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On behalf of the faculty and staff of the Economics Department, we would like to welcome you our new students entering our graduate degree programs, as well as welcoming back our continuing students to the new academic year.

To our continuing students, we wish you continuing success as you resume your studies and as several of you graduate during this academic year and enter the “real world.”

To our new students, we hope that our small class sizes and collegial atmosphere prove to be the right environment for you to pursue your advanced degree.

To all, we hope that you find the information contained in this booklet helpful throughout the coming academic year. Feel free to contact me or Jacquaetta Hester, our Graduate Program Administrator if you need any assistance. Especially, please consult your Graduate Program Director for help in planning your program and selecting your courses.

We have scheduled a Graduate Student Orientations annually taking place the day before the fall semester begins. This is a mandatory meeting for all students. In addition, we will have a Department Welcoming Reception after the Orientation.

We wish all of you a happy and successful academic year.

June Ma
Associate Professor &
MA Graduate Program Director

James Dana, Jr.
Professor &
PhD Graduate Program Director
Robert K. Triest, Professor and Chair. Professor Triest is in 302 Lake Hall.

Cheryl Fonville Administrative Officer, 301 Lake Hall, 617.373-2872.

James Dana Professor Dana and PhD Graduate Program Director, 306 Lake Hall, 617.373-7517.

June Ma, Professor and MA Graduate Program Director, 324 Lake Hall, 617.373-3646.

Jacquaetta Hester—Administrative Assistant, 301 Lake Hall, 617.373-2871.

Kathleen Downey - Marketing Assistant, 301 Lake Hall, 617.373.2887

The Graduate Student Advisory Committee is a three-member student committee that serves to advise the Chair and the Graduate Directors on all matters related to the graduate programs. Members are selected each year by the graduate students.

The main office of the Economics Department is 301 Lake Hall, which lies at the head of the Holmes Hall and Lake Hall corridors on the third floor. Mailboxes for all faculty, staff and TA members of the department can be found there. The main phone number for the department is 617-373-2882. The main office fax number, which serves the entire department, is 617-373-3640. All faculty, staff and student offices are located on the third floor of Holmes and Lake
Graduate Programs

Tuition Program

Social Sciences and Humanities
$1,295 (per credit hour)

MS in Criminal Justice, MS in Economics,
MS in Security & Resilience Studies

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Fee (one-time)</td>
<td>$350</td>
<td></td>
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<tr>
<td>Student Center Fee (full-time students, per-term, Boston campus only)</td>
<td>$70</td>
<td>$35</td>
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<td>Student Center Fee (part-time students, per-term, Boston campus only)</td>
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<td>$5</td>
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<tr>
<td>Student Recreation Fee (full-time students, per-term)</td>
<td>$56</td>
<td>$33</td>
</tr>
<tr>
<td>Student Recreation Fee (part-time students, per-term)</td>
<td>$25</td>
<td></td>
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<tr>
<td>Student Activities Fee (per-term)</td>
<td>$15</td>
<td>$7.50</td>
</tr>
<tr>
<td>Resident Activity Fee (per-term)</td>
<td>$32</td>
<td>$16</td>
</tr>
</tbody>
</table>
Fee Descriptions

All fees listed below are mandatory except for the Northeastern University Student Health Plan (NUSHP) fee. Students may waive the NUSHP fee through their myNortheastern if they have comparable health plan coverage (please see below for details).

Campus Recreation Fee
This fee is assessed during terms a student is in classes to support and maintain current facilities and the future construction of athletic fields and facilities. In addition, students have the option to gain admission to home athletic events, use the Marino Fitness Center, the SquashBusters athletic facility, and the Cabot Gym (fitness and pool).

International Student Fee
International students are assessed this fee their first term, or upon admission to the university. If a student completes their program and enters a new educational level the student would be assessed the fee the first term of their new educational level.

Northeastern University Health Plan
The Commonwealth of Massachusetts requires that all students who have matriculated and carry a certain course load or are enrolled in a full-time program have hospital insurance. Students who are covered under a comparable domestic hospital insurance plan may waive the Health Services fee through their myNortheastern portal.
Costs (Student and Dependents), Effective Dates, and Waiver Dates

Monthly Rates (restricted)
The following rates apply to the specific eligible populations required to be on campus prior to the start of their program’s standard academic year. Those who are eligible for the early arrival rate must complete the petition to enroll form located on the Forms Page.

Early Arrival (Athletes, RAs, SGAs, International)

Student Monthly Rate $166.58

Midyear Adjustment

Students that finished their degree requirements in December and officially graduate in January may request a midyear adjustment in January. Request will not be reviewed until degrees are conferred in January. The deadline to submit this request is January 31, 2019. If requested the health plan would terminate effective January 31, 2019 and a prorated credit would be posted to their account.

UHCS Fee
*Graduate, CPS, and PTE students enrolled in NUSHP will also be charged the Health Center fee and be eligible for services at University Health and Counseling Services (UHCS). See table below. Once enrolled in NUSHP, the UHCS fee is mandatory with your enrollment in NUSHP and cannot be waived. If a student waives NUSHP, the Health Center fee will also be waived, and the student will not have access to services at UHCS. However, students who waive NUSHP can request (or have an option of requesting) to be billed the Health Center fee to allow access to UHCS services by completing the UHCS Access Request Form located on the Forms Page. Visit the UHCS web site.
Refund Policies

Inquiries about credit balances should be directed to Student Accounts. Refund requests for credit balances are made via the "Services & Links" section on the student’s myNortheastern portal. Credit balances will be refunded to the student, unless otherwise directed by the student or the bill payer.

Note the following exception: If the credit in your account is due to a Parent Plus/Alternative Loan and/or payment plan payment(s), the borrower or bill payer must complete the Refund Authorization form prior to releasing the funds requested.

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 below. Institutional funds awarded by Northeastern University will be adjusted based on the actual charges incurred during the semester. 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 semester. The refund will be calculated from the day the student submits a notification of withdrawal to the Office of the University Registrar.

Tuition credits are granted through the first five weeks of a semester or first four weeks of a half-semester, based on the date of the official withdrawal processed by the Office of the University Registrar. Nonattendance does not constitute official withdrawal. Credit policies vary according to the duration of the course. Typical tuition adjustments are made according to the following schedule. (The end of week three corresponds with the last day to drop a class without a W grade.)

**During Full Semester**

- During weeks one through three—100% refund
- During the fourth week—60% refund
- During the fifth week—40% refund
- After the fifth week—no refund

**Summer Half Semesters and Courses Offered in Part-of-Term Format**

- During weeks one through two—100% refund
- During the third week—50% refund
- During the fourth week—25% refund
- After the fourth week—no refund

**Last day of registration is September 18, 2018**
**Leave of Absence Tuition and Fee Adjustments**

Leaves are granted when a student cannot complete the current academic period for health or personal reasons but is confident that he or she will reenroll (additional information about leaves of absence). Northeastern’s medical and emergency leave policy states that all tuition paid for such periods of leave will be held by the university and applied to future charges. Outstanding balances (including unpaid balances) for the academic semester in which the leave is taken are still due to the university during that semester. Financial aid recipients should contact the graduate financial aid office to understand the effects on aid received. Medical leave information is available at the University Health and Counseling Services website. Students who take a leave of absence should be aware that more than six months on leave will cause many student loans to go into repayment.

**Disability Resource Center Tuition Adjustments**

Students who are registered with Northeastern University’s Disability Resource Center (DRC) and are approved for reduced course loads may be eligible to petition the center for tuition adjustments directly related to their documented disability. Further information is available from the DRC.

**State-Specific Refund Policies**

For refund information for Maryland, Oregon, and Wisconsin residents, visit the Student Financial Services website.
1. Tuition and fees are available on the Student Financial Services website. They are subject to revision by the University’s President and the Board of Trustees.

2. To help students with their educational expenses, Northeastern administers two forms of graduate financial aid:

3. Fellowships and assistantships are awarded to full-time degree candidates through the Graduate Office, at the recommendation of its departments. There is no separate application for assistantships. Students can indicate interest in an assistantship via the “Financial Assistance” section in the online admission application. Please note that your tuition scholarship can take up to 8 weeks to process. Please pay any fees not covered by your award by the due date to avoid a Hold or Late Fee.

The Graduate Student Financial Services Office oversees federal financial aid and alternative educational loan programs.

**Doctoral Degree Students**

- Stipended Graduate Assistantships are available in departments offering PhD degree programs. These awards offer a stipend, tuition remission and health plan and are available to PhD students.
- Grant-supported research assistantships are available in some departments. These assistantships offer a stipend, tuition remission, and health plan.

1. **Stipended Graduate Assistantship Training**
   A mandatory university-wide teaching assistantship workshop is held prior to each fall term for new Stipended Graduate Assistants (SGAs). All international SGAs must attend a mandatory International SGA Orientation as well. Returning SGA students are strongly encouraged to attend.

2. **Teaching and Research Assistant Pay Schedule**
   Stipended Graduate Assistants are paid the 15th and the last day of each month. If either of these days falls on a weekend day, the payday is the Friday prior.
GRADUATE TUITION, FEES, AND FUNDING

Northeastern University’s Student Financial Services Office administers two forms of graduate financial aid.

1. Fellowships and assistantships — these are awarded to full-time degree candidates through the College of Social Sciences and Humanities Graduate Office, at the recommendation of its departments. There is no separate application for assistantships. Students can indicate interest in an assistantship via the “Financial Assistance” section in the online admission application.

2. Federal financial aid and alternative educational loan programs — Interested applicants must complete a FAFSA form.

Questions about award and scholarship eligibility should be directed to econ@neu.edu. The Department of Economics is housed within the College of Social Sciences and Humanities. When researching the rates for graduate tuition and fees on Northeastern University’s tuition page, please refer to the rates posted for the College of Social Sciences and Humanities. Tuition and fees are subject to revision by the University’s President and the Board of Trustees.

TEACHING ASSISTANTSHIPS

The Department offers Teaching Assistantships to Doctoral applicants who have been admitted into the program. Every admitted applicant who requests financial aid will receive a recommendation from the department for a TA. This is a multi-year award, generally renewable while the student is in the program and making progress toward the degree. The award includes tuition remission for up to 12 semester hours per semester, plus a cash stipend. For the current academic year, the stipend is $21,500.
Effective Dates and Costs

NUSHP plans are effective the term that a student meets the minimum qualifications outlined by the State of Massachusetts. Students with a comparable domestic insurance plan are given the opportunity to waive NUSHP the term they meet the qualifications—see Waiver Deadlines. Eligible students need to waive each academic year. Also, here is a link to more information regarding enrolling in NUSHP after waiving and/or enrolling spouse/dependent(s), click here. Spouse and/or child(ren) rates are in addition to the student rate.

Once enrolled in the plan it is for the full policy period indicated below. After the waiver deadline, the premium is not adjusted if a student decides to pick up another policy.

Waiver Deadlines

Eligible students may waive NUSHP via myNEU once the charge for NUSHP (the Health Plan Fee) appears on their bill. Print a copy of the confirmation page and deduct the Health Plan Fee, and if applicable, the UHCS Fee, from your balance due. The waiver link is located under the student’s portal of MyNEU.

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 domestic coverage.

<table>
<thead>
<tr>
<th>Waiver Deadlines</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer &amp; Summer 1</th>
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<tbody>
<tr>
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<tr>
<td>#002323584</td>
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<tr>
<td>&amp;</td>
<td></td>
<td>9/26/2018</td>
<td></td>
<td></td>
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<tr>
<td>Graduate Group</td>
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<td></td>
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<td>#002323585</td>
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<tr>
<td>CPS Undergraduate</td>
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<td>9/26/2018</td>
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<tr>
<td>CPS Graduate Group</td>
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<td>10/01/2018</td>
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<tr>
<td>Law Semester Group</td>
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<td></td>
<td>9/26/2018</td>
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<tr>
<td>#002323587</td>
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</table>
Monthly Rates

Monthly Rates (restricted)
The following rates apply to the specific eligible populations required to be on campus prior to the start of their program’s standard academic year. Those who are eligible for the early arrival rate must complete the petition to enroll form located on the Forms Page.

<table>
<thead>
<tr>
<th>Early Arrival (Athletes, RAs, SGAs, International)</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Rate</td>
<td>$166.58</td>
</tr>
</tbody>
</table>

Enrolling in NUSHP after Waiving

Spouse/Dependents
Students enrolled in NUSHP may choose to purchase the same plan for their spouse and/or unmarried dependent children until age 19. To enroll, students will need to complete the Petition to Enroll Form and submit it to NUSHP office with proper documentation, i.e., marriage license and/or birth certificate. Plan is effective from the date of the open enrollment period or date of qualified event and will terminate at the end of the academic year. See Effective Dates and Cost. This coverage is not proratable and cannot be waived once enrolled.

Qualified Late Enrollment
Qualified Event: Loss of job, aged off existing health plan, change of job, changing plans due to coop or study abroad. Students (and/or their spouse/dependents) who, due to a qualifying event, need to enroll in NUSHP after they have waived may do so by completing the Petition to Enroll Form. Completed forms with supporting documentation from provider are submitted to the NUSHP office. These forms must be submitted within thirty days from the date the existing coverage ends. If submission is beyond the thirty day period, it would be considered an unqualified late enrollment.

Unqualified Late Enrollment
Unqualified Events: More than 30 days has passed since existing coverage has ended, current coverage is not adequate, or personal choice to change plans.
Students who, due to an unqualified event, wish to enroll in NUSHP after they have waived may do so by completing the Petition to Enroll Form. Coverage under NUSHP will be limited to emergency care only for 6 months. Disciplinary action may be taken if a student knowingly waives NUSHP without comparable coverage.

**UHCS Fee**

*Graduate, CPS, and PTE students enrolled in NUSHP will also be charged the Health Center fee and be eligible for services at University Health and Counseling Services (UHCS). See table below. Once enrolled in NUSHP, the UHCS fee is mandatory with your enrollment in NUSHP and cannot be waived. If a student waives NUSHP, the Health Center fee will also be waived, and the student will not have access to services at UHCS. However, students who waive NUSHP can request (or have an option of requesting) to be billed the Health Center fee to allow access to UHCS services by completing the UHCS Access Request Form located on the Forms Page. Visit the UHCS web site for additional information on services provided at the center.

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer Semester</th>
<th>Summer Quarter</th>
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<tr>
<td>Graduate</td>
<td>$225</td>
<td>$135</td>
<td>$169</td>
<td>$113</td>
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<tr>
<td>CPS</td>
<td>$225</td>
<td></td>
<td>$169</td>
<td></td>
<td>$74</td>
<td>$56</td>
</tr>
</tbody>
</table>

**Effective Dates and Costs 2018-2019 Academic Year**

**Undergraduate Day, Graduate, CPS Undergraduate**

- **Fall** 9/1/18-8/31/19 $1999 Student
- $5829 Spouse
- $3885 Child(ren)

**Law**

- 8/27/18-8/31/19* $1999 Student
- $5829 Spouse
- $3885 Child(ren)

**CPS Graduate**

- 9/1/18-8/31/19 $1999 Student
- $5829 Spouse
- $3885 Child(ren)
New PhD Orientation

~ Learning and Educating at Northeastern University ~
Tuesday, September 4, 2018
ISEC Atrium, Auditorium and Adjoining rooms

8:00 AM  Registration & Breakfast

8:30 AM — 8:45 AM  Welcome

Introduction to Northeastern University and Resources

8:45 AM — 9:30 AM  Networking & University Resources

9:30 AM — 10:00 AM  Your PhD Journey

10:00 AM — 10:15 AM  Break

10:15 AM — 11:00 AM  Health and Well-Being
  ● Health Center + NUSHP
  ● WeCare

11:00 AM — 11:20 AM  PhD Student Funding

11:20 AM — 11:45 AM  Equity and Compliance @ Northeastern

11:45 AM — 12:30 PM  Lunch
Educating at Northeastern

12:30 PM — 1:15 PM Resource Panel

1:15 PM — 2:00 PM Undergraduate Student Panel

2:00 PM — 2:45 PM Envisioning the First Day of Class

2:45 PM — 3:30 PM Graduate Student Panel

3:30 4:00 PM Travel to Department / College Orientation Sessions

4:00 6:15 PM Department / College Orientation Sessions

6:30 PM — 8:30 PM Reception

2:30 PM—3:30 PM Department of Economics Welcome Undergraduate Reception

EGAN 206
PhD Graduate Student Orientation

Department of Economics PhD New Student Orientation
Location: EGAN 306
4:30 PM — 5:15 PM

4:30 PM — 5:15 PM

Professor & Chair Robert K. Triest
• Welcome
• Introduction of Students
• The Culture of the Department

Professor and PhD Graduate Program Director James Dana
• Department Seminars
• Academic Integrity
• Assistantship Assignments and Academic Advising
• Introduction of Faculty

Mark Gooley, PhD student & Rick Paulsen, PhD student
Economics Graduate Student Questions and Answers

New Graduate Welcome Reception
Behrakis Science Center
Fourth Floor Atrium
5:30 PM – 7:30 PM
MA Graduate Student Orientation

Department of Economics MA New Student Orientation
Location: EGAN 306
3:15 PM — 4:15PM

3:15 PM — 4:15 PM

Professor & Chair Robert K. Triest

- Welcome
- Introduction of Students
- The Culture of the Department

Associate Professor and MA Graduate Program Director June Ma

- Department Seminars
- Academic Integrity
- Assistantship Assignments and Academic Advising
- Introduction of Faculty

Co-op Coordinators in Economics
Linnea Basu—617.373.2435 l.basu@northeastern.edu
Rebecca Westerling—617.373.7488 r.westerling@northeastern.edu
Stephen Williams—617.373.3421 s.williams@northeastern.edu

New Graduate Welcome Reception
Behrakis Science Center
Fourth Floor Atrium
5:30 PM – 7:30 PM
Academic advising is an integral part of the department’s undergraduate academic program. To best serve the needs of our undergraduate students it is a dual pronged system. Integral to the system are the faculty advisors within the department and the professional advisors in the College of Social Sciences and Humanities’ Office of Student Academic Affairs.

Students are strongly urged to regularly see their faculty advisor concerning their selection of courses, academic progress, post-graduation plans, or for any other questions or concerns they may have. For advising by Department of Economics faculty, students are divided among faculty advisors by year, with sophomores and juniors further divided alphabetically between two advisors.

If you have a question about who your faculty advisor is, please stop by or call the Department of Economics main office (301 LA, 617-373-2882). You are strongly urged to regularly see your faculty advisor concerning your selection of courses, academic progress, post-graduation plans, or for any other questions or concerns you have. Advisors’ office hours are posted each semester outside the entrance to the main office (301 LA) in the Department of Economics, and the our website.
# Academic Advising Directory

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Telephone Number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Students</td>
<td>Prof. James Dana</td>
<td>306 LA</td>
<td>7517</td>
</tr>
<tr>
<td>All grades with the exception of first year students</td>
<td>Prof. Peter Simon</td>
<td>307 LA</td>
<td>7222</td>
</tr>
<tr>
<td>Co-op Education</td>
<td>(A-K)Linnea Basu</td>
<td>17 LA</td>
<td>2435</td>
</tr>
<tr>
<td>Co-op Education</td>
<td>(L-R)Stephen Williams</td>
<td>403CH</td>
<td>3421</td>
</tr>
<tr>
<td>Co-op Education</td>
<td>(S-Z)Rebecca Westerling</td>
<td>180 RP</td>
<td>7488</td>
</tr>
<tr>
<td>CSSH Dean's Office</td>
<td>(A-K) Agata Rybalkiewicz</td>
<td>180 RP</td>
<td>3980</td>
</tr>
<tr>
<td>CSSH Dean's Office</td>
<td>(L-O) Jan Wong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSSH Dean's Office</td>
<td>(P-Z) Justin Repici</td>
<td></td>
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</tr>
</tbody>
</table>
A SPECIAL NOTE TO ALL TAs AND NUTAs!!!!

Please check your TA/NUTA award letter carefully to ensure that your registration does not exceed the maximum number of semester hours allowed.

ALL STUDENTS - IMPORTANT!

Tuition credits are granted through the first five weeks of a term based on the date of the official withdrawal processed by the registrar’s office.

- Non-attendance does not constitute official withdrawal.
- Notifying the instructor does not constitute official withdrawal.

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

The first week of class is the week containing the “classes begin” date listed in the academic calendar.

Graduate student receive 100% refund through the second week.

**Full Semesters:**

- During the first week – 100% refund
- During the second week – 100% refund
- During the third week – 80% refund
- During the fourth week – 60% refund
- During the fifth week – 40% refund
- After the fifth week - no refund

This applies to TAs, NUTAs, as well as to students paying for tuition by other means. Therefore, if you drop a class after the second week but continue to be enrolled in the maximum number of courses allowed by your award, the tuition charge associated with the dropped class will NOT be paid by your award! It will have to come out of your pocket!
Minor in Economics

In economics, students study how societies produce and exchange goods and services to satisfy material needs. More broadly, the sort of behavioral modeling used by economists can be applied to a much wider range of issues than the production of goods and services including politics, and family life. Economic analysis is widely used in business and government in a variety of ways. A minor in economics will provide a student with an introduction to how economics approaches a range of social problems and how economic theory systematizes the analysis of the costs and benefits of decisions. The economics minor would be useful in a variety of careers including business, law, public policy, engineering or journalism.

The department recommends that all students complete both economic theory classes, **ECON 2315** and **2316**, but only requires the completion of one. Students interested in macroeconomic issues should take ECON 2315 and talk to the Head Faculty Advisor about macroeconomic electives being offered. Students interested in microeconomic issues should take ECON 2316 and talk with the Head Faculty Advisor about microeconomic electives being offered.

**NOTE**: MATH 1231 Calculus for Business and Economics is a prerequisite for both **ECON 2315** (satisfies the NUPath requirement for SI and AD), and 2316 (satisfies the NUPath requirement for ND).

Minor Requirements – Economics Core

**ECON 1115 Principles of Macroeconomics** (Satisfies the NUPath requirements for SI, and AD)

**ECON 1116 Principles of Microeconomics** (Satisfies the NUPath requirements for SI, and AD)

**ECON 2315 Macroeconomic Theory** (Satisfies the NUPath requirements for SI and AD) **OR**

**ECON 2316 Microeconomic Theory** (Satisfies the NUPath requirements for ND)
Changing to CSSH Major
Declaring a Minor
Adding a concentration

Minor Requirements – Economics Electives
(a total of 3 courses)

- Introductory (1200-level, 1900 level) – not more than 1 course. Examples include:
  - 1240 Economics of Crime (Satisfies the NUpath SI)
  - 1240 Contested Issues in the US Economy (Satisfies the NUpath for SI, and ER)
  - 1291 Development Economics (Satisfies the NUpath for SI)
  - 1293 European Economic History (Satisfies the NUpath for SI).

- Intermediate (2990, 3400-level, 3915, 3916 and ECON 3520 and 3560) or Advanced (3990, 4600-level; 4900-level, excluding ECON 4966) – not less than 2 courses. Examples include:
  - 3404 International Food Policy (Satisfies the NUpath requirements for SI)
  - 3410 Labor Economics ((Satisfies the NUpath requirements for SI, DD)
  - 3420 Urban Economics (Satisfies the NUpath requirements for SI)
  - 3470 American Economic History (Satisfies the NUpath requirements for SI, WI)
  - 3490 Public Choice Economics (Satisfies the NUpath requirements for SI)
  - 3520 History of Economic Thought (Satisfies the NUpath requirements for WI)
  - 3560 Econometrics (Satisfies the NUpath requirements for AD, WI)

(4000 level courses must be taken for 3 or 4 credits, if variable credits allowed, to count as economics electives.)

This is an unofficial checklist. Students should check their progress by doing a degree audit at myneu.edu
Changing into a CSSH Major/Declaring a Minor/Adding a concentration

Students now declare a CSSH minor online exclusively; the paper Program of Study Petitions will no longer be accepted.

Following is a hyperlink to sign in and add a minor sign in, you can all see all available CSSH minors here. Major changes or minor/concentration additions involving CSSH programs should be completed as follows:

Changing into a CSSH major
Schedule an appointment to see the appropriate CSSH academic advisor in 180 RP. The Economics CSSH advisors are:

Jason Riccio, MEEd (A-O)
Justin Repici (P-Z).

You can Make an appointment online or by calling: 617.373.3980

Adding a CSSH minor – Students complete the online registration process via minor registration.

• Adding a concentration – Students should contact their academic advisor in 180 RP to make this change.

If you have curricular questions about the Economics minor, please contact your Economics advisor.
The Master of Arts is a degree in applied economic policy analysis. The program is designed to serve the need for a terminal graduate degree for professional economists, government officials, and economic consultants, and to lay the groundwork for students who wish to pursue the PhD degree. Approximately thirty students enter the program each year. Students are required to complete at least thirty-two semester hours of academic work, of which sixteen semester hours constitute core courses. Part-time (<8 SH) as well as full-time enrollment is possible.

The MA degree is designed to provide a solid foundation in economic theory and quantitative methods (core courses), while providing an opportunity for students to apply the tools of economic analysis to particular policy areas. The focus of the program is on application and practice. Development of presentation skills and ability to produce project-oriented writing assignments are essential to the program and are emphasized in the elective (application) courses. Even the core courses incorporate application of theory and/or methods. The option to incorporate co-op (paid work for 6 months) into the program enhances the practice orientation of the degree.

The MA degree is STEM certified covering a curriculum based on the idea of educating students in four specific disciplines — science, technology, engineering and mathematics — in an interdisciplinary and applied approach.

**Curriculum**
The MA program requires 8 courses (32 semester hours of credit), including four core courses and four elective courses. Students typically complete the program in three or four semesters.

Current and prospective students should refer to the [Graduate Catalog](#) for a description of the Master of Arts in Economics curriculum.

**Course Scheduling**
Most graduate classes meet twice per week for one and one-half hours each day or once per week for three hours. Most master’s level classes are scheduled Monday through Friday, between the hours of 4 and 8 p.m.

To view the class schedule for the current semester, visit the registrar’s website.
CORE REQUIREMENTS

Quantitative
ECON 5105 Math and Statistics for Economics 4
ECON 5140 Applied Econometrics 4

Theory
ECON 5110 Microeconomic Theory 4
ECON 5120 Macroeconomic Theory 4

Elective
With prior approval from the graduate program director, the following courses may substitute for electives: Thesis (ECON 7990) or Internship In Economics (ECON 8550). Additionally, a student may select a maximum of four graduate semester hours offered by other departments.

Complete 16 semester hours in the following range
ECON 5200 to ECON 7772

Program Credit/GPA Requirements:
*32 total semester hours (34 with optional co-op)
*Minimum 3.000 GPA
Navigating your way through the MA program

There are two possible course sequences for students enrolled in the MA program. The first sequence applies to students who want to graduate in three semesters. The second applies to students who want or need to be full time but prefer to graduate in four semesters. To be considered a full-time student, however, you must take at least eight (8) semester hours (two economics courses) per semester.

THREE-SEMESTER MA SEQUENCE

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<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tbody>
<tr>
<td>ECON 5105</td>
<td>ECON 5120</td>
<td>ELECTIVE</td>
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<tr>
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</table>

FOUR-SEMESTER MA SEQUENCE

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<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
<th>SEMESTER 3</th>
<th>SEMESTER 4</th>
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<tbody>
<tr>
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<tr>
<td>ECON 5110</td>
<td>ECON 5140</td>
<td>ELECTIVE</td>
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</table>

Co-op option

Some elective courses are offered every year; others are offered every other year. Please consult the registrar’s website to determine what elective courses are available.

Master’s students are permitted to take one graduate course outside of the economics department during their program. They also may, if they have satisfied the prerequisites and have gotten permission from the instructor, choose one or more courses designated for doctoral students.

Current and prospective students should refer to the Graduate Catalog for a description of the Master of Arts in Economics curriculum.
MA Co-op Option

Northeastern University’s academic programs are widely known for incorporating on-the-job learning experiences with academic training. The Department of Economics offers a Graduate Cooperative Education option in its Master of Arts in Economics program. This exciting program option allows qualified students to enhance their practice-oriented graduate education in Economics with actual work experience.

To be eligible for the Co-op program, Masters students in Economics must meet the following requirements:

- Minimum GPA of 3.5 or above
- Completion of 4 core courses in your program: Microtheory, Macrotheory, Math & Statistics for Economists, Econometrics
- F1 & J1 visa holders must complete two semesters of full-time enrollment prior to going out on Co-op

Candidates must be available for full-time 6 month position, during the Jan-June or July-Dec Co-op cycles.

Quick Facts

1. Co-op triggers full-time status so you will maintain your status as a full-time student.
2. Co-op can extend time-to-degree by 6 months.
3. Co-op will increase the total semester hours for your program by 2sh, because there is a required co-curricular integration course. Students are billed for the course, not the co-op job.
4. There are GPA requirements that vary by program (3.0 is the college minimum).
5. International students can participate in co-op as curricular practical training (CPT), but can only do so after they have completed their first full academic year (e.g. only in year 2).
6. Graduate students can go out on co-op in the final semester of their program as long as they are fulfilling a requirement of their program.
7. The 2sh Experiential Integration course is a co-curricular requirement of all masters students on co-op in CSSH.
8. CSSH graduate students can take one additional graduate course while out on co-op.
MA Co-op Option

Required Coursework
- Registration for the Co-op Work Experience course (XXXX 6964) is handled by Registrar’s Office. It occurs 3 weeks prior to the start of the term and a co-op job has to have been secured. This course triggers full-time academic status. Note: all policy school programs will be registered for PPUA 6964.

- Registration for the required Experiential Integration course (INSH 6864) is handled by the Graduate Office. This is a co-curricular course; and students will be enrolled once a job is secured and as per the timeline below:
  
  ✪ JANUARY – JUNE CO-OP: Registered for INSH 6864 in Spring and Summer 1
  ✪ JULY – DECEMBER CO-OP: Registered for INSH 6864 in Summer 2 and Fall

Important Note: Students must still complete all other curricular requirements associated with their program, so electing to add co-op to the program will increase the SH required for the degree by TWO billable hours.

Timeline and Checklist
- Meet with your graduate program director to discuss your interest in co-op to determine whether/how it fits within your curriculum.

- Prepare for co-op beginning early in the semester BEFORE you plan to go out.
  o Spring Co-ops: January – June: ~ early September
  o Fall Co-ops: July – December: ~ early January
  o Be in good academic standing at the time when you apply for a co-op position.
  o GPA requirements may vary by department so check with your Graduate Program Director.
  o Fill out the Co-op Search and Work Agreement (the Graduate Office will send a link to the Agreement and notification of deadlines as they approach).
  o Schedule a meeting with your co-op coordinator to review your resume.
  o You can do this on the advising section of the myNortheastern portal.
  o Be approved by your co-op coordinator to begin searching job postings on NUcareers.
  o Meet all deadlines set by your graduate program director and co-op coordinator.
MA Co-op Option

Required Coursework

- Registration for the Co-op Work Experience course (XXXX 6964) is handled by Registrar’s Office. It occurs 3 weeks prior to the start of the term and a co-op job has to have been secured. This course triggers full-time academic status. Note: all policy school programs will be registered for PPUA 6964.

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Important Note: Students must still complete all other curricular requirements associated with their program, so electing to add co-op to the program will increase the SH required for the degree by TWO billable hours.

Timeline and Checklist

- Meet with your graduate program director to discuss your interest in co-op to determine whether/how it fits within your curriculum.
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  o Spring Co-ops: January – June: ~ early September
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  o Be approved by your co-op coordinator to begin searching job postings on NUcareers.
  o Meet all deadlines set by your graduate program director and co-op coordinator.

Contact List

<table>
<thead>
<tr>
<th>Program</th>
<th>MA Graduate Program Director</th>
<th>Co-op Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Economics</td>
<td>Jun Ma (<a href="mailto:ju.ma@northeastern.edu">ju.ma@northeastern.edu</a>)</td>
<td>Linnea Basu (<a href="mailto:l.basu@northeastern.edu">l.basu@northeastern.edu</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Steve Williams (<a href="mailto:s.williams@northeastern.edu">s.williams@northeastern.edu</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rebecca Westerling (<a href="mailto:r.westerling@northeastern.edu">r.westerling@northeastern.edu</a>)</td>
</tr>
</tbody>
</table>
The PhD program is small and focused, with students concentrating in one field of specialization. Fewer than ten students enter the program each year. Students may concentrate in either industrial organization, competition policy, and regulatory economics; or labor economics. Each field is covered in two semester courses at the PhD level. Students who elect the industrial organization, competition policy, and regulatory economics field may further elect a second field in transportation economics. Admission from the Bachelor’s level requires taking the MA core courses and two additional elective courses plus the PhD requirements.

The PhD program is STEM certified covering a curriculum based on the idea of educating students in four specific disciplines — science, technology, engineering and mathematics — in an interdisciplinary and applied approach.

The field of Industrial Organization, Competition Policy, and Regulatory Economics analyzes and evaluates the performance of markets and devises appropriate policy responses when markets are not performing well. By developing techniques for examining the structure, conduct, and performance of markets, it bridges economic theory and the real world. In addition, it helps to develop and implement antitrust and regulatory policies to remedy failures of those markets. Students specializing in industrial organization may further elect a second field in transportation economics.

The field of labor economics analyzes the neoclassical labor market, covering such topics as the supply of labor from the perspective of the individual and the family, human capital. The demand for labor, market equilibrium, and the determination and distribution of wages and earnings. Theoretical and empirical issues surrounding current topics in labor economics are examined, and may include discrimination, efficiency wage theory, labor legislation, life cycle analysis and the use of microdata (panel studies), search behavior, intergenerational earnings mobility, and employment and training policies.

The PhD admissions deadline is January 4, 2019. For more information about the application process, visit CSSH Graduate Admissions.

Curriculum

Current and prospective students should refer to the most recent Graduate Catalog for a detailed description of the PhD in applied economics curriculum.

Course Scheduling

Most graduate classes meet twice per week for one and one-half hours each day or once per week for three hours. Most doctoral classes are scheduled during the day, with some elective classes scheduled in the evenings. To view the class schedule for the current semester visit the registrar’s website.

Navigating your way through the PH.D. Program

Students may enter the doctoral program with either a Bachelor’s or Master’s degree. Students entering with a Master’s degree will take 6 courses, or 24 semester hours of credit. Students entering with a Bachelor’s degree will take six master’s-level courses before beginning their doctoral coursework, for 48 semester hours of credit. Core courses at the master’s and doctoral level focus on developing an advanced theoretical and quantitative foundation (Macroeconomic, Theory, Microeconomic Theory, and Applied Econometrics). The remainder of the coursework focus on the sophisticated application of analytical tools in the chosen field of concentration. Completion of the core courses must precede completion of field courses.
## REQUIREMENTS

### CORE

#### Quantitative
- ECON 5105 Math and Statistics for Economics 4
- ECON 5140 Applied Econometrics 4
- ECON 7740 Applied Econometrics 2 4

#### Theory
- ECON 5110 Microeconomic Theory 4
- ECON 5120 Macroeconomic Theory 4
- ECON 7710 Microeconomic Theory 2 4
- ECON 7720 Macroeconomic Theory 2 4

#### Field
- Labor Economics Field
  - ECON 7763 Labor Market Analysis 4
  - ECON 7764 Topics in Labor Economics 4
- Industrial Organization Field
  - ECON 7771 Framework of Industrial Organization 4
  - ECON 7772 Public Policy Toward Business 4

#### Elective
Complete 4 semester hours from the following 4
- ECON 5200 to ECON 5299
- ECON 7200 TO ECON 7299
- ECON 7976 Directed Study

### Dissertation
Registration in the following classes is required in the semester prior to sitting for the field examination.

- ECON 8960 Exam Preparation—Doctoral

Registration in the following class is required in the semester that students sit for the field examination and begin dissertation planning

- ECON 9986 Research

Registration in the following class is required in the fall and spring semesters following achievement of doctoral candidacy.

- ECON 9990 Dissertation

Following completion of two semester of ECON 9990, registration in the following class is required in each semester (excluding summers) until dissertation is completed:

- ECON 9996 Dissertation Continuation

**Program Credit/GPA Requirements:** *48 total semester hours* *Minimum 3.000 GPA*
CORE REQUIREMENTS PhD ADVANCED

Quantitative
ECON 7740Applied Econometrics 2 4

Theory
ECON 7710Microeconomic Theory 2 4
ECON 7720Macroeconomic Theory 2 4

Field
Labor Economics Field
ECON 7763Labor Market Analysis 4
ECON 7764Topics in Labor Economics 4
Industrial Organization Field
ECON 7771Framework of Industrial Organization 4
ECON 7772Public Policy Toward Business 4

Elective
Complete 4 semester hours from the following 4
ECON 7200 TO ECON 7299
ECON 7976Directed Study

Dissertation
Registration in the following classes is required in the semester prior to sitting for the field examination.

ECON 8960Exam Preparation—Doctoral

Registration in the following class is required in the semester that students sit for the field examination and begin dissertation planning

ECON 9986Research

Registration in the following class is required in the fall and spring semesters following achievement of doctoral candidacy.

ECON 9990Dissertation

Following completion of two semester of ECON 9990, registration in the following class is required in each semester (excluding summers) until dissertation is completed:

ECON 9996Dissertation Continuation

Program Credit/GPA Requirements: *32 total semester hours *Minimum 3.000 GPA
We expect all PhD students to take three classes per semester as necessary to complete coursework in the minimum number of semesters. Sample sequences for students entering with an MA and with a BA are below. Students funded by other means do not necessarily have to follow the exact sequences below.

**PhD Sequence for students entering with a BA**

<table>
<thead>
<tr>
<th>SEM 1</th>
<th>SEM 2</th>
<th>SEM 3</th>
<th>SEM 4</th>
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<tr>
<td>ECON 5105</td>
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<td>ECON 5140</td>
<td>ECON 7720</td>
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**PhD Sequence for students entering with a MA**

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<th>SEMESTER 1</th>
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<th>SEMESTER 3</th>
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<tbody>
<tr>
<td>ECON 7710</td>
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<tr>
<td>ECON 7740</td>
<td>FIELD 1</td>
<td>FIELD 2 (a)</td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>

*Electives include ECON 7200 – 7299 & ECON 7976*

F-1 students who receive science, technology, engineering, and mathematics (STEM) degrees, and who meet other requirements are eligible to apply for a 24-month extension of their post-completion OPT. Information about eligibility is available at Office of Global Services.

**INDUSTRIAL ORGANIZATION FACULTY**

Industrial Organization, Competition Policy, and Regulatory Economics

In this field of expertise, economics faculty analyze and evaluate the performance of markets and devise appropriate policy responses when markets are not performing well. By developing techniques for examining the structure, conduct, and performance of markets, it bridges economic theory and the real world. In addition, it helps to develop and implement antitrust and regulatory policies to remedy failures of those markets.

James Dana, Professor of Economics and Strategy (joint appointment with the D’Amore-McKim School of Business) and PhD Graduate Program Director

*Industrial Organization, Competitive Strategy, Operations Management*

Professor Dana is a leading researcher in theoretical industrial organization, competitive strategy, and operations management, with emphasis on pricing under uncertainty, corporate strategies for managing demand uncertainty, and revenue management.
John Kwoka, Finnegan Distinguished Professor

*Industrial Organization, Antitrust Regulation*

Professor Kwoka is the author or editor of 3 books and more than 75 articles in the areas of industrial economics, antitrust, and regulation. His co-edited book of antitrust cases *The Antitrust Revolution* is in its sixth edition, his book entitled *Mergers, Merger Control, and Remedies* published in 2015.

Patrick Legros, Distinguished Professor of Economics

*Theory of Contracts, Microeconomics, Industrial Organization, Competition Policy and Regulation*

Professor Legros is currently researching “Organizational Industrial Organization” theory. He also has interests in the theory of matching and education policy; his recent research has focused on the effects that diversity policies play for human capital accumulation, or on how the price of education affects the misallocation of agents to tasks. He is the managing editor of the *Journal of Industrial Economics* and a member of different scientific councils. He has taught courses in intermediate and graduate microeconomics, intermediate and graduate industrial organization and antitrust and graduate courses in contract theory.

Imke Reimers, Assistant Professor of Economics

*Industrial Organization*

Professor Reimers’ research interests are in industrial organization with a focus on the interaction of new technologies and intellectual property in new and existing markets. Her paper *Can Private Copyright Protection be Effective? Evidence from Book Publishing* published in the May 2016 issue of *Journal of Law and Economics*.

**LABOR ECONOMICS FACULTY**

Labor Economics faculty in this field analyze the neoclassical labor market, covering such topics as the supply of labor from the perspective of the individual and the family, human capital. The demand for labor, market equilibrium, and the determination and distribution of wages and earnings. Theoretical and empirical issues surrounding current topics in labor economics are examined, and may include discrimination, efficiency wage theory, labor legislation, life cycle analysis and the use of microdata (panel studies), search behavior, intergenerational earnings mobility, and employment and training policies.

William Dickens, University Distinguished Professor of Economics and Social Policy

*Labor Markets, Wage Determination, Unemployment, Intelligence Testing, and Psychology and Economics*

Professor Dickens current work focuses on long-term unemployment — in particular its causes and relationship to inflation. He holds a joint appointment in the School of Public Policy and Urban Affairs. He is currently a non-resident senior fellow with *The Brookings Institution* and a visiting scholar with the *Federal Reserve Bank of Boston*. 
Mindy Marks, Associate Professor of Economics

*Research in Applied Microeconomics with an emphasis on Labor, Health, and Education topics*

Professor Marks’ projects to date involve large-scale empirical evaluations that use careful statistical analysis to determine underlying causal relationships. Current research interests include the impact of occupational licensing laws on labor markets, the relationship between academic time use in college and future earnings and the impact of adverse weather events on health. Her work was published in the *Review of Economics and Statistics*, the *Journal of Human Resources*, the *Journal of Law and Economics*, and other outlets.

Alicia Sasser Modestino, Associate Professor of Economics

*Labor Market Dynamics, Skills Mismatch, Youth Labor Market Attachment, Migration, Housing, Health Care Reform, Regional Economic Analysis*

Professor Sasser Modestino is an associate professor with appointments in the School of Public Policy and Urban Affairs and the Department of Economics. Her current research focuses on labor market dynamics including skills mismatch, youth labor market attachment, migration, and the impact of health care reform on employers. She is currently a co-principal investigator on Russell Sage Foundation Project #85-14-05, “Upskilling During the Great Recession: Do Employers Demand Greater Skill When Workers Are Plentiful?”

Her work has appeared in journals such as *Regional Science and Urban Economics, Journal of Human Resources*, and *Health Affairs* was presented at the annual meetings of the American Economic Association.

Robert Triest, Chair and Professor of Economics

Professor Triest is the Chair of the Department of Economics. An applied economist whose research focuses on labor economics and public policy, Triest’s recent work focuses on the intersection of economic circumstances and educational outcomes as well as the impact of long-term unemployment on household finances.

Contacts

**James Dana, Jr.**  
**Professor and PhD Graduate Program Director**  
j.dana@northeastern.edu  
306 Lake Hall  
617-373-7517

**Jacqueta Hester, Administrative Assistant**  
j.letcher@northeastern.edu  
301 Lake Hall  
617.373.2871

**Cheryl Fonville, Administrative Officer**  
c.fonville@neu.edu  
301 Lake Hall, 617.373.2872
REQUIRED EXAMINATIONS

Two Qualifying Examinations—Macroeconomics and Microeconomics

Qualifying examinations are required upon completion of Macroeconomics 2 and Microeconomics 2. Students must receive a minimum grade of B– in the associated theory class to sit for its exam. Students are given a maximum of two attempts to pass each exam to continue in the program. Failure to sit for an exam at the appropriate time without prior consent of the graduate program director will result in an automatic fail on that exam.

One Field Comprehensive Examination

A field examination is required upon completion of the associate field classes. Students will complete course work in two fields but are required to take a field examination in one field of their choosing. Students must receive a minimum grade of B– in the associated field classes in order to sit for that field's exam. The field examination includes questions from the chosen field, as well as questions on econometrics methodology. Students are given a maximum of two attempts to pass the exam to continue in the program. Failure to sit for an exam at the appropriate time without prior consent of the graduate program director will result in an automatic fail on that exam.

2019 Qualifying and Comprehensive Examination Schedule

Doctoral students are required to take the macro and micro theory qualifying exams at the next available offering after all theory courses have been completed. They are required to take the field comprehensive exam at the next available offering after both field courses have been completed. Failure to sit for an exam at the appropriate time as indicated below will constitute a fail for that exam.

<table>
<thead>
<tr>
<th>Date and time</th>
<th>Examination:</th>
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<tbody>
<tr>
<td>January 24, 9 – 1</td>
<td>Theory Qualifying</td>
</tr>
<tr>
<td>May 9, 10-1</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>May 16, 10-1</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>May 23, 9 -1</td>
<td>Labor and IO 2nd take only</td>
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<tr>
<td>August 08, 10-1</td>
<td>Labor and IO 2nd take only</td>
</tr>
<tr>
<td>August 15, 10-1</td>
<td>Microeconomics 2nd take only</td>
</tr>
</tbody>
</table>

Unless notified otherwise, exams will take place in the 316 Lake Hall conference room.
DOCTORAL DEGREE CANDIDACY

Following completion of required course work and examinations, students are certified as doctoral degree candidates (ABD). A degree candidate has a maximum of five years to defend and submit an acceptable doctoral dissertation.

DISSERTATION

The department expects that a doctoral candidate’s dissertation committee will be formed and the dissertation proposal presented within six months of reaching degree candidacy. A dissertation committee includes a principal advisor and a minimum of two other members. The principal advisor must be a member of the economics department who holds a PhD degree and who is qualified in the chosen field. Other committee members must be qualified in the chosen field or econometrics, and one member may be from outside the department. Committee compositions must be approved by the graduate program director and department chair.

A dissertation proposal states the question or hypothesis, reviews the relevant literature, and explains how the proposed work will contribute to that literature and general understanding. The proposal sets forth data sources, models, and econometric issues in sufficient detail so that any faculty member not in the field will be able to assess its merits. Normally, the proposal should not exceed twenty double-spaced pages. The proposal is first approved by the dissertation committee and then presented at an open seminar.

WRITING THE DOCTORAL DISSERTATION

Writing the dissertation entails working with the principal advisor and other committee members until it is determined that a dissertation is complete, and the candidate is ready to present and defend the work at an open seminar. Candidates must arrange a date and time for the defense at least three weeks in advance. Students must familiarize themselves with the Guide to the Preparation of Theses and Dissertations. The guide provides links to formatting tips, sample introductory pages, sample approval record, and deadlines. In addition, a checklist is provided to ensure students have fulfilled the required steps in the commencement clearance process.

Milestones

Two qualifying examinations—microeconomics and macroeconomics
Field comprehensive examination (student chooses field)
Doctoral degree candidacy
PhD annual student progress review
Dissertation committee
Dissertation proposal
Dissertation defense
Field lunch participation
Seminar series participation
Maintaining satisfactory academic progress during doctoral candidacy requires the following:

**PhD Annual Student Progress Review**

Each PhD student will have an annual review of his or her progress toward the degree. Receipt of financial support administered by the graduate school is contingent upon satisfactory academic progress toward the degree and satisfactory performance in assigned duties. See the [CSSH Graduate Programs General Regulations](#) for further details.

**Field Lunch Participation**

All PhD students registered for Doctoral Dissertation or Continuation who are in residence are expected to regularly attend a field seminar in industrial organization or labor. These seminars meet roughly every week, and their purpose is to assist students in choosing and evaluating dissertation topics as well as advancing and completing their dissertation. All doctoral candidates will be expected to present their research at various stages of writing their dissertation.

**Seminar Series Participation**

All PhD students registered for Doctoral Dissertation or Continuation who are in residence are expected to regularly attend academic seminars by speakers invited to campus through the Department of Economics Seminar Series. Participation in these seminars is an important component of doctoral training and is intended to expose students to current research in their field while helping to develop and hone their own presentation skills.

**Practical Experience in Applied Economics Program**

Participation in at least one semester of the Practical Experience in Applied Economics program is required of all students who have reached doctoral candidacy. The program is offered in the spring semester every other year. In this program, a variety of prominent practitioners working in consulting and government agencies in the fields of industrial organization and labor will describe their practical experience applying economics to a variety of consulting and policy problems, including antitrust, regulation, labor market policy, education, and health policy. This is a participatory class that will require advanced reading and preparation of questions for the practitioners in addition to other assignments.
PhD-Commencement Checklist

To ensure you have fulfilled all of the required steps in the commencement clearance process, please complete the step-by-step checklist, in order, below.

1. Apply to graduate via myNortheastern. (Note: you must do this regardless of whether or not you plan to participate in a ceremony. If you receive an error message via myNortheastern, please contact your department’s administrator as your “expected graduation date” may need to be updated.)

2. Arrange your defense date, time and location with your department.
   The defense must be publicly advertised for at least 2 weeks prior to the scheduled defense. This includes an announcement on the Graduate Office web site and an announcement sent by the student’s academic department. Please email the following to gradcssh@northeastern.edu and your department’s Graduate Program Administrator as soon as the defense is scheduled, but no later than two weeks prior to the defense:

   ✦ Name
   ✦ Department
   ✦ Dissertation Title
   ✦ Advisor Name
   ✦ Date and time
   ✦ Location
   ✦ Head shot

   o The defense should be held at least 2 weeks prior to the submission deadline so please keep this in mind.
   o The student and at least two committee members must be present in person at the defense. All internal and external committee members are expected to participate in the defense.

Prepare and print your Northeastern University Graduate Approval Record.
Make an appointment with the Graduate Office for a format review. This appointment should occur 1-2 weeks prior to your defense. The Thesis Formatting Guidelines explains what you should bring to the appointment.
Submit your Survey of Earned Doctorates on-line (PhD students only).

3. Defend your thesis or dissertation prior to the Graduate Office deadline leaving adequate time for you to make revisions as required by your committee.

4. Finalize your edits and obtain signatures on the NU Graduate Approval Record. Note that edits cannot be made once the signatures are obtained.

5. Submit your signed (including your Department Chair’s signature) NU Graduate Approval Record to the Graduate Office, 180 Renaissance Park.

6. Submit your employment information, including employer name and job title, to the Graduate Office, gradcssh@northeastern.edu
Submit your thesis or dissertation to the Proquest/UMI web site as soon as the Graduate Office signs the NU Graduate Approval Record.
IMPORTANT GENERAL INFORMATION FOR GRADUATE STUDENTS

All students should read this document and the graduate catalog and, using the enclosed schedule of graduate course offerings from the department, plan their program to meet all requirements as stated in the catalog. Please note that all courses are not offered every semester, so program planning is important.

There are important college and university regulations that apply to you as a graduate student. Although most are found in the College of Arts and Sciences publication *General Regulations*, several of the most important are reproduced here. These include university rules about computation of grade point averages, retaking of courses, and conditions for maintaining full-time status. **Full-time status is required of all international students and all students receiving financial aid from the department.**

There also are important department regulations that are likely to apply to you at some point. These include procedures for enrolling in internship, thesis, and readings courses, and in undergraduate courses or graduate courses in other departments.

All students should inform Jacquetta Hester and the Registrar's Office of any changes in address, telephone number, or e-mail. Please make it a priority to visit Ms. Hester once you have determined your living arrangements and give her your address, phone number and e-mail. It is important that you establish an e-mail account as soon as possible, as it is often the quickest means of communicating with you. It is important that you keep us informed whenever this information changes so that we know how to get in touch with you.
The Policy

A commitment to the principles of academic integrity is essential to the mission of Northeastern University. The promotion of independent and original scholarship ensures that students derive the most from their educational experience and their pursuit of knowledge. Academic dishonesty violates the most fundamental values of an intellectual community and undermines the achievements of the entire University.

As members of the academic community, students must become familiar with their rights and responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Students are responsible for learning the conventions of documentation and acknowledgment of sources in their fields. Northeastern University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

The following is a broad overview, but not an all-encompassing definition, of what constitutes a violation of academic integrity.

Cheating: The University defines cheating as using or attempting to use unauthorized materials, information, or study aids in any academic exercise. When completing any academic assignment, a student shall rely on his or her own mastery of the subject.

Examples include, but are not limited to:
Unauthorized use of aids such as but not limited to notes, text, the Internet, cell phones, etc. to complete any academic assignment.
Copying from another student’s academic work.
Unauthorized communication during an examination.
Handing in the same paper for more than one course without explicit permission from the instructor(s).
Intentionally viewing a test before it is administered.
Storing notes in a portable electronic device for use during an examination.

Fabrication: The University defines fabrication as falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.
The Policy—continued

Examples include, but are not limited to:
Inventing data, facts, or sources for an academic assignment.
Altering the results of a lab experiment or survey.
Citing a source in a bibliography that was not used.
Stating an opinion as a scientifically proven fact.

Plagiarism: The University defines plagiarism as using as one’s own the words, ideas, data, code, or other original academic material of another without providing proper citation or attribution. Plagiarism can apply to any assignment, either final or drafted copies, and it can occur either accidentally or deliberately.

Claiming that one has “forgotten” to document ideas or material taken from another source does not exempt one from plagiarizing.

The following sources require citation:
Word-for-word quotations from a source, including another student’s work.
Paraphrasing (using the ideas of others in your own words).
Unusual or controversial facts not widely recognized.
Audio, video, digital, or live exchanges of ideas, dialogue, or information.

Students unclear as to whether or not a source requires citation should speak with their professor or consult the Writing Center in 412 Holmes Hall.

Unauthorized Collaboration: The University defines unauthorized collaboration as instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, any analysis, interpretation, or reporting of data required by an assignment must be each individual’s independent work unless the instructor has explicitly granted permission for group work.

Examples include, but are not limited to:
Submitting work that closely matches that of another student, even when the work is to be original to the student handing in the assignment.
Sharing a take-home examination, case write-up, lab report, or any other assignment with a peer without express permission from the instructor.

Participation in Academically Dishonest Activities: The University defines participation in academically dishonest activities as any action taken by a student with the intention of gaining an unfair advantage over other students.
The Policy—continued

Examples include, but are not limited to:
Misrepresenting oneself or one’s circumstances to an instructor.
Stealing an examination.
Purchasing a pre-written paper.
Selling, loaning, or otherwise distributing materials intended for the purpose of cheating, plagiarism, or other academically dishonest acts.
Destroying, altering, stealing, or forging another student’s work, library materials, laboratory materials, academic records, course syllabi, or examination/course grades.
Intentionally missing an examination or assignment deadline to gain an unfair advantage.
Forging information or signatures on official University documents.

Facilitating Academic Dishonesty: The University defines facilitating academic dishonesty as intentionally or knowingly helping or contributing to the violation of any provision of this policy.

Examples include, but are not limited to:
Doing academic work for another student.
Making available previously used academic work for another individual who intends to resubmit the work for credit.

Obligation to Uphold Academic Integrity: All members of the Northeastern University community have a role in upholding the Academic Integrity Policy. Any member of the community who witnesses a violation of this policy should report it to the appropriate faculty member or the Office of Student Conduct & Conflict Resolution (OSCCR). All instructors are required to refer to Northeastern’s Academic Integrity Policy in their course syllabi.

Options for Instructors Reporting Alleged Violations of the Academic Integrity Policy: A faculty member who suspects a student in his or her class, or working under his or her direction, of violating the Academic Integrity Policy can choose to:
File official charges with the OSCCR, or
Submit the complaint as an “information only” case to request that the incident be kept “on file” for the student.

An instructor who believes that a student made an unintentional mistake and who does not want to file an official complaint may submit an “information only” complaint. The faculty member will speak with the student suspected of violating the policy before sending forward a complaint. OSCCR will inform the student via e-mail when it receives an “information only” complaint.
The Policy—continued

This correspondence will provide the student with resources to avoid potential future violations as well as notice that another “information only” complaint for an Academic Integrity violation may result in an official charge and meeting with a member of the OSCCR staff. When an “information only” complaint is received by OSCCR for a student who already has one or more “information only” complaints on file, OSCCR reserves the right to determine whether there are sufficient facts in the new complaint to support a charge of an Academic Integrity violation. The Director of OSCCR will review all complaints submitted against a student to determine whether sufficient evidence for a violation of the Academic Integrity Policy exists. If the Director determines that the evidence is sufficient, the case will be assigned to a staff member within the OSCCR. The staff member will assign the case to an Administrative Hearing or to the Student Conduct Board as appropriate.

Sanctions: Hearing Officers and the Student Conduct Board have discretion to impose sanctions for a Responsible finding of an Academic Integrity violation that range in severity from a written warning to expulsion and include an action taken by the student to help rebuild trust within the community.

Hearing officers will take the following into consideration when determining appropriate sanctions for violations of the Academic Integrity policy.
Nature of the violation(s)
Severity of the damage, injury, or harm resulting therefrom
Student’s past disciplinary record
Mitigating circumstances
Aggravating circumstances

Appeals: Students may appeal the disciplinary actions of an Academic Integrity violation on the three grounds identified in the Code of Student Conduct. The Appeals Process outlined in the Code of Student Conduct will be used for such appeals. Please refer to the Code of Student Conduct for a complete description and explanation of the Appeals Process.

Grading Authority: OSCCR does not have authority over assignment or course grades. Therefore, a student who violates Northeastern University’s Academic Integrity Policy may also be subject to academic penalties at the discretion of the instructor in the course. This can result in, but is not restricted to, the student failing the course. A student with questions about the Academic Appeals process should contact the academic advisor to review that process.
Academic Integrity Policy

Economics Department Policy on Academic Dishonesty

Any faculty member who suspects that a student has committed an act of academic dishonesty should confront the behavior immediately by arranging to meet with the student to discuss the issue. If the act of academic dishonesty is confirmed by either the student or other evidence, the student should be assigned an ‘F’ grade for the course and referred to the Office of Student Conduct and Conflict Resolution for further disciplinary action (see ‘Teaching and Advising Policy and Procedures,’ Office of the Provost, p. 6) in accordance with the Academic Honesty and Integrity Policy (www.northeastern.edu/osccr/).

In the case that there is a disagreement between the student and faculty member as to whether an act of academic dishonesty occurred, the matter should be referred to the OSCCR for adjudication. If OSCCR determines that an act of academic dishonesty did occur, the student should be assigned an ‘F’ grade for the course. In the event that the act of dishonesty occurs on a final exam, the student should be assigned no grade on the submitted grade sheet, to be amended to the appropriate letter grade following discussion with the student.

A student who observes an act of academic dishonesty being committed by another student should report it to the faculty member responsible for the class.

Consistent with university policy (see ‘Teaching and Advising Policy and Procedures,’ Office of the Provost, pp. 4-5) the department encourages all faculty members to include this policy on their syllabi for undergraduate classes.
ECON 5105. Math and Statistics for Economists. 4 Hours.
Offers an intensive study of the statistical methods and techniques and mathematical fundamentals necessary for quantitative economics. Statistical topics include descriptive statistics, probability theory, fundamentals of estimation and hypothesis testing, and regression and correlation analysis. Mathematical topics include linear algebra and differential and integral calculus. Computer applications are an integral part of the course.

ECON 5110. Microeconomic Theory. 4 Hours.
Presents a survey of microeconomic theory at the beginning graduate level. Topics include theories of the consumer, firm, and market (including input and output markets), welfare economics, and market failures. Includes applications of theory to public policy questions in such fields as industrial organization and public finance. Requires knowledge of undergraduate microeconomic theory.

ECON 5120. Macroeconomic Theory. 4 Hours.
Examines theories of the short-run determination of output, employment, and prices, and long-run economic growth. Presents alternative macroeconomic models. Also consists of applied case study analysis of the theoretical models presented in class. Requires knowledge of undergraduate microeconomic theory.

ECON 5140. Applied Econometrics. 4 Hours.
Offers an intensive study of econometric techniques applied to cross-section, time-series, and panel data. Applies the fundamentals of econometrics to analyzing structural economic models, forecasting, and policy analysis. Computer applications and an empirical research project are an integral part of the course.

ECON 5291. Applied Development. 4 Hours.
Focuses on major macroeconomics policy questions for developing countries in an open economy context. Combines theoretical foundations with institutional analysis and empirical evidence. Begins by developing a macroeconomic framework to analyze short-term macroeconomic adjustment and concludes with long-term growth, emphasizing the effects of financial integration and capital account regulations on macroeconomic performance in developing countries. Approaches macroeconomic policy issues from a political economy perspective on macroeconomics. Empirical data and country experiences help assess the validity of theoretical propositions and explain the complexity of development trajectories. Requires previous course work in macroeconomic theory.

ECON 5292. Gender and Development Economics. 4 Hours.
Examines topics at the intersection of women’s empowerment and economic development from an economic perspective. Introduces potential explanations for the gender inequalities in the context of developing countries as well as the role of public policy in addressing such disparities. Studies microeconomics topics such as education gaps, fertility, family planning, HIV/AIDS, marriage dynamics and intrahousehold allocation of resources, female labor outcomes and migration, as well as conflict and domestic violence. Offers students an opportunity to apply basic economic theory associated with each topic as well as the research methodologies used in recent empirical papers. Students with an econometrics background have a better understanding of the empirical papers. Requires previous course work in microeconomic theory and in statistics.
ECON 6962. Elective. 1-4 Hours.
Offers elective credit for courses taken at other academic institutions. May be repeated without limit.

ECON 6964. Co-op Work Experience. 0 Hours.
Provides eligible students with an opportunity for work experience. May be repeated without limit.

ECON 7200. Topics in Applied Economics. 4 Hours.
Presents an application of microeconomic and macroeconomic theory, as well as quantitative methods, to a variety of social issues, both domestic and international. May be repeated without limit.

ECON 7210. Applied Microeconomic Policy Analysis. 4 Hours.
Examines the alternative microeconomic activities of the public sector and the role of a diverse array of microeconomic tools and techniques in public sector policymaking, planning, program administration, and evaluation. Topics include the economics of market failure; the economics of information, corruption, public goods, and services provision; production externalities; economics of deregulation and privatization; and policy and program evaluation techniques including outcome and impact evaluation, social and economic experiments, objective functions, cost-effectiveness analysis, and benefit-cost analysis. ECON 5140 is recommended as a previous course.

ECON 7240. Workshop in Applied Econometrics. 4 Hours.
Offers an intensive, hands-on application of econometrics to research problems in economics, using current econometric software packages. Both cross-section and time-series techniques are used and applied to different areas of economics, such as global economics, labor economics, urban economics, public finance, policy evaluation, and so on. Students are expected to complete a written applied econometrics project and present the results to the class.

ECON 7250. International Economic Development. 4 Hours.
Examines the record of growth and development over the past five centuries, the history of global disparities in levels of development over the past two centuries, theories of growth and development, and development policies across lagging countries over the past fifty years. Each topic is examined from different theoretical perspectives including Marxist, neo-Marxist, neoclassical, and institutional. Familiarity with microeconomics and trade theory is recommended.

ECON 7251. International Finance. 4 Hours.
Introduces students to international finance and equips them with tools and methods to study and analyze international economic issues and problems. Topics include the foreign exchange market, balance of payments, international investment and banking, monetary and fiscal policy in an open economy, economic integration and monetary unification, the international monetary system, and optimum currency areas. Each student is required to write a short paper on a current problem in international finance.

ECON 7252. International Trade. 4 Hours.
Examines theories of trade including Ricardian, Heckscher-Ohlin, and trade under increasing returns to scale; welfare implications of different trade policies including tariffs, quotas, voluntary export restraints, and customs union; the political economy of trade policies; and global trading arrangements including GATT and WTO. Requires knowledge of microeconomic theory.
ECON 7253. International Integration. 4 Hours.
Examines the evolution of global markets for goods, services, capital, and labor over the past two centuries, the stylized facts regarding trends in integration, the factors affecting the trends in integration, the linkages between integration of different markets, and the impact of integration on the dynamics of global development and disparities. The analysis follows an eclectic approach to the questions addressed, drawing upon different intellectual traditions in economics. Requires knowledge of intermediate microeconomic theory.

ECON 7260. Urban Economic Systems. 4 Hours.
Examines urban economic systems including systematic relationships among cities, as well as those within cities. The portion of the course devoted to intermetropolitan analysis covers central place theory, the location of economic activity, and intermetropolitan trade. Intrametropolitan analysis includes urban form and land use, land use controls, and local government systems.

ECON 7261. Urban Economic Development. 4 Hours.
Examines urban economic development processes. Topics include models and techniques for describing and evaluating urban economies; development strategies and tools; commercial, industrial, and housing development; and problems of poverty and housing.

ECON 7262. Regional Economic Theory. 4 Hours.
Analyzes the following topics: comparative costs and location analysis for industry, various indices of location measures, land use theories, interregional labor migration, interregional trade, regional development, regional equilibrium analysis, regional and interregional input-output analysis, and econometric models for regional analysis.

ECON 7266. Economics of Government. 4 Hours.
Presents an overview of the economics of government and the role of public policy. Develops guidelines to determine which economic activities are best performed by government and which are not. Topics include public choice, public goods, externalities, public enterprise, and efficiency and equity effects of alternative tax systems.

ECON 7270. Economics of Law and Regulation. 4 Hours.
Relies on models of welfare economics to analyze the impact of laws, regulation, and deregulation, in terms of both positive and normative aspects. Topics include economic analysis of market failures and government remedies; property, tort, and contract law; and economic and social regulation. Students are encouraged to develop critical skills in analyzing various types of economic policy. Requires knowledge of microeconomics.

ECON 7271. Industrial Organization. 4 Hours.
Analyzes the market structure of industries and strategic behavior by businesses, and the effect that these have on economic performance. Draws on economic theory, empirical evidence, and case studies. Also includes a brief discussion of governmental policies such as antitrust, regulation, and public ownership/privatization.

ECON 7710. Microeconomic Theory 2. 4 Hours.
Continues ECON 5110, building on its theories. Topics include game theory, economics of information, incentive theory, welfare economics, general equilibrium, and social choice theory.
ECON 7720. Macroeconomic Theory 2. 4 Hours.
Continues ECON 5120. Offers an advanced course in macroeconomic analysis where economic theory and econometric evidence are brought together to explain economic events and changes at the macro level including economic growth, changes in unemployment and inflation rates, and business cycles. Topics include the Solow growth model, overlapping-generations models, research and development models of growth, real-business-cycle theory, Keynesian theories of economic fluctuations, microfoundations, consumption, investment, unemployment, inflation and monetary theory, and budget deficits and fiscal policy.

ECON 7740. Applied Econometrics 2. 4 Hours.
Continues ECON 5140. Extends students’ understanding of econometrics beyond the topics covered in the earlier course. Students develop and complete an econometric research project using methods covered. Topics include models with multiple equations, nonlinear regression models, asymptotic theory, maximum likelihood, discrete choice models, limited dependent variables and duration models, panel data, regression models for time-series data, and unit roots and cointegration.

ECON 7763. Labor Market Analysis. 4 Hours.
Offers a theoretical and methodological survey of the field of neoclassical labor market analysis at the PhD level. Topics include the supply of labor from the perspective of the individual and the family, human capital, the demand for labor, market equilibrium, and the determination and distribution of wages and earnings. Other topics that may be included are unions, unemployment, labor mobility, alternative models of labor markets, labor productivity and growth, and income distribution and poverty.

ECON 7764. Topics in Labor Economics. 4 Hours.
Covers the theoretical and empirical issues surrounding current topics in the area of labor economics. Topics may vary each time the course is offered and may include discrimination, efficiency wage theory, labor legislation, life cycle analysis, and the use of microdata (panel studies, search behavior, intergenerational earnings mobility, and employment and training policies).

ECON 7771. Framework of Industrial Organization. 4 Hours.
Sets out the analytical framework of industrial organization economics—the basis and method for evaluating the performance of markets and firms and for prescribing policies for improvement. Topics include size and structure of firms, market concentration, pricing in oligopoly and other markets, entry and entry deterrence strategies, and advertising and product strategies. Each of these topics is examined using a range of tools including microeconomic theory, game theory, and statistical analysis.

ECON 7772. Public Policy Toward Business. 4 Hours.
Covers the three major facets of public policy toward business: antitrust, regulation, and privatization. Demonstrates how economic theory and evidence are brought to bear on practical questions of market failure and policies to remedy such failure. Topics include mergers, collusion and facilitating practices, predatory conduct, cost of service regulation, price caps and incentive regulation, deregulation, and public enterprise vs. privatization. Policies are analyzed for their rationale, techniques for implementation, and effects as measure in the context of actual experience in the United States and other countries.

ECON 7962. Elective. 1-4 Hours.
Offers elective credit for courses taken at other academic institutions. May be repeated without limit.
ECON 7976. Directed Study. 1-4 Hours.
Offers independent work under the direction of members of the department on a chosen topic. Course content depends on instructor. May not be substituted for requirements leading to a BA or BS in economics. May be repeated without limit.

ECON 7990. Thesis. 1-4 Hours.
Provides thesis supervision by members of the department. May be repeated without limit.

ECON 8550. Internship In Economics. 1-4 Hours.
Comprises academic credit for internship work in economics. May be repeated without limit.

ECON 8960. Exam Preparation—Doctoral. 0 Hours.
Provides students with the opportunity to prepare for the qualifying exam during the semester in which they are registered for this course. Registration in this course constitutes full-time status.

ECON 9986. Research. 0 Hours.
Offers an opportunity to conduct full-time research under faculty supervision. May be repeated without limit.

ECON 9990. Dissertation. 0 Hours.
Taken for two consecutive semesters, normally at the beginning of the dissertation period, to meet the residency requirement of the doctoral program. May be repeated once.

ECON 9996. Dissertation Continuation. 0 Hours.
Requires registration for those students who have completed the doctoral program’s residency requirement, but who have not yet completed the dissertation. May be repeated without limit.
General Information

Eight units in the College of Social Sciences and Humanities offer work at the graduate level. The Master of Arts degree may be earned in economics, English, history, international affairs, political science, and sociology. The Master of Science degree is awarded in criminology, security and resilience studies, urban informatics, and urban and regional policy. The Master of Public Administration and Master of Public Policy degrees are also offered. The Doctor of Philosophy degree is available in criminology and justice policy, economics, English, history, law and public policy, political science, and sociology. The College also offers joint degree programs with the School of Law in the fields of Criminology and Criminal Justice, and Law and Public Policy. Graduate certificates are available in data analytics; nonprofit sector, philanthropy, and social change; public policy analysis; security and resilience studies; and urban analytics. Graduate certificates available to currently enrolled graduate students include: digital humanities; public history; public policy analysis; urban studies; and women's, gender and sexuality studies.

Application

The application, application fee, personal statement, unofficial transcripts, and three letters of recommendation are submitted on-line at the Graduate Office's website. Completed applications must be submitted by the deadlines stated on page 3. Applicants should make the necessary arrangements, where required, to have official reports of the Graduate Record Examination (GRE) forwarded to the Graduate Office. The only code required is our institution code, which is 3682. Please consult the website or appropriate department for specific information. Registration for the GRE is available on the GRE website. Please note that GRE scores are only valid for five years. Scores must be valid at the time the application is received. To be considered for a degree program, an applicant must submit an unofficial transcript indicating the award of a bachelor’s degree or in-progress toward a degree from a recognized institution, as well as other supporting materials as required by the program. (Note: an official transcript will be required upon matriculation). As a general rule, a minimum undergraduate grade point average (GPA) of 3.000 or better is considered to be favorable. Please refer to the Graduate Office website for details about applying to a certificate program. Though recommendations for admission to graduate programs are made by the individual programs, the final decision concerning admission is made by the College.

International Student Application

Applications from international students must include all materials required of U.S. citizens, as listed previously. In addition, proof of English proficiency must be submitted at the time of application. I-20 or DS2019 Requests Information regarding how to request an I-20 will be available after confirmation of enrollment. An I-20 or DS2019 request e-form must be submitted at least nine weeks before enrollment. Students cannot receive visa application forms—required to matriculate—unless they file the e-form, which indicates they will have financial support to cover all educational and living expenses. English Proficiency Evidence of English proficiency may consist of either satisfactory results of the Test of English as a Foreign Language (TOEFL),
satisfactory results of the International English Language Testing System (IELTS) exam, satisfactory re-
sults of the Pearson Test of English Academic (PTE) exam, or proof of a baccalaureate or master’s degree
from a U.S. institution.

• For acceptance into a graduate program and for consideration for a teaching assistantship, the minimum
TOEFL score is 79–80 (Internet-based test). The minimum IELTS score is 6.5. The minimum PTE score
is 59-64.

• Some departments require higher TOEFL or IELTS scores for both acceptance and the award of an assis-
tantship.

• Applications for TOEFL may be obtained on the TOEFL website. Applications for IELTS may be ob-
tained on the IELTS website.

• Please note that TOEFL, IELTS, and PTE scores are only valid for two years. Scores must be valid at the
time the application is received.

• Applications for PTE can be found on the PTE website

Application Deadlines

All application materials must be received by the stated deadlines. Please note that some programs only
accept students in the Fall semester.

FALL APPLICATION DEADLINES:

• January 10 All PhD programs

• February 1 Masters applicants – (priority review - applications considered through August 15th)

• June 15 Masters applicants (international) – rolling admissions up to this date

• August 15 Masters and certificate applicants (non-international) – rolling admissions up to this date

• August 25 Special Student applicants (non-international only)

SPRING APPLICATION DEADLINES:

• October 15 Masters applicants (international) – rolling admissions up to this date

• December 1 Masters and certificate applicants (non-international) – rolling admissions up to this date

• December 15 Special Student applicants (non-international only)

SUMMER 1 APPLICATION DEADLINES:

• April 15: All School of Public Policy and Urban Affairs programs, except PhD Law and Public Policy
and MA International Affairs (non-international)

SUMMER 2 APPLICATION DEADLINES:

• June 15 MPA applicants – rolling admissions up to this date (non-international)
Teaching Assistant Orientations

1. University-wide Teaching Assistant Orientation: A mandatory university-wide teaching assistantship workshop is held prior to each fall term for new Teaching Assistants (TA).

2. International Teaching Assistant Orientation: All international students receiving a teaching assistantship for the first time must participate in an orientation prior to the beginning of the fall semester. This orientation is intended to provide international teaching assistants with the opportunity to sharpen their speaking and presentation skills as well as to introduce them to the culture of the American classroom.

Student Classification

Regular Student — Those students who are admitted to a degree program.

Conditional Student — Students whose admissions files are missing official documentation. Conditional students must submit the requested documentation, to the satisfaction of the College, no later than the completion of their first month of study. Once the documentation has been submitted, the student’s status will be re-evaluated.

Provisional Student — Students whose academic records do not qualify them for acceptance as regular students. Provisional students must obtain a B (3.000) average in the first nine semester hours of study or meet specifically delineated departmental requirements to qualify for full acceptance to a degree program.

Special Student — Special students are enrolled on a part-time basis (no more than six semester hours per semester). Credit can be earned for a maximum of nine semester hours over time. Students interested in taking more than nine semester hours must make a formal application to the degree program. Please use the following link to obtain the Internal Admission Application Notification Form. Special Students who do not register for four consecutive semesters (excluding summer semester) will be subject to review and possible withdrawal by the College.

Doctoral Student — Students admitted to a doctoral program.

Doctoral Degree Candidate — Doctoral students who have completed departmental requirements for candidacy. These requirements vary by department but minimally include completion of thirty semester hours of acceptable graduate work beyond the bachelor’s degree, or already in possession of an earned master’s degree accepted by the department, and certified by the College. Note that Advanced Standing is determined at the time of admission by the Graduate Program Director.

Student Status

For academic purposes, a graduate student is considered a full-time student if enrolled in a minimum of eight semester hours of credit for the semester, with the following exceptions:

• Students who hold Stipended Graduate Assistantships will be considered full-time if enrolled for a minimum of six semester hours of credit. However, some departments may require more credits for maintaining departmental progression standards.

• Students enrolled in Doctoral Research or Co-op are considered full-time.
All graduate students who are formally registered in a continuation status, Dissertation, Dissertation Continuation, Doctoral Research, Master’s Research, Master’s Continuation, or Qualifying/Comprehensive Exam Preparation courses may be considered full-time at the discretion of their department. It is ordinarily assumed that such students will be in residence.

- Students in their last semester of coursework may be considered full-time when enrolling in fewer than eight semester hours to complete degree requirements.

**NOTE:** To be eligible for some types of financial aid, the minimum full-time load may be defined differently. For information, contact the Graduate Student Financial Services Office, 354 Richards Hall, Northeastern University, Boston, MA 02115; 617.373.5889

**Grading System**

The student’s performance in graduate courses will be graded according to the following numerical equivalents on the Office of the University Registrar's website.

**Grading Policies**

In the College of Social Sciences and Humanities, not more than two courses or six semester hours of credit, whichever is greater, may be repeated to satisfy the requirements for the degree. Only such repeats will be counted in calculating the cumulative GPA.

No grade changes are permitted after the end of the final examination period one calendar year from the semester in which the student registered for the course. In calculating the overall cumulative average, all graduate-level coursework completed at the time of clearance for graduation will be counted. The only exceptions are the following: coursework was designated as not counting at the time of registration, coursework was counted toward a previous degree, or the student is immediately continuing into a PhD degree in his or her department.

**Class Credits**

All credits are entered as semester hours.

Graduate Office policy states that in calculating the overall GPA, all graduate level coursework completed at the time of clearance for graduation will be counted unless otherwise designated at the time of registration or unless counted toward a previous degree.

**Graduate Academic Advisory Committee (GAAC)**

The Committee shall be responsible for ensuring that the graduate curriculum of the College promotes the College’s and University’s evolving intellectual and pedagogical aims. The Committee acts on all matters relating to the academic life of graduate students in the College in accordance with guidelines approved by the College and the committee. The responsibilities of this committee are: (a) oversight over the quality and scope of the College’s graduate curricula,
including recommendations for changes to the general program of the College, approval of graduate degree and certificate programs, and review of proposed changes to those programs; (b) review of student appeals on decisions concerning academic probation, change in requirements, permission to resume studies, academic warning, and repeating of courses. The Committee shall adhere to all policies and procedures adopted by the Faculty of the College and the Faculty Senate.

In addition the Committee shall adhere to policies and procedures issued by the Provost’s Office.

Actions on graduate matters taken by the Graduate Academic Advisory Committee shall constitute the recommendations by the Faculty on these matters. The Committee shall make recommendations on behalf of the Faculty directly to the Dean (or his or her Delegate). If the Dean supports them, the recommendations shall, as needed, then be sent to the University Graduate Council for consideration. The Committee’s and Dean's actions shall be reported periodically to the units involved and to the College Council for informational purposes.

**Student Concerns**

The GAAC is charged with review of student appeals on decisions concerning academic probation, change in requirements, permission to resume studies, academic warning, and repeating of courses. Members of the committee from the student’s own unit are recused from the appeal process. Graduate students may request permission to present their appeals in person. If a student believes that all pertinent information has not been presented, the student may request that the GAAC reconsider its decision. If the Committee reaffirms its action, and the student is still not satisfied, an appeal for review may be made through the University’s Academic Appeals Resolution Committee. The appeals procedure is described in the Graduate Catalog.

Detailed procedures for filing a student concern can be obtained by contacting the Graduate Admissions and Student Services Office at 617.373.5990 or gradssh@northeastern.edu.

**Regulations for All Degree Programs**

**Registration**

Students must register via the myNEU portal. Procedures to do so are available on the myNEU website. Students must register within the dates and times listed on the Registrar's Office calendar. Web registration is available during the first and second weeks of the semester for adding and dropping courses. Students who fail to register within this time frame will not earn credit or a grade for the course(s) in question.

Students are encouraged to obtain advisor approval of course selections each semester. This approval is required for all assistantship recipients and by some departments for all students. Students should check with individual departments for specific guidelines.

**Transfer Credit**

A student may petition to transfer up to nine semester hours of his or her program using credits from another institution, provided that the credits transferred consist of a grade of B.
(3.000) or better in graduate-level courses, have been earned at a U.S. accredited institution, have not been used toward any other degree, and are recommended for transfer by the student's academic department. Note: Credits earned at Northeastern University's College of Professional Studies are not eligible for transfer. As courses at other institutions may not parallel courses at Northeastern, the student’s academic department will determine the number of semester hours the external course will be worth. This calculation may result in fewer semester hours than the course was assigned at the institution at which the student completed the course. In addition, courses accepted for transfer credit must have been completed within seven years of the date the request is made to the Graduate Office and been completed within the seven years prior to the awarding of the student’s degree at Northeastern. Grades are not transferred. Some departments accept fewer than nine transfer credits. Please refer to the appropriate department for specific information. Students should petition through their departments to the Director of Graduate Admissions and Student Services by completing the Request for Transfer Credit Form available here. An official transcript must be attached to the petition. Transfer credit is not allowed for those enrolled in graduate certificate programs.

Awards

Only those students who are registered in degree programs are eligible for awards. Award recipients will receive an official award letter from the Graduate Office. Please pay attention to this letter as it is an official contract which should be read carefully. In order to maintain awards, students must be making satisfactory progress toward their degrees. Please refer to the Satisfactory Academic Progress section below for more information.

Stipended Graduate Assistants (SGAs) must be in full-time status and be registered for a minimum of six semester hours. SGAs are paid on the 15th and the last day of each month. If either of these days falls on a weekend day, the payday is the Friday prior. The Health Plan Fee (NUSHP) is covered by the SGA award whereas the Health and Counseling Center Fee is not. SGAs must be available to come to campus during normal business hours to fulfill the 20 hours per week work requirement associated with the stipend.

College of Social Sciences and Humanities Master's Degree Scholarship recipients must be in full-time status and be registered for a minimum of eight semester hours. Unsatisfactory progress in either your graduate program or your performance in assistantship-related duties or any deviation from the above may result in the early termination of your assistantship.

Withdrawals from Courses

To withdraw from a course, a student must drop the course via their myNEU account within the deadlines established by the Registrar. Students receiving Federal Student Financial Aid who are considering withdrawing from courses, are encouraged to consult with their Financial Aid Counselor before dropping courses as changes in course enrollment may have a negative impact on aid eligibility.”

Tuition refunds and/or charges will be granted only on the basis of the date on which the course was dropped. Ceasing to attend a class or simply notifying the instructor of intention to withdraw from the course does not constitute an official withdrawal. Questions regarding refunds should be discussed with Student Accounts. Student Accounts is located at 354 Richards Hall, 617-373-5899. Refunds will be granted in accordance with the schedule as noted with the Office of the University's Registrar.
Satisfactory Academic Progress

Satisfactory academic progress means satisfying requirements in the Graduate Programs General Regulations and in the regulations specified by each department.

The College sets minimum standards for all students to fulfill. Departments and programs may have additional requirements that exceed those of the College. These requirements can be found in the Graduate Catalog and departmental policies and procedures. Graduate students must be making satisfactory progress, including maintaining the graduation requirement of a grade-point average of 3.000 in their coursework and the timely completion of coursework and comprehensive/qualifying examinations.

Receipt of financial support administered by the College is contingent on satisfactory academic progress toward the degree and on meeting department-specific guidelines. The College requires that all students receiving awards will generally have two semesters to reach a 3.000 GPA. Students whose cumulative GPA is below 3.000 will be reviewed by their departments and by the Graduate Office, and may have their funding terminated on recommendation of their department or by decision of the College in consultation with their department. In addition, continued funding for stipended graduate assistants is contingent on satisfactorily carrying out duties as assigned.

Students enrolled in a program offering a cooperative (Co-op) education or internship option must be approved to participate. A minimum GPA of 3.000 is required at the time the co-op job or internship begins.

Leave of Absence

Full-time students who will not be involved in any academic endeavor for a period of time are required to petition via the Request for Leave of Absence Form on myNEU. The Graduate Office will not accept retroactive leave requests. Please note that if a student is requesting a leave for medical reasons, a Medical Leave of Absence Form must be completed. Students should contact University Health and Counseling Services at 617.373.2772. Leaves of absence generally are not approved for more than one calendar year at a time. Further, a leave of absence is generally not appropriate for an international student on a student visa, unless the student is leaving the United States. Please consult with an international student advisor at the Office of Global Services. Leaves of absence are not appropriate for master’s or doctoral students who are working on a thesis or dissertation but are away from the Northeastern campus. Except in the case of medical leaves, being on an approved leave of absence does not extend the amount of time allowed for (1) degree completion, or (2) the makeup of incomplete grades.

Time Limitation

For the master’s degree, course credits earned in the program of graduate study or accepted by transfer are valid for a maximum of seven years. For the doctoral degree, upon achieving candidacy, doctoral students have five years to complete degree requirements.

If students wish to apply for an extension of the time limit, they must submit a petition to their department of study. The petition must include a detailed plan for completion of all remaining degree requirements. In the case of Master’s time limit extension requests for coursework, the department must certify that the content of each of the courses has not changed since the time the student completed the course. If deemed appropriate, the department will recommend approval of the extension to the College. The Associate Dean has final approval of time limit extensions.
Application for the Diploma

Application for the diploma is made by Applying to Graduate via the myNEU portal. Even though all other degree requirements may have been met, the Application to Graduate must be completed in order to assure that the degree will be conferred on the appropriate graduation date. It is the responsibility of the student to make sure that degree requirements have been met. Once degree requirements have been met, the student will be cleared for commencement. Please note that there are no honors distinctions awarded at the graduate level.

Changes in Requirements

The continuing development of the College may result in regular revision of curricula. When curriculum changes are made, students are allowed to complete the degree requirements of the program when they matriculated. If a student wishes to complete the degree requirements of the new curriculum, the student may request this in writing to the Graduate Office.

The Doctor of Philosophy Degree

The Doctor of Philosophy degree is awarded to candidates who give evidence of high scholastic attainment and research ability in their major field. Specific degree requirements are administered by a committee in charge of the degree program. It is the responsibility of the chair of this committee to certify to the College the completion of each requirement for each candidate.

Admission

Each degree program has established admission requirements for students starting their doctoral work at Northeastern University. Please consult the Graduate Office website for further details.

Continuity of Registration

Students are expected to maintain satisfactory progress toward their intended degree. All students must register as approved by their advisors or the departmental Graduate Program Directors. After establishing degree candidacy, registration must be continuous until graduation requirements are complete unless a leave of absence is allowed by and recommended by the committee in charge of the degree program and approved by the College. For each of the first two semesters that a doctoral candidate has established candidacy, the student must register for Doctoral Dissertation. For each semester beyond the two Dissertation registrations, the student must register for Doctoral Dissertation Continuation until the dissertation is approved by the College and submitted to ProQuest. During the terms when a student is registered for Doctoral Dissertation or Dissertation Continuation, coursework is not permitted as the course requirements for the degree have already been met. If the academic program requires enrollment in seminars or courses in addition to Dissertation or Dissertation Continuation, the Graduate Program Director will make a recommendation to the College. Approval of the College must happen prior to registration. Students must be registered for Dissertation or Dissertation Continuation during the semester in which they take the final oral examination (including the full summer semester if that is when defense occurs). Any student who does not attend Northeastern University for a period of one year may be required to apply for readmission.
Course Requirements

The minimum course requirement of thirty semester hours constitutes the same work typically required for a master’s degree. Course requirements beyond this minimum in each doctoral program are specified by the committee in charge of the doctoral program and departmental regulations.

To qualify for the degree, a minimum cumulative GPA of 3.000, equivalent to a grade of B, must be obtained. This average will be calculated each semester according to the grading system noted in a preceding section, and will exclude any transfer credits or repeated courses. Individual programs may have additional GPA requirements. These can be found in the graduate catalogue or program policies and procedure documents. A student who does not make satisfactory progress toward degree requirements, as specified by the individual department, may be terminated from the program.

Annual Student Progress Review

All PhD students are required to meet with their faculty advisor for an annual student progress review. The reviews will be submitted to the Department’s Graduate Studies Committee, which will determine whether satisfactory progress is being made and students are eligible to proceed to complete their graduate work. The College’s Graduate Office will receive a copy of each student’s review.

Residence Requirement

A Doctor of Philosophy degree student must spend the equivalent of at least one academic year in residence at the University as a full-time graduate student. The committee of each degree program specifies the method by which the residence requirement is satisfied. Residency is required of all students receiving a stipended graduate assistantship.

Doctoral Degree Candidacy

PhD degree candidacy is established when students have completed all departmental requirements for candidacy. These requirements vary by department and include completing the minimum number of graduate semester hours required of doctoral students by the department (this may include an earned master’s degree accepted by the department) and passing a qualifying examination and/or a comprehensive examination. Once students reach doctoral degree candidacy they will be certified, in writing, by the College. Registration in coursework is not permitted once a student reaches candidacy.

Comprehensive and Qualifying Examinations

In programs where comprehensive or qualifying exams are required, students must complete these requirements within the time limit set by the program

Dissertation

Each doctoral student must complete a dissertation that embodies the results of extended research and makes an original contribution to the field. This work should give evidence of the candidate’s ability to carry out independent investigation and interpret in a logical manner the results of the research. The method of approval of the dissertation is established by the committee in charge of the degree program. No dissertation committee shall have fewer than three faculty members, two of whom shall be from Northeastern University. The chair of the dissertation committee will be a full-time tenured or tenure-track member of the faculty of Northeastern University and will hold an appropriate doctorate. A research faculty member may chair a dissertation committee if he or she holds an appropriate doctorate and has received the approval to do so from the tenured and tenure-track faculty members of the unit(s) in which his or her appointment resides.
Final Oral Examination
The final oral examination will be on the subject matter of the doctoral dissertation and on important developments in the field of the dissertation. Other fields may be included if recommended by the examining committee. This examination will be taken after completion of all other degree requirements and must be held at least four weeks prior to the commencement at which the degree is to be awarded. The student and at least two committee members, including the advisor, must be physically present at the defense. All internal and external committee members are expected to participate in the defense. The College must be notified of all scheduled defenses and expects that the defense will be publicly advertised for at least two weeks prior to the scheduled date. Some programs may require up to 30 days' notice.

The Master’s Degree

Academic Requirements
A candidate for the master’s degree must complete a minimum of thirty semester hours of graduate-level coursework and additional requirements as determined by the department in which the student is registered.

To qualify for the degree, a minimum cumulative average of 3.000, equivalent to a grade of B, must be obtained. This average will be calculated each semester according to the grading system noted on the Office of the University Registrar's website and will exclude any transfer credits or repeated courses. A student who does not make satisfactory progress toward degree requirements, as specified by the individual department, may be terminated from the program.

Comprehensive Examination
A final written or oral comprehensive examination is required in some programs. This examination will be given by the department concerned at least two weeks before the commencement at which the degree is expected.

Thesis
Thesis are required in some programs and should demonstrate the individual’s capacity to execute independent work based on original material. Registration for Thesis is required in most programs. Thesis must be approved by the departmental graduate committee and, in cases in which a grade is required, must receive a grade of B (3.000) or better to be accepted.

Continuity of Registration
Students are expected to maintain satisfactory progress toward their intended degrees. Students who have not completed their thesis after having registered for the specified number of thesis credits must register for Master’s Continuation each subsequent semester until the thesis is approved by the Graduate Office and submitted to ProQuest. Master’s Continuation will carry no credit but will be recorded on the student transcript with the appropriate grade (S or U) for each semester of registration. All students must be registered in the last semester of their program. Any student who does not attend Northeastern University for a period of one year will be required to apply for readmission.
The PlusOne program allows Northeastern University undergraduate students the opportunity to pursue both a bachelor’s and master’s degree simultaneously. In a PlusOne program, up to 16 credits of undergraduate work are replaced by graduate coursework, thus permitting the completion of both degrees in a shorter period of time than would be possible if students pursued each degree separately through the traditional route. In most programs, with appropriate academic progress, students receive the master's degree one year after completing the undergraduate degree. The PlusOne degree program at Northeastern is designed to attract talented and motivated undergraduate students who wish to pursue academic advancement in order to achieve an additional advantage in the workplace.

PlusOne students are eligible for Direct Entry if they obtained a 3.25 GPA or above in their undergraduate coursework and are in good standing with the university. Students who meet the GPA requirement are presumed to be eligible for admission, and do not have to submit any materials beyond the PlusOne Admission Application and the course substitution chart. All steps must be completed at the point by which 64 semester hours are earned, typically prior to the start of the student's junior year.

If a student wishes to participate in a PlusOne program that is not in existence, they may complete the Student Initiated PlusOne Request Form, and follow the instructions. All steps must be completed at the point by which 64 semester hours are earned, typically prior to the start of the student's junior year.

More information about the PlusOne program can be found on Northeastern University's PlusOne Website.

**Interdisciplinary Doctoral Programs**

Some graduate students may wish to pursue doctoral programs that involve substantial work in two or more departments. To meet this need, an interdisciplinary program may be established that corresponds in scope and depth to doctoral standards but does not agree exactly with the individual departmental regulations. For such possibilities, the option discussed below is available.

**Admission**

Application for admission to interdisciplinary doctoral study consists of the submission of a carefully thought-out, written proposal describing the areas of proposed study and research, as well as the qualifying and/or comprehensive examination system to be used. The proposal may be a part of the initial application for admission to graduate study at Northeastern University, or it may be submitted by a graduate student already enrolled. In either case, the admission materials should be prepared in consultation with an academic advisor. The proposal is to be directed to a doctoral degree–granting department. Admission to interdisciplinary doctoral study requires favorable recommendation by the sponsoring doctoral degree–granting department and approval by authorized representatives of the graduate study committees of the departments appropriate to the disciplines covered by the applicant’s proposal. The sponsoring department will serve as the student’s registration base.
Formation of Interdisciplinary Committee

A student who has been accepted for interdisciplinary study must obtain the consent of an advisor who will direct the doctoral dissertation. The advisor, who may or may not be a member of the registration department, will be chair of the interdisciplinary committee for this student. A second committee member will be appointed from the registration department by its chair. These two members will obtain one or more additional members. At least two departments must be represented on the committee, and a majority of the committee must come from doctoral degree–granting departments. The chair of the registration department will notify the Associate Dean of the membership of the committee as soon as arrangements are complete.

Duties of Interdisciplinary Committee

A member of the interdisciplinary committee who is also a member of the registration department will serve as the registration officer to approve the course registration for the student. A copy of the approved course registration must also be filed with the other committee members and with the graduate study committee of the registration department. The interdisciplinary committee will be responsible for the administration of the qualifying examination, language examination, and comprehensive examination, as appropriate, and approval of the dissertation. This committee must also certify to the registration department the completion of the requirements for the award of the doctoral degree.

The interdisciplinary committee is also responsible for a periodic report to the registration department concerning the student’s progress and must obtain approval from that department for any changes in the approved program. The interdisciplinary committee must assure that the student’s program represents standards comparable to those of the registration department and that the program is not so broad as to have inadequate depth in any area. The student’s program may be reviewed at any time by the Associate Dean to determine whether objectives of the program are being met.

General Information

The Northeastern University Graduate Catalog contains the university’s primary statements about these academic programs and degree requirements, as authorized by the president or the Board of Trustees. For information about other academic policies and procedures; student responsibilities; student academic and curricular life; faculty rights and responsibilities; or general personnel policies, benefits, and services, please refer to the Cooperative Education Student Handbook, Faculty Handbook, and related procedural guides, as appropriate.

Accreditation

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc.
Delivery of Services

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

The Northeastern University Graduate 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.

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

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

Tuition Default Policy

In cases where the student defaults on his or her tuition, the student shall be liable for the outstanding tuition and all reasonable associated collection costs incurred by the university, including attorneys’ fees.

Emergency Closing of the University

Northeastern University posts emergency announcements, including news of weather-related closings, on its homepage and notifies members of the community individually through the NU ALERT system. In addition, the university has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather. AM stations WBZ (1030), WILD (1090), and WRKO (680), and FM station WBUR (90.9) are the radio stations authorized to announce the university’s decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDHTV7 will also report cancellations. Since instructional television courses originate from live or broadcast facilities at the university, neither the classes nor the courier service operates when the university is closed. Please listen to the radio or television to determine whether the university will be closed.
If a storm occurs at night, the announcement of university closing is given to the radio stations at approximately 6 a.m. Classes are generally canceled for that entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations of evening classes may be announced. This announcement is usually made between 2 p.m. and 3 p.m.

**Equal Opportunity Policy**

Northeastern University does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status in admission to, access to, treatment in, or employment in its programs and activities. In addition, Northeastern University will not condone any form of sexual harassment. Handbooks containing the university’s nondiscrimination policies and its grievance procedures are available in the Office of Institutional Diversity and Inclusion, 125 Richards Hall. Inquiries regarding the university’s nondiscrimination policies may be directed to:

Office of Institutional Diversity and Inclusion  
125 Richards Hall  
Northeastern University  
Boston, Massachusetts 02115  
617.373.2133

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.

**Disability Resource Center**

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

Northeastern University’s compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are coordinated by the senior director of the Disability Resource Center. Persons requiring information regarding the Disability Resource Center should contact the center at 617.373.2675 or, if using TTY, via Relay 711.

**Family Educational Rights and Privacy Act**

In accordance with the Family Educational Rights and Privacy Act of 1974, Northeastern University permits its students to inspect their records wherever appropriate and to challenge specific parts of them when they feel it is necessary to do so. Specific details of the law as it applies to Northeastern are printed in the Undergraduate Student Handbook and Graduate Student Handbook and are distributed annually at registration for the university’s colleges and graduate schools.
Cleary Act

Northeastern is committed to assisting all members of the university community in providing for their own safety and security. Information regarding campus security and personal safety, including topics such as crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedures, is available upon request from the Northeastern University Director of Public Safety, 360 Huntington Avenue, Boston, MA 02115, or by calling 617.373.2696.

Mission Statement

To educate students for a life of fulfillment and accomplishment. To create and translate knowledge to meet global and societal needs.

Graduate Admissions and Student Services

180 Renaissance Park
Northeastern University
360 Huntington Avenue
Boston, MA
02115-5000

(T) 617.373.5990
(F) 617.373.7281

gradcssh@northeastern.edu (email)

www.northeastern.edu/cssh/graduate
Title IX Policy

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. In furtherance of this commitment, Northeastern University strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status.

The Northeastern University Title IX policy articulates how the University will respond to reported allegations of sexual harassment involving students, including sexual assault, and provides a consolidated statement of the rights and responsibilities under University policies and Title IX, as amended by the Violence Against Women Reauthorization Act of 2013. The policy describes how areas within the University will coordinate the provision of interim remedies and the prompt and effective investigation of allegations of Prohibited Offenses.

This policy applies to all members of the University community, including students and prospective students, employees and prospective employees, faculty, staff and volunteers in connection with University activities. It further applies to on- or off-campus behavior involving students.

Non-Retaliation Policy

The Grievance Procedure and Title IX Policy also prohibits retaliation for asserting or otherwise participating in claims of discrimination. It is unlawful to take adverse actions against any member of the Northeastern community for filing a complaint of harassment or discrimination, or for cooperating in an investigation of such a complaint. Retaliation against a member of the Northeastern community who, in good faith, reports alleged harassment or who participates in an investigation is a violation of the policy and is subject to appropriate discipline. Retaliation may have an adverse impact in the following areas: hiring, firing, promotions, demotions, compensation, benefits, grading, pressure to withdraw from class, ignoring, refusing requests for assistance. This list is not exhaustive.

The University will not tolerate retaliation against any person who in good faith makes a report of a Prohibited Offense. Any person who retaliates directly or indirectly against a Victim, witness, person reporting a Prohibited Offense, a respondent and/or charged party or any person involved in the investigation of a Prohibited Offense will be subject to discipline, up to and including termination (if an employee) or expulsion (if a student).

Policy on Non-Fraternization

Northeastern University strives to provide an environment for students, faculty and staff that is respectful, fair and free of unlawful harassment or discrimination. In keeping with its commitment to provide equal opportunity to students, faculty and staff, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, the University’s Policy on Non-Fraternization prohibits romantic or sexual relationships where there is supervision, direction or control between the parties.
Policy on Sexual Harassment

The Policy on Sexual Harassment strictly prohibits all forms of sexual harassment. Every member of the Northeastern community, including students, faculty, staff, contractors, alumni, parents, and visitors may have rights and/or duties under this policy.

Policy on Equal Opportunity

The Policy on Equal Opportunity strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status.

TITLE IX PROHIBITED OFFENSES

There are a number of different options to report for those who have experienced or witnessed sex discrimination, sexual harassment, sexual assault, domestic violence or other conduct that violates the Title IX policy.

After an Assault

If you or someone you know has recently been assaulted:

- Go to a safe place as soon as you can.
- Call the Northeastern Police Department.
- Try to preserve all physical evidence. Try not to wash your face or hands, bathe, brush your teeth, drink or eat, douche, or change clothes if you can avoid it. If you do change your clothes, put all clothing you were wearing at the time of the assault in individual paper bags (not plastic). It is important to preserve as much evidence as possible should you later decide to press criminal charges.
- Seek medical attention. The University Health and Counseling Services (617-373-2772) offers urgent medical and counseling appointments to all students. You also have the right to go to the Emergency Room at Beth Israel Deaconess Medical Center, Brigham and Women’s Hospital or Boston Medical Center to meet a Sexual Assault Nurse Examiner (SANE) to both collect forensic evidence and provide medical care and support to you. NUPD can provide students with an escort to the hospital.
- When you feel ready, please contact the resources below for ongoing support.

File a Report with the Title IX Coordinator

The Title IX Coordinator is charged with investigating and responding to allegations of sexual misconduct. We understand the sensitivity surrounding your decision to report. Our goal is to empower you by making you aware of your rights, available support resources and options through the University reporting processes. We will support you with compassion and equity while respecting your privacy.

Mark Jannoni
Assistant Vice President for University Equity and Compliance/Title IX Coordinator
Email: titleix@northeastern.edu
Phone: 617.373.4644

Northeastern University
Richards Hall 125
Reports can also be submitted on-line through the Title IX Reporting form which exists to assist the complainant in formulating a concise statement of their allegations and is sent directly to the Office for University Equity and Compliance.

**File an Anonymous Report**

You may file an anonymous complaint directly to the Title IX Coordinator and the Office for University Equity and Compliance. While all complaints will be reviewed, the University’s ability to investigate anonymous reports may be limited when the identity of the complainant is unknown.

This form will allow the reporter to give only the details they are comfortable sharing at the time of the report.

- In order to route this form directly to the Title IX Coordinator, please select *Title IX: Sex and Gender-based Discrimination* under *Nature of this report*

**Talk with a Confidential Resource**

Northeastern understands that some survivors of harassment, discrimination, sexual misconduct or other violations of this policy may not be ready or willing to report through a channel that could result in university action. For such individuals, the following confidential resources are available:

**ViSION Resource Center (VRC)**
Website: northeastern.edu/vision/visionresourcecenter/
Phone: 617.373.4459
Email: vision@northeastern.edu
106 St. Stephen St.

The VRC provides confidential support, prevention, and education services to students dealing with issues related to Prohibited Offenses as defined under Northeastern University Policy. The VRC focuses on helping students understand their rights and University processes, and makes students aware of support options available to them, both on and off campus, in order to make informed decisions moving forward.

**University Health and Counseling Services (UHCS)**
Website: northeastern.edu/uhcs
Phone: 617.373.2772

**Clergy in the Center for Spirituality, Dialogue and Service**
Website: northeastern.edu/spirituallife
Phone: 617.373.2728

A student reporting to any of the above confidential resources may request complete confidentiality, meaning that the staff in question will not share reported information with University officials without the student’s consent. Please note that these resources may have obligations under University policies, state or federal laws that prevent them from maintaining absolute confidentiality.
**Report to Faculty or Staff**

All faculty and staff are considered “responsible employees” and are required to report information to the Title IX Coordinator. Only those individuals who are statutorily prohibited from reporting, such as health professionals from UHCS and spiritual advisors or clergy do not have a duty to report all incidents. As such, any reports of sexual misconduct made to faculty or staff will be directed to the Title IX Coordinator who will investigate and respond accordingly.

**File a Criminal Complaint with the Police**

Community members impacted by sexual violence are strongly encouraged to report all allegations of Prohibited Offenses to NUPD as soon as possible, regardless of where the offense took place. NUPD can:
- escort the affected party to a local hospital;
- provide full investigation of reports by specially trained officers;
- offer information about criminal prosecution and University disciplinary alternatives;
- accompany and provide transportation to all court sessions both on and off campus;
- offer assistance in obtaining a Harassment Protection Order; No Contact Order; and/ or Restraining Order through the appropriate system.

*Reporting a sexual assault to NUPD does NOT commit the affected party to future legal action.*

Please note that NUPD will report incidences of sexual misconduct to the Title IX Coordinator so the University may investigate and respond. If the incident is a crime, NUPD will include it in an annual security report without identifying the victim in accordance with the Clery Act.

**Northeastern University Police Department**

716 Columbus Avenue  
Boston, Massachusetts 02115-5000  
Emergency Phone: 617.373.3333  
Non-Emergency Phone: 617.373.2121

**Boston Police Department**

One Schroeder Plaza  
Boston, MA 02120  
Phone: 617.343.4500
DISCRIMINATION

File a Report with the Office for University Equity and Compliance

The Office for University Equity and Compliance is responsible for investigating complaints of discrimination. Any member of the Northeastern community who believes that they have been discriminated is strongly encouraged to report the incident promptly to:

Mark Jannoni  
Assistant Vice President  
Office for University Equity and Compliance  
Email: m.jannoni@northeastern.edu  
Phone: 617-373-4644

Northeastern University  
360 Huntington Avenue  
125 Richards Hall  
Boston, Massachusetts 02115-5000

On-Line report
Reports can also be submitted on-line through the Bias Report form which exists to assist the complainant in formulating a concise statement of their allegations and is sent directly to the Office for University Equity and Compliance.

FILE A COMPLAINT

Please contact Mark Jannoni, the Assistant Vice President for Title IX Compliance and Title IX Coordinator by email (titleix@northeastern.edu) to set up a meeting to discuss your rights, options and resources surrounding Title IX policy violations.

Conversations with coordinators from the Office of Gender Equity and Compliance are kept private, and information about reported incidents will only be shared only with individuals who “need to know” in order to assist in the assessment, investigation, and resolution of the allegation. In all cases, the wishes of the person initiating the conversation are given full consideration.

Interim Measures
Upon receipt of a report, the Title IX Coordinator, NUPD, or other designated individuals will work with all parties involved in an incident of reported sex or gender-based discrimination. We will work to provide any appropriate interim measures or remedies to address their safety, health and well being. Should you be the affected party or the accused party, you will be provided a notification that outlines your rights and available resources as well as the University’s obligations under Title IX.

Completing an Online Incident Report

https://cm.maxient.com/reportingform.php?NortheasternUniv
Please provide as much information as possible – if you are unsure about something, please leave it blank. In order to route this form directly to the Title IX Coordinator, please select Title IX: Sex and Gender-based Discrimination under Nature of this report
Title IX Policy

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. In furtherance of this commitment, Northeastern University strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status.

The Northeastern University Title IX policy articulates how the University will respond to reported allegations of sexual harassment involving students, including sexual assault, and provides a consolidated statement of the rights and responsibilities under University policies and Title IX, as amended by the Violence Against Women Reauthorization Act of 2013. The policy describes how areas within the University will coordinate the provision of interim remedies and the prompt and effective investigation of allegations of Prohibited Offenses.

This policy applies to all members of the University community, including students and prospective students, employees and prospective employees, faculty, staff and volunteers in connection with University activities. It further applies to on- or off-campus behavior involving students.

Non-Retaliation Policy

The Grievance Procedure and Title IX Policy also prohibits retaliation for asserting or otherwise participating in claims of discrimination. It is unlawful to take adverse actions against any member of the Northeastern community for filing a complaint of harassment or discrimination, or for cooperating in an investigation of such a complaint. Retaliation against a member of the Northeastern community who, in good faith, reports alleged harassment or who participates in an investigation is a violation of the policy and is subject to appropriate discipline. Retaliation may have an adverse impact in the following areas: hiring, firing, promotions, demotions, compensation, benefits, grading, pressure to withdraw from class, ignoring, refusing requests for assistance. This list is not exhaustive.

The University will not tolerate retaliation against any person who in good faith makes a report of a Prohibited Offense. Any person who retaliates directly or indirectly against a Victim, witness, person reporting a Prohibited Offense, a respondent and/or charged party or any person involved in the investigation of a Prohibited Offense will be subject to discipline, up to and including termination (if an employee) or expulsion (if a student).

Policy on Non-Fraternization

Northeastern University strives to provide an environment for students, faculty and staff that is respectful, fair and free of unlawful harassment or discrimination. In keeping with its commitment to provide equal opportunity to students, faculty and staff, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional.
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