

## CPS Policies & Procedures

<http://www.cps.neu.edu/about-cps/policies-and-procedures>

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### Policies & Procedures

#### POLICY STATEMENTS

The College of Professional Studies Undergraduate Catalog contains Northeastern University's primary statements about courses, programs, and certificate requirements, as authorized by the president and the Board of Trustees. For information about other academic policies and procedures, including student responsibilities, student academic and co-curricular life, faculty rights and responsibilities, or general personnel policies, benefits, and services, please refer to the following:

[CPS Bulletin and Student Handbook](#)

For a complete listing of all CPS policies, call 617.373.2400 or toll free at 877.668.7727 to request a the current Bulletin and Student Handbook.

#### REFUNDS

College of Professional Studies/Lowell Institute School Undergraduate, Graduate, and Evening Noncredit Course Formats (with the exception of full-day courses)

##### **12-Week, 8-Week, and 6-Week Sessions**

Effective Fall 2006, the College of Professional Studies will permit students to withdraw from 12-week, 8-week, and 6-week courses through the second Saturday of the session and receive a 100% refund. After the second Saturday of the session, any student seeking to withdraw from a 12-week, 8-week, or 6-week course will be ineligible for a refund.

##### **4-Week Sessions**

Effective Fall 2006, the College of Professional Studies will permit students to withdraw from 4-week courses through the first Saturday of the session and receive a 100% refund. After the first Saturday of the session, any student seeking to withdraw from a 4-week course will be ineligible for a refund.

##### **Intensive 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 withdraw from intensive courses meeting for one week or less through the first day of the course and receive a 100% 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.

##### **Full-Day Course Formats**

For full-day courses, payment must be made no later than the first day of the course. Course fees are fully refundable if Northeastern University receives written documentation of withdrawal (or rescheduling if applicable) on or before the 14th day prior to the start date of the course.

Withdrawals made less than 14 days prior to the start date of the course are subject to a 25% late withdrawal fee. If a student fails to attend a full-day course without notifying Northeastern University, the entire tuition may be assessed. For Professional Development courses, a substitute may be sent in a student's place in order to avoid the 25% late withdrawal fee.

## **WITHDRAWING FROM A COURSE**

### **12-Week, 8-Week, and 6-Week Sessions**

Students who withdraw from a 12-week, 8-week, and 6-week courses prior to the end of the second Saturday of the session will have no record of the withdrawal on their transcripts. Thereafter, students who withdraw from the course until the end of the week prior to final examinations will have the withdrawal noted on their transcripts. No withdrawals are allowed during the last week of the session/term.

### **4-Week Sessions**

Students who withdraw from a 4-week course through the first Saturday of the session will have no record of the withdrawal on their transcripts. Thereafter, students who withdraw from the course until the end of the week prior to final examinations will have the withdrawal noted on their transcripts. No withdrawals are allowed during the last week of the session.

### **Intensive Courses Meeting For One Week Or Less**

Students who withdraw from an intensive course meeting for one week or less prior to the second day of the course will have no record of the withdrawal on their transcripts. Students who withdraw from the second day of the course to the last day of the course prior to final examinations will have the withdrawal noted on their transcripts. No withdrawals are allowed for any reason during the day on which final examinations are given.

A "W" grade (withdrawal) can only be given administratively by the Registrar's Office based on having followed the proper course withdrawal procedures. If a student has not withdrawn, faculty members are obliged to assume that the student is still in the course and must grade accordingly.

Students may withdraw from a course using any of the following methods:

- Using the myNEU portal (<http://myneu.neu.edu/>)
- Completing the interactive course withdrawal form ([www.cps.neu.edu/withdrawal](http://www.cps.neu.edu/withdrawal))
- Submitting a completed course withdrawal form in person to the Registrar's Office, 120 Hayden Hall, Boston, Massachusetts or to any one of our campus locations. Withdrawal forms may be obtained at any one of our campus locations. They can also be downloaded ([/downloads/drop\\_form.pdf](#)).

Mailed and faxed withdrawal forms will no longer be accepted.

Please note that non-attendance does not constitute an official course withdrawal. A student must officially withdraw from a course using one of the methods specified above in order to be eligible for a refund.

## **GRADING**

### **Grading System**

Grades are officially recorded by letters, evaluated as follows:

<b>Grades</b>	<b>Numerical Equivalent</b>	<b>Status</b>
A	4.000	Outstanding Achievement
A-	3.667	
B+	3.333	
B	3.000	Good Achievement
B-	2.667	
C+	2.333	
C	2.000	Satisfactory Achievement
C-	1.667	
*D+	1.333	
*D	1.000	Poor Achievement
*D-	.667	
F	.000	Failure. Does not count toward degree requirements
I		Incomplete in a letter-graded course
S		Satisfactory achievement in a course defined as a C- or above
U		Unsatisfactory achievement in a course
X		Incomplete in a satisfactory/unsatisfactory course
L		Officially enrolled as auditor of course
W		Withdraw. Student formally withdrew from course, through the Registrar's Office, before the Registrar's deadline. Administrative grade; assigned only by Registrar
NE		Not enrolled. Did not attend after the date of recordent , start of the second full week
IP		Course in progress. Intended for course such as Senior Thesis or a project that extends over several terms. An IP can be replaced by a regular grade with a standard change-of-grade card. The time

		<p>restrictions on the I grade do not apply to the IP grade. While unchanged, it is not included in computing the GPA. If never changed, the course does not count toward graduation requirements.</p>
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\* These grades are not available to students at the graduate level.

An I, IP, or X grade shows that the student has not completed the course requirements and is normally given at the discretion of the instructor.

For Northeastern Online courses, the student's access to the Northeastern Online site ends at the end of the quarter. The Incomplete or "I" grade may be given only when the student fails to complete a single key requirement of a course, such as a paper or major report. The University has a one-year limit policy to make up Incomplete grades. However, Northeastern Online students will have an access to the course management tool for a four-week period to complete the missing requirement. Therefore, Northeastern Online students are strongly advised to make up Incomplete grades within this four-week period. The makeup must be possible without the use of the Northeastern Online site.

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

Any undergraduate student not on academic probation, where permitted by the terms of section C below, may register for one S/U (commonly known as "Pass/Fail") course per term, if permitted by the College in which the student is enrolled. Enrollment in one-credit-hour courses on an S/U basis does not prevent students from also electing an additional four-credit-hour course on an S/U basis.

- Such courses will normally be restricted to freely chosen electives outside the major field of specialization, so that no part of the specifically prescribed curricula will be affected. However, in cases where the S/U system of grading appears pedagogically sound for required courses within a program, nothing contained in this provision shall hinder a College faculty from adapting such a plan to its specific needs.
- Degree students may register for one open elective course per quarter on a pass/fail basis (satisfactory/unsatisfactory) and may not take more than a total of five pass/fail courses total at the College of Professional Studies. To be eligible for pass/fail status, the student must be in good academic standing (have at least a 2.000 grade point average) and must also meet all prerequisites for the course.
- To be graded on a pass/fail basis, the student must file a Pass/Fail Petition and have it signed by an Academic & Student Support Specialist in the Office of Academic & Student Support Services. Petitions must be received prior to the fourth class meeting. (For five- and six-week intensive courses, petitions must be received by the second class meeting.) Petitions are available at each campus location or by calling 617.373.2400 or toll free at 877.668.7727 or TTY 617.373.2825.
- The grades recorded on the basis of the S/U system will not figure in the computation of the QPA.

- Satisfactory completion of the work in all courses taken on the S/U system of grading with a grade of C- or better will be designated on the permanent record by the letter S. Unsatisfactory work will be designated by the letter U.
- An "incomplete" in a course taken on an S/U basis will be designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.
- Students wishing to use the S/U system of grading for a course must meet all prerequisites for such a course.

### **Auditing**

Students may audit courses upon submitting the usual registration forms and paying the regular tuition fees. There is no reduction in fees for auditing. As an auditor, a student may participate in class discussion, complete papers and projects, and take tests and examinations for informal evaluation. However, regardless of the amount or quality of work completed, no academic credit will be granted for an audited course.

If you decide to audit a course, your decision must be communicated in writing to the Registrar's Office prior to the fourth class meeting. Exceptions to this rule cannot be approved without authorization by the Director for the Office of Enrollment and Student Services.

### **SPECIAL STUDIES**

Qualified students may have the opportunity to take up to six special studies. Those who meet the specifications for this work may take a combination of:

- two advanced tutorials
- two independent studies
- two honors programs

Petitions for these studies are available at the Office of Academic & Student Support Services, all campus locations and online. Petitions should be filed at least six weeks prior to the quarter in which the special study is to be taken. Most special studies are taken under the direction of a faculty adviser who will meet with the student at least three times during the quarter and will be available for phone conferences. Students may request a specific faculty member. However, no special study may proceed without prior approval.

Special studies are not offered in all subject areas. Before petitioning you may wish to consult with an Academic & Student Support Specialist by visiting one of our campus locations, calling 617.373.2400 or toll free at 877.668.7727 or [spcs-adviser@neu.edu](mailto:spcs-adviser@neu.edu). In many cases, taking a full course will be of greater value to you.

### **Advanced Tutorial**

The Advanced Tutorial is designed primarily for students with declared majors who have been unable to take a needed upper-level course in the usual format because the course has not been available for two consecutive years. The Advanced Tutorial is essentially a full course taken independently under the supervision of a faculty adviser who will provide a syllabus, test the student's progress, and ascribe a grade. With the exception of languages and a few labs, Advanced Tutorials are 3 quarter hour credits each.

Students may take no more than two Advanced Tutorials and should have completed 87 quarter hours before petitioning.

### **Independent Study**

The Independent Study is an opportunity for degree students who have completed 96 quarter hours and maintained a 3.000 GPA to undertake special research, reading, or experimental study projects in areas related to their major. In addition to filing a petition, interested students should submit a study proposal for the program director's approval. The proposal should include a detailed outline of the objectives and plan of study and should be accompanied by a supporting statement from the faculty member under whose direction the study will take place. Students may take up to two Independent Studies at 3 quarter hours each. These courses normally count toward major elective requirements.

### **Honors Program**

The Honors Program is similar to the Independent Study, with two exceptions: the student must have a 3.500 GPA to be eligible and submit a more in-depth work product to earn the additional 1 quarter hours credit. Students may take up to two Honors Courses at 4 quarter hours each. Usually these courses would count toward major elective requirements.

### **DIVERSITY REQUIREMENT**

All Undergraduate degree students will fulfill the Northeastern University diversity requirement. The requirement varies from program to program but generally can be fulfilled by completing one of four courses as outlined in the core curriculum.

### **CHANGING MAJOR**

If you wish to change to a different major or program within the College of Professional Studies, you should file an Admissions Application for the new degree or certificate program you wish to pursue. Admissions Applications are available at all campus locations, online at <http://www.northeastern.edu/cps/admissions/>, or by calling the Office of Admissions & Recruitment at 617.373.2400 or toll free at 877.668.7727. If you have previously received a transfer credit award and decide to change your major, your transfer credit will be reevaluated.

Students wishing to change undergraduate majors within the College of Professional Studies should file a Request to Declare or Change Undergraduate Major/Program for the new degree or certificate program they wish to pursue. Forms are available at all campus locations, online at [/downloads/major\\_prog-change022207.pdf](/downloads/major_prog-change022207.pdf), or by calling the Office of Academic & Student Support Services, 617.373.2400 or toll free at 877.668.7727. Students who have received an associate degree and are now working toward a bachelor's degree should be sure to change their majors to their new programs two weeks after the university commencement.

### **UNDERGRADUATE TRANSFER CREDIT**

Students may transfer credit from accredited institutions of higher education when courses completed are applicable to the student's program in the College of Professional Studies. The minimum course grade acceptable for transfer credit is C, or 2.000 on a 4.000 scale. Regardless of the source - AP, APL, CLEP, DANTEs, Excelsior College Examination (formerly Regents College Examination), non-collegiate instruction, coursework at other schools - the total amount of

transfer credit that may be awarded may not exceed 50% of the credits needed for degree students. Students pursuing an undergraduate certificate can transfer a total of 6 or 9 quarter hours of credit (depending on their program of study) toward a certificate.

Courses for which transfer credit has been awarded may not be repeated at the College of Professional Studies without a reduction in the transfer credit award. Admitted students should consult with an academic adviser prior to taking courses outside of the College of Professional Studies that they wish to apply towards degree requirements.

### **Transfer Credit Procedure**

Students who would like to obtain an evaluation of credits earned from another institution must file a Transfer Credit Petition with the Office Enrollment and Student Services. The student must then write to the registrar of the institution previously attended and request that an official transcript (one bearing that institution's seal) be forwarded to the Office of Admissions, College of Professional Studies, Northeastern University, 145 South Bedford Street, Burlington, MA 01803.

Upon receipt of official transcripts and the Petition for Transfer Credit, the Office of Admissions issues an evaluation of all credits as they apply to the student's program in the College of Professional Studies. Students should allow at least two weeks for processing transfer credit from the point when all official transcripts and the Petition have been received.

Since the process of evaluating transfer credit is complex, it is not always possible to prepare a formal evaluation of transcripts during advising appointments. Official awarding of credit is recorded on the student's College of Professional Studies transcript when the student is formally admitted to a degree program. Students who wish to be admitted to a degree program may indicate this on the transfer credit petition and should attach proof of high school graduation (high school transcript, copy of diploma or GED certificate).

### **GRADUATE TRANSFER CREDIT**

A student may transfer up to 4 quarter hours (q.h.) or 4 semester hours (s.h.) toward completion of a graduate certificate program, up to 9 q.h. or 8 s.h. toward completion of a degree program. The award of graduate transfer credit is made at the discretion of the graduate program director and/or the Senior Associate Dean. Any matriculated student who wishes to take a course or courses elsewhere for graduate credit must secure the approval of the graduate program director and/or the Senior Associate Dean prior to registering for that course or courses.

### **ASSESSMENT OF PRIOR LEARNING**

The College of Professional Studies wants to help students maximize credit for prior learning. You can earn up to half of the credits toward your degree in several ways:

**Through credits transferred from an accredited American college or university or from recognized institutions of higher education in other countries.**

**Through the following college-level proficiency examinations:**

The College-Level Examination Program (CLEP) general and subject examinations

The Excelsior College Examination Program (formerly Regents College and PEP)  
DANTES Examination Program of the Educational Testing Service

Advanced Placement (AP) Examination Program of the College Entrance Examination Board

Challenge examinations in areas such as medical terminology

**Through modern language proficiency examination:**

College of Professional Studies students may be eligible to receive a maximum of 12 quarter hours of credit in a modern language that is part of their particular curriculum. Examinations are currently offered in American Sign Language, French, and Spanish.

**Through Assessment of Prior Learning (APL) by portfolio:**

College of Professional Studies students may obtain up to 18 quarter hours of APL credit in specified academic disciplines for knowledge gained through prior learning experiences, whether work-related or personal.

Specifically, students may be eligible for APL credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses in the following areas:

Liberal Arts (ART, CMN, ECN, ENG, HST, JRN, MUS, PHL, POL, PSY, SOA, SOC, TCC, THE)

Health Professions and Sciences (BIO, BT, CHM, HIA, HMG, HSC)

Information Technology (IT and MIS)

Business (RE and TRN only)

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

In order to be eligible to receive credit for prior learning, you must be accepted into a degree or certificate program and be in good standing. Please contact the Office of Academic & Student Support Services at 617.373.2400 or toll free at 877.668.7727 or TTY 617.373.2825 for further information.

**TRANSCRIPTS AND RECORDS AND FERPA REGULATIONS**

Transcripts and records regulations based on the Family Educational Rights and Privacy Act [FERPA] of 1974, also known as the Buckley Amendment.

To obtain an official transcript, students (and alumni/ae) must send a check in the amount stipulated by the Office of the Bursar, mailing instructions, and a disclosure waiver, if necessary, to the Transcript Office at 117 Hayden Hall. To request a transcript in person, first obtain an official receipt from the Office of the Cashier at 248 Richards Hall; then present the receipt and a valid photo ID at 117 Hayden Hall. Telephone and fax requests are not accepted, and no transcripts can be faxed from the University. Currently enrolled students can obtain unofficial transcripts in person from the student information kiosks located around campus. Students not currently enrolled can obtain an unofficial transcript in person only by presenting a valid photo ID at 117 Hayden Hall.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records and imposes certain rights and obligations on the University with respect to those records and their release. For more information about FERPA, go to <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

At Northeastern University, the Office of the Registrar in room 120 Hayden Hall administers FERPA.

## **USA PATRIOT ACT**

The USA Patriot Act provides law enforcement agencies access to confidential University records on students, faculty, and staff. The University must provide the requested information on being shown a warrant or court order executed under the Patriot Act. Under the provisions of this Act, the student, faculty, or staff member may not be notified of the request for and release of information. The USA Patriot Act takes priority over FERPA that is described above. All requests for information under the USA Patriot Act are handled by University Legal Counsel, 115 Churchill.

## **NAME/ADDRESS CHANGE**

If your name or address changes, you must report the change in writing to the Registrar's Office, Northeastern University, 360 Huntington Avenue, 120 Hayden Hall, Boston, MA 02115. All name change requests must be accompanied by legal documentation. Address changes may also be reported via the myNEU Web portal.

## **ACADEMIC HONESTY AND INTEGRITY POLICY**

Essential to the mission of Northeastern University is the commitment to the principles of intellectual honesty and integrity.

### **Academic Honesty/Anti-Plagiarism Policies**

Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from their 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 community. Accordingly, Northeastern University views academic dishonesty as one of the most serious offenses that a student can commit while in college.

The following is a broad overview of what constitutes academic dishonesty, but is not meant to be an all-encompassing definition.

Cheating - defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Examples:

Unauthorized use of notes, text, or other aids during an examination.

Copying from another student's examination, research paper, case write-up, lab report, homework, computer disc, and so on.

Talking during an examination.

Handing in the same paper for more than one course without the explicit permission of the

instructor.

Perusing a test before it is given.

Hiding notes in a calculator for use during an examination.

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

Examples:

Making up the data for a research paper.

Altering the results of a lab experiment or survey.

Listing a citation for a source not used.

Stating an opinion as a scientifically proven fact.

Plagiarism - defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise without providing proper documentation of source by way of a footnote, endnote, or intertextual note.

The following sources demand notation:

Word-for-word quotation from a source, including another student's work.

Paraphrase: using the ideas of others in your own words.

Unusual or controversial facts - facts not apt to be found in many places. Interviews, radio, television programs, and telephone conversations.

Unauthorized collaboration - this refers to instances when students, each claiming sole authorship, submit separate reports that are substantially similar to one another. While several students may have the same source material (as in case write-ups), the analysis, interpretation, and reporting of the data must be each individual's.

Participation in academically dishonest activities.

Examples:

Stealing an examination.

Purchasing a pre-written paper through a mail-order or other service, including via the Internet.

Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts.

Alteration, theft, forgery, or destruction of the academic work of other students, library materials, laboratory materials, or academic records including transcripts, course registration cards, course syllabi, and examination/course grades.

Intentionally missing an examination or assignment deadline to gain an unfair advantage.

Facilitating academic dishonesty - defined as intentionally or knowingly helping or attempting to violate any provision of this policy.

Examples:

Inaccurately listing someone as co-author of a paper, case write-up, or project who did not contribute.

Sharing with another student a take-home examination, homework assignment, case write-up, lab report, and so on, without expressed permission from the instructor.

Taking an examination or writing a paper for another student.

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 faculty member or to the director of the Office of Student Conduct and Conflict Resolution. The charge will be investigated and if sufficient evidence is presented, the case will be referred to the Northeastern University Student Judicial Hearing Board. If found responsible for an academic dishonesty violation, a minimum sanction of deferred suspension will follow. If found responsible for a second violation, the student will be expelled from the University.

### **Students' Bill of Academic Rights and Responsibilities**

This bill was drafted by the Student Senate, the Vice President for Student Affairs, and members of the Faculty Senate. It was passed in the spring of 1992.

### **Academic Rights**

We, the students of Northeastern University, believe that a quality education is the paramount goal of all students. In order to fulfill this goal, the University must recognize certain rights, which are set down in this document.

### **Course-Related Rights**

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

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

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

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

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

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

### **Rights to University Academic Services**

Article 7. Students have the right to adequate access to effective academic services, as described in the Student Handbook and other University publications, provided by the University.

Article 8. Students have the right to an environment conducive to learning.

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

### **Scheduling Rights**

Article 10. Students have the right to non-conflicting final exam schedules.

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

Article 12. Students have the right to scheduled activities periods free from undergraduate academic commitments, such as scheduled classes and co-op meetings.

Article 13. Students have the right to be excused from academic commitments for a religious observance.

## **General Academic Rights**

Article 14. Students have the right to be informed, in a timely fashion, of proposed or actual University action to be taken against them.

Article 15. Students have the right of access to their academic and financial aid records and maintenance of the privacy of these records, as provided by the Federal Educational Rights and Privacy Act.

Article 16. Students have the right to be free from harassment by other members of the University community.

Article 17. Students have the right to the redress of academic grievances.

## **Student Responsibilities**

It is each student's responsibility to:

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

## **Student Rights to Copyrightable and Patented Materials**

It is the general policy of the University that student papers or projects submitted in partial fulfillment of course requirements remain the property of the student authors. This policy does not apply to (1) "work for hire" as defined by intellectual property laws; (2) work derived wholly or in part from other patented or copyrighted material; (3) work done as part of external grants or contracts in which the contracting documents or regulations define ownership; (4) work in which the University or its agents or employees contribute substantial time or resources; or (5) work considered a thesis or dissertation.

The University owns the copyright to any work created or developed by one or more students with the significant use of funds, space, facilities, equipment, materials, or other University resources. With respect to such work, the University reserves the right to utilize anti-plagiarism software to analyze submitted course-related works. As part of this analysis, the University may

retain, or cause to be retained, in a Northeastern database electronic versions of such work for the sole purpose of analyzing the originality of future student work.

The University will not normally construe the payment of salary from unrestricted funds or the provision of office and library facilities as constituting significant use of funds, space, facilities, equipment, materials, or other resources of or administered by the University. Use of laboratory and/or computer facilities or assistance from one or more faculty or staff members to a student author specifically pertaining to the work constitutes significant use of University resources. In all cases, the provost or his or her designee shall make a good faith determination concerning significant use, which shall be final and binding on all parties.

In the case of a thesis generated by research performed in whole or in part by a student in the course of or pursuant to an agreement for sponsored research or other written agreement, including an agreement between the author(s) and the University, or utilizing equipment or facilities provided to the University under conditions that impose copyright restrictions, ownership or control shall be determined in accordance with such agreement or restrictions. In the absence of such agreement or restrictions, copyright ownership in such a thesis shall reside in the student. However, the student, as a condition of a degree award, must grant the University the royalty-free right to reproduce and publicly distribute copies of the thesis for limited and non-commercial purposes.

Where necessary to secure to the University an ownership of copyright, students shall assign such rights of copyright, or grant the specified rights of reproduction and distribution, to the University. The University reserves the right to employ, at its discretion, the materials or portions of any work created or developed in the course of an author's relationship with the University, or otherwise covered by the University Patent and Copyright Policy, for promotional, professional, or non-commercial purposes on a royalty-free basis.

Certain courses taught at Northeastern University involve students in individual or group assignments or projects involving the creation of materials, objects, or techniques that may be patentable or copyrightable. These courses generally require extraordinary levels of faculty organization and participation and/or substantial University resources.

In accordance with University patent and copyright policies, in such courses the University is the owner of all rights in technology, computer programs, or other creative work that may be developed by the undergraduate or graduate student as part of the student's work in those courses. It is the University's intention, where applicable, to disclose and authorize the use of such technology, programs, or work to non-profit organizations and to government agencies without a fee. The University may also have the opportunity to license such materials to a commercial enterprise, and in this event, it is the University's intention to share any revenue from such a license with student contributors in an amount determined in accordance with the then-existing University policy or plan. Students are informed early in the semester if the course in which they are enrolled falls within this category and will be asked to sign a letter of agreement. Should the student decline to sign an agreement, he or she will be assigned to another course section - one in which such agreement is not required - or will be given alternative activities not involving such assignments or projects.

### **Copyrights and Patents**

Any student who makes, as sole or joint inventor, an invention that involved significant use of

University resources, including funds, space, facilities, equipment, or materials, or that is subject to terms of a sponsored research or other agreement between the University and another party, shall assign this invention and all associated applications and patents to the University or its designee unless the invention has been released to the inventor in accordance with the applicable provisions of the University patent policy. Any student, whether before or after terminating his or her association with the University, shall do whatever is necessary to enable the University or its designee to take out patents in any and all countries on such invention. The cost and expense of making such assignments and procuring such patents shall be borne by the University or its designee.

When an invention is made by a student not involving significant use of funds, space, facilities, equipment, materials, or other resources of or administered by the University, the University will waive its rights, and the invention will be the exclusive property of the student, provided the student's rights in the invention are not altered by the terms of any financial aid received, including external sponsorship, scholarships, fellowships, traineeships, thesis expenses, or other assistance, whether or not administered by the University and provided the invention is not subject to third-party rights

### **Appropriate Use of Computer and Network Resources**

The information systems of Northeastern University are intended for the use of authorized members of the Northeastern community in the conduct of their academic and administrative work. To protect the integrity of computer resources against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage, the University reserves the right, with or without notice, to monitor, record, limit, or restrict any account holder's access and/or usage. The University may also monitor, record, inspect, copy, remove, or otherwise alter any data, file, or system resources. The University reserves the right to periodically check these systems and to take any other actions necessary to protect the computer and network facilities. The University also retains access rights to all files and electronic mail on its computing and network facilities. Anyone using these systems or networks expressly consents to such monitoring.

Any unauthorized, inappropriate, illegal, or illegitimate use of the University's computing resources, or failure to comply with these guidelines shall constitute a violation of University policy and will subject the violator to disciplinary action by the University up to and including termination of employment or relationship, and may result in legal action.

When a violation is identified, the appropriate system manager or unit head will undertake a review and initiate action in accordance with University policy. In addition, the University may require restitution for any use of computer or network services that violates these guidelines. The University may also provide evidence of possible illegal or criminal activity to law enforcement authorities.

Notwithstanding any other provision of this policy, authorization to access the information systems of Northeastern University ends at the termination of employment, end of a recognized role or relationship, or loss of sponsorship. Students may continue to use their Northeastern electronic mail account for up to one (1) year after graduation.

Any questions about this policy or the applicability of this policy to a particular situation should be referred to the Information Technology Security Manager or the Director of Internal Audit.

The University's information systems consist of all networking wiring, equipment, networks, security devices, servers, computer systems, computers, computer laboratory equipment, workstations, Internet connection, and all other intermediary equipment, services, and facilities. These assets are the property of Northeastern University. The Appropriate Use Policy describes how these information systems are permitted to be used.

1. Access to and use of Northeastern information systems is a privilege granted by the University to its faculty, staff, and students. Access for up to one academic year for others, including "sponsored" individuals whose relationship with Northeastern is a result of a University-recognized affiliation or relationship, must be approved by the authorizing unit's dean or vice president. Such access may not be renewed without the written approval of the senior Vice President for Administration and Finance. The University retains sole discretion over the extent to which access privileges are granted and/or extended.
2. Users may only use those computer accounts that have been authorized by the University for their use. Use of another person's account, security devices, and/or the presentation of false or misleading information or credentials for the purpose of obtaining access to information systems is prohibited.
3. Users are responsible for all use of information systems conducted under their user ID(s), and are expected to take all precautions including password security and file protection measures to prevent use of their accounts and files by unauthorized persons. Sharing of passwords is prohibited.
4. Users may not offer, provide, lend, rent, or sell access to University information systems. Users may not provide access to individuals outside the University community. Expansion or redistribution of Northeastern's networking service is not permitted. Personal, private, or departmental switches, routers, and wireless access points may not be connected to centrally managed network segments, except only as may be agreed to in writing between the device owner and Information Services. For security reasons, dial-up modems may not be in use on computers while they are connected to the University network, except only as may be required for bona fide academic or administrative purposes and where appropriate security measures are in place.
5. Use of University information systems for hosting non-University activities must have the explicit written authorization of the senior Vice President for Administration and Finance prior to the use.
6. While the University attempts to protect electronic communication and files from unauthorized access, this cannot be guaranteed. Users may not access, copy, or move files including, but not limited to, programs, data, and electronic mail that belong to another account, without prior authorization from the account holder. Files may not be moved to other computer sites without permission from the holder of the account under which the files reside.
7. Users may not use remote resources such as printer and file systems, regardless of location on or off the Northeastern network, unless the administrator of the remote resource has first granted permission to do so.

8. Northeastern information systems may be used for lawful purposes only. Users must not use their accounts or Northeastern information systems for unlawful purposes, including but not limited to, the installation of fraudulently or illegally obtained software, illegal dissemination of licensed software, sharing of content where the disseminator does not hold lawful intellectual property rights, or propagating chain letters, pyramid, ponzi, other unlawful or deceptive schemes, or for any purpose contrary to local, state, and/or federal law.

9. Use of University information systems must comply with the provisions of copyright law and fair use. Copyright law limits the right of a user to decrypt, copy, edit, transmit, or retransmit another's intellectual property, including written materials, images, sounds, music, and performances, even in an educational context, without permission, except where such use is in compliance with Fair Use or TEACH Act provisions.

10. Printed materials and storage media containing sensitive and/or protected information shall be handled in accordance with published Information Disposal Guidelines and Asset Disposition procedures.

11. Users are responsible for the timeliness, accuracy, and content/consequences of their web pages and other electronic writings. Posting of personal, family, or other identifying information is at the sole discretion of the user and is a discouraged practice.

12. University information systems may not be used for commercial purposes except only as permitted with explicit prior written approval of University Counsel and the senior Vice President for Administration and Finance.

13. Internet use must comply with the Terms of Service stipulated by our Internet service provider(s). These policies are incorporated by reference. In addition, the acceptable use, Terms of Service, and/or other policies of the system(s) also bind users of the Internet connection and resources to which they connect. At the time of writing, the Internet service providers for Northeastern University are Level 3 Communications ([www.level3.com](http://www.level3.com)), and Verizon ([www.verizon.com](http://www.verizon.com)).

14. Users may not use information systems irresponsibly, wastefully, or in a manner that adversely affects the work or equipment of others at Northeastern or on the Internet.

15. Electronic messages pertaining to the official business of the University, including all academic and administrative matters, shall be sent from University-owned messaging systems. In cases where third-party messaging systems are used to originate a message, and/or where a party chooses to forward messages from a University-owned system to a third-party system, individuals using these systems shall be solely responsible for all consequences arising from such use.

16. The University's information systems, and the messages, e-mail, files, attachments, graphics, and Internet traffic generated through or within these systems, are property of the University. They are not the private property of any University employee, faculty, staff, contractor, student, or any other person. No user of University systems should have an expectation of privacy in their electronic communications. All electronic communications, files, and content presented to and/or passed on the Northeastern network, including those to, from, or through Internet connection(s), may be monitored, examined, saved, read, transcribed, stored, or re-transmitted by an authorized employee or agent of the University, in its sole discretion, with or without prior notice

to the user. The University reserves and intends to exercise the right to do so. Electronic communications and content may also be examined by automated means. Northeastern reserves the right to reject from the network or block electronic communications and content deemed not in compliance with policies governing use of information systems at the University. The University may make appropriate disclosures of written and/or electronic information or data from the University's information systems, including with respect to an investigation of alleged misconduct or wrongdoing and/or to law enforcement, pursuant to lawful inquiries and/or legal process. By accessing Northeastern information systems, users give Northeastern permission to conduct each of the operations described above.

17. The confidentiality of any message or material should not be assumed. Even when a message or material is deleted, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Aside from the right of the University to retrieve and read any electronic communications or content, such messages or materials should be treated as confidential by other students or employees and accessed only by the intended recipient. Without prior authorization, students and employees are not permitted to retrieve or read electronic mail messages not sent to them.

18. Notwithstanding the University's right to audit or monitor its information systems, all users are required to observe the confidentiality and privacy of others' information accessed through Northeastern information systems, including information pertaining to University programs, students, faculty, staff, and affiliates. Without proper authorization, University system users are not permitted to retrieve or read electronic mail messages not sent to them. With proper University authorization, the contents of electronic mail or Internet messages or materials may be accessed, monitored, read, or disclosed to others within the University or otherwise.

19. The University strives to maintain the security and privacy of electronic communications. All use, dissemination, and disclosures of student information must comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. University FERPA policies are available at [www.neu.edu/handbook/general.html](http://www.neu.edu/handbook/general.html). All use, dissemination and disclosures of protected health information must also comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. University HIPAA policies are available at [www.adminm.neu.edu/other/hippa.htm](http://www.adminm.neu.edu/other/hippa.htm).

20. The University reserves its right to use manual and/or automated means to assess materials submitted as academic work submitted electronically for signs of plagiarism or other form(s) of academic dishonesty.

21. The University reserves the right at any time, without prior notice or permission from the user or users of a computer or other Northeastern-owned computing device, to copy or have copied any and all information from the data storage mechanisms of such devices, as may be required in the sole discretion of the University, in connection with investigations of possible wrongdoing.

22. By accessing and/or using any of Northeastern's information systems, including its network, e-mail, or Internet services, the user agrees and expressly consents to the terms of this policy, and gives Northeastern permission to conduct each of the operations, monitoring, or oversight practices described in this policy including, but not limited to, those in sections 15 through 19.

23. The Appropriate Use Policy specifically prohibits the use of Northeastern University's information systems to:

- Harass, threaten, defame, slander, or intimidate any individual or group;
- Generate and/or spread intolerant or hateful material, which in the sole judgment of the University is directed against any individual or group, based on race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability;
- Transmit or make accessible material, which in the sole judgment of the University is offensive, violent, pornographic, annoying, or harassing, including use of Northeastern information systems to access and/or distribute obscene or sexually explicit material unrelated to University-sanctioned work or bona fide scholarship;
- Generate unsolicited electronic mail such as chain letters, unsolicited job applications, or commercial announcements;
- Generate falsely identified messages or message content, including use of forged content of any description;
- Transmit or make accessible password information;
- Attempt to access information systems and/or resources for which authority has not been granted by the system owner(s);
- Capture, decipher, or record user IDs, passwords, or keystrokes;
- Intercept electronic communications not intended for the recipient;
- Probe by any means the security mechanisms of any resource on the Northeastern network, or on any other network through a connection to the Northeastern network;
- Disclose or publish by any means the means to defeat or disable the security mechanisms of any component of a Northeastern University Information System or network;
- Alter, degrade, damage, or destroy data;
- Transmit computer viruses or malicious/destructive code of any description;
- Conduct illegal, deceptive, or fraudulent activity;
- Obtain, use, or retransmit copyrighted information without permission of the copyright holder;
- Place bets, wagers, or operate games of chance; or
- Tax, overload, impede, interfere with, damage, or degrade the normal functionality, performance, or integrity of any device, service, or function of Northeastern information systems, content, components, or the resources of any other electronic system, network, service, or property of another party, corporation, institution, or organization.

The above enumeration is not all-inclusive. If there is a question as to whether a specific use is appropriate or acceptable under this policy, the University's sole determination shall prevail.

24. Use of Northeastern University information systems must comply with all applicable local, state, and federal laws, including, but not limited to, the following, which are incorporated herein by reference:

- Massachusetts General Laws Chapter 266, Sections 33(a) and 120(f), which imposes sanctions for, among other acts, destroying electronically processed and stored data or gaining unauthorized access to a database or computer system.
- United States Code, Title 18, Sec. 1030 et seq., Computer Fraud and Abuse Act, which imposes sanctions for, among other acts, knowingly accessing a computer without

authorization or in excess of authorized access, knowingly causing damage to protected computers, or trafficking in password information.

- United States Code, Title 18, Sec. 2510 et seq., Electronic Communications Privacy Act, which imposes sanctions for, among other acts, interception of wire, oral, or electronic communications.
- United States Code, Title 18, Sec. 2701 et seq., Stored Wire and Electronic Communications and Transactional Records Act, which imposes sanctions for, among other acts, intentionally accessing without authorization, a facility through which electronic communication service is provided, or intentionally exceeding authorization to access a facility, and thereby obtaining, altering, or preventing authorized access to a wire or electronic communication while it is in electronic storage.

The University reserves the right to change this policy or any portion of the policy, at any time, without prior notice. Changes to this policy are effective upon posting at [www.help.neu.edu](http://www.help.neu.edu), where the most current version resides.

### **SMOKING**

All University administrative and classroom buildings are smoke-free and tobacco-free. The policy relates to all campuses.

The sale of cigarettes and other tobacco products is prohibited on campus.

### **LAP-TOP COMPUTERS, CELL PHONES, OR OTHER TRANSCRIBERS OR RECORDERS**

Students may not use mechanical or electronic transcribing, recording, or communications devices in the classroom without the instructor's consent. Students with disabilities who need such equipment in the classroom may make arrangements through the Disability Resource Center, 020 Dodge Hall.

### **ACADEMIC PROGRESS**

Students should plan to meet with an Academic Adviser at least once per year to review their academic progress. Students who feel they would benefit from academic assistance are encouraged to work closely with an Academic Adviser. Academic Advisers are here to work with you to help you succeed.

In order to help you succeed, your grades are audited at least once each academic year, usually after the end of spring term, by the Office of Enrollment and Student Services.

You will be notified and informed of options, possible action, and available assistance if as a non-degree student, undeclared major, and non-admitted student, your grade point average falls below 2.000. If an undergraduate student's grade point average falls below a 2.000, he/she is referred to the Academic Standing Committee for review and recommendations that may include probation and dismissal from the School. Similarly, if a Graduate or Certificate student's grade point average falls below the minimally satisfactory level for that program, the student may be placed on probation or dismissed from the program.

### **Academic Standing Committee**

The Committee considers student academic grievances and appeals related to the academic policies and procedures, such as faculty grading decisions. The Committee also makes decisions concerning academic probation and dismissal.

The Committee convenes at least once each month. Requests for exceptions or appeals should include specific details and rationale for the appeal or grievance and should be addressed to: Academic Standing Committee, 295 Ryder Hall.

### **Probation/Dismissal/Appeals**

Students who fail to meet the criteria for good standing described above will be placed on academic probation effective for the following quarter. The action will appear on the internal record, but not on the transcript. Students who remain on probation for two full-term academic quarters will be dismissed from the University. This action will appear on the transcript at the end of the second probationary quarter. Students may appeal this decision to the CPS Academic Standing Committee. Students may appeal academic standing status if they can provide documented evidence supporting an appeal. Generally, a student on probation may be granted no more than one additional full-term academic quarter to meet the criteria for good academic standing. Students may appeal to the Academic Standing Committee to review probation and dismissal cases.

### **Appeal of final grades**

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 CPS Catalog, Student Handbook, Faculty Handbook, or Cooperative Education Handbook.

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

#### **Step 1**

A student may appeal an academic determination by submitting a written statement (the 'Statement'). If the appeal concerns academic probation, it is submitted to the School official designated by the Vice President for Adult and Continuing Education to receive such appeals. All appeals of grades should be initiated and resolved before the student graduates. If a student wishes to dispute a grade in his or her final quarter, this must be done within forty-five days of graduation. The Statement must specify the details of the action or judgment and the basis for the appeal.

All parties shall cooperate and act expeditiously in processing the appeal to completion. Though students are always entitled to seek the advice of legal counsel, students may not be represented by a lawyer in the informal or formal academic appeal procedures. A student may consult with the Vice President or the vice provost or their designees at any point in these procedures for

advice or assistance. University officials may take whatever steps they deem reasonably appropriate to achieve resolution of the problem at any stage of these procedures. The Statement should be submitted within twenty working days (four calendar weeks) of the day when the student learns of the academic determination in question. If a student feels that he or she has been the victim of harassment or of discrimination prohibited by law or by University policy, he or she should consult with the Office of Affirmative Action and Diversity as soon as he or she becomes aware of alleged prohibited harassment or discrimination and is not required to wait until a term grade or determination is received before seeking advice or redress. If the Office of Affirmative Action and Diversity is advised of such alleged prohibited conduct as part of an academic appeal (see below), the appeal shall be pursued and investigated through the Office of Affirmative Action and Diversity first. In such cases, the student should submit the appeal to the Vice President as described in this step, with a copy also given to the Office of Affirmative Action and Diversity. Following a resolution of the sexual harassment/ discrimination issues, any remaining academic issues will be addressed, at the request of the student, according to the academic appeals procedures.

#### Step 2

The Vice President's designee shall respond to the student in writing, including specific instructions for the student to seek an informal resolution to the matter, unless such course of action, as outlined by the student in his or her Statement, is demonstrably futile. These directions shall include discussing the matter with the person whom the student identifies as involved in the matter. If the student is not satisfied with the informal resolution, the Vice President's designee shall discuss the matter with the Consultant, Program Director, or Associate Dean (as appropriate) or equivalent supervisor, who shall attempt to effect an informal resolution. The student shall also have the right to discuss the matter with this academic supervisor. If the appeal involves allegations of prohibited harassment or discrimination, the Vice President's designee shall consult with the Office of Affirmative Action and Diversity before making this response, and shall, as part of this response, explain the role that the Office of Affirmative Action and Diversity will play in steps 2 and 3 of this procedure. A copy of this response shall be sent to the academic supervisor(s) supervisor of the appropriate unit.

#### Step 3

If the appeal cannot be resolved informally within thirty days of the student's original submission of his or her Statement to the Vice President's designee, or if he or she is not satisfied with the disposition of the matter at Step 2, the student may proceed with the appeal through the S.P.C.S. academic appeals procedure. The Academic Standing Committee must provide the student and the involved faculty member with a written report of its finding(s) and decision.

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

#### Step 4

If the student or the involved faculty member is not satisfied with the Vice President's disposition

of the matter or if the appeal has not been resolved within thirty days after originally submitted to the Vice President's designee pursuant to Step 1, he or she may further pursue the matter by requesting in writing within fourteen calendar days that the University convene an academic appeals resolution committee to review the issue. Students may obtain information on this process in either the Office of the Vice President for Student Affairs (104 Ell) or the Provost's Office (112 Hayden). This committee has been designated as the final authority on these matters. This request must be made within ten working days of the finding of the academic standing committee in Step 3.

1. The Academic Appeals Resolution Committee includes:

- the Vice President for Student Affairs or a designee;
- the student's faculty adviser, or in a case in which the faculty adviser is involved in the dispute, a faculty member from the student's major or program of specialization;
- two faculty members appointed by the Faculty Senate Agenda Committee); and
- a representative of the Office of Affirmative Action and Diversity (if the appeal had at any point involved a matter of sexual harassment/discrimination).
- The chairperson shall be elected from among the Committee's three faculty members, except that in the case where the student's faculty adviser agrees to sit on the committee, the adviser shall be ineligible to serve as committee chair.

2. Preliminary Matters

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

3. Investigation

The Academic Appeals Resolution Committee 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 Academic Appeals Resolution Committee 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 Academic Appeals Resolution Committee. The student shall have the right to have an advocate from the University community present during his/her testimony to the academic appeals resolution committee.

4. Authority to Act

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

- The Academic Appeals Resolution Committee may not determine a resolution that contradicts the prior findings or actions of the Office of Affirmative Action and Diversity with respect to elements of this appeal.
- In the event of a tie vote, the action of the academic standing committee or of the Vice President shall be considered upheld.

#### 5. Resolution

All direct parties to the appeal 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 chairperson of the Academic Appeals Resolution Committee to the student, the involved faculty member, the Faculty Senate Agenda Committee, and the Vice President.

#### 7. Action

The Vice President or his/her designee shall take whatever action is necessary to implement fully the resolution of the academic appeals resolution committee. 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 resolution procedure once adjudicated.

### **IN ABSENTIA STATUS**

If an admitted student moves beyond a reasonable commuting distance from the School or its branch campuses and has completed 125 or more quarter hours of credit (at least 80 quarter hours of which must have been taken at the College of Professional Studies), the Director of Academic & Student Support Services will consider a petition to allow the student to complete his or her requirements for a College of Professional Studies degree at another approved college. At least 12 of the 80 quarter hours earned at the College of Professional Studies must be in the candidate's major field of study. The remaining courses must be completed within two years of the date of official in absentia status approval. The student must submit course descriptions to the director of Enrollment and Student Services for approval prior to taking the courses. In absentia status is not available for students pursuing an associate degree.

### **SENIOR STATUS**

Approximately three months prior to graduation, an academic audit of all seniors uncovers academic issues such as incompletes, missing grades, missing courses, or validation problems.

If these problems remain unresolved, seniors are notified that they have failed to qualify for their degree.

### **GRADUATION**

The requirement for graduation from the College of Professional Studies Undergraduate degree programs ranges between 160 and 174 quarter hours (depending on the particular program) for a bachelor's degree and 87 quarter hours for an associates degree, with attainment of an overall grade point average of 2.000 (C), while meeting the minimum residency requirement. Additionally, students must have a 2.000 average in the required major concentration courses. Graduation requirements for graduate degree programs are specified by the programs individually. In all graduate programs, students must maintain at least a 3.000 average in all courses to graduate.

Students must complete all degree requirements no later than the winter term in order to participate in the May ceremony and in the summer quarter in order to participate in the September ceremony.

Credits and grades earned by transfer students count toward fulfillment of credit graduation requirements within residency limits but are not included in the grade point computations for graduation.

### **Graduation with Honor**

Graduation with honor is reserved for bachelor's degree candidates who have completed a minimum of 72 quarter hours of work at the College of Professional Studies and who have demonstrated distinctly superior academic achievement as evidenced by the following grade point averages:

- Graduation with Honor (cum laude) 3.250 to 3.499
- Graduation with High Honor (magna cum laude) 3.500 to 3.749
- Graduation with Highest Honor (summa cum laude) 3.750 to 4.000
- Transfer credit is not considered in determining the grade point average for Honors.

Graduation Procedures

Deadlines

The Commencement Data Card must be received in the Office Academic & Student Support Services, 270 Ryder Hall, by February 9 for spring graduation and by May 15 for fall (September) graduation.

The Senior Packet will also include all deadlines for missing grades, incompletes, transfer credit, and any other issues. Call 617.373.2400 or toll free at 877.668.7727 or e-mail [spcs-adviser@neu.edu](mailto:spcs-adviser@neu.edu) with any questions.