



Northeastern University

College of Social Sciences and Humanities



General Regulations

Graduate Programs

2015-2016

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Our Mission:

To educate students for a life of fulfillment and accomplishment.

To create and translate knowledge to meet global and societal needs.

Northeastern University is an equal opportunity/affirmative action Title IX education institution and employer.

Tuition rates, all fees, rules and regulations, courses, and course content are subject to revision by the President and the Board of Trustees at any time.

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

July 2015

Material subject to revision.

The general regulations that follow are the minimal requirements of the Northeastern University Graduate Programs in the College of Social Sciences and Humanities and are shared by all the degree programs. The student is advised to consult the appropriate department for a statement of additional requirements in specific programs.

General Information

Seven 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; political science; and sociology. The Master of Science degree is awarded in criminology and criminal justice, law and public policy, security and resilience studies, urban informatics, and urban and regional policy. The Master of Public Administration degree is 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.

Graduate certificates are available in data science; nonprofit sector, philanthropy, and social change; public policy analysis; and urban informatics.

Application

The application, application fee, personal statement, unofficial transcripts, and three letters of recommendation are submitted on-line at www.northeastern.edu/cssh/graduate. Completed applications must be submitted by the deadlines stated on page 5. 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 web site or appropriate department for specific information. Registration for the GRE is available on their web site at www.gre.org. 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 from a recognized institution and provide evidence of being able to creditably pursue a program of graduate study in the chosen field. (Note: an official transcript will be required upon matriculation). As a general rule, an undergraduate GPA of 3.000 or better is considered to be favorable.

Please refer to our website (www.northeastern.edu/cssh/graduate/) 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 admissions 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 sixteen weeks before enrollment. Students cannot receive visa application forms—required to matriculate—unless they file the I-20 request 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, 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.
- Some departments require higher TOEFL or IELTS scores for both acceptance and the award of an assistantship.
- Applications for TOEFL may be obtained on their website at: www.toefl.org. Applications for IELTS may be obtained on their website at www.ielts.org.
- Please note that TOEFL and IELTS scores are only valid for two years. Scores must be valid at the time the application is received.

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 deadline
- 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 1
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 1
MPA and MS in Urban and Regional Policy applicants - rolling admissions up to this date

SUMMER 2 APPLICATION DEADLINES:

- June 1
MPA applicants - rolling admissions up to this date

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). Returning Teaching Assistants are strongly encouraged to attend.
2. **International Teaching Assistant Orientation:** All international students receiving a teaching assistantship for the first time must participate in a week-long intensive 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 presentational 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 6 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: www.northeastern.edu/cssh/graduate/current-students/current-students-forms/. 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.

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; 617.373.5899; www.northeastern.edu/financialaid.

Grading System

The student's performance in graduate courses will be graded according to the following numerical equivalents:

A	4.000	These grades are given to those students whose performance in the course has been of very high graduate caliber.
A-	3.667	
B+	3.333	These grades are given to those students whose performance in the course has been at a satisfactory level.
B	3.000	
B-	2.667	
C+	2.333	These grades are given to those students whose performance in the course is not at the level expected in graduate work.
C	2.000	
C-	1.667	
F	0	This grade is given to those students whose performance in the course is unsatisfactory.

Individual faculty members may choose not to use the plus and minus designations. If they elect to use the whole letters only, they must announce this policy to the class at the beginning of the semester.

The following letter designations also are used:

I*	Incomplete without quality designation. This grade may be given to those students who fail to complete the work of the course, but it is only given after discussion with the professor. NOTE: An Incomplete Grade Contract (www.northeastern.edu/registrar/form-inc-grade.pdf) must be filed with the Graduate Office at the time the "I" grade is issued. Failing to do so may result in financial aid implications including loan re-payment.
IP	In progress, course extends over one semester.
NE	Not enrolled. (Note: Tuition charges are affiliated with a grade of NE)
S**	Satisfactory without quality designation.
U**	Unsatisfactory without quality designation.
W	Withdrawal. (Note: Tuition charges are affiliated with a grade of W based on the schedule noted on www.northeastern.edu/financialaid/studentaccounts/index.html)

*The “I” grade will be changed to a letter grade when the deficiency that led to the “I” is met to the satisfaction of, and in the manner prescribed by, the instructor of the course. The period for clearing an incomplete grade will be restricted to one calendar year from the date of its first being recorded on the student’s permanent record.

**Requests for courses to be graded on an S/U basis must be agreed upon, in writing, with the instructor within the first two weeks of classes. Required courses are not eligible to be graded as S/U.

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 grade point average.

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.

Regulations for All Degree Programs

Registration

Students must register via the myNEU portal. Procedures to do so are available on the myNEU portal, www.myneu.neu.edu. Students must register within the dates and times listed on myNEU. 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: If approved by the Graduate Office, credits from Northeastern University's College of Professional Studies (CPS) transfer to the College as external credits and count toward the nine semester hour maximum of transfer credit. 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 Student Services by completing the Request for Transfer Credit Form available at: www.northeastern.edu/cssh/graduate/current_students/current-students-forms/. 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.

College of Social Sciences and Humanities Dean's Scholarship recipients must be in full-time status and be registered for a minimum of eight semester hours.

Withdrawals from Courses

To withdraw from a course, a student must drop the course via their myNEU account within the deadlines as established by the Registrar.

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 at www.northeastern.edu/registrar/forms.html.

Satisfactory Academic Progress

Satisfactory academic progress means satisfying requirements in the Graduate Programs General Regulations and in the regulations specified in the departmental booklet.

The College sets minimum standards for all students to fulfill. Departments and programs may have additional requirements that exceed those of the College. Graduate students must be making satisfactory progress, including working toward 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 teaching assistants is contingent on satisfactorily carrying out teaching duties as assigned.

Students enrolled in a program offering a cooperative (Co-op) education option may be approved to participate. A minimum GPA of 3.000 is required at the time the co-op job 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 through their department to the Director of Student Services for a leave of absence by completing the Request for Leave of Absence Form (<http://web12.neu.edu/cssh/wp-content/uploads/2013/11/loa.pdf>). 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. Their web site is www.northeastern.edu/uhcs/forms/index.html. 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 International Student and Scholar Institute. 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, a maximum of five years after the establishment of doctoral degree candidacy will be allowed for the completion of 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 forces regular revision of curricula. When no hardship is imposed on the student because of changes and the facilities of the school permit, the student is expected to meet the most recent requirements. However, if it can be demonstrated to the Associate Dean that doing so does impose a substantial hardship, the requirements of the year in which the student matriculated will be applicable.

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 www.northeastern.edu/cssh/graduate for further details.

Continuity of Registration

Students are expected to maintain satisfactory progress toward their intended degrees. All students must register as approved by their advisers 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 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 in a preceding section, 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.

Annual Student Progress Review

All PhD students are required to meet with their faculty advisors 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.

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.

Qualifying Examination

In programs where a qualifying exam is required, students must complete this requirement within the time limit set by the program.

Comprehensive Examination

Degree programs may require a comprehensive examination. Students are expected to have completed all of the required degree coursework prior to taking the comprehensive examination. Students must complete this requirement within the time limit set by the program, usually within one term of completing the required coursework.

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 all committee members must be present in person at the defense. Only one committee member (not including the Chair) may participate virtually if an exception is approved. The College 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 page 6 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

Theses 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.

Theses 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 and pay 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.

PlusOne Degrees

The PlusOne program allows students the opportunity to pursue both a bachelor's and master's degree consecutively in a condensed period of time. 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 addition, students complete a full master's degree rather than a credit shortened one. 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.

More information about the PlusOne program may be found at www.northeastern.edu/plusone/.

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 adviser. 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 adviser who will direct the doctoral dissertation. The adviser, 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.

The *Graduate Programs General Regulations* 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 cocurricular life; faculty rights and responsibilities; or general personnel policies, benefits, and services, please refer to the *Academic Operations Manual*, *Undergraduate Student Handbook*, *Graduate Catalog*, *Cooperative Education Handbook*, *Faculty Handbook*, *Benefits and Services Handbook*, and related procedural guides, as appropriate.

Accreditation

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

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.

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.

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 617.373.2730 (TTY).

Emergency Closing of the University

Northeastern University posts emergency announcements, including news of weather-related closings, on its homepage, at www.northeastern.edu, and notifies members of the community individually through the NU ALERT system. In addition, the university has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather. AM stations WBZ (1030), WILD (1090), and WRKO (680), and FM station WBUR (90.9) are the radio stations authorized to announce the university's decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Since instructional television courses originate from live or broadcast facilities at the university, neither the classes nor the courier service operates when the university is closed. Please listen to the radio or television to determine whether the university will be closed.

If a storm occurs at night, the announcement of university closing is given to the radio stations at approximately 6 AM. Classes are generally canceled for that entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations of evening classes may be announced. This announcement is usually made between 2 and 3 PM.

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.

Mission Statement

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

Tuition and Fee Policy

Tuition rates, all fees, rules and regulations, and courses and course content are subject to revision by the president and the Board of Trustees at any time.

Tuition Default Policy

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



Northeastern University

College of Social Sciences and Humanities

Graduate Admissions and Student Services

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