



Northeastern University



**College of Professional Studies
Undergraduate Catalog
2021-2022**

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College of Professional Studies Undergraduate

Ruby Wallau / Northeastern University

General Admission and Transfer Credit

- Admission (p. 3)
- Admission Requirements for Undergraduate Degrees and Certificates (p. 4)
- Seeking More Than One Certificate or Degree (p. 4)
- Transfer Credit Policy (p. 4)

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 supporting documents to the following address:

Northeastern University—College of Professional Studies
Graduate Application Processing Center
P.O. Box 8150
Portsmouth, NH 03802

If you are **unable** to send it to a **P.O. Box**, mail supporting documents to the following address:

Northeastern University—College of Professional Studies
Graduate Application Processing Center
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.

Conditional Admission

A student who has not provided required documentation for admission by the due date for final grades for the student's first academic term will not be permitted to register for a future term.

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.

The college reserves the right to rescind an offer of acceptance if the student is no longer considered in good academic or disciplinary standing between the time of acceptance and matriculation.

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
 - Pearson scores

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

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.

Transfer Credit Policy

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

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

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

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

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

For more information about transferring credit and the transfer credit award process, visit the College of Professional Studies Admissions webpage (<https://cps.northeastern.edu/admissions-aid/>).

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:
 - Prior Learning Assessment (PLA).
 - 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.
- 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.
- In addition to exceptions for approved academic partnerships, 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.

Prior Learning Assessment (PLA)

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

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

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

Information for Entering Students

- Academic and Student Resources (p. 5)
- Academic Calendar (p. 7)

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Academic and Student Resources

Libraries

Northeastern University Libraries

617.373.8778

Website (<https://library.northeastern.edu/>)

#_ga=224211961811363609891553003390-17388489651533905991)

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

Snell Library is also the primary study environment on campus, open 24/7 to the whole university community, year-round. Spaces include group, quiet, and silent work areas, with more than 30 group study rooms with whiteboards and plug-in displays for collaborative group work. Individual study rooms are available for graduate students on a long-term reservation basis, as well. In partnership with Information Technology Services, the library supports the Digital Media Commons and InfoCommons computing areas, providing high-level media creation and editing capabilities. The Digital Media Commons also includes a 3D printing studio with a full suite of fabrication technologies and professional-level audio and video recording studios.

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

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

Office of Academic Advising

50 Nightingale Hall
617.373.2400
617.373.5545 (fax)
cps-adviser@northeastern.edu
Website (<https://cps.northeastern.edu/academic-resources/advising/>)

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

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

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

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

Students are encouraged to communicate regularly with their academic advisors.

Tutoring Services

Website (<https://cps.northeastern.edu/academic-resources/tutoring-services/>)

Tutoring can benefit skilled professionals and beginning students alike. Whether you're struggling with organic chemistry, working on a long paper, or putting the finishing touches on a presentation, NU offers many opportunities for you to enhance your academic work and professional skills through free one-on-one academic support on and off campus.

International Tutoring Center

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

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

The Writing Center

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

The Northeastern University Writing Center (WC) is open to any member of the Northeastern community and exists to help writers of any

level, from any academic discipline, become better writers. There are many ways to enjoy our services. You can book in-person or virtual sessions with a WC consultant, send us your writing through our email submissions, or browse our online content and multimedia resources on Facebook and Pinterest.

Career Services

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

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

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

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

Disability Resource Center

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

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

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

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

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

The center's services include examination modification and accommodation; disability-related academic advising and course modification; note-taking services; readers and scribes; sign-language interpreters and transliterators; computer-aided, real-time information

about classrooms' accessibility; advising and referral services; campus orientations; acquisition of assistive listening devices, Braille materials, taped textbooks, and raised-line drawings; and assistive technology, such as the Reading Edge machine. The center also provides liaison, advocacy, and training services for faculty, staff, and administration and coordinates special-interest groups.

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

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

University Health and Counseling Services

Forsyth Building, Suite 135
617.373.2772

UHCS@northeastern.edu

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

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

Find@Northeastern.edu (<https://www.northeastern.edu/uhcs/find-at-northeastern/>)

24/7 Mental Health Support

Support and resources that help you find yourself, your peace of mind, and your distinctive path.

226 Curry Student Center
617.373.7591

wecare@northeastern.edu (we_care@northeastern.edu)

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

We Care assists students who are experiencing unexpected challenges to maintain their academic progress. The staff works with students to coordinate among university offices, to offer appropriate referrals, and to help develop viable options to support their continued success at the university. 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.

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>).

Campus Resources

Office of the University Registrar

271 Huntington Avenue
617.373.2300
617.373.5360 (TTY)
Website (<http://www.northeastern.edu/registrar/>)

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

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

Northeastern University Bookstore

Main Campus
Curry Student Center, ground floor
617.373.2286
Website (<http://www.northeastern.bncollege.com>)

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

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

Campus Recreation

Marino Recreation Center
617.373.4433
Website (<https://www.northeastern.edu/campusrec/>)

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

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

Russell J. Call Children's Center

1 Fencourt Street (alley right after Qdoba Restaurant)
617.373.3929

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

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

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

Parking

Student Financial Services
354 Richards Hall
617.373.2366
Website (<http://www.northeastern.edu/parking/>)

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

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

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

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

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

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

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

John A. and Marcia E. Curry Student Center

434 Curry Student Center
617.373.2663
Website (<http://www.northeastern.edu/curry/>)

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

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

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

Information for International Students

Office of Global Services

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

The Office of Global Services (OGS) offers a vast array of programs and services to more than 18,000 international students and scholars who represent approximately 146 nations.

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

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

OGS serves as a "home away from home" for all international students. Affiliation with OGS begins with admission to the academic program and continues throughout the student life cycle at Northeastern and beyond for alumni who apply for Optional Practical Training (OPT). OGS offers academic support services; cultural acclimation support; and events and initiatives including the cultural festival "Carnevale" in the spring, which celebrates the cultural diversity of the entire university community. For a list of OGS services and programs, visit the OGS website. (<http://www.northeastern.edu/ogs/>)

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

Coming to Northeastern

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

- **Obtain F-1 or J-1 visa** from the U.S. embassy or consulate in the home country to be eligible to study in the United States. An international student may attend Northeastern in a nonimmigrant status other than F-1 or J-1 only if U.S. immigration regulations allow for study in the United States under that specific visa classification. Some international students must apply and be approved for a change of status (e.g., from B-2 to F-1) before beginning the program at Northeastern. For detailed information/instructions specific to a student's current nonimmigrant status, eligibility to participate in co-op, or other forms of experiential learning, contact OGS (<http://www.northeastern.edu/ogs/>).
- **Acquire Student Health Insurance:** Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has required every full-time

and part-time student enrolled in a certificate, diploma, or degree-granting program in a Massachusetts institution of higher learning to participate in a Student Health Insurance Program (SHIP) or in a health benefit plan with comparable coverage. The Student Health Program defines a part-time student as a student enrolled in at least 75 percent of the full-time curriculum (College of Professional Studies graduate students—7 credits, part-time graduate students—6 credits).

- **Complete health report:** Prior to entering Northeastern, all enrolled students must complete and submit a health report to University Health and Counseling Services (UHCS). It must be completed and returned by the stated deadline. The required record of immunity section is necessary for compliance with the Massachusetts immunization requirements for college-age students. Failure to meet the requirement will prevent future course registration. Additionally, further documentation of immunity is mandatory for students in Bouvé College of Health Sciences. Visit the UHCS webpage (<http://www.northeastern.edu/uhcs/>) to access the health report online.

Planning Information

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

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

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

International Student Orientation and Cultural Events

OGS (<https://international.northeastern.edu/ogs/>) organizes a mandatory orientation for international students on an F-1 or J-1 visa. Students will receive an overview of nonimmigrant visa compliance requirements along with information and resources to support academic success, student life, campus safety, and cultural adjustment.

International students on an F-1 or J-1 visa should plan to arrive on campus no more than 30 days prior to the program start date on the I-20 or DS-2019 in order to attend the International Student Orientation and complete the mandatory Online Immigration Clearance. International orientation dates will be listed on the OGS website.

Throughout the year, OGS hosts cocurricular events that celebrate cultures and the rich diversity of the campus. These events are encouraged as a way to gain familiarity with Northeastern in a cross-cultural context while also facilitating the formation of friendships across cultures.

U.S. citizens who have been living abroad are not required to complete OGS orientation sessions but are welcome to participate in cocurricular events. For more information and to register, check the schedule of events on the OGS website. (<https://international.northeastern.edu/ogs/>)

SEVIS Compliance

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

OGS: Your Resource for SEVIS Advice and Assistance

OGS advises students on the complexities of immigration compliance and interfaces with various U.S. government agencies. 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. Check the OGS website (<https://international.northeastern.edu/ogs/>) for important updates and/or contact OGS with questions relating to nonimmigrant student status or any aspect of SEVIS compliance.

Housing

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

Information Technology Services

IT Services is the university's central group that provides technology services, solutions, and support to all Northeastern students. Visit the Connect To Tech guide (https://connect-to-tech.northeastern.edu/students/?utm_source=fy22&utm_medium=catalog&utm_campaign=connect) for key technology resources and information that are particularly helpful to students, such as Northeastern accounts, email, laptop recommendations and discounts, software, and good-to-know websites and mobile apps.

Technology Support and IT Service Desk

Tech Service Portal (<https://service.northeastern.edu/tech/>) (for self-service and live chat support)
617.373.HELP [4357]
help@northeastern.edu

The IT Service Desk is available 24 hours a day, 7 days a week, to assist you with your technology questions and issues—call or email anytime for support. Outside of the Boston area, i (https://services.northeastern.edu/tech/?id=kb_article&sys_id=18ace88a1bd4b0100813a643b24bcb11) international and toll-free calling options are available (https://services.northeastern.edu/tech/?id=kb_article&sys_id=18ace88a1bd4b0100813a643b24bcb11). Visit the Tech Service Portal (<https://services.northeastern.edu/tech/>) to search for how-tos and FAQs, borrow a laptop or other equipment, start a live chat, and search other resources. Occasionally, interruptions to university systems, services, and tools can happen for both expected and unexpected reasons—when they do, get updates about them through Northeastern's IT Status page (<https://northeastern.statuspage.io/>).

New Admitted Students Site

In addition to participating in New Student Orientation, students are strongly encouraged to review the New Admitted Students (<http://www.orientation.cps.northeastern.edu/>) site 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 site is organized with checklists students may use during different points in their academic career.

New Student Orientation (On-Ground and Online)

New students taking courses on-ground receive an invitation to the on-ground orientation, which typically takes place in the week before the term begins. The purpose of New Student Orientation is to provide information and tools for each student's success from the point of program entry to degree completion. Some parts of the orientation may be virtual.

Each regional campus has their own on-ground orientation.

All new on-campus students are expected to attend the on-ground orientation. If students cannot attend the on-ground orientation, they should thoroughly review the New Admitted Students (<http://www.orientation.cps.northeastern.edu/>) site and any virtual/recorded parts of the orientation.

Online students should thoroughly review the New Admitted Students (<http://www.orientation.cps.northeastern.edu/>) site, as well as the Online Orientation Module (https://rise.articulate.com/share/V3mBBz5BO1T4O_RfYWT-0c-vNI958kUi/#/).

International students are also expected to attend a separate orientation with the Office of Global Services (<https://international.northeastern.edu/ogs/>).

Public Safety

Northeastern University Police Department

100 Columbus Place
617.373.3333 (EMERGENCY—police, fire, medical)
617.373.3934 (TTY emergency or nonemergency)
617.373.2121 (nonemergency regular business)

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

Public Safety Division Administrative Offices
617.373.2696

Personal Safety
617.373.2121

The Public Safety Division is committed to working with Northeastern faculty, students, staff, and neighbors to build relationships and keep our campus thriving. Our work extends far beyond Boston, as we support learners in their academic and experiential endeavors around the world. The Public Safety Division is comprised of three sections: Police Department, Emergency Management, and International Safety.

The Northeastern University Police Department (<https://nupd.northeastern.edu/>) (NUPD) is a full-service and accredited police agency that comprises patrol and investigative divisions providing 24-hour service. NUPD has developed robust crime-detection and prevention strategies centered on technology and campus community engagement. Our well-trained officers are ready and willing to assist all members of our community.

A personal safety escort (<https://nupd.northeastern.edu/our-services/safety-escort-services/>) can be provided from one on-campus location

to another, any time of day, whenever personal safety is a concern. You'll need to provide your name, Northeastern ID number, and location.

Safety escorts usually arrive in 10 to 15 minutes. A special, nighttime off-campus escort service, called the RedEye, runs from dusk to dawn to transport students to their residence within two miles from the center of campus. Every night from 7 p.m. until 6 a.m., the RedEye van will pick students up at the Snell Library. In order to use this escort, you must book a ride in advance using the RedEye app, or you can book a ride at the RedEye dispatch center located at the Northeast Security office in the Ruggles Substation.

SafeZone (<https://nupd.northeastern.edu/safezone/>) is a mobile safety app that is unique to Northeastern University. SafeZone is a smartphone app that any student or staff member can download and use for free. This app will connect you directly to the Northeastern University Police Department should you need our assistance or emergency support while you are on campus.

NUPD encourages you to not only familiarize yourself with all of the services provided by NUPD but to also utilize the services and safety-related tips provided. If you see something that does not look or feel right, NUPD encourages you to say something by contacting NUPD at 617.373.2121 or utilizing the SafeZone app.

LOST AND FOUND ([HTTPS://NUPD.NORTHEASTERN.EDU/OUR-SERVICES/LOST-AND-FOUND/](https://nupd.northeastern.edu/our-services/lost-and-found/))

If you have lost an item on Northeastern's Boston campus, call 617.373.3913. If your item has been turned in, we will contact you by telephone or email. If you have found an item on campus, return it to our headquarters located at 100 Columbus Place. If you suspect the item has been stolen, call the Northeastern University Police at 617.373.2121 to report the theft.

UNIVERSITY EMERGENCY INFORMATION ([HTTP://WWW.NORTHEASTERN.EDU/EMERGENCY/](http://www.northeastern.edu/emergency/))

617.373.2000 (snow emergencies)

617.373.3333 (police, medical, or fire emergencies)

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. For more information on NU ALERT and Emergency Planning, visit the NUPD website (<https://nupd.northeastern.edu/safety/emergency-planning/>).

We Care

226 Curry Student Center

617.373.7591

wecare@northeastern.edu (we_care@northeastern.edu)

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

We Care assists students who are experiencing unexpected challenges to maintain their academic progress. The staff works with students to coordinate among university offices, to offer appropriate referrals, and to help develop viable options to support their continued success at the university. We Care also provides guidance to faculty and staff

in identifying Northeastern resources and policies to help students succeed.

College Expenses

- Financial Aid Assistance (p. 11)
- General Financial Aid Policies and Procedures (p. 12)
- Tuition and Fees (p. 13)
- Northeastern University Student Health Plan (NUSHP) (p. 13)
- Bill Payment (p. 13)

Financial Aid Assistance

Student Financial Services

354 Richards Hall

617.373.3190 (College of Professional Studies)

617.373.5714 (TTY)

sfs@northeastern.edu (cpsfs@northeastern.edu)

studentfinance.northeastern.edu ([https://](https://studentfinance.northeastern.edu/)

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 617.373.3190 for additional information.

Federal Financial Aid

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

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

- Be enrolled in at least six credits, applicable toward a degree-granting program, per term for federal financial aid, unless you are enrolled in a full-time or part-time stand-alone course
Note: Although some programs may consider students enrolled in four credits to have half-time status, in order to qualify for federal financial aid, students must be enrolled in a minimum of six credits.
- Be a U.S. citizen or eligible noncitizen
- Be matriculated in a degree-granting program

Please note that students in certificate and nondegree programs are not eligible for federal financial aid.

- Have received a high school diploma or GED and be able to document upon request
- Be registered with Selective Service (if required)
- Not be convicted of a drug-related crime in the last year
- Not be in default from previous student loans
- Maintain satisfactory academic progress

Awarding Timelines

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

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

Term of Entry	Earliest Award Availability
Summer	May
Fall	July
Spring	October

Award notifications for returning students will be available beginning in June and will be sent to their Northeastern email address.

Federal Loans

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

Supplemental Student Loans

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

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

General Financial Aid Policies and Procedures

Financial Aid Policies

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

Return of Title IV Funds

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

Satisfactory Academic Progress (SAP)

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

Change in Enrollment Status

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

It is highly recommended that whenever possible, students discuss the impact of such changes with the Office of Student Financial Services before making them.

Unusual Enrollment

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

Ability to Benefit

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

Appeal/Change in Circumstances

If the student feels that the aid process does not accurately reflect their situation, or if family circumstances change during the year, the student should notify the Office of Student Financial Services 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) (<https://fafsa.ed.gov/>).

Verification

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

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

Tuition and Fees

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

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

Example: The 2021–2022 tuition for an on-campus undergraduate class that is 3 semester hours is $\$541 \times 3 = \$1,623$.

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

College of Professional Studies Undergraduate Tuition Rates (2021–2022)

These tuition rates are for the 2021–2022 academic year, which begins with the fall 2021 semester. For a complete listing of tuition and fee rates, visit the College of Professional Studies website (<https://cps.northeastern.edu/tuition-financial-aid/>). Tuition and fees are subject to revision by the president and Board of Trustees at any time.

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

Fees

- **Campus Recreation Fee:** An \$18 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)

General Information

Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has required every full-time and part-time student enrolled in a certificate, diploma, or degree-granting program in a Massachusetts institution of higher learning to participate in a Student Health Plan or in a health benefit plan with comparable coverage.

The Student Health Plan defines a full-time student as having full-time student status and enrolled in any amount of credits of a full-time curriculum.

The Student Health Plan defines a part-time student as having part-time student status and enrolled in at least 75 percent of credits of the full-time curriculum (CPS undergraduate students 9 credits, CPS graduate students, 6 credits).

The health fee is assessed each term on a student's account based on these definitions unless the student has previously waived the health plan fee in the current academic year.

Students on co-op or on study abroad are considered active students and will be enrolled in and billed for NUSHP each year.

Students enrolled in online programs are not eligible for NUSHP. Courses that would normally be held in the classroom and are currently being offered online or remotely due to COVID-19 are considered in-classroom courses and may make students eligible for and assessed the NUSHP fee.

Health Insurance Waiver

Eligible students are automatically enrolled in NUSHP each academic year and may waive NUSHP via myNortheastern once they have been billed for NUSHP. In addition, to be eligible to waive, comparable coverage must be effective from the beginning of the term the student meets Student Health Program requirements.

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

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

Visit the NUSHP website (<https://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 and other related charges are due prior to the start of the term as specified on the original bill. For questions related to overload charges, the billing process, late fees, payment methods, tuition payment plan, and refunds, contact us at the above phone and email address.

E-Bill

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

Payment of Tuition

Payments will be accepted for billed charges only. The university is not able to process payments for more than the balance due on the

student's account. Please note, a past-due balance may result in late fees, prevention of registration, prevention of grade release, prevention of participation in global study programs, or withdrawal from the university.

Accepted methods of payment are:

- **Electronic check and credit card:** Electronic check and credit card payments can be made online via NUPay on myNortheastern (<http://my.northeastern.edu>). Accepted credit cards include MasterCard, Visa, American Express, and Discover. If you are paying with a check or money order, please ensure that it is made payable to Northeastern University.
- **International payments using Flywire:** Northeastern University has partnered with Flywire to streamline the international wire payment process to the university. This service provides students and their families a safe, cost-effective, and convenient method of making payments to Northeastern University in foreign currencies. To learn more about international payments through Flywire, visit the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/payment-methods/>).
- **Monthly payment plan:** The monthly payment plan, administered through Nelnet Campus Commerce, allows students to divide costs into more manageable installments. For additional information, visit the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options/>).
- **Supplemental loans:** There are a number of supplemental educational loan programs available to assist students and families in financing their education. Review options at the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options/>).

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

Student Financial Responsibility Agreement

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

Northeastern's Monthly Payment Plan

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

Tuition Reimbursement

Many companies, embassies, and agencies directly reimburse students for their educational expenses upon successful completion of courses. In these situations, the student is responsible for paying the bill in full at the beginning of the term or selecting another payment option. Tuition may not be left unpaid pending reimbursement by a third party. Check with your human resources department to see if you qualify.

If your company requires an official transcript to process the tuition reimbursement, you may request your transcript through your myNortheastern (<https://my.northeastern.edu/>). Transcripts should be

requested prior to the due date on your initial billing statement. Should there be a balance due on your account after the due date, your account may be subject to holds and a transcript will not be available until the balance due is resolved.

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, faxed to 617.373.8222, or mailed to the address below:

Student Financial Services
Northeastern University
ATTN: Third-Party Billing
354 Richards Hall
360 Huntington Ave
Boston, MA 02115

VA Education Benefits

In accordance with Title 38 USC 3679 (e), covered individuals utilizing Chapter 31 or Chapter 33 education benefits at Northeastern University will not have any penalty imposed on their account nor will they be required to take out additional funding due to pending or late payments from the Department of Veterans Affairs as long as the Dolce Center for the Advancement of Veterans and Servicemembers (CAVS) has a current Certificate of Eligibility (COE) or VRE Authorization on file AND a Request for VA Benefit Certification is submitted through the myNortheastern (<https://my.northeastern.edu/web/guest/>) portal.

COEs must be submitted before the start of the student's first term but do not need to be resubmitted unless entitlement information changes. Students are also required to complete the Request for VA Benefit Certification form through the myNortheastern (<https://my.northeastern.edu/web/guest/>) portal before the start of each term they wish to use VA benefits. Students may have a hold placed on the account if there is an outstanding balance after payment from the VA is received by Northeastern.

Discrepancies in Your Bill

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

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

Late Fees

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

If a student or payer wishes to dispute a late fee assessment, they must do so, in writing, to studentaccounts@northeastern.edu. Please be sure

to include the student's name, NU ID, and reason for the dispute in the email.

Refund Policies

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

- **Payment plans, Parent PLUS Loans, and Supplemental loans:** Credit balances created from Parent PLUS Loans, supplemental loans, or overpayment to the monthly payment plan will be refunded to the bill payer on record unless a completed Refund Authorization Form (<https://studentfinance.northeastern.edu/forms/>), 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. Please note that anticipated credits are funds that have not been received by the university and, therefore, cannot be refunded.
- **International payments:** Credit balances created from an international payment must be returned to the originating bank by the payment method used.
- **Credit cards:** Credit balances created from an overpayment with a credit card must be returned to the credit card used at the time of payment.

Official Withdrawal Adjustments

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

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

Fifteen-Week and Seven-Week Courses

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

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

617.373.4357 (HELP)
help@northeastern.edu

Information Technology Services (<https://its.northeastern.edu/>)

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

Courses Meeting for One Week or Less

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

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

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

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

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

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

Academic Policies and Procedures

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Academic and Research Integrity

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

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

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

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

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

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

Code of Student Conduct

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

Academic Honors

Dean's List

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

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

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

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

Graduation with Honors

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

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

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

Residency Requirement

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

Active-Duty Military Personnel

As a member of the Service Member Opportunity Colleges, the College of Professional Studies' academic residency requirement is different for active-duty service members. Active-duty service members are required to complete 25 percent of the undergraduate certificate/degree program at the College of Professional Studies.

Academic Progression Standards

Faculty Advisor Communication Tool (FACT)

FACT is a communication tool that provides faculty with a method for providing input to career and academic 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

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

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

Academic Probation and Dismissal

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

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

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

A student whose cumulative GPA remains below 2.000, and/or does not earn at least 66 percent of his or her cumulative attempted credits in the term of enrollment subsequent to the one after he or she was placed on academic probation, will be academically dismissed. An undergraduate student who has been academically dismissed from the university is automatically dismissed from his or her major.

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

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

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

Accommodations for Students with Disabilities

20 Dodge Hall
617.373.2675
617.373.7800 (fax)

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

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

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

Students should provide documentation to the DRC at their earliest convenience to allow for sufficient time for review. After the documentation has been reviewed, a disability specialist will contact the student regarding appropriate next steps. Visit the DRC website (<http://www.northeastern.edu/drc/>) for additional information or contact staff at 617.373.2675.

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/>).

Attendance Requirements

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

work can be made up only during the hours of regularly scheduled instruction.

Absence Because of University-Sponsored Activities

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

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

Absence Because of Religious Beliefs

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

Absence Because of Jury Duty

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

Absence Because of Military Deployment

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

Other Absences

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

Extended Absences

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

Nonattendance

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

Attendance Verification

"I Am Here" (IAH) Process

After course registration, students are required to verify their intent to enroll in College of Professional Studies class(es) through their myNortheastern account during the first week of each class start. This verification process is called "I Am Here." Students who fail to complete this process on time will be dropped from their class(es), which may impact their financial aid or international student visa eligibility.

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

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

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

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.

Students who leave the College of Professional Studies and then return at a later date will be required to follow the most current curriculum for their program of study. If the program into which the student is seeking readmission or reentry is no longer offered, the student may apply to another program and must meet the admissions requirements for that program.

Cooperative Education

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

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

General Requirements

- Be a full-time student to participate in co-op.
- Complete all pre-co-op requirements as established by the college of the student.
- Make satisfactory progress toward degree completion, including grade-point average requirements, as defined by the university, the colleges, and the major program curricula.
- Have accurate information about the co-op placement in the university's official co-op placement system, including specific start and end dates and meeting the minimum hour and day requirements.
- Not participate in co-op in the final term unless it is specified in the curriculum requirements of the program in the catalog.

- Resolve any previous disciplinary or academic probation issues, or have the cooperative education coordinator approve a plan to resolve these issues prior to applying for co-op jobs.
- Have any self-developed co-op approved by the cooperative education coordinator before accepting the position.
- Comply with any preemployment checks required by the employer, such as drug testing, credit checks, physical examinations, security clearance, and criminal record checks.
- Participate in Title IX training, as required.
- Complete any additional requirements (<https://careers.northeastern.edu/students/student-co-op/global-co-op/>) if participating in a global co-op.
- Work with the cooperative education coordinator if an Unsatisfactory (U) grade has been received for a past co-op to reestablish eligibility in accordance with the policies and requirements of the college.

TRANSFER AND INTERNATIONAL STUDENTS:

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

Academic Requirements

1. **Be full-time while on co-op. Full-time status for co-op is defined as either:**
 - a. one full-time co-op job; 32-40 hours per week, or
 - b. two simultaneous half-time co-op jobs; 16-31.99 hours each, or
 - c. one half-time co-op job; 16-31.99 hours with graduate students taking 3 or more academic credits or undergraduate students taking 6 or more academic credits.
 - i. Undergraduate students on co-op in a Summer 1 or Summer 2 term may be registered for one half-time co-op without acquiring a second job or taking an accompanying class.
2. **Meet the minimum length requirements for an academic term:**
 - a. Semester full-term: minimum of 11 weeks or 55 workdays
 - b. Quarter full-term: minimum of 9 weeks or 45 workdays
 - c. Summer 1 or Summer 2 term: minimum of 5 weeks or 25 workdays
3. **Receive a grade of Satisfactory or Unsatisfactory for the co-op experience.**

Registration for Co-op

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

Co-op Financial Planning

- No tuition is charged while a student is on co-op only (students will pay room and board if they stay in university housing).
- If a student takes a credit-bearing class while on co-op, tuition will be charged at the per-credit rate.

- Students who wish to register for more than 4 credits while on full-time co-op must complete the Petition Registration form (<https://registrar.northeastern.edu/wp-content/uploads/sites/9/form-pet-reg.pdf>).
- Financial aid will be distributed to match the student's tuition bill and other allowable expenses.
- Students on co-op are required to maintain the same health insurance coverage (either through a private provider or through the university program) as they would while attending classes.

Further Information

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

Course Credit Guidelines

Guidelines for Assigning Credit to Courses

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

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

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

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

NOTE ABOUT HOMEWORK AND STUDENT PREPARATION FOR CLASS

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

CREDIT ASSIGNMENT PROCESS

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

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

DEFINED INSTRUCTIONAL METHODS

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

FULL-TIME AND HALF-TIME EXPERIENCES

Academic experiences integral to curriculum and requiring registration (but not credit bearing) have the following required hours of participation:

- Full-time experiences: 32–40 hours per week in a semester for a minimum of 11 weeks or 55 days, or in a quarter for 9 weeks or 45 days
- Half-time experiences: 16–31.99 hours per week in a semester for a minimum of 11 weeks or 55 days, or in a quarter for 9 weeks or 45 days (to achieve full-time status, graduate students must take 3 or more academic credits and undergraduate students must take 4 or more academic credits)
- Summer 1 or Summer 2 semester: minimum of 5 weeks or 25 workdays
- Summer quarter: 6 weeks or 30 workdays

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

Degrees, Majors, and Minors

Declaring an Undergraduate Major

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

To declare an undergraduate major, a student must consult with his or her career and academic 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/program) may choose to enroll in a different undergraduate major/program, after consulting with his or her career and academic advisor. The student then completes the appropriate form and

is responsible for meeting all admission requirements for the intended major/program.

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

Declaring an Undergraduate Minor

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

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

The following rules apply:

- A bachelor's degree student may declare his or her intent to pursue a minor at the time of application for admission or after acceptance as an enrolled student, up until the beginning of his or her last term of enrollment. It is strongly encouraged that a student who wishes to pursue an undergraduate minor begins planning early and consults with his or her career and academic 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 career and 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 Interdisciplinary Studies program may choose to complete courses specified for a minor as part of his or her specialization.

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

Full-Time Status

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

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

Course Load

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

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

Course Overload

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

To be eligible for a course overload (more than 18 credits per 15-week semester or more than 9 credits per half-semester session), an undergraduate student must:

- Have a record of successful study at Northeastern University—transfer students must wait at least one term to request an overload
- Have a minimum cumulative grade-point average (GPA) of 3.000
- Provide a rationale to support the request

A student needs to complete the appropriate form and return it to his or her career and academic 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 communicating with the Office of Global Services (OGS) (<https://international.northeastern.edu/ogs/>) and obtaining the necessary approvals within the required timelines.

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.

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 the Student Hub, the "Expected Graduation Date" (EGD) is the same as the degree conferral date. Northeastern University confers degrees three times each academic year: at the end of the fall, spring, and summer terms. 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 the Student Hub. Students are prompted to verify and provide critical information, e.g., spelling of the student's name on the diploma, intent to participate in the graduation ceremony, and mailing address.

An accurate EGD is required to gain access to the graduation application. The EGD is also used by clearinghouses to determine loan deferment schedules. A student who needs to update his or her EGD should contact his or her career and academic 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 fall, spring, and summer terms. 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 advisor in order to have their academic record audited to receive their certificate. Deadlines apply. Students should contact their career and academic advisor for more information.

Academic Transcripts

Currently enrolled students may obtain unofficial transcripts from the myNortheastern web portal (<https://my.northeastern.edu/>) and may also order official transcripts through myNortheastern. For further information on transcript requests, visit the Office of the University Registrar website (<https://registrar.northeastern.edu/article/transcript-requests/>). 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).

Leaves of Absence and University Withdrawal

Students may request to take the following types of leaves of absence:

- Personal or Academic
- Medical or Emergency
- Military Deployment or Missionary Service

Students in Pre-Matriculation and Pathway programs (including N.U.in, Foundation Year, NU Immerse, NU Bound) do not fall under the leave of absence policy below. Students in these programs with emergent, medical, or personal circumstances that require a conversation about their ability to continue with their program of study should reach out to We Care (https://studentlife.northeastern.edu/we-care/#_ga=2260687946268200191621858812-17152695181613325628) for further guidance.

General Leave of Absence Policy

Students who wish to take a leave of absence should complete a request through the Student Hub web portal (or via University Health and Counseling Services (UHCS (<https://www.northeastern.edu/uhcs/forms/medical-leave-of-absence/>)) for a medical

leave of absence, as described below) before the last day to drop without a W in a term. Please consult the Academic Calendar (https://registrar.northeastern.edu/group/calendar/#_ga=222318140315109033061621260160-17152695181613325628) for the last day to drop without a W in the term.

Students can request a leave until the last day to drop with a W in a term but should review the financial implications of withdrawing from courses on the Student Financial Services website (<https://studentfinance.northeastern.edu/policies-procedures/withdrawalleave-of-absence/>).

Students can take up to one year of leave.

Any leave of absence type, if approved, is subject to the following conditions:

- International students must make an appointment with the Office of Global Services (OGS) (<https://international.northeastern.edu/ogs/>) to discuss leave of absence procedures in accordance with federal regulations.
- Students who do not return at the end of the leave will be withdrawn and must contact their college for reentry prior to the term start.
- Students must return to classes, not to co-op.
- Students must be currently enrolled in academic classes or co-op. If a student is withdrawn for personal reasons, the withdrawal can be reversed and a request for a leave of absence can only be processed if it is before the last day to drop without a W in a term. If the student has been administratively withdrawn, a request for 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. Please see Return of Title IV Aid (<http://catalog.northeastern.edu/undergraduate/expenses/financial-aid/>) for the possible financial aid impact of a leave of absence.
- Students in university housing should refer to the Office of Housing and Residential Life for policy information.
- A student's enrollment status cannot include more than one academic year of consecutive nonclass enrollments. Students on leave for more than one year will be withdrawn from the university.
- If a student has taken multiple leaves equating to one year, the next leave request will be processed as a withdrawal.
- Students are not allowed to take classes for credit toward their degree at Northeastern while on a leave of absence.

Students on a leave of absence are considered active students and are able to register for classes in an upcoming term in a leave status. If a student is unable to register because they are inactive, the student should contact their college for reentry at the time of registration for the return term. Students are expected to register for classes upon returning from a leave of absence.

LEAVE OF ABSENCE FOR INTERNATIONAL STUDENTS

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

PERSONAL OR ACADEMIC LEAVE OF ABSENCE

Personal leaves of absence are general leaves of absence that do not meet the criteria of more specific leaves outlined in the catalog. Academic leaves are applied to a student record in the rare cases when a student has fulfilled the last remaining requirements abroad, but final grades have been yet to be received at Northeastern; or are taking a leave of absence from Northeastern to pursue other academic work. A student

interested in requesting a personal or academic leave of absence should speak with an academic advisor.

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 participation in co-op. Medical leave requests must be initiated at UHCS (<https://www.northeastern.edu/uhcs/forms/medical-leave-of-absence/>). Students can request from their college an exception to take classes elsewhere while on a medical leave of absence based on extenuating circumstances.

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 interested in requesting emergency leave are encouraged to contact We Care (<https://studentlife.northeastern.edu/wecare/>). Students can request an Emergency Leave of Absence via the Student Hub.

Please consult Refunds for Withdrawal from the University—General Information (<http://catalog.northeastern.edu/undergraduate/expenses/bill-payment/>) concerning tuition charged for the term in which the leave has been granted. The student may appeal for consideration of their financial circumstances; appeal information can be found at Student Financial Services (<https://studentfinance.northeastern.edu/policies-procedures/withdrawal-leave-of-absence/>). If the appeal is approved, housing and other fees will not be included in the appeal decision; please refer to the Residence Hall and Dining License Agreement (<https://www.northeastern.edu/housing/license-agreement/>). Outstanding balances (including unpaid balances) for the academic term in which the leave is taken are still due the university.

Financial aid recipients must contact their financial aid counselor to understand the effects on aid received.

If the leave extends more than six months, students who have taken loans for education expenses may be required to start repayment of those loans.

Students enrolled in the Northeastern University Student Health Plan (NUSHP) will remain enrolled in the plan for the plan year, ending August 31.

LEAVE OF ABSENCE DUE TO MILITARY DEPLOYMENT OR MISSIONARY SERVICE

When a student is called to active duty or missionary service, they must request the leave by filling out the proper request form through the Student Hub. Proof of official deployment or call to service paperwork will be required as an attachment when filling out the leave of absence request.

When a student is called 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 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, he or she will notify the college academic student services office if the leave was longer than one year; that office will in turn notify the Registrar's Office. The college academic student services office will assist the student with

reentry and registration. If the leave was less than one year, the student should register for classes for the upcoming term prior to returning to campus.

International students who must take a leave of absence to engage in military service in their home country must also complete a form for leave of absence with OGS.

RETURNING FROM A LEAVE OF ABSENCE

Students on a leave of absence are considered active students and are able to register for classes in an upcoming term in a leave status. If a student is unable to register because they are inactive, they should contact their college for reentry at the time of registration for the return term. Students are expected to register for classes 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 OGS regarding the Student and Exchange Visitor Information System (SEVIS) procedures three to four months prior to anticipated return date.

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 in which they wish to return from their medical leave of absence. More specific information about the reentry process can be found at the UHCS website (<https://www.northeastern.edu/uhcs/forms/medical-leave-of-absence/>).

University Withdrawal

Students seeking to withdraw from the university for any reason should meet with their academic advisor before completing the university withdrawal form online. Students should review the financial implications of withdrawing from all classes on the Student Financial Services website.

Students may be withdrawn from the university for financial, disciplinary, or academic reasons. Students looking to withdraw for medical reasons, should reach out to UHCS (mloa@northeastern.edu) to review medical leave of absence.

Personal Information

Change of Name

Report all name changes to the Office of the Registrar immediately. Official documentation of the name change is required.

Change of Address

Report all address changes via the myNortheastern web portal (<https://my.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 report any changes of address or phone number via the myNortheastern web portal (<https://my.northeastern.edu/>) within 10 days in order to ensure compliance with Student and Exchange Visitor Information System (SEVIS) requirements.

Readmission to Program

A new admission application is required of students whose studies were interrupted 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.

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.

For students whose studies were voluntarily interrupted, once they have reapplied, their application should be vetted by the academic advising team and the appropriate lead faculty.

For students who were academically dismissed over three years ago, once they have reapplied, their application should be vetted by the associate dean of undergraduate academics and the appropriate lead faculty. If readmitted, the student needs to develop an academic plan and have monthly meetings with their advisor to monitor progress.

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 seeking reentry must fill out the Request for Reentry form (<https://cps.northeastern.edu/academic-resources/academic-forms/>).

Students who are dismissed must wait at least one academic term 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 coursework. 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.

Registration and Taking Courses

Course Registration

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

Course registration procedures are as follows:

- Newly accepted and returning students add or drop courses through their myNortheastern account any time during the registration period.
- Certificate- and degree-seeking students whose studies have been interrupted voluntarily for one to three years need to first apply for reentry through the Office of Academic Advising. Once a student is accepted for reentry, he or she will register via myNortheastern.
- Students who have been absent voluntarily for more than three years must apply for readmission.
- Students interested in taking undergraduate-level courses for personal professional enrichment (PPE) may register using the Express Registration form (https://prod-web.neu.edu/wasapp/CPSCourseReg/?form=expressReg#_ga=2.266146767.1316488288.1617619412-1715269518.1617619412). 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

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

Auditing a Course

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

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

The student's decision to audit a course must be communicated in writing to the Office of the University Registrar before the fourth class meeting for full-semester courses. For half-semester courses, requests must be received by the second class meeting. No exception to this procedure may be approved without the authorization of the college's academic standing committee.

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

S/U (Pass/Fail) System

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

- Undergraduate degree students may register for one open elective course per semester on a satisfactory/unsatisfactory (S/U) basis and may not take more than a total of four S/U courses at the College of Professional Studies.
- To be eligible for S/U status, the student must be in good academic standing and also must meet all prerequisites for the course.

- To be graded on an S/U basis, the student must file an S/U petition prior to the fourth class meeting for full-semester courses.
 - For half-semester courses, petitions must be received by the second class meeting
- The grades recorded on the basis of the S/U system will not figure in the computation of the GPA.
- An “incomplete” in a course taken on an S/U basis is designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.

Course Selection and Planning

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

Degree audits are unofficial records of academic progress. Students are encouraged to consult with their career and academic advisor about their academic planning.

Course Prerequisites

Course prerequisites are courses that are required to have been completed prior to enrolling in another course. Before registering for a course through their myNortheastern account, students, regardless of matriculation status, should consult the College of Professional Studies website (<http://www.cps.neu.edu/degree-programs/prerequisites.php>) to determine whether they have completed the course prerequisites.

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

Course Corequisites

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

Repeating a Course

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

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

Course Substitution

In some cases, a course that a student wishes or needs to take is not offered. In certain, unusual circumstances, a student may request

up to four course substitutions to satisfy degree requirements. The substituting courses must be comparable in content and rigor.

A course substitution 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 substitution 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.

A student must complete a Request for Course Substitution form and submit it to his or her career and 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 (<https://cps.northeastern.edu/current-students/academic-forms/>), signed by both the student and the faculty member, must be submitted to the academic program for review and approval.

Course Add/Drop Policy

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

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

Students who drop a course before the deadline will not be charged for the course and will not have a W (withdrawal) on their transcript. Thereafter, students are responsible for 100 percent of the tuition charges and applicable fees, and the earned grade will be on their permanent academic record. All such dates are specified in the academic calendar (<http://www.northeastern.edu/registrar/calendars.html>).

Students must add/drop courses using their myNortheastern account.

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

617.373.4357 (HELP)
help@northeastern.edu

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

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

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

Course Withdrawal Policy

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

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

Students must withdraw from courses using their myNortheastern account.

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

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

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

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

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

Reinstatement after Academic Dismissal

A student who is academically dismissed from the College of Professional Studies is not eligible to register again for courses at the college until he or she is approved for reinstatement. A student may apply for reinstatement after a minimum of one academic term 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-term absence). The application must be made in writing by submitting the appropriate form and providing supporting documentation to the Office of Academic Advising (<https://cps.northeastern.edu/academic-resources/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.

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.

Student Academic Appeals Procedures

It is the policy of the university that all students shall be treated fairly in evaluations made of their academic performance, standing, and progress. The university presumes that academic judgments by its faculty are fair, consistent, and objective. Students must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon teaching prerogatives.

Nonetheless, the university believes it is essential to provide an appeals mechanism to students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education determination. This includes claims of misinterpretation or inequitable application of any academic provision of the university's *Undergraduate or Graduate Catalog*, *Student Handbook*, or *Faculty Handbook*.

In all cases, students are encouraged to informally discuss concerns with the faculty member who taught the course to see if it is possible to reach an agreement on the issue(s). If the student is not satisfied with the outcome of this discussion, or if the student is not comfortable discussing the issue with the instructor, the student should request a meeting with their academic and career advisor who can help facilitate the process to resolve the issue(s). If these informal attempts to resolve the issue(s) fail, the student can enter the formal procedure at the college level as outlined below.

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

appropriate to achieve resolution of the issue at any stage of these procedures.

If a student feels that he or she has been the victim of harassment or of discrimination prohibited by law or by university policy, he or she should consult with the Office of University Equity and Compliance (OUEC) as soon as he or she becomes aware of alleged prohibited harassment or discrimination and is not required to wait until a term grade or determination is received before seeking advice or redress. If OUEC is advised of such alleged prohibited conduct as part of an academic appeal, the appeal shall be pursued and investigated by OUEC first. In such cases, the student should contact their academic and career advisor regarding the next appeal steps. Following a resolution of the harassment/discrimination issues, any remaining academic issues will be addressed, at the request of the student, according to the academic appeals procedures.

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

FOR DISMISSAL APPEALS

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

FOR GRADE DISPUTES

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

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

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

FOR ALL OTHER APPEALS/DISPUTES

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

APPEALING BEYOND THE ASC

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

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

Outside of issues concerning admission or readmission into a program, if the student or faculty member is not satisfied with the ASC's decision at the college level, they may further pursue the matter at the university

level by requesting in writing within 14 calendar days that the university convene an Academic Appeals Resolution Committee (AARC) to review the appeal. Students may obtain information on this process through the Office of the Provost (110 CH). The AARC has been designated as the final authority on appeal matters. This request must be made within 14 calendar days of the finding of the ASC.

1. **Academic Appeals Resolution Committee**

The AARC includes:

- The vice provost for graduate education or a designee.
- The student's faculty advisor will be appointed by the appropriate vice provost except in cases where no specific advisor exists or where the faculty advisor is involved in the dispute. In those cases, a faculty member from the student's major college, department, or area of specialization will be appointed.
- Two faculty members appointed by the Faculty Senate Agenda Committee (if the appeal is based on a cooperative education determination, one of the faculty members shall be a member of the cooperative education faculty but not from the student's area of study) and a representative of the Office of Institutional Diversity and Inclusion (if the appeal had at any point involved a matter of sexual harassment/discrimination).
- The chair shall be elected from among the committee's three faculty members but cannot be the student's faculty advisor.

2. **Preliminary Matters**

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

3. **Investigation**

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

4. **Authority to Act**

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

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

5. **Resolution**

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

6. **Report**

A written Report of the appeal and its resolution shall be submitted by the chair of the AARC to the student, the involved faculty member,

the Faculty Senate Agenda Committee, the vice president for student affairs, the appropriate vice provost, the registrar, and the dean, as appropriate.

7. **Action**

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

8. **Appeal**

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

Student 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. It was then updated by the Student Body President, Vice President for Academic Affairs, and passed by the Student Senate in the Fall of 2017 and Faculty Senate in the Spring of 2018 for adoption in the Undergraduate Student Handbook (<http://www.northeastern.edu/osccr/code-of-student-conduct/>) for the 2018–2019 academic year.

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 recognizes certain rights and responsibilities, which follow below.¹ Northeastern University students recognize and accept that redress of complaints arising from these rights is limited to the procedures specified in “Student Academic Appeals Procedures”.²

Course-Related Rights

Article 1

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

Article 2

Students have the right to receive grades and feedback in a timely manner, particularly in the case of sequentially related assignments. At least one summative assessment should be given and returned a week prior to the end of the withdrawal period. Students also have the right to view work they submit to satisfy course requirements after it is graded and receive their instructor’s rationale for grades received on said work.

Article 3

Students have the right to adequate access to instructors. This includes instructors replying to communications from students in a timely manner, suggested to be within two business days, with the exception of during university recesses, as well as maintaining consistent office hours for in-person courses, occurring at the same time at least once a week. Instructors may change office hours by notifying students in a timely manner, suggested to be within two business days, barring extenuating circumstances.

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. Changes to the course outline that result in a deadline, assignment, major exam, or similar course event being introduced to or moved earlier in the schedule shall be communicated to students in a timely manner, suggested to be at least 10 business days prior to the new deadline.

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 teacher/course evaluations.

Article 7

Students have the right to have a list of all course materials that must be purchased. Possible substitutions for said course materials, (i.e., acceptable previous editions of textbooks, digital versions, library owned resources, etc.) should be made available to students at least a week prior to the start of the academic term.

Article 8

Students have the right to alternative grading arrangements if they are unable to attend a graded activity that takes place outside the scheduled class time.

Rights to University Academic Services

Article 9

Students have the right to adequate access to effective academic services, including academic and co-op advising, as described in the student handbook and other university publications, provided by the university.

Article 10

Students have the right³ to an environment conducive to learning and to faculty who respect students’ academic freedom⁴ in the classroom. When exercising academic freedom, students are expected to comply with all applicable university ethics, anti-harassment, and nondiscrimination policies.

Article 11

Students have the right to access university health resources provided by University Health and Counseling Services (<https://www.northeastern.edu/uhrs/>) (UHCS), and in accordance to Massachusetts State Law, to have access to a medical plan that they can purchase (Northeastern University Student Health Plan (<http://www.northeastern.edu/nushp/>)).

Article 12

Students have the right to access university resources provided by the university’s Disability Resource Center in accordance with the Policy on Equal Opportunity (http://www.northeastern.edu/policies/pdfs/Policy_on_Equal_Opportunity.pdf). Students have the right to pursue informal and formal grievances through the procedures (<http://www.northeastern.edu/drc/getting-started-with-the-drc/grievance-procedure/>) outlined by the Disability Resource Center.

Scheduling Rights

Article 13

Students have the right to final exam schedules in accordance with established university policy, including non-conflicting final exam schedules.

Article 14

Students have the right to attend any course session held prior to the end of the add/drop period so long as permission from the instructor is obtained in advance and all duly registered students have proper access to seating and other course resources.

Article 15

Students will not be penalized for excused absences, with the understanding that students may need to make up for the academic commitment from which they were excused. Reasons for an excused absence include religious, medical issues, jury duty, bereavement, and military service. See the course catalog (<http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/attendance-requirements/>) and other applicable policies (http://gonu.com/sports/2013/7/15/SASS_0715134535.aspx?path=sass) for the full attendance and excusal policy.

General Academic Rights

Article 16

Students have the right to be informed, in a timely fashion, of proposed action to be taken against them.

Article 17

Students have the right to the redress of academic grievances through the processes provided by the university.

Article 18

Students have the right to university support and resources, such as the Office of Global Services (<https://www.northeastern.edu/ogs/>), with regard to their visa status.

Article 19

In accordance with the Northeastern University's Nondiscrimination Policy (https://www.northeastern.edu/policies/pdfs/Policy_on_Equal_Opportunity.pdf), students have the right to a learning environment free of discrimination or harassment, including as provided for in Northeastern University's Title IX Policy (<http://www.northeastern.edu/titleix/title-ix-policy-2/>).

Article 20

Northeastern University's policy on student produced intellectual property can be found on page 54 under *Copyrightable Materials* of the *Undergraduate Student Handbook*.

Article 21

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 Family Educational Rights and Privacy Act.

Student Responsibilities

Article 1

Contribute to a climate of open inquiry and honesty in all aspects of the university's academic life. This includes reviewing, and becoming familiar with, the Academic Integrity Policy on the OSCCR website.

Article 2

Commit sufficient time and effort for study and for use of library, studio, laboratory, and computational facilities, as appropriate for each course.

Article 3

Contribute to the classroom/laboratory/studio learning environment through discussion and active participation.

Article 4

Acquire the necessary prerequisites for full participation in each academic course.

Article 5

Attend scheduled classes regularly and on time, and arrive to class prepared, having completed all the readings and other assignments.

Article 6

Seek out faculty and teaching assistants outside of class time, to obtain help with problems encountered in a given course.

Article 7

Respect the academic freedom⁴ of each faculty member and student.

Article 8

Assist the university in its various self-evaluations (e.g., TRACE, surveys) by responding honestly and conscientiously.

Article 9

Maintain effective communication with the university by providing permanent and local address information to the university through a system designated by the university, and by reading university email on a frequent and consistent basis.

Article 10

Act as positive representatives and genuine ambassadors of the university when studying and working in domestic and international settings associated with Northeastern University.

Article 11

Complete an entry (including itinerary, accommodation information, and contact information) using 'My Travel Plans,' located on the Services and Links tab in the myNortheastern Student Portal, or other system as required by the university, prior to all university-sponsored travel outside of Massachusetts, including but not limited to: Study Abroad, Dialogues of Civilization, Foreign Exchange Programs like BSIB, Alternative Spring Break, Engineers without Borders, Co-op Placements outside of Massachusetts, etc.

Article 12

Complete all required activities prior to attending classes for their entrance date (including alcohol education, violence prevention programming, required reading, etc.).

Article 13

Have in their possession at all times the officially approved and properly validated photo identification card.

Students who fail to comply with these responsibilities could lose certain student privileges as well as face possible disciplinary sanctions under the Code of Student Conduct.

¹ 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 the current *Undergraduate Student Handbook*.

² The articles shall be interpreted by the Office of the Provost in conjunction with the Office of the Vice President for Student Affairs, and shall be monitored by the Student Government Association. Further, should any student discover that they have been subject to any violation of the principles stated herein, the student should follow the appropriate complaint resolution procedure in the Undergraduate Student Handbook (<http://www.northeastern.edu/osccr/code-of-student-conduct/>). The Student Government Association, if requested by the student, will monitor the progress of any student academic grievances.

³ Because the university operates on a twelve-month calendar in an urban environment, many construction, remodeling, renovation, and repair projects must take place while the university is in session, and 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.

⁴ For more on academic freedom, please refer to the AAUP's definition (<https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure/>).

Student Evaluation of Courses (EvaluationKit)

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

Students may access EvaluationKIT summary results from previous terms via their myNortheastern web portal (<https://my.northeastern.edu/>). Courses with three or fewer students enrolled are not surveyed.

Student Records, Transcripts, and Related Policies

Grade Table

Grades are officially recorded by letters, evaluated as follows:

Letter Grade	Numerical Equivalent	Explanation
A	4.000	Outstanding achievement
A-	3.667	

B+	3.333	
B	3.000	Good achievement
B-	2.667	
C+	2.333	
C	2.000	Satisfactory achievement
C-	1.667	
D+	1.333	Undergraduate only
D	1.000	Undergraduate only/ Poor achievement
D-	0.667	Undergraduate only
F	0.000	Failure
I		Incomplete
IP		In progress
CR		Credit (School of Law only)
HH		High Honor (School of Law only)
H		Honor (School of Law only)
P		Pass (School of Law only)
NE		Not enrolled
NG		Grade not reported by faculty
S		Satisfactory (pass/fail basis; counts toward total degree requirements)
U		Unsatisfactory (pass/fail basis)
X		Incomplete (pass/fail basis)
L		Audit (no credit given)
T		Transfer
W		Course withdrawal

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

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

Course Comments

The following notations may also appear on the student's transcript:

E	Course excluded from GPA
HON	Honors-level course
I	Course included in GPA

Northeastern University Course Numbering

0001-0999	Orientation and basic
	No degree credit

UNDERGRADUATE

1000–1999	Introductory level (first year) Survey, foundation, and introductory courses, normally with no prerequisites and designed primarily for students with no prior background
2000–2999	Intermediate level (sophomore/junior year) Normally designed for sophomores and above but in some cases open to freshman majors in the department
3000–3999	Upper-intermediate level (junior year) Designed primarily as courses for juniors; prerequisites are normally required, and these courses are prerequisites for advanced courses
4000–4999	Advanced level (senior year) Designed primarily for juniors and seniors; also includes specialized courses such as research, capstone, and thesis

GRADUATE

5000–5999	First-level graduate Courses primarily for graduate students and qualified undergraduate students with permission
6000–6999	Second-level graduate Generally for master's and clinical doctorate only
7000–7999	Third-level graduate Master's- and doctoral-level courses; includes master's thesis
8000–8999	Clinical/research/readings Includes comprehensive exam preparation
9000–9999	Doctoral research and dissertation

Clearing an Incomplete or Changing Other Grades

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

To request an incomplete grade, the student must obtain and complete in consultation with the instructor an Incomplete-Grade Contract (<https://registrar.northeastern.edu/article/incomplete-grade-contract/>) on which the precise agreement for clearing an incomplete grade is specified and which is signed by the student and the instructor. Copies of the form are kept by the student, the instructor, and the Office of the Dean of the

college in which the course is offered. Any exception to this policy on change of grades must be recommended by the Academic Standing Committee (ASC) of the college in which the course was offered and must be forwarded in writing by the ASC to the registrar for implementation. (Finishing the agreed-upon coursework must be completed within one calendar year from the end of the term in which the course was offered.)

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

Repeating Courses

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

Substituting Courses

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

Clearing an Academic Deficiency

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

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

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

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

Appeal of Final Grades

Under certain circumstances, students have the right to appeal final grades given by either academic faculty or cooperative education coordinators. Criteria and procedures for such appeals are available as follows:

- For undergraduate day students: the *Undergraduate Student Handbook* (available at this site (<http://www.northeastern.edu/osccr/code-of-student-conduct/>))
- For College of Professional Studies undergraduate students: the Student Academic Appeals Procedures page (p. 27) within the CPS Undergraduate section of this catalog
- For graduate students: the Academic Appeals Policies and Procedures page (<http://catalog.northeastern.edu/graduate/academic-policies-procedures/appeals/>) within the graduate section of this catalog.

Grade-Point Average (GPA)

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

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

The GPA for both courses would then be the total weight (16) divided by the total semester hours (5), or 3.200. Grades of I, IP, S, U, and X are not included in the calculation of the GPA. See Grade Table (p. 31) for a complete list of grades and numerical equivalents.

Grade Reports

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

Transcripts

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

TTY 617.373.5360

Student Right-to-Know Act

For information about the Student Right-to-Know Act, visit the Office of the University Registrar's website. (<https://registrar.northeastern.edu/article/student-right-to-know-act/>)

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

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

- Requirements (p. 33)
- Learning Goals (p. 34)
- Writing-Intensive Courses (p. 36)

NUpath Requirements

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

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

Because NUpath is competency based rather than course based, students have many options of courses to fulfill the requirements. Students can use the Dashboard tool (<https://www.northeastern.edu/core/dashboard/?cps>) to find courses both in and beyond their major requirements that satisfy NUpath. Courses that meet major, minor, or concentration requirements can also meet NUpath requirements. There are no level restrictions or semester-hour restrictions. A single course can count for up to two of the following requirements:

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

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

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

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

Transfer credits cannot be used to fulfill the capstone or experiential requirements. Of the writing requirements (p. 36), 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:

- Formulate a question that can be answered through investigation or a challenge that can be addressed through research or design.
- 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.
- Use and question scientific principles and practices to evaluate issues raised by the interplay of science, technology, and society.

Exploring Creative Expression and Innovation

Short Name: Creative Expression/Innovation
User Code: EI

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

LEARNING GOALS

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

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

- Recognize and identify a variety of cultural practices and creations, their forms of production, and development over time.
- Acquire and assess techniques of interpretation (including critical reading and observation techniques), criticism, and analysis of cultural practices, texts, and/or artifacts.
- Formulate arguments for and against different theories and interpretations of cultural practices, texts, and/or artifacts

Conducting Formal and Quantitative Reasoning

Short Name: Formal/Quantitative Reasoning
User Code: FQ

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

LEARNING GOALS

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

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

B. Analyze at least one important type of data and summarize the results of an analysis in ways that provide insight.

C. Use mathematical methods and/or computational tools to perform analysis.

D. Evaluate and critique choices made in selection, analysis, and presentation of data.

Engaging Differences and Diversity

Short Name: Differences and Diversity

User Code: DD

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

LEARNING GOALS

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

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

Understanding Societies and Institutions

Short Name: Societies and Institutions

User Code: SI

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

LEARNING GOALS

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

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

Employing Ethical Reasoning

Short Name: Ethical Reasoning

User Code: ER

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

LEARNING GOALS

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

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

Analyzing and Using Data

Short Name: Analyzing and Using Data

User Code: AD

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

LEARNING GOALS

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

- A. Describe how data may be acquired, stored, transmitted, and processed.

Writing Across Audiences and Genres

Short Name: Writing Across Audiences/Genres

User Code: WF/WD/WI

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

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

Learning goals for first-year writing:

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

Learning goals for Advanced Writing in the Disciplines:

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

Learning goals for writing-intensive courses in the major:

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

Integrating Knowledge and Skills Through Experience

Short Name: Integration of Experience

User Code: EX

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

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

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

Demonstrating Thought and Action in a Capstone

Short Name: Capstone Experience

User Code: CE

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

Writing-Intensive Courses

The faculty expects all students to become effective writers and achieve the learning goals of the Writing Across Audiences and Genres NUPath attributes. To this end, students are given opportunities to improve their writing throughout their curriculum. Learn more about the Online Writing Labs (OWLs) here (<https://cps.northeastern.edu/academics/online-writing-center/>).

First-Year Writing Requirement

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

Code	Title	Hours
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 2105 and ENG 2106	Writing Workshop and Lab for ENG 2105	4

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

Advanced Writing Requirement

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

Code	Title	Hours
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4

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.

Global Pathways Program

Global Pathways is designed for academically qualified international students who need additional preparation to achieve the required English language skill level to enter a CPS (<https://international.northeastern.edu/global-pathways/programs/>) graduate program or select graduate programs (<https://international.northeastern.edu/global-pathways/programs/>) offered by other Northeastern University colleges. The duration of the program (one, two, or three terms) for each individual student depends on English language proficiency. Global Pathways helps International

Students to strengthen their academics, transition to American culture and an American classroom, and improve their English skills.

After successful completion of Global Pathways and its degree progression requirements listed under each of the program pages (<https://international.northeastern.edu/global-pathways/programs/>), participating international students can transfer up to 4 credits toward their master's degree in the area of their interest.

CPS Graduate Programs Entrance Requirements

- Academic record equivalent to a grade-point average (GPA) of at least 2.500
- Minimum iBT score requirements:
 - Three Terms = 55
 - Two Terms = 61
 - One Term = 74

Other Graduate Programs Entrance Requirements

To enter this Global Pathways program, you must meet each of the College's established admissions requirements listed under each of the college/program pages (<https://international.northeastern.edu/global-pathways/programs/>). Please note, most colleges offer one & two-term Global Pathways and your English language score will determine the length of your Global Pathways studies.

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, transferable credit, tutoring, and student support services and extracurricular activities
- Enjoy access to all university facilities
- Choose from a wide range of graduate degree programs
- Be guaranteed entry to a Northeastern University graduate degree program upon successful completion of Global Pathways and its degree progression requirements listed under each of the program pages (<https://international.northeastern.edu/global-pathways/programs/>)

Visit the Global Pathways website (<https://international.northeastern.edu/global-pathways/>) for more information about the programs, admissions process, and curriculum.

Bachelor of Science Degree Programs

Business and Social Sciences

These programs are self-paced:

- Finance and Accounting Management (p. 37)
- Interdisciplinary Studies (p. 39)
- Management (p. 40)

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

54 semester hours required

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

MGT 2210 or ITC 2430	Information within the Enterprise E-Commerce Systems	3
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Major Courses

31 semester hours required

Code	Title	Hours
Accounting and Analysis		
ACC 2300	Cost Accounting	3
ACC 3201	Financial Reporting and Analysis 1	3
ACC 3202	Financial Reporting and Analysis 2	3
ACC 3330	Principles of Auditing	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	4

Elective Courses / Optional Concentration

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

MAJOR ELECTIVES

Complete 9 semester hours from the following and an additional 26 general elective semester hours to reach 120 semester hours.

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

ENTREPRENEURSHIP CONCENTRATION

Note: Please consult with your advisor.

Complete the 15 semester hours listed below and an additional 20 general elective semester hours to reach 120 semester hours. Courses from the major may not double count in the concentration.

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

Recommended General Elective Courses

Given industry trends, students are encouraged to consider the following general elective courses as they fulfill their elective requirements.

Code	Title	Hours
ALY 2010	Probability Theory and Introductory Statistics	

ALY 2100	Introduction to Programming for Data Analytics
ITC 1100	Human-Computer Interaction
ITC 2000	Principles of Systems Analysis and Design
ITC 2016	End-User Data Analysis Tools

NUPATH REQUIREMENTS SATISFIED

- Analyzing/Using Data (AD)
- Capstone Experience (CE)
- Engaging Difference/Diversity (DD)
- Ethical Reasoning (ER)
- Conducting Formal/Quantitative Reasoning (FQ)
- Society/Institutions (SI)
- Advanced Writing in the Disciplines (WD)
- Writing Intensive in the Discipline (WI)

NUpath requirements Creative Expression and Innovation (EI), Interpreting Culture (IC) and Engaging with Natural and Designed World (ND) are not explicitly satisfied by required courses in the curriculum at this time. Students are responsible for satisfying these requirements, and if these are not fulfilled in required major courses, they should use general electives to do so.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
MGT 1100	3
ACC 2100	3
ECN 1100	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2300	3
ECN 1200	3
ACC 2200	3
ITC 1000 or 2016	3
	16
Term 3	Hours
ACC 2300	3
FIN 2105	3
MGT 2330	3
MGT 2310	3
Open elective	3
	15
Term 4	Hours
MKT 2100	3
PHL 2100	3
Open elective	3
Open elective	3
Open elective	3
	15

Term 5	Hours
ACC 3201	3
FIN 3310	3
FIN 3330	3
ITC 2430 or MGT 2210	3
Open elective	3
	15
Term 6	Hours
ENG 3107 and ENG 3108	4
FIN 3340	3
ACC 3202	3
ACC 3410	3
Open elective	3
	16
Term 7	Hours
Major elective	3
Major elective	3
Major elective	3
Open elective	3
Open elective	3
	15
Term 8	Hours
ACC 3330	3
ACC 4320	3
MGT 4850	4
Open elective	2
	12
Total Hours: 120	

Interdisciplinary Studies, BS

The Bachelor of Science in Interdisciplinary 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).

The NUpath requirement Creative Expression/Innovation (EI) is not explicitly satisfied by required courses in the curriculum at this time. Students are responsible for satisfying this requirement, and if this is not fulfilled in required major courses, they should use general electives to do so.

No more than 27 total credits of business courses (ACC, FIN, MGT, MKT) are permitted for the degree.

Foundation Courses

30 semester hours required

Code	Title	Hours
English		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Mathematics		
MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Information Technology		
ITC 1000	Computer Applications	3
Behavioral and Cognitive Sciences		
PSY 1100	Foundations of Psychology	3
Philosophy		
PHL 2100	Business Ethics	3
or PHL 2120	Ethical Issues in Communication	
or PHL 2130	Ethical Issues in Healthcare	
or PHL 2140	Ethical Issues in Science and Engineering	
Social Sciences		
CMN 1100	Organizational Communication	3

Core Courses

18 semester hours required

Code	Title	Hours
LDR 1200	Assessing Your Leadership Capacity	3
LDR 3200	Leading and Managing Change	3
HSV 2240	Human Behavior in the Social Environment	3
PJM 1100	Project Management Fundamentals - Project Initiation and Close	3
ENG 3260	Writing to Inform and Persuade	3
CMN 2310	Professional Speaking	3

Major Required Courses

33 semester hours required

Code	Title	Hours
Interdisciplinary		
	Self-designed interdisciplinary program created by the student with advisor and faculty, approved by associate dean.	30
	Include two or three areas of study.	
	Complete no more than four 1000-level classes.	
Capstone		
LST 4850	Capstone Project in Liberal Studies	3

Major Electives

18 semester hours required

Code	Title	Hours
	Complete 18 semester hours of coursework at or above the 3000 level.	18

Open Electives

Complete a minimum of 21 semester hours to reach 120 semester hours.

Plan of Study

Interdisciplinary studies is a self-designed program. Students will work with their career and academic coach advisor and faculty in order to plan their course-taking schedule in the major and open elective requirement areas.

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
ITC 1000	3
CMN 1100	3
LDR 1200	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
PJM 1100	3
CMN 2310	3
LDR 3200	3
PHL 2100	3
	16
Term 3	Hours
ENG 3107 and ENG 3108	4
MTH 2310	3
HSV 2240	3
Major required course	3
	13
Term 4	Hours
ENG 3260	3
Major required course	3
Major required course	3
Major required course	3
Major required course	3
	15

Term 5	Hours
Major required course	3
Major required course	3
Major required course	3
Major required course	3
Open elective	3
	15
Term 6	Hours
Major required course	3
Major elective	3
Major elective	3
Major elective	3
Major elective	3
	15
Term 7	Hours
Major elective	3
Open elective	3
Open elective	3
Open elective	3
Open elective	3
	15
Term 8	Hours
LST 4850	3
Major elective	3
Open elective	3
Open elective	3
Open elective	3
	15
Total Hours: 120	

Management, BS

The Bachelor of Science in Management program is designed to equip students to dive into the world of business with real-world, experiential opportunities to develop the skills they will need to manage resources, solve problems, and oversee staff on a daily basis. The program provides the opportunity for students to acquire the tools needed to respond effectively to complex business challenges, including accounting, business strategy, law, marketing, communications, project management, international business, and entrepreneurship. The coursework is flexible, and students can adjust their academic program to meet the demands of their schedules. From the fundamental principles of management to the critical questions of diversity, corporate responsibility, and the impacts of globalization, this program provides both the theoretical background and the practical proficiency needed to succeed.

The program also provides students with an opportunity to focus on the industry or skill set that most interests them by selecting electives offered in a variety of business disciplines or by choosing among the program's optional concentrations. Graduates of this program work as management analysts, human resource budget analysts, cost estimators, market and survey researchers, operations research analysts, and more.

This bachelor's degree completion program is online and is accredited by the Association to Advance Collegiate Schools of Business (AACSB (<https://www.aacsb.edu/accreditation/>)).

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

54 semester hours required

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

Major Required Courses

25 semester hours required

Code	Title	Hours
Introductory Course		
MGT 2100	Principles of Management	3
Supply Chain Management		

MGT 2220	Supply Chain Management	3
International Business		
MGT 3220	International Business	3
Project and Talent Management		
HRM 2320	Human Resources Management	3
MGT 4210	Project Management	3
Change Management		
MGT 4220	Innovation and Change Management	3
MGT 4230	New Venture Creation	3
Capstone		
MGT 4850	Business Strategy	4

Professional Electives/Optional Concentrations

Complete one of the following options. Courses from the major may not double count in the concentration.

PROFESSIONAL ELECTIVES

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

ENTREPRENEURSHIP CONCENTRATION

Note: Please consult with your advisor.

15 semester hours required

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

DIGITAL MARKETING CONCENTRATION

Note: Please consult with your advisor.

15 semester hours required

Code	Title	Hours
Required Courses		
MKT 3010	Digital Marketing	3
MKT 3100	Marketing Analytics	3
CMN 3800	Designing and Implementing a Promotional Campaign	3
CMN 3850	Managing Communication Projects	3
Elective Course		
Complete one of the following:		3
CMN 3200	Communication Research Methods	
MKT 2220	Consumer Behavior	
MKT 2700	Product Design and Development	
LDR 3250	Leading Teams Locally and Virtually	

Electives

Complete elective courses to reach the required 120 semester hours.

NUPATH REQUIREMENTS SATISFIED

- Analyzing/Using Data (AD)
- Capstone Experience (CE)
- Engaging Difference/Diversity (DD)
- Exploring Creative Expression and Innovation (EI)
- Ethical Reasoning (ER)
- Conducting Formal/Quantitative Reasoning (FQ)
- Society/Institutions (SI)
- Writing-Intensive in the Major (WI)
- Advanced Writing in the Disciplines (WD)

Students are responsible for using the general electives in this program to complete NUpath requirements not satisfied by required courses in this program.

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 or ITC 2430	3
HRM 2320	3
Open elective	3

Term 6	Hours
Open elective	3
	16
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	4
Professional elective	3
Professional elective	3
Open elective	2
	12

Total Hours: 120

Bachelor's and Postbaccalaureate Programs, Lowell Institute School

Bachelor of Science

These programs are self-paced:

- Advanced Manufacturing Systems (p. 42)
- Analytics (p. 44)
- Biological Science (p. 45)
- Biotechnology (p. 47)
- Digital Communication and Media (p. 48)
- Health Science (p. 50)
- Healthcare Administration (p. 51)
- Information Technology (p. 53)
- Mechatronics (p. 55)
- Project Management (p. 56)
- Psychology (p. 58)

Advanced Manufacturing Systems, BS

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

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

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

Note: Individual program requirements may exceed the above minima.

NUPath Requirements

All undergraduate students are required to complete the NUPath Requirements (p. 33).

Foundation Courses

32 semester hours required

Code	Title	Hours
English		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Math		
MTH 2120	Technical Math 1	3
MTH 2220	Technical Math 2	3
MTH 2500	Statistical Quality Control	3
Science		
CHM 1100	General Chemistry 1	3
EET 2000	Circuits 1	3
PHY 1200	Physics 1	3
Philosophy		
PHL 2140	Ethical Issues in Science and Engineering	3
Communication		
CMN 1100	Organizational Communication	3

Advanced Manufacturing Foundation Courses

18 semester hours required

Code	Title	Hours
AVM 1100	Fundamental Measurement Analysis	3
AVM 1150	Fundamentals of Manufacturing Systems	3
EET 3100	Electronics 1	3
GET 1150	Foundations of Engineering Graphics and Design	3
MET 2000	Engineering Computer-Aided Design and Tolerance Analysis	3
MET 2040	Engineering Manufacturing Process	3

Advanced Manufacturing Core Courses

33 semester hours required

Code	Title	Hours
AVM 2250	Materials Performance and Applications	3
AVM 3000	Materials Processing	3
AVM 3100	Nondestructive Testing	3

AVM 3500	Business Operations and Supply Chain	3
AVM 4100	Mechatronics (Mechatronics)	3
AVM 4300	Advanced Manufacturing and Additive Processes	3
GET 3100	Computer Control of Manufacturing Processes	3
MET 3100	Engineering Stress Analysis	3
MET 3300	Engineering Materials Science	3
MET 4100	Mechanical Engineering Systems Design	3
MGT 2220	Supply Chain Management	3

Advanced Manufacturing Capstone

Code	Title	Hours
Grand challenges at the end of each accelerator will make up this requirement:		
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 120 semester hours.

Plan of Study

Term 1	Hours
MTH 2120	3
PHL 2140	3
AVM 1100	3
CMN 1100	3
	12
Term 2	Hours
MTH 2220	3
EET 3100	3
ENG 1105 and ENG 1106	4
AVM 1150	3
	13
Term 3	Hours
ENG 3105 and ENG 3106	4
GET 1150	3
CHM 1100	3
MTH 2500	3
	13
Term 4	Hours
PHY 1200	3
MET 2000	3
MET 2040	3
EET 2000	3
	12
Term 5	Hours
MGT 2220	3
AVM 3500	3
MET 4100	3

Open elective	3	
		12
Term 6	Hours	
AVM 2250	3	
AVM 3000	3	
MET 3300	3	
Open elective	3	
		12
Term 7	Hours	
AVM 3100	3	
Open elective	3	
		6
Term 8	Hours	
AVM 4300	3	
Open elective	3	
Open elective	3	
GET 4840	2	
		11
Term 9	Hours	
GET 3100	3	
CET 4210	3	
AVM 4100	3	
GET 4850	4	
		13
Term 10	Hours	
AVM 2200	3	
Open elective	3	
Open elective	3	
Open elective	3	
Technical elective	4	
		16
Total Hours: 120		

Analytics, BS

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

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

The Bachelor of Science in Analytics (BSA) helps to meet the demand from employers with an undergraduate program and entry level education requirements that prepares learners as data analyst practitioners capable of applying data analysis methods, technological, professional, and strategic expertise necessary for supporting decision making in

organizations. With emphasis on experiential learning, the program provides dynamic opportunities for learners with varying degrees of work experience to practice their knowledge both globally and collaboratively while implementing effective data analysis concepts to real-life company demands.

The BSA has general foundation courses (including mathematical and philosophical logic), specific data analysis foundation courses, major required courses (such as Introduction to Analytics, Predictive Analytics, Introduction to Programming, Data Visualization and Communication, Data Warehousing, SQL and Data Mining), as well as a variety of elective courses on diverse domain areas.

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

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

Program Requirements

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

University-Wide Requirements

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

NUpath Requirements

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

Foundation Courses

57 semester hours required

Code	Title	Hours
English		
Complete the following:		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Complete one of the following:		3

ENG 3260	Writing to Inform and Persuade	
TCC 3450	Writing for the Web	
Communication		
CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3
Philosophy		
PHL 2120	Ethical Issues in Communication	3
PHL 2310	Symbolic Logic	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2400	Technology and Applications of Discrete Mathematics	3
Information Technology		
ITC 1100	Human-Computer Interaction	3
ITC 2000	Principles of Systems Analysis and Design	3
ITC 2016	End-User Data Analysis Tools	3
Leadership		
LDR 1200	Assessing Your Leadership Capacity	3
LDR 3400	Evidence-Based Leadership and Decision Making	3
Computer Engineering Technology		
CET 2200	Data Structures and Algorithms	3
Analytics		
ALY 2010	Probability Theory and Introductory Statistics	3
ALY 2100	Introduction to Programming for Data Analytics	3

Major Required Courses

27 semester hours required

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

Professional Electives

Code	Title	Hours
Complete 12 semester hours in the following subject areas below:		12
MGT, MKT, FIN, PJM, HMG, CET, LDR, BTC		
Suggested Electives:		
MGT 1100	Introduction to Business	3
MGT 2210	Information within the Enterprise	3

MKT 2100	Principles of Marketing	3
HRM 2320	Human Resources Management	3
ACC 2100	Financial Accounting	3
PJM 1100	Project Management Fundamentals - Project Initiation and Close	3

Capstone

3 semester hours required

Code	Title	Hours
ALY 4850	Analytics Capstone	3

Electives

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

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

Biological Science, BS

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

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

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

Note: Individual program requirements may exceed the above minima.

NUPath Requirements

All undergraduate students are required to complete the NUPath Requirements (p. 33).

Foundation Courses

51 semester hours required

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

Major Required Courses

26 semester hours required

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

BIO 2500 and BIO 2501	Genetics and Molecular Biology and Lab for BIO 2500	4
BIO 3100 and BIO 3101	Biochemistry and Lab for BIO 3100	4
Capstone		
BIO 4850	Biological Sciences Senior Project	3

Major Elective Courses

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

Electives

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

Plan of Study

Term 1	Hours
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
ITC 1000 or 2016	3
Open elective	3
	14
Term 5	Hours
ENG 3105 and ENG 3106	4
BIO 2300	3
BIO 2500 and BIO 2501	4
Open elective	3

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

Total Hours: 120-122

Biotechnology, BS

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

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

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

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

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 33).

Foundation Courses

37 semester hours required

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

Major Required Courses

41 semester hours required

Code	Title	Hours
Biotechnology		
BTC 1300 and BTC 1301	Introduction to Biotechnology and Lab for BTC 1300	4
BTC 4300 and BTC 4301	Biotechnology and Pharmaceutical Processing and Lab for BTC 4300	4
BTC 4450	Quality Control and Validation Issues	3
Chemistry		
CHM 2110 and CHM 2111	Organic Chemistry 1 and Lab for CHM 2110	4
CHM 2200 and CHM 2201	Organic Chemistry 2 and Lab for CHM 2200	4
CHM 2300 and CHM 2301	Analytical Chemistry and Lab for CHM 2300	4
Biology		
BIO 2100 and BIO 2101	Microbiology and Lab for BIO 2100	4
BIO 2300	Cell Biology	3

BIO 3100 and BIO 3101	Biochemistry and Lab for BIO 3100	4
BIO 2500 and BIO 2501	Genetics and Molecular Biology and Lab for BIO 2500	4
Capstone		
BTC 4850	Biotechnology Senior Project	3

Major Electives

15 semester hours required

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

Electives

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

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
BIO 1100 and BIO 1101	4
CHM 1100 and CHM 1101	4
MTH 2310	3
<hr/>	
	15
Term 2	Hours
ENG 1107 and ENG 1108	4
BIO 1200 and BIO 1201	4
CHM 1200 and CHM 1201	4
ITC 1000 or 2016	3
<hr/>	
	15
Term 3	Hours
CHM 2110 and CHM 2111	4
BIO 2100 and BIO 2101	4
Open elective	3
Open elective	3
<hr/>	
	14
Term 4	Hours
CHM 2200 and CHM 2201	4
BTC 1300 and BTC 1301	4
BIO 2300	3
Major elective	3
<hr/>	
	14
Term 5	Hours
ENG 3105 and ENG 3106	4

CHM 2300 and CHM 2301	4
BIO 2500 and BIO 2501	4
BTC 4300 and BTC 4301	4
<hr/>	
	16

Term 6	Hours
BIO 3100 and BIO 3101	4
BTC 4450	3
PHL 2140	3
Open elective	3
Open elective	3
<hr/>	
	16

Term 7	Hours
BTC elective	3
BTC elective	3
Open elective	3
Open elective	3
Open elective	3
<hr/>	
	15

Term 8	Hours
BTC 4850	3
BTC elective	3
Major elective	3
Open elective	3
Open elective	3
<hr/>	
	15

Total Hours: 120

Digital Communication and Media, BS

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

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

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

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

NUPath requirements Understanding Societies and Institutions (SI) and Natural and Designed World (ND) are not explicitly satisfied by required courses in the curriculum at this time. Students are responsible for satisfying these requirements, and if these are not fulfilled in required major courses, they should use general electives to do so.

Foundation Courses

24 semester hours required

Code	Title	Hours
English		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Information Technology		
ITC 2016	End-User Data Analysis Tools	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Philosophy		
PHL 2120	Ethical Issues in Communication	3
Major Courses		
51 semester hours required		
Code	Title	Hours
Business		
MGT 1100	Introduction to Business	3
Visual Media and Art		
ART 2100	Foundation in Visual Communication	3
ART 2200	Fundamentals of Graphics and Publishing Production	3
ITC 1100	Human-Computer Interaction	3
ITC 2400	Web and Mobile Development	3
Marketing		
MKT 2100	Principles of Marketing	3
MKT 2220	Consumer Behavior	3
Communication		
CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3
CMN 3220	Introduction to Public Relations	3

CMN 3800	Designing and Implementing a Promotional Campaign	3
CMN 3410	Digital Communication Strategy	3
CMN 3850	Managing Communication Projects	3
CMN 3350	Intercultural Communication	3
MKT 3010	Digital Marketing	3
Writing		
ENG 3260	Writing to Inform and Persuade	3
TCC 3450	Writing for the Web	3

Major Electives

15 semester hours required

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

Capstone

3 semester hours required

Code	Title	Hours
CMN 4850	Capstone in Professional Communication	3

Electives

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

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
CMN 2310	3
ART 2100	3
MGT 1100	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MKT 2100	3
CMN 3220	3
ITC 2016	3
ART 2200	3
	16
Term 3	Hours
ENG 3260	3
PHL 2120	3
MTH 2310	3
CMN 3350	3

SI Core		3
		15
Term 4	Hours	
CMN 3200		3
CMN 3410		3
ITC 1100		3
TCC 3450		3
Open Elective		3
		15
Term 5	Hours	
ENG 3107 and ENG 3108		4
MKT 3010		3
Major Elective		3
Major Elective		3
		13
Term 6	Hours	
ND Core		3
ITC 2400		3
CMN 3800		3
Major Elective		3
Open Elective		3
		15
Term 7	Hours	
CMN 3850		3
Major Elective		3
Open Elective		3
Open Elective		3
Open Elective		3
		15
Term 8	Hours	
CMN 4850		3
Major Elective		3
Open Elective		3
Open Elective		3
Open Elective		3
		15

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

30 semester hours required

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

Major Required Courses

36 semester hours required

Code	Title	Hours
Health Management		
HMG 1100	Foundations of Healthcare Management	3
HMG 2110	Health Law and Regulation	3
Biology		
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200	4
BIO 1600 and BIO 1601	Human Anatomy and Physiology 1 and Lab for BIO 1600	4

BIO 1700 and BIO 1701	Human Anatomy and Physiology 2 and Lab for BIO 1700	4
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Chemistry

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

HSC 3300	Epidemiology	3
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Capstone

HSC 4850	Project in Health Science	3
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Professional Electives

15 semester hours required

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

Electives

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

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
BIO 1100 and BIO 1101	4
HMG 1100	3
PSY 1100	3
	17
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2310	3
BIO 1200 and BIO 1201	4
Open elective	3
	14
Term 3	Hours
ITC 1000 or 2016	3
CHM 1100 and CHM 1101	4
BIO 1600 and BIO 1601	4
Open elective	3
	14
Term 4	Hours
CHM 1200 and CHM 1201	4
BIO 1700 and BIO 1701	4
Open elective	3

Open elective	3
	14

Term 5	Hours
ENG 3105 and ENG 3106	4
CMN 1100	3
HSC 3300	3
Open elective	3
Open elective	3
	16

Term 6	Hours
PHL 2130 or 2140	3
HMG 2110	3
Professional elective	3
Professional elective	3
Open elective	3
	15

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

Term 8	Hours
HSC 4850	3
Professional elective	3
Professional elective	3
Open elective	3
Open elective	3
	15

Total Hours: 120

Healthcare Administration, BS

The Bachelor of Science in Healthcare Administration 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 coursework 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

33 semester hours required

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

Major Courses

39 semester hours required

Code	Title	Hours
Management and Finance		
HMG 1100	Foundations of Healthcare Management	3
ACC 2100	Financial Accounting	3
FIN 2105	Introduction to Corporate Finance	3
Law, Regulation, and Policy		
PHL 2130	Ethical Issues in Healthcare	3
HMG 2110	Health Law and Regulation	3
HMG 3225	Public Health	3
HMG 4210	Healthcare Policy	3
Organizational Operations		
CMN 3350	Intercultural Communication	3
HMG 2100	Healthcare Operations	3

HMG 3210	Health Informatics	3
HMG 3220	Risk Management and Quality Assurance	3
HRM 2320	Human Resources Management	3
Capstone		
HMG 4850	Healthcare Management Capstone	3

Professional Electives

15 semester hours required

Code	Title	Hours
Complete 15 semester hours from the following:		15
HSC, HMG, HRM, MGT, MKT, PSY, PJM 1100, PJM 1400		

Electives

Complete a minimum of 33 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
Professional 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
<hr/>	
Term 6	Hours
HMG 3220	3
HMG 3225	3
HMG 3210	3
Professional elective	3
Open elective	3
<hr/>	
Term 7	Hours
HMG 4210	3
Professional elective	3
Professional elective	3
Open elective	3
Open elective	3
<hr/>	
Term 8	Hours
HMG 4850	3
Open elective	3
Open elective	3
Professional elective	3
<hr/>	
	12
<hr/>	
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

27 semester hours required

Code	Title	Hours
English		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
Management		
MGT 1100	Introduction to Business	3
MGT 2310	Organizational Behavior	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2400	Technology and Applications of Discrete Mathematics	3
Philosophy		
Complete one of the following:		3
PHL 2100	Business Ethics	
PHL 2140	Ethical Issues in Science and Engineering	
ITC 3620	Legal and Ethical Issues in Cybersecurity	

Major Requirements

48 semester hours required

Code	Title	Hours
Systems Analysis and Design		
ITC 1100	Human-Computer Interaction	3
ITC 1200	Operating Systems Concepts	3
ITC 2000	Principles of Systems Analysis and Design	3
ITC 2016	End-User Data Analysis Tools	3
ITC 2100	Introduction to Programming (Java)	3
ITC 2200	Networking Foundations	3
ITC 2300	Database Management Systems	3
ITC 2400	Web and Mobile Development	3
Complete two courses from the Applications Development Concentration list below		6
Complete two courses from the Systems Administration and Cybersecurity Concentration list below		6
Professionalism		
ITC 4500	IT Project Management	3
ITC 4600	Information Security Management	3
Capstone		
ITC 4840	Preparation for Information Technology Project	3
ITC 4850	Information Technology Project	3

Professional Electives

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

Optional Concentrations

Note: Please consult with your advisor.

APPLICATIONS DEVELOPMENT CONCENTRATION

Code	Title	Hours
Complete five courses from the following that have not been taken to fulfill major requirements:		15
ALY 2010	Probability Theory and Introductory Statistics	
ALY 2100	Introduction to Programming for Data Analytics	
CET 2200	Data Structures and Algorithms	
CET 2300	Object-Oriented Programming	
GET 2100	Computer Engineering Programming and Analysis	
ITC 2430	E-Commerce Systems	
ITC 3100	Advanced Applications Development	
ITC 3150	Database Websites	
ITC 3300	Structured Query Language (SQL)	
ITC 3320	Data Warehousing Technologies	
ITC 3400	Web Design and Multimedia	

SYSTEMS ADMINISTRATION AND CYBER SECURITY CONCENTRATION

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

Electives

Complete a minimum of 30 semester hours of NUpath and open electives to reach 120 semester hours.

NUPATH REQUIREMENTS SATISFIED

- Analyzing/Using Data (AD)
- Capstone Experience (CE)
- Engaging Difference/Diversity (DD)
- Exploring Creative Expression/Innovation (EI)
- Ethical Reasoning (ER)
- Conducting Formal/Quantitative Reasoning (FQ)
- Natural/Designed World (ND)
- Writing Intensive in the Discipline (WI)
- Advanced Writing in the Disciplines (WD)

Students are responsible for using the general electives in this program to complete the Interpreting Culture (IC) and Societies and Institutions (SI) NUpath requirements not satisfied by required courses in this program.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
ITC 1200	3
MGT 1100	3
Complete one of the following:	3
PHL 2100	
PHL 2140	
ITC 3620	
	16
Term 2	Hours
ITC 1100	3
ITC 2000	3
ITC 2016	3
ENG 1107 and ENG 1108	4
MTH 2400	3
	16
Term 3	Hours
ITC 2200	3
ITC 2400	3
MGT 2310	3
NUpath SI Elective	3
NUpath IC Elective	3
	15
Term 4	Hours
ITC 2100	3
ITC 2300	3
Systems Administration and Cybersecurity Elective	3
Open Elective	3
Open Elective	3
	15
Term 5	Hours
ENG 3105 and ENG 3106	4
Applications Development Elective	3
Systems Administration and Cybersecurity Elective	3
Major Elective	3
Open Elective	3
	16
Term 6	Hours
ITC 4500	3
Applications Development Elective	3
Major Elective	3
Open Elective	3

Open Elective	3
15	
Term 7	Hours
ITC 4600	3
ITC 4840	3
Major Elective	3
Major Elective	3
Open Elective	3
15	
Term 8	Hours
ITC 4850	3
Major Elective	3
Open Elective	3
Open Elective	3
12	
Total Hours: 120	

Mechatronics, BS

The Bachelor of Science in Mechatronics is designed to provide students with an interdisciplinary set of skills that will enable them to successfully compete in today's fast-changing manufacturing environment. The program is designed to equip students with the knowledge and relevant experience in the four major areas that compose mechatronics and to help students play key roles in the Fourth Industrial Revolution—mechanical systems, electrical systems, control systems, and computer engineering. Successful graduates will understand in-depth the engineering fundamentals, the related technologies, and their integration in robotic and mechatronic devices and automation systems.

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).

General Education Courses

Code	Title	Hours
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
CMN 1100	Organizational Communication	3
ECN 1200	Principles of Macroeconomics	3
ENG 3105 and ENG 3106	Writing for the Professions: Science and Engineering and Lab for ENG 3105	4
ITC 3620	Legal and Ethical Issues in Cybersecurity	3

Engineering Education Courses

Code	Title	Hours
MTH 2100	Calculus 1	3
MTH 2105	Calculus 2	3
MTH 3300	Applied Probability and Statistics	3
GET 1150	Foundations of Engineering Graphics and Design	3
GET 2100	Computer Engineering Programming and Analysis	3
MET 3300	Engineering Materials Science	3
PHY 1200 and PHY 1201	Physics 1 and Lab for PHY 1200	4

Fundamental Mechatronics Courses

Code	Title	Hours
CET 2100	Essentials of Computer Organization	3
CET 2200	Data Structures and Algorithms	3
CET 3100	Computer Networking and Communications Technology	3
EET 2005 and EET 2006	Circuits AC/DC and Lab for EET 2005	5
EET 3100 and EET 3101	Electronics 1 and Lab for EET 3100	5
EET 3750	Linear Systems (Linear Systems)	3
EET 3800	Control Systems (Control Systems)	3
MET 2100	Mechanics 1: Statics	3
MET 2200	Mechanics 2: Dynamics (Linear Systems)	3
MET 4100	Mechanical Engineering Systems Design	3
EET 3200 and EET 3201	Electronics 2 and Lab for EET 3200	5

Advanced Mechatronics Courses

Code	Title	Hours
AVM 4100	Mechatronics	3
CET 4210	Robotics	3
EET 3300	Digital Logic	3
MET 2000	Engineering Computer-Aided Design and Tolerance Analysis	3
AVM 4150	Automation	3
AVM 4250	Hydraulics and Pneumatics	3

Capstone Project

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

Electives

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

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 2100	3
GET 1150	3
PHY 1200 and PHY 1201	4
	14
Term 2	Hours
GET 2100	3
EET 2000 and EET 2001	5
MTH 2105	3
MET 3300	3
	14
Term 3	Hours
CMN 1100	3
Elective	3
EET 3100 and EET 3101	5
	11
Term 4	Hours
MET 2100	3
CET 2100	3
MET 2000	3
	9
Term 5	Hours
CET 2200	3
EET 3750 (Linear Systems)	3
EET 3200 and EET 3201	5
MET 2200	3
	14
Term 6	Hours
MTH 3300	3
Elective	3
	6
Term 7	Hours
AVM 4150	3
MET 4100	3
CET 3100	3
EET 3300	3
EET 3800	3
	15
Term 8	Hours
CET 4210	3
AVM 4250	3
Elective	3
	9
Term 9	Hours
ENG 3105 and ENG 3106	4

ECN 1200	3
	7
Term 10	Hours
AVM 4100	3
GET 4840	2
Elective	3
Elective	3
	11
Term 11	Hours
ITC 3620	3
GET 4850	4
Elective	3
	10
Total Hours: 120	

Project Management, BS

Program Mission—The Bachelor of Science in Project Management in the College of Professional Studies provides students opportunities to apply project management processes; foundational knowledge; and the technical, professional, and strategic expertise necessary to lead projects successfully from inception to completion. With emphasis on experiential learning, the program provides dynamic opportunities for learners with varying degrees of work experience to practice their knowledge within each course and beyond the classroom while implementing traditional and innovative project management concepts to real-life and complex projects. Courses align to all three components of the PMI Talent Triangle,¹ which encompasses technical project management skills, leadership-related skills, and strategic and business acumen and skills.

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

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

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

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

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

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).

NUPath requirements Creative Expression and Innovation (EI) and Engaging with Natural and Designed World (ND) are not explicitly satisfied by required courses in the curriculum at this time. Students are responsible for satisfying these requirements, and if these are not fulfilled in required major courses, they should use general electives to do so.

Foundation Courses

66 semester hours required

Code	Title	Hours
English		
Complete the following:		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Communication Studies		
CMN 1100	Organizational Communication	3
Economics		
ECN 1200	Principles of Macroeconomics	3
Information Technology		
ITC 2016	End-User Data Analysis Tools	3
Leadership		
LDR 1200	Assessing Your Leadership Capacity	3
LDR 3250	Leading Teams Locally and Virtually	3
Management		
MGT 1100	Introduction to Business	3
MGT 2100	Principles of Management	3
MGT 2210	Information within the Enterprise	3
MGT 2220	Supply Chain Management	3
MGT 2310	Organizational Behavior	3
MGT 2330	Business Law	3
Marketing		
MKT 2100	Principles of Marketing	3
Mathematics		
MTH 1100	College Algebra	3
MTH 2300	Business Statistics	3
Philosophy		
PHL 2100	Business Ethics	3
Project Management		
PJM 1100	Project Management Fundamentals - Project Initiation and Close	3

PJM 1400	Project Planning	3
Writing		
ENG 3260	Writing to Inform and Persuade	3

Major Courses

21 semester hours required

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

Professional Electives

12 semester hours required

Code	Title	Hours
Complete four of the following:		12
<i>Suggested Industry-Specific Electives</i>		
Healthcare		
HMG 2100	Healthcare Operations	
HMG 4210	Healthcare Policy	
HMG 3225	Public Health	
PHL 2130	Ethical Issues in Healthcare	
Management		
ACC 2100	Financial Accounting	
FIN 2105	Introduction to Corporate Finance	
MGT 4220	Innovation and Change Management	
MGT 4230	New Venture Creation	
Finance		
ACC 2100	Financial Accounting	
ACC 2200	Managerial Accounting	
FIN 2105	Introduction to Corporate Finance	
FIN 3330	Risk Management and Insurance	
Information Technology (Database)		
ITC 2000	Principles of Systems Analysis and Design	
ITC 2300	Database Management Systems	
ITC 2430	E-Commerce Systems	
ITC 3320	Data Warehousing Technologies	

Capstone

Code	Title	Hours
PJM 4850	Capstone	3

Electives

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

Code	Title	Hours
<i>Suggested Electives</i>		
CMN 2310	Professional Speaking	3
CMN 3100	Negotiation	3
CMN 3350	Intercultural Communication	3
CMN 3360	Crisis Communication	3
HRM 2320	Human Resources Management	3
HSV 2240	Human Behavior in the Social Environment	3
PSY 2230	Stress and Its Management	3

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
CMN 1100	3
MGT 1100	3
PJM 1100	3
	16
Term 2	Hours
ENG 1107 and ENG 1108	4
MTH 2300	3
PJM 1400	3
ITC 2016	3
	13
Term 3	Hours
MKT 2100	3
PHL 2100	3
LDR 1200	3
MGT 2220	3
MGT 2310	3
	15
Term 4	Hours
ECN 1200	3
MGT 2100	3
MGT 2210	3
LDR 3250	3
Open Elective	3
	15
Term 5	Hours
ENG 3107 and ENG 3108	4
PJM 2000	3
MGT 2330	3
PJM 2100	3
Professional Elective	3
	16
Term 6	Hours
PJM 2200	3
PJM 3000	3
Professional Elective	3

Open Elective	3
Open Elective	3
	15
Term 7	Hours
PJM 3100	3
PJM 4000	3
LDR 3400	3
Open Elective	3
Professional Elective	3
	15
Term 8	Hours
PJM 4850	3
Professional Elective	3
Open Elective	3
Open Elective	3
Open Elective	3
	15
Total Hours: 120	

Psychology, BS

The psychology degree at the College of Professional Studies is designed to prepare students with the knowledge, skills, and dispositions needed to serve individuals, groups, organizations, and communities in the 21st century.

The degree provides students with a strong foundational knowledge within the discipline of psychology, including relevant theory and research that promotes social consciousness and intellectual and interpersonal growth. With an emphasis on scientific thinking, ethical behavior, and respect for diversity, students are offered an opportunity to cultivate insight about human behaviors and mental processes and demonstrate concern for the well-being of their surrounding and global communities. Students can opt to major or minor in the degree and choose from specific tracks preparing for careers in applied behavioral analysis and work across a wide range of settings and populations, including educational and clinical 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

49 semester hours required

Code	Title	Hours
English		
ENG 1105 and ENG 1106	College Writing 1 and Lab for ENG 1105	4
ENG 1107 and ENG 1108	College Writing 2 and Lab for ENG 1107	4
ENG 3107 and ENG 3108	Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107	4
Mathematics		
MTH 1100	College Algebra	3
MTH 2310	Statistics for the Behavioral and Social Sciences	3
Behavioral and Cognitive Sciences		
PSY 1050	Introduction to Behavioral Health Science Professions	3
PSY 1100	Foundations of Psychology	3
PHL 2130	Ethical Issues in Healthcare	3
PSY 2110	Principles of Human Learning	3
PSY 2230	Stress and Its Management	3
PSY 3220	Cognition and Language	3
Social Sciences		
CMN 1100	Organizational Communication	3
SOC 1100	Introduction to Sociology	3
Biology		
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
Information Technology		
ITC 2016	End-User Data Analysis Tools	3

Major Required Courses

27 semester hours required

Code	Title	Hours
Human Behavior		
HSV 2200 or PSY 2500	Introduction to Clinical Practice Applied Behavioral Analysis 1	3
HSV 2240	Human Behavior in the Social Environment	3
PSY 3200	Social Psychology	3
PSY 3210	Abnormal Psychology	3
PSY 4230	Physiological Psychology	3
Cognition and Development		
PSY 3230	Development across the Life Span	3
Research		
PSY 3450	Research in Psychology	3
Practicum		
PSY 4600	Advanced Practicum 1	3
PSY 4700	Advanced Practicum 2	3

Professional Tracks

15 semester hours required

Choose one of the tracks below:

Code	Title	Hours
Applied Behavioral Analysis Track		
PSY 2500	Applied Behavioral Analysis 1	3
PSY 3330	Autism Spectrum Disorders	3
PSY 3500	Applied Behavioral Analysis 2	3
PSY 4400	Behavior Assessment and Evaluation	3
PSY 3700	Behavior Measurement	3
Clinical Track		
HSV 2200	Introduction to Clinical Practice	3
HSV 3200	Techniques in Individual and Group Counseling	3
PSY 2240	Human Sexuality and Love	3
PSY 3150	The Opioid Crisis	3
PSY 4310	Personality	3
MAT (Education) Track		
EDU 6104	Child and Adolescent Development, Learning, and Teaching	4
EDU 6107	Inclusion, Equity, and Diversity	4
EDU 6051	Culture, Equity, Power, and Influence	4
EDU 6101	Critical Issues in Education: Past and Present	2
EDU 6102	Reflection, Community Engagement, and Agency in Education	2
EDU 6086	Foundations of Literacy Development and Instruction	4

Open Electives

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

NUPATH REQUIREMENTS SATISFIED

- Analyzing/Using Data (AD)
- Capstone Experience (CE)
- Engaging Difference/Diversity (DD)
- Ethical Reasoning (ER)
- Conducting Formal/Quantitative Reasoning (FQ)
- Interpreting Culture (IC)
- Natural/Designed World (ND)
- Society/Institutions (SI)
- Writing Intensive in the Major (WI)
- Advanced Writing in the Disciplines (WD)

Students are responsible for using the general electives in this program to complete NUPATH requirements not satisfied by required courses in this program.

Plan of Study

Term 1	Hours
ENG 1105 and ENG 1106	4
MTH 1100	3
PSY 1100	3
SOC 1100	3
PSY 2230	3
<hr/>	
Term 2	Hours
ENG 1107 and ENG 1108	4

PSY 1050	3
CMN 1100	3
MTH 2310	3
Open elective or NUpath requirement	3
16	
Term 3	Hours
PSY 2110	3
HSV 2200 or PSY 2500	3
BIO 1100 and BIO 1101	4
PHL 2130	3
ITC 2016	3
16	
Term 4	Hours
HSV 2240	3
PSY 3200	3
PSY 3210	3
ENG 3107 and ENG 3108	4
Professional track elective	3
16	
Term 5	Hours
PSY 3220	3
PSY 3230	3
Professional track elective	3
Professional track elective	3
Open elective or NUpath requirement	3
15	
Term 6	Hours
PSY 3450	3
PSY 4230	3
Open elective or NUpath requirement	3
Professional track elective	3
Professional track elective	3
15	
Term 7	Hours
Open elective or NUpath requirement	3
Open elective or NUpath requirement	3
Open elective or NUpath requirement	3
PSY 4600	3
12	
Term 8	Hours
Open elective or NUpath requirement	3
Open elective or NUpath requirement	3
Open elective or NUpath requirement	3
Open elective or NUpath requirement	2
PSY 4700	3
14	
Total Hours: 120	

Undergraduate Certificate Programs

- Accounting, Undergraduate Certificate (p. 60)
- Advanced Accounting, Undergraduate Certificate (p. 60)
- Analytics, Undergraduate Certificate (p. 61)
- Healthcare Administration, Undergraduate Certificate (p. 61)
- Leadership, Undergraduate Certificate (p. 61)
- Pre-Medical Studies, Post-Baccalaureate Undergraduate Certificate (p. 62)
- Principles of Manufacturing, Undergraduate Certificate (p. 62)
- Project Management, Undergraduate Certificate (p. 63)

Accounting, Undergraduate Certificate

The certificate program in accounting seeks to provide a broad base of knowledge in accounting principles, including how to compile, analyze, and prepare critical business and financial records. The program is well suited for those who are interested in improving their accounting skills for a current management or bookkeeping position or for those who are seeking an entry-level position in the accounting field.

Students enrolled in the Bachelor of Science in Finance and Accounting degree program are not eligible for this certificate program. A maximum of 12 semester hours of course work may be transferred into the program.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Prerequisite

Code	Title	Hours
MTH 1100	College Algebra	3

Required Courses

Code	Title	Hours
ACC 2100	Financial Accounting	3
ACC 2200	Managerial Accounting	3
ACC 2300	Cost Accounting	3
ACC 3201	Financial Reporting and Analysis 1	3
ACC 3202	Financial Reporting and Analysis 2	3
FIN 2105	Introduction to Corporate Finance	3

Program Requirement

18 total semester hours required

Advanced Accounting, Undergraduate Certificate

The certificate program in advanced accounting is designed for those individuals who already possess an understanding of accounting principles and would like to prepare for an accounting-related career such as auditing, financial analysis, taxation, budgeting and control, cost accounting, or asset management.

This program can be paired with additional course work to meet the minimum CPA educational requirements for those possessing an approved bachelor's degree and meeting all other CPA exam requirements. In addition, the certificate provides nonaccounting managers with a solid foundation in accounting practices relative to new

legislation that requires executives to be responsible for the financial statements and internal controls of their organizations.

Students enrolled in the Bachelor of Science in Finance and Accounting degree program are not eligible for this certificate program.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Prerequisite Courses

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

Required Courses

Code	Title	Hours
ACC 2300	Cost Accounting	3
ACC 3201	Financial Reporting and Analysis 1	3
ACC 3202	Financial Reporting and Analysis 2	3
ACC 3330	Principles of Auditing	3
ACC 3410	Principles of Taxation	3
ACC 4320	Financial Statement Analysis	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

Analytics, Undergraduate Certificate

The certificate in analytics is designed to assist and inform students looking to change careers or to upskill the current workforce in appropriate industries. The certificate is designed to meet the needs of people currently working in finance, accounting, system networking, computer programming, or related fields who will benefit professionally by developing skills in data analytics. The curriculum offers students an opportunity to obtain a basic understanding of data literacy; data structure; and management, statistical literacy, and analytical thinking. Credits earned toward the certificate may be used to satisfy the requirements of a bachelor's degree in the College of Professional Studies.

Program Requirements

Complete all courses and requirements listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
MTH 1100	College Algebra	3
MTH 2400	Technology and Applications of Discrete Mathematics	3
or PHL 2310	Symbolic Logic	
ALY 2010	Probability Theory and Introductory Statistics	3
ALY 2100	Introduction to Programming for Data Analytics	3

ALY 3015	Intermediate Statistics for Data Analytics	3
ALY 3070	Communication and Visualization for Data Analytics	3
ALY 4000	Analytics Using R	3
Complete one of the following:		3
ALY 3040	Data Mining	
ALY 3110	Big Data and Web Mining	
ALY 4020	Predictive Analytics Using R and Python	

Program Requirement

24 total semester hours required

Healthcare Administration, Undergraduate Certificate

The Certificate in Healthcare Administration is designed to assist learners looking to change careers and upskill the current workforce in the healthcare industry. Additionally, this certificate creates a formal way for learners in other bachelor's degree programs, such as management and analytics, to specialize in the healthcare field. The certificate is designed to meet the needs of people currently working in healthcare, finance, technology, management, policy, or related fields who will benefit professionally by developing skills in healthcare administration. The curriculum provides learners with a basic understanding of organizational communication, public health, health law and regulation, healthcare operations, and human resource management.

Credits earned in this certificate may be used to satisfy some of the degree requirements of the Bachelor of Science in Healthcare Administration. For further information, see Seeking More Than One Certificate or Degree (p. 4).

Program Requirements

Complete all courses and requirements listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
CMN 1100	Organizational Communication	3
HMG 1100	Foundations of Healthcare Management	3
HMG 2100	Healthcare Operations	3
HMG 2110	Health Law and Regulation	3
HRM 2320	Human Resources Management	3
HMG 3225	Public Health	3

Program requirement

18 total semester hours required

Leadership, Undergraduate Certificate

This certificate would serve the current undergraduate population of the College of Professional Studies (CPS) by providing a professional development credential for students who need to update professional knowledge/skills, who wish to investigate a career change that requires a supervisory/managerial role, or for those who are looking for an initial career focus. Employers would be interested in this certificate as a focused professional development pathway for employees. It is anticipated that as the program is developed there may be additional

sharing of modules and materials across undergraduate and graduate programs. It is expected that this certificate will also serve as an entry point for students at CPS.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

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

Program Requirement

12 total semester hours required

Pre-Medical Studies, Post-Baccalaureate Undergraduate Certificate

If you already hold an undergraduate degree in a science discipline and are interested in pursuing a career in medicine, the the **Postbaccalaureate in Premedical** certificate may be ideal for you. Enabling you to enhance your existing academic record by completing **premedical courses**, this innovative program prepares you to successfully apply to a medical, dental, osteopathic, nursing, or other program to prepare for a career in a health professional field.

Designed for students who require all or most of the basic premedical courses, this program offers one-on-one advising, tutoring, success coaching, and other academic support services.

PROGRAM OBJECTIVES

Designed to enhance and build on your previous academic record through additional premedical course work, this postbaccalaureate certificate covers concepts in biology, chemistry, and physics. You will have the opportunity to tailor your learning experience by choosing from optional electives in human anatomy, microbiology, genetics, cell biology, immunology, endocrinology, biochemistry, statistics, emergency medical technician (EMT) basics, and calculus. As a result of your learning experience, you will be well equipped to apply to medical, dental, osteopathic, or a health professional school.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Students should check with the school(s) and programs of their choice to determine which courses they need to apply for admittance. Additional work in biology, the behavioral sciences, clinical experience, or research experience may be recommended by different schools.

Required Courses

Code	Title	Hours
Complete at least eight of the following:		30-64
Mathematics		
MTH 2100	Calculus 1	
MTH 2105	Calculus 2	
MTH 2310	Statistics for the Behavioral and Social Sciences	
Biology		

BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200
BIO 2100 and BIO 2101	Microbiology and Lab for BIO 2100
BIO 2300	Cell Biology
BIO 2500 and BIO 2501	Genetics and Molecular Biology and Lab for BIO 2500
BIO 3100 and BIO 3101	Biochemistry and Lab for BIO 3100
BIO 1600 and BIO 1601	Human Anatomy and Physiology 1 and Lab for BIO 1600
BIO 1700 and BIO 1701	Human Anatomy and Physiology 2 and Lab for BIO 1700

Chemistry

CHM 1100 and CHM 1101	General Chemistry 1 and Lab for CHM 1100
CHM 1200 and CHM 1201	General Chemistry 2 and Lab for CHM 1200
CHM 2110 and CHM 2111	Organic Chemistry 1 and Lab for CHM 2110
CHM 2200 and CHM 2201	Organic Chemistry 2 and Lab for CHM 2200

Physics

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

Psychology

PSY 1100	Foundations of Psychology
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Program Requirement

30–64 total semester hours required

Principles of Manufacturing, Undergraduate Certificate

The Certificate in Manufacturing Principles offers students an opportunity to learn the fundamentals of manufacturing systems and seeks to prepare them to better succeed in entry-level positions with the potential for accelerated promotion within a company. The coursework has been developed in partnership with industry partners and is regularly reviewed and revised by an industry advisory board to ensure that the curriculum is current with industry standards, workplace needs, and incorporates real-world applications.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
MTH 2120	Technical Math 1	3
MTH 2500	Statistical Quality Control	3
GET 1100	Introduction to Engineering and Technology	3
GET 1150	Foundations of Engineering Graphics and Design	3

MET 2000	Engineering Computer-Aided Design and Tolerance Analysis	3
AVM 1150	Fundamentals of Manufacturing Systems	3
AVM 1200	Fundamentals of Safety, Health, and Environmental Issues	3
AVM 2200	Composite Materials and Applications	3

Program Requirement

24 total semester hours required

Project Management, Undergraduate Certificate

The certificate in project management seeks to prepare graduates to enter entry-level jobs in organizations as a project manager, associate project manager, PM assistant, project administrator, project coordinator, PMO specialist, and project controller. The program also provides working project manager professionals with an avenue to complete their educational goals through degree completion, with opportunities for specialization and advancement within their chosen field. In addition, the certificate in project management is designed to prepare students to enter the Bachelor of Science in Project Management degree with 24 required credits completed, allowing for accelerated program completion.

Program Requirements

Complete all courses and requirements listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
PJM 1100	Project Management Fundamentals - Project Initiation and Close	3
PJM 1400	Project Planning	3
PJM 2000	Project Monitoring and Control	3
PJM 2100	Quality and Risk	3
CMN 1100	Organizational Communication	3
MGT 1100	Introduction to Business	3
MGT 2100	Principles of Management	3
MGT 2310	Organizational Behavior	3

Program Credit/GPA Requirements

24 total semester hours required

Undergraduate Minors

Eligibility Requirements for Bachelor's Degree Minors

An undergraduate minor requires a minimum of 15 but no more than 18 semester hours of undergraduate-level coursework. 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.

Minors

- American Politics (p. 63)
- Biology (p. 64)
- Business (p. 64)
- Creative Writing (p. 64)
- Environmental Science (p. 64)
- Graphic Communication (p. 64)
- Healthcare Administration (p. 65)
- History (p. 65)
- Information Technology (p. 65)
- International Relations (p. 65)
- Organizational Communication (p. 66)
- Psychology (p. 66)
- Sociology (p. 66)

American Politics, Minor

Students complete an introductory course in American government and then choose four additional electives courses focused on various aspects of American government and politics.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

Code	Title	Hours
POL 1300	American Government	3

Electives

Code	Title	Hours
Complete 12 semester hours from the following:		12
POL 2315	State and Local Government	

POL 2320	Political Parties and Interest Groups
POL 3320	American Foreign Policy
POL 3330	Politics and Mass Media

Program Requirement

15 total semester hours required

Biology, Minor

Develop a basic understanding of the organization and the processes of life, from molecules and cells through organs and organ systems to populations, species, ecosystems, and evolution.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
BIO 1100 and BIO 1101	Principles of Biology 1 and Lab for BIO 1100	4
BIO 1200 and BIO 1201	Principles of Biology 2 and Lab for BIO 1200	4
BIO 2100 and BIO 2101	Microbiology and Lab for BIO 2100	4
BIO 2300	Cell Biology	3

Elective

Code	Title	Hours
Complete 3 semester hours in the following subject areas:		3
BIO, BTC		

Program Requirement

18 total semester hours required

Business, Minor

Introduces nonbusiness students to key functional areas in business, offering a broad overview of the business world. The minor is not available to management or finance and accounting management students.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

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

Elective

Code	Title	Hours
Complete 3 semester hours in the following subject areas:		3
ACC, FIN, MGT, MKT		

Program Requirement

15 total semester hours required

Creative Writing, Minor

Students choose from several creative writing courses based on their particular writing interests. Included in the electives is a course that focuses on how to write for publication.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
Complete 15 semester hours from the following:		15
ENG 3220	Writing Poetry	
ENG 3230	Writing Fiction	
ENG 3240	Writing Nonfiction	
ENG 3260	Writing to Inform and Persuade	
ENG 4210	Writing for Publication	

Program Requirement

15 total semester hours required

Environmental Science, Minor

The minor in environmental science introduces students to the science of the environment along with the social and political issues that impact environmental policy.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
ESC 1100	The Geosphere: Physical and Historical Geology	3
ESC 1150	The Atmosphere	3
ESC 1200	The Hydrosphere: Oceanography, Ground and Surface Water	3
ESC 1250	The Environment and Society	3

Elective

Code	Title	Hours
Complete 3 semester hours in the following subject area:		3
ESC		

Program Requirement

15 total semester hours required

Graphic Communication, Minor

This minor introduces students to effective visual communication. Traditional art courses are combined with work in digital media.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
ART 2000	Typography: Communicating Content with Form	3
ART 2100	Foundation in Visual Communication	3
ART 2200	Fundamentals of Graphics and Publishing Production	3

Electives

Code	Title	Hours
	Complete 6 semester hours of additional ART coursework	6

Program Requirement

15 total semester hours required

Healthcare Administration, Minor

The healthcare administration minor introduces students to the principles underlying operational, financial, and regulatory management in a healthcare setting.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
HMG 1100	Foundations of Healthcare Management	3
HMG 2100	Healthcare Operations	3

Electives

Code	Title	Hours
	Complete 9 semester hours in the following subject area:	9
HMG		

Program Requirement

15 total semester hours required

History, Minor

After completing a two-semester sequence in either world history or American history, students choose three elective courses in history.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
	Choose one of the following sequences:	6
HST 1100 and HST 1150	History of the World 1: Prehistory to the Renaissance and History of the World 2: From Renaissance to the Present	
HST 1200 and HST 1250	American History 1: Precontact to the Civil War and American History 2: Reconstruction to the Present	

Electives

Code	Title	Hours
	Complete 9 semester hours in the following subject area:	9
HST		

Program Requirement

15 total semester hours required

Information Technology, Minor

Examine how systems are designed and evaluated and have the opportunity to engage in one programming language.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

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

Electives

Code	Title	Hours
	Complete one of the following:	3
ITC 2016	End-User Data Analysis Tools	
ITC 2300	Database Management Systems	
	Complete one of the following:	3
ITC 2100	Introduction to Programming (Java)	
ITC 2400	Web and Mobile Development	
GET 2100	Computer Engineering Programming and Analysis	

Program Requirement

15 total semester hours required

International Relations, Minor

Combining required courses that introduce international relations and comparative politics with electives offers students in the international relations minor an opportunity to develop a global awareness of the interconnectedness of cultures and an understanding of the government structures and processes that impact the international arena.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
POL 1120	International Relations	3
POL 1200	Comparative Politics	3

Electives

Code	Title	Hours
	Complete 9 semester hours from the following:	9
POL 3126	Global Governance	
POL 3135	International Conflict and Negotiation	

POL 3140	International Security
POL 3220	Democracy in Comparative Politics

Program Requirement

15 total semester hours required

Organizational Communication, Minor

Develop a broad perspective of organizational communication, including communications during negotiations, crisis, and communication across organizations.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

Code	Title	Hours
CMN 1100	Organizational Communication	3
CMN 2310	Professional Speaking	3

Electives

Code	Title	Hours
Complete 9 semester hours from the following:		9
CMN 3220	Introduction to Public Relations	
CMN 3340	Gender and Communication	
CMN 3350	Intercultural Communication	
CMN 3360	Crisis Communication	
CMN 3400	Advanced Organizational Communication	

Program Requirement

15 total semester hours required

Psychology, Minor

Examine the various aspects of psychology on an introductory level with an opportunity to focus on areas of interest.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

Code	Title	Hours
PSY 1100	Foundations of Psychology	3

Electives

Code	Title	Hours
Complete 12 semester hours in the following subject area:		12
PSY		

Program Requirement

15 total semester hours required

Sociology, Minor

The minor in sociology offers students an opportunity to explore human behavior and interaction on an individual and societal level.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

Code	Title	Hours
SOC 1100	Introduction to Sociology	3

Electives

Code	Title	Hours
Complete 12 semester hours in the following subject area:		12
SOC		

Program Requirement

15 total semester hours required

Accelerated Bachelor/Graduate Degree Programs

The College of Professional Studies offers a number of bachelor's/graduate degree programs that allow students to accelerate the attainment of the graduate degree by applying graduate credits taken as an undergraduate toward both the undergraduate and graduate degrees. Degrees are earned sequentially, with the bachelor's degree attainment followed by coursework to complete the graduate degree. See additional information on accelerated bachelor/graduate degree programs (<https://registrar.northeastern.edu/article/plusone-program-accelerated-bachelorgraduate-degree-programs/>).

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University Leadership

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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 Commission of Higher Education, Inc. (NECHE), previously New England Association of Schools and Colleges (NEASC), since it was awarded its initial accreditation in 1940. The university was last reviewed by NECHE in 2018 and will be reviewed again in fall 2028.

Northeastern University possesses degree-granting authority in Massachusetts, under the auspices of the Massachusetts Board of Higher Education.

Bouvé College of Health Sciences

Program	Accrediting Agency
BS Health Science	Council on Education for Public Health (CEPH)
MPH Public Health	Council on Education for Public Health (CEPH)
BSN Nursing	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
BSN Nursing, Accelerated Program for Second-Degree Students ²	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing ²
BSN Nursing, Accelerated Program for Second-Degree Students ³	Commission on Collegiate Nursing Education (CCNE) and North Carolina Board of Nursing ³
MS Nursing	Commission on Collegiate Nursing Education (CCNE)
MS Nursing Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE)
DNP Nursing Practice with Concentration in Nurse Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE)
DNP Nursing Practice (Post-Master's)	Commission on Collegiate Nursing Education (CCNE)
MS Physician Assistant Studies	Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)
DPT Physical Therapy	Commission on Accreditation in Physical Therapy Education (CAPTE)

MS Speech-Language Pathology	Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA), Massachusetts Board of Elementary and Secondary Education ¹
MS/CAGS School Psychology	Massachusetts Department of Education (DOE) and National Association of School Psychologists (NASP)
PhD Counseling Psychology	American Psychological Association (APA)
PhD School Psychology	American Psychological Association (APA) and National Association of School Psychologists (NASP)
PharmD Pharmacy	Accreditation Council for Pharmacy Education (ACPE)

- ¹ The Massachusetts Board of Education approves (not accredits) programs.
- ² The Massachusetts Board of Registration in Nursing approves (not accredits) programs.
- ³ The North Carolina Board of Nursing approves (not accredits) programs.

College of Arts, Media and Design

Program	Accrediting Agency
Master of Architecture	National Architectural Accreditation Board (NAAB)

D'Amore-McKim School of Business

Program	Accrediting Agency
All programs offered in 2021–22	AACSB International—The Association to Advance Collegiate Schools of Business

College of Engineering

Program	Accrediting Agency
BSCmpE Computer Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BSChE Chemical Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BSCE Civil Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BSEE Electrical Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BSIE Industrial Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org
BSME Mechanical Engineering	Accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org

College of Science

Program	Accrediting Agency
BS Biochemistry	American Society for Biochemistry and Molecular Biology (ASBMB)

College of Professional Studies

Program	Accrediting Agency
BS Finance and Accounting Management ¹	AACSB International—The Association to Advance Collegiate Schools of Business
BS Management ¹	AACSB International—The Association to Advance Collegiate Schools of Business
BSET Computer Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
BSET Electrical Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
BSET Mechanical Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
MS Organizational Leadership (with concentration in Project Management) Education Programs in:	Project Management Institute's Global Accreditation Center
Elementary Education, 1–6	Massachusetts Department of Elementary and Secondary Education
Sheltered English Immersion Administrator—Endorsement	Massachusetts Department of Elementary and Secondary Education
Sheltered English Immersion Teacher—Endorsement	Massachusetts Department of Elementary and Secondary Education
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 and Space Science, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of English, 5–12	Massachusetts Department of Elementary and Secondary Education
Teacher of English as a Second Language (ESL), PreK–6, 5–12	Massachusetts Department of Elementary and Secondary Education
Teacher of History, 5–12	Massachusetts Department of Elementary and Secondary Education

Teacher of Mathematics, 8–12
Massachusetts Department of Elementary and Secondary Education

Teacher of Physics, 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 Social Science, 5–12
Massachusetts Department of Elementary and Secondary Education

Teacher of Students with Moderate Disabilities, PreK–8, 5–12
Massachusetts Department of Elementary and Secondary Education

¹ Accredited under the aegis of the “sponsoring” full-time college.

College of Social Sciences and Humanities

Program	Accrediting Agency
BS American Sign Language—English Interpreting	Commission on Collegiate Interpreter Education
MPA Public Administration	Network of Schools of Public Policy, Affairs, and Administration

School of Law

Program	Accrediting Agency
JD Law	American Bar Association; Association of American Law Schools ¹

¹ 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. Please visit State Authorization Statements and Complaint Resolution (<https://www.northeastern.edu/graduate/state-authorization-statements-and-complaint-resolution/>) for up-to-date, state-prescribed regulatory information applicable to all degree levels.

Major CIP Codes

The following is a list of Northeastern University majors for programs accepting new students during the 2021-2022 catalog year, along with each major's corresponding CIP code. “CIP” refers to the Classification of Instructional Programs published by the U.S. Department of Education's National Center for Education Statistics (<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>).

Resources**Online Resources**

The following online resources supplement this catalog:

- Academic Calendars (<http://www.northeastern.edu/registrar/calendars.html>)
- Campus Maps (<http://www.northeastern.edu/campusmap/>)

- Class Schedules (<https://registrar.northeastern.edu/article/schedule-of-classes/>)
- University Events

General Information

The *Northeastern University Catalog* contains the university's primary statements about approved academic programs and degree requirements, as authorized by the president or the Board of Trustees.

The *Northeastern University Catalog* contains current information about the university calendar, admissions, degree requirements, fees, and regulations; however, such information is not intended and should not be regarded to be contractual. Course information was current as of June 9, 2021. For updated course information, students and advisors should consult the Banner course catalog (<https://nubanner.neu.edu/StudentRegistrationSsb/ssb/term/termSelection/?mode=courseSearch>).

ACCREDITATION

Northeastern University is accredited by the New England Commission of Higher Education, Inc.

DELIVERY OF SERVICES

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

Northeastern University reserves the sole right to promulgate and change rules and regulations and to make changes of any nature in its program; calendar; admissions policies, procedures, and standards; degree requirements; fees; and academic schedule whenever necessary or desirable, including, without limitation, changes in course content and class schedule, the cancellation of scheduled classes and other academic activities, and the substitution of alternatives for scheduled classes and other academic activities. In any such case, the university will give whatever notice is reasonably practical.

Northeastern University will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual's academic career and professional advancement upon completion of a degree or program are largely dependent on his or her own abilities, commitment, and effort. In many professions and occupations, there are also requirements imposed by federal and state statutes and regulatory agencies for certification or entry into a particular field. These requirements may change while a student is enrolled in a program and may vary from state to state or country to country. Although the university stands ready to help its students find out about requirements and changes in them, it is the student's responsibility to initiate the inquiry.

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 discussed in this section of the catalog (<http://catalog.northeastern.edu/graduate/academic-policies-procedures/ferpa/>).

PERSISTENCE RATES UNDER THE STUDENT RIGHT-TO-KNOW ACT

In the fall of 2020, the persistence rate for undergraduate students who entered in the fall 2019 cohort was 96.8 percent.

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.

NONDISCRIMINATION POLICIES

Northeastern University is committed to providing a living, learning, and working environment free from discrimination and harassment and does not discriminate on the basis of race, color, religion, genetic information, sex, gender, gender identity, sexual orientation, age, national origin, ancestry, disability, or veteran status in admission to, access to, treatment in, or employment in its programs and activities. The university will not tolerate any conduct that violates rights guaranteed by law, or any of the university policies that prohibit discrimination, including the Policy on Equal Opportunity (https://www.northeastern.edu/policies/pdfs/Policy_on_Equal_Opportunity.pdf), Policy Prohibiting Sexual and Gender-Based Harassment (https://www.northeastern.edu/policies/pdfs/Policy_Prohibiting_Sexual_and_Gender-Based_Harassment.pdf), Policy on Rights and Responsibilities Under Title IX (https://www.northeastern.edu/policies/pdfs/Policy_on_Rights_and_Responsibilities_Under_Title_IX.pdf), and the Policy on Non-Fraternization (https://www.northeastern.edu/policies/pdfs/Policy_on_Non-Fraternization.pdf). Furthermore, university policy also includes prohibitions of retaliation for filing complaints of discrimination with the Office for University Equity and Compliance (OUEC). Links to the university's nondiscrimination policies and its grievance procedures are available at the OUEC (<https://www.northeastern.edu/ouec/>). Inquiries regarding the university's nondiscrimination policies may be directed to:

Office for University Equity and Compliance (<https://www.northeastern.edu/ouec/>)
125 Richards Hall
Northeastern University
Boston, Massachusetts 02115
617.373.4644
ouec@northeastern.edu

The university strongly encourages any person to report information relating to alleged discrimination or harassment to the OUEC (<https://www.northeastern.edu/ouec/>) by completing the form available at Reporting to OUEC (https://cm.maxient.com/reportingform.php?NortheasternUniv&layout_id=7) or through any of the contact options listed above. OUEC's policies, as well as other helpful information, can be found at the OUEC website (<https://www.northeastern.edu/ouec/>).

DISABILITY RESOURCE CENTER

The Disability Resource Center provides a variety of disability-related services and accommodations to Northeastern University's students 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.

CLERY 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 in the Annual Security & Fire Safety Reports, located on the NUPD website (<https://nupd.northeastern.edu/annual-reports/>).

EMERGENCY INFORMATION

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

In case of emergency or crisis situations that require immediate notification, university officials will deploy the NU ALERT system, which sends email, voicemail, and text messages to students, faculty, and staff. NU ALERT is intended to communicate pertinent information and, when appropriate, provide directions to those in the affected area(s).

A record of past Timely Warnings and NU ALERT Emergency Notifications for our campus community can be found on the NUPD website (<https://nupd.northeastern.edu/safety-notifications/>).

Examples of crisis situations range from snow storms to national emergencies that have a local impact.

Additional information on the university's emergency information systems can be found on the university's (<https://www.northeastern.edu/emergency-information/>) *Emergency Information* website.

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