International Affairs and Sociology and Anthropology; McGill University (Canada), PhD

Ayten Turkcan Upasani

Assistant Professor, Mechanical and Industrial Engineering; Bilkent University, Ankara (Turkey), PhD

Bonnie TuSmith

Associate Professor, English; Washington State University, PhD

Esther Tutella

Assistant Academic Specialist, College of Professional Studies; Vanderbilt University, MEd

U**Rafael Ubal Tena**

Assistant Teaching Professor, Electrical and Computer Engineering; Universidad Politecnica de Valencia (Spain), PhD

Jonathan Ullman

Assistant Professor, Computer and Information Science; Harvard University, PhD

Annique Un

Associate Professor, International Business and Strategy; Massachusetts Institute of Technology, PhD

Christopher Unger

Assistant Teaching Professor, College of Professional Studies; Harvard University, PhD

Steven R. Untersee

Lecturer, Biology; Tufts University, PhD

Moneesh Upmanyu

Associate Professor, Mechanical and Industrial Engineering; University of Michigan, PhD

Daniel Urman

Assistant Teaching Professor, College of Professional Studies; Harvard University, JD

V**Steven P. Vallas**

Professor, Sociology and Anthropology; Rutgers University, PhD

Jenny A. Van Amburgh

Clinical Professor, Pharmacy and Health Systems Sciences; Albany College of Pharmacy, PharmD

Bobbi Van Gilder

Postdoctoral Teaching Associate, Communication Studies; University of Oklahoma, PhD

Kathi Vander Laan

Assistant Cooperative Education Coordinator, Computer and Information Science; Salem State University, MBA

Jan Vanselow

Associate Cooperative Education Coordinator, College of Engineering; Northeastern University, MS

Ashkan Vaziri

Associate Professor, Mechanical and Industrial Engineering; Northeastern University, PhD

Silvani Vejar

Assistant Academic Specialist, College of Professional Studies;
University of Massachusetts, Lowell, MS

Oana Veliche

Lecturer, Mathematics; Purdue University, PhD

Venkata Vemuri

Research Assistant Professor, Pharmaceutical Sciences; Osmania
University (India), PhD

Anand Venkateswaran

Associate Professor and Chase Research Fellow, Finance; Georgia State
University, PhD

Susan H. Ventura

Associate Clinical Professor, Physical Therapy, Movement, and
Rehabilitation Sciences; Northeastern University, PhD

Alessandro Vespignani

Distinguished Professor and Sternberg Family Endowed Chair, Physics
and Health Sciences and Computer and Information Science; University
of Rome La Sapienza (Italy), PhD

Gustavo Vicentini

Assistant Teaching Professor, Economics; Boston University, PhD

Thomas J. Vicino

Associate Professor, Political Science; University of Maryland, PhD

Emanuele Viola

Associate Professor, Computer and Information Science; Harvard
University, PhD

Jan Vitek

Professor, Computer and Information Science; University of Geneva
(Switzerland), PhD

Olga Vitek

Sy and Laurie Sternberg Interdisciplinary Associate Professor, Chemistry
and Chemical Biology and Computer and Information Science; Purdue
University, PhD

Steven Vollmer

Associate Professor, Marine and Environmental Sciences; Harvard
University, PhD

Robert J. Volpe

Associate Professor, Applied Psychology; Lehigh University, PhD

Erik Voss

Associate Teaching Professor, CPS International Programs; Iowa State
University, PhD

Paul Vouros

Professor, Chemistry and Chemical Biology; Massachusetts Institute of
Technology, PhD

W**Sara Wadia-Fascetti**

Professor, Civil and Environmental Engineering; Stanford University, PhD

Nancy Waggner

Associate Cooperative Education Coordinator, Pharmaceutical Sciences;
Suffolk University, JD

Thomas Wahl

Assistant Professor, Computer and Information Science; University of
Texas, Austin, PhD

Thomas Wales

Research Associate Professor, Chemistry and Chemical Biology; Duke
University, PhD

Jacob Walker

Assistant Cooperative Education Coordinator, College of Engineering;
Northeastern University, MS

Louise E. Walker

Associate Professor, History; Yale University, PhD

Rachel Walsh

Assistant Cooperative Education Coordinator, College of Engineering;
Suffolk University, MS

Robin Walters

Postdoctoral Teaching Associate, Psychology; University of Chicago, PhD

Suzanna Danuta Walters

Professor, Sociology and Anthropology and Women's, Gender, and
Sexuality Studies; City University of New York, PhD

Richard G. Wamai

Associate Professor, African-American Studies; University of Helsinki
(Finland), PhD

Kai-tak Wan

Associate Professor, Mechanical and Industrial Engineering; University of
Maryland, College Park, PhD

Lu Wang

Assistant Professor, Computer and Information Science; Cornell
University, PhD

Ming Wang

College of Engineering Distinguished Professor, Civil and Environmental
Engineering; University of New Mexico, PhD

Qi Wang

Assistant Professor, Civil and Environmental Engineering; Virginia
Polytechnic Institute and State University, PhD

Meni Wanunu

Assistant Professor, Physics; Weizmann Institute of Science (Israel), PhD

Robert J. Ward

Lecturer, Music; University of California, San Diego, MA

Gregory H. Wassall

Associate Professor, Economics; Rutgers University, PhD

Barbara L. Waszczak

Professor, Pharmaceutical Sciences; University of Michigan, PhD

Maureen Watkins

Assistant Clinical Professor, Physical Therapy, Movement, and
Rehabilitation Sciences; Northeastern University, DPT

Natalya Watson

Assistant Teaching Professor, CPS International Programs; University of
Colorado, PhD

Dov Waxman

Professor, Political Science and International Affairs; Johns Hopkins University, PhD

Thomas J. Webster

Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Liza Weinstein

Assistant Professor, Sociology and Anthropology; University of Chicago, PhD

Michael Weintraub

Associate Clinical Professor, Computer and Information Science; Ohio State University, PhD

Jonathan Weitsman

Robert G. Stone Professor, Mathematics; Harvard University, PhD

Brandon C. Welsh

Professor, Criminology and Criminal Justice; University of Cambridge (United Kingdom), PhD

Edward G. Wertheim

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Richard West

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Alan West-Durán

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Mark C. Williams

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Stephen Williams

Assistant Cooperative Education Coordinator, College of Social Sciences and Humanities; Suffolk University, JD

Christo Wilson

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Frederick Wiseman

Professor, Supply Chain and Information Management; Cornell University, PhD

John Wolfe

Associate Teaching Professor, College of Professional Studies; Columbia University, EdD

Paul Wolff

Assistant Cooperative Education Coordinator, College of Engineering; University of Pennsylvania, PhD

Darien Wood

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Dori Woods

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Adam Woolley

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Lisa C. Worsh

Senior Cooperative Education Coordinator, College of Social Sciences and Humanities; Bridgewater State College, MEd

Nicole Wright

Assistant Professor, Accounting; Virginia Polytechnic Institute and State University, PhD

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Lecturer, Mathematics; Northeastern University, PhD

Sara A. Wylie

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Gary Young

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Lydia Young

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Sara C. Young-Hong

Clinical Instructor, Communication Sciences and Disorders; University of Pittsburgh, MA

Shuishan Yu

Associate Professor, Architecture; University of Washington, PhD

Jennifer Yule

Assistant Academic Specialist, Marketing; Glasgow Caledonian University (Scotland), PhD

Z**Nizar Zaarour**

Assistant Teaching Professor, Supply Chain and Information Management; Northeastern University, PhD

Michelle Zaff

Assistant Cooperative Education Coordinator, College of Social Sciences and Humanities; Suffolk University, JD

Christos Zahopoulos

Associate Professor, Education; Northeastern University, PhD

Carl Zangerl

Assistant Teaching Professor, College of Professional Studies; University of Illinois, PhD

Alan J. Zarembo

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Michele Jade Zee

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Yue May Zhang

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Associate Professor, Mathematics; University of Washington, PhD

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Professor, Chemistry and Chemical Biology; Scripps Research Institute, PhD

Hongli Zhu

Assistant Professor, Mechanical and Industrial Engineering; South China University of Technology (China), PhD

Sally Tebbourne Ziane

Associate Academic Specialist, World Languages Center; University of Paris XIII (France), PhD

Nathaniel Ziegler

Assistant Cooperative Education Coordinator, College of Engineering; Indiana University of Pennsylvania, MEd

Katherine S. Ziemer

Professor, Chemical Engineering; West Virginia University, PhD

Emily Zimmerman

Assistant Professor, Communication Sciences and Disorders; University of Kansas, PhD

Gregory M. Zimmerman

Assistant Professor, Criminology and Criminal Justice; State University of New York, Albany, PhD

Kathrin Zippel

Associate Professor, Sociology and Anthropology; University of Wisconsin, Madison, PhD

Ronald Zullo

Lecturer, Accounting; Bentley University, MS

Günther K. H. Zupanc

Professor, Biology; University of California, San Diego, PhD; University of Tübingen (Germany), Dr. rer. nat. habil.

Nikolai Zvonok

Research Assistant Professor, Pharmaceutical Sciences; Russian Academy of Sciences (Russia), PhD

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Statements of Accreditation and State Authorization

Accreditation

Northeastern University has maintained its status as a member in good standing of the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education (CIHE) since it was awarded its initial accreditation in 1940. The university was last reviewed by NEASC in 2008 and will be reviewed again in fall 2018.

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 Association of Schools and Colleges (NEASC)
Bouvé College of Health Sciences	
BS in Athletic Training	Commission on Accreditation of Athletic Training Education (CAATE)
MS in 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 Education ¹
BS in Nursing	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
MS in Physician Assistant Studies	Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)
MS in Nursing	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
MS in Nursing in Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²

Registered Nurse/BSN ³	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
Post BS Doctor of Nursing Practice US Army Program in Anesthesia Nursing (USAGPAN)	Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
DPT in Physical Therapy	Commission on Accreditation of Physical Therapy Education (CAPTE)
MS/MBA (two-year program)	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ² ; Commission on Collegiate Nursing Education (CCNE) and the Association to Advance Collegiate Schools of Business (AACSB International)
MS and CAGS in Applied Educational Psychology— School Psychology	Massachusetts Department of Education (DOE) and National Association of School Psychologists (NASP)
MS in Applied Educational Psychology — School Counseling	Massachusetts Department of Education (DOE)
AuD in Audiology	Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language- Hearing Association (ASHA), Massachusetts Board of Education ¹
MPH Master of Public Health in Urban Health	Council on Education for Public Health
PharmD	Accreditation Council for Pharmacy Education (ACPE)
PhD in Counseling and School Psychology	American Psychology Association (APA)
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 Computer and Information Science	
BS in Computer Science	Computing Accreditation Commission of ABET (Accreditation Board for Engineering & Technology)
College of Engineering	
BS in Computer Engineering	Engineering Accreditation Commission of ABET
BS in Chemical Engineering	Engineering Accreditation Commission of ABET
BS in Civil Engineering	Engineering Accreditation Commission of ABET
BS in Electrical Engineering	Engineering Accreditation Commission of ABET
BS in Industrial Engineering	Engineering Accreditation Commission of ABET
BS in Mechanical Engineering	Engineering Accreditation Commission of ABET
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 ³	AACSB International—The Association to Advance Collegiate Schools of Business
BS in Management ³	AACSB International—The Association to Advance Collegiate Schools of Business
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
BS and AS in Electrical Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
BS and AS in Mechanical Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012; Telephone: 410.347.7700
Education Programs in:	
Teacher of Biology, 8–12	Massachusetts Department of Elementary and Secondary Education

Teacher of Chemistry, 8–12	Massachusetts Department of Elementary and Secondary Education
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
Elementary Education, 1–6	Massachusetts Department of Elementary and Secondary Education
Teacher of English, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Foreign Language: Spanish, 5–12	Massachusetts Department of Elementary and Secondary Education
Teacher of History, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Political Science/Political Philosophy, 8–12	Massachusetts Department of Elementary and Secondary Education
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 ⁴

¹ The Massachusetts Board of Education approves (not accredits) programs.

² The Massachusetts Board of Registration in Nursing approves (not accredits) programs.

³ Accredited under the aegis of the “sponsoring” full-time college.

⁴ 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

The online resources listed below supplement this catalog.

Institutional Calendars

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

Academic calendars (<http://www.northeastern.edu/registrar/calendars.html>)

Other Online Resources

Course descriptions (https://wl11gp.neu.edu/udcprod8/bwckctlg.p_disp_dyn_ctlg)

Class schedules (https://wl11gp.neu.edu/udcprod8/NEUCLSS.p_disp_dyn_sched)

Campus maps (<http://www.northeastern.edu/campusmap>)

General Information

The *Northeastern University College of Professional Studies Undergraduate Catalog* contains the university's approved academic programs and degree requirements, as authorized by the president or the Board of Trustees. The catalog also contains official academic policies and procedures. For information about other academic policies and procedures; student responsibilities; student academic and cocurricular life; faculty rights and responsibilities; or general personnel policies, benefits, and services, please refer to the *Undergraduate Student Handbook*, *Undergraduate Catalog*, *Graduate Catalog*, *Cooperative Education Student Handbook*, *Faculty Handbook*, and related procedural guides, as appropriate.

Accreditation. Northeastern University is accredited by the New England Association of Schools and Colleges, 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.

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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