



**Northeastern University**  
Bouvé College *of* Health Sciences

**Graduate Policies and Regulations**

**2011 - 2012**

**Bouvé Graduate Academic Affairs Committee**

**Faculty**

Susan Jo Roberts, Chairman  
Steve Alves  
Norman Boisse  
Michael Epstein  
Marie Corkery

**Administration**

Suzanne Greenberg  
Molly Schnabel

## **TABLE OF CONTENTS**

Bouvé College Mission Statement.....	3
General Regulations.....	3
Academic and Professional Conduct.....	3
Health Certification .....	4
Accommodations for Students with Disabilities.....	4
Practicum/Internship Health Clearance.....	5
Graduate Assistantship (GA) Policies .....	5
Background Checks.....	5
Liability Insurance.....	6
Academic Advising.....	7
Student Advisement Responsibilities.....	8
Grading Policies, Grading Criteria and Quality Point Average.....	9
Credit Hours.....	7
Transfer of Credit.....	10
Course Waiver.....	10
Academic Progression.....	11
Directed Study Courses.....	11
Program Extension Procedures.....	12
Academic Standing.....	12
Academic Probation.....	12
Academic or Research Dishonesty.....	13
Academic Standing Petitions.....	13
Appeals Process.....	14
Academic Dismissal.....	16
Dismissal Procedures.....	16
Leave of Absence.....	17
Graduation Policies.....	17
Incomplete Contract.....	Appendix 1
Directed Study Form.....	Appendix 2
Thesis Cover Sheet.....	Appendix 3
Dissertation Cover Sheet.....	Appendix 4

### **Mission Statement**

The Bouvé College of Health Sciences (BCHS) strongly supports the mission of Northeastern University as a practice-oriented, student-centered, urban research institution. The College is committed to the goals of the institution, which include excellence in education, excellence in research and scholarship, access to educational opportunity, and a strong professional orientation that includes the cooperative education model. Each of the health sciences within the College supports these aims both individually and collectively.

The mission of the Bouvé College of Health Sciences is to be a center of excellence in health professional education, research, and service. The structure of the college fosters cross-disciplinary interaction among faculty and students, encourages innovation in the education of both entry level and advanced practice health professionals, and recognizes the autonomy of each profession. The College strives to educate individuals to develop skills to be effective health care providers and researchers and to instill in its graduates a commitment to life-long learning. The College builds partnerships with health care delivery systems and the community in order to strive to assure that Bouvé students and faculty have access to practice sites that prepare its graduates to meet the health care needs of our urban neighbors and society.

The Bouvé College of Health Sciences provides access to health professional education for a diverse student body and strives to have faculty who reflect a worldwide perspective and diverse backgrounds. The College is committed to the advancement of knowledge to improve the health and health care services of individuals and communities through basic and applied research.

### **General Regulations**

The University expects each student to respect the rights and privileges of others and to adhere to acceptable standards of personal conduct. Students are expected to familiarize themselves with the Northeastern University Graduate Student Handbook at [www.neu.edu/gradhandbook](http://www.neu.edu/gradhandbook) for details of the university's regulations, the code of student conduct, and policies on academic honesty.

The Bouve *Graduate Policies and Regulations Handbook* includes the general standards for all graduate programs, including certificate programs, within the College. Individual programs, departments, or schools may issue student policies that supplement these requirements. Please refer to individual program handbooks for program-specific details, since some programs may have more stringent requirements than those stated in this document.

### **Academic and Professional Conduct**

In accordance with the expectations for student behavior outlined in the *Northeastern University Graduate Student Handbook*, the Bouvé College of Health

Sciences (BCHS) assumes that all students come to the College for a serious purpose and expects them to be responsible individuals with high standards of academic integrity. The College will not condone academic dishonesty in any form, nor will it tolerate violations of research or professional ethics within the academic community.

The health care professions and health sciences in the College require more than simple mastery of technical knowledge and skills. Equally important is earning the respect and confidence of those who seek health care. The nearly universal existence of ethical codes of conduct among the various health professions is evidence that certain types of conduct are expected in order to promote this respect and confidence. Fundamental to most of these codes is an understanding that health care professionals and researchers are required to conduct their activities in a manner that reflects a concern for the total well being of the patient/client and research subject. Students are expected to follow the code of conduct of their individual professions.

### **Health Certification**

All new students must complete the University Health Report form following acceptance to the University. These forms may be obtained at the University Health and Counseling Services (UHCS) located at 135 Forsyth Building or downloaded from <http://www.northeastern.edu/uhrs/forms/index.html>. Graduate students may additionally be expected to provide UHCS with proof of a physical exam or statement of good health prior to registration; this may vary among programs.

As a condition of matriculation at Northeastern University, all students are required to submit the completed University Health Report form to UHCS. Graduate students must return the form **no later than one month** prior to entering the University. The Health Center will block the registration of those who do not file correct forms. All documentation must be signed by a medical doctor, nurse practitioner, or physician assistant.

The Commonwealth of Massachusetts requires all university students to provide documentation of immunity to the following:

- Hepatitis B (Series of three immunizations or one positive titre)
- Measles (Two immunizations or positive antibody titre)
- Mumps (One immunization or positive antibody titre)
- Rubella (One immunization or positive antibody titre)
- Meningitis (Optional; students may decline immunization)
- Tetanus/Diphtheria (Immunization within last 10 years)

Graduate students in the Bouvé College of Health Sciences are additionally required to provide documentation of immunity to the following:

- Varicella/Chicken Pox
- Tuberculin skin test (PPD): within six months of registration

Please refer to page two of the University Health Report for further clarification. The University Health Report is to be completed once, solely prior to students beginning their graduate studies; **however**, some programs in the Bouvé College of Health Sciences may require that students provide proof of physical examination annually. Similarly, some programs may require proof of additional immunities. Please consult your program handbook or your program advisor for more information. Medical documentation and health certification are maintained by UHCS.

**Notice to SGAs:** Though the cost of health insurance is covered by the University, students are expected to pay the Northeastern Student Health Fee themselves if they plan to use the University Health and Counseling Services.

### *Accommodations for Students with Disabilities:*

Students who wish to be evaluated for disabilities should contact the Disability Resource Center ([www.drc.neu.edu](http://www.drc.neu.edu), x2675,). If diagnostic documentation can be provided for a disability that substantially limits one or more major life activities, the student is eligible to receive services from the Disability Resource Center (DRC) and to have appropriate accommodation in coursework, in accordance with federal laws and guidelines. The student must register with the DRC and meet with a specialist prior to matriculation. **Accommodation will not be made retroactively.**

### *Practicum/Internship Policies*

Students taking practicum courses or doing internships in their field of study may be required to submit certification of health status to each of their clinical placement coordinators. Each program has its own regulations for practicum health clearance. Students should consult their program handbooks or clinical placement coordinator for these requirements. Students who do not present the appropriate health certification will be blocked from registering for, or attending, practicum until satisfactory evidence is provided. An annual update of student's health certification is also required in some internships and practica. Students taking practicum courses may also be required to submit to and successfully clear criminal history/background checks (CORI) (see below: Background Checks.)

**International nursing students must have a current U.S. nursing license and social security number.**

### *Background Checks*

An increasing number of clinical sites require background checks for employees as well as students who come to their facilities. Northeastern University students will need to have background checks done only if their assigned clinical agency requires it. The most common background check required is the Massachusetts Criminal Offender Record Information (CORI), although some clinical sites require other types of checks, such as drug testing.

Bouvé College contracts with a national company, CertifiedBackground.com, to perform these checks. The company provides this service for universities nationwide. Log onto their web site to learn more about them [www.certifiedbackground.com](http://www.certifiedbackground.com).

CertifiedBackground.com charges fees to conduct background checks. The fee varies depending on the type of background check needed. All fees will be paid by the student directly to CertifiedBackground.com.

All background check information is confidential. Results are sent to the Designated Clearance Officer for Bouvé College, who is the only person who has access to the results. A student will be contacted by the Clearance Officer only if there is a question about the results. Neither the student nor the Clearance Officer is required to reveal the actual results of a background check to an on-campus Clinical Coordinator/Clinical Placement Office, a clinical site, or anyone else at the University.

If an assigned clinical site requires students to have a background check, the on-campus Clinical Coordinator/Clinical Placement Officer will inform the student of the requirements and provide the student with instructions and a deadline for completing the check. It is crucial that the student complete the check by the deadline given to assure adequate processing time prior to the start of a clinical experience. Failure to complete the check in a timely manner could jeopardize the student's progression in the program.

### **Liability Insurance**

All students on practicum/internship must register each semester while on practicum/internship to be covered by liability insurance. As long as they are registered, all Northeastern University matriculated students in fields of study requiring malpractice insurance are covered under a professional liability insurance for which they pay a yearly fee. This insurance covers injury to third parties by students doing work or professional studies outside Northeastern University premises that are clearly part of their duties. It does not cover willful misconduct. Students or the clinical placement coordinator can request that the Institutional Audit, Compliance and Risk Services Office send evidence-confirming coverage to their field site. Students should consult their practicum placement officer, program coordinator and specialization policies for information about further requirements for liability insurance. If you are not sure if your program is covered under this policy, coverage can be verified through the Institutional Audit, Compliance and Risk Services Office at extension x5997 or [http://www.northeastern.edu/risk\\_services/index.php](http://www.northeastern.edu/risk_services/index.php).

### **Financial Awards**

#### **Student Graduate Assistantship (GA) Policies**

**GA – Graduate Assistant.** This group includes: Research Assistants and Teaching Assistants. These awards provide a stipend as well as a tuition waiver of up to a maximum of 12 semester hours per term, in exchange for 20 hours of work per week. It is expected that the student will work through the final exam period, including Spring Break. Any variation is at the discretion of the student's supervisor.

GAs are awarded only to PhD students with rare exception. GAs must be full time (6sh per semester). The maximum number of hours GAs are permitted to work is 20 hours a week. SGAs are eligible for 100% health insurance coverage. This coverage does not include health center fees.

**Graduate Scholarships** up to 8 credits per semester are available for full time students only. These scholarships are awarded by the individual graduate school departments.

**Dean's Scholarships.** A limited number of Dean's Scholarships (discounted tuition) are available for entering M.S. students in programs that participate in this scholarship plan. These scholarships are only awarded to applicants who rank in the top third of the applicant pool and are assigned prior to matriculation.

This award pays 33% of the full-time graduate student's tuition to a maximum dollar amount not to exceed the tuition charged for 4 semester hours in each term of full-time registration.

- The award pays 25% of the part-time graduate student's tuition to a maximum dollar amount not to exceed the tuition charged for 2 semester hours in each term of part-time registration.
- Provisional and special students are not eligible to receive a Dean's Scholarship.
- Dean's Scholarships are awarded by the student's academic department/college prior to the time of acceptance.

**Yellow Ribbon Awards:** Qualifying veterans who enroll at Northeastern will receive grant aid that covers most to all of Northeastern's tuition and fee charges, depending on the selected degree program. Northeastern and the Department of Veterans Affairs will cover all or most of the expenses that exceed the cost of attending the University of Massachusetts. Allowances for housing, books and supplies are included.

**Diversity Awards.** These awards may cover up to 8 credits per semester for qualified graduate students. Students do not need to be full time but must provide diversity to the unit for which they have been accepted. E.g. role and gender.

**Double Husky Awards.** For more information about this award please see the following URL: <http://www.northeastern.edu/doublehusky/tuition/>

### **Academic Advising**

When a student is fully or conditionally accepted into the Bouvé Graduate School, the program director, or designate, will serve as the student's academic advisor. The student will be notified of his/her advisor's name in the formal letter of acceptance, so that communication may begin prior to the student's first registration.

The faculty advisor will assist the student in understanding program requirements and in defining career goals and objectives of graduate work. The advisor will also monitor student progress toward successful completion of the degree.

### **Student Advisement Responsibilities**

Students share responsibility with their advisor for successful matriculation and progression in their graduate program. In many programs, students are required to make appointments for academic advisement at least twice a year and must regularly update a curriculum plan with their advisor. The curriculum plan is kept on file in the program's office and both student and advisor retain a copy. Students must contact their academic advisor prior to making changes in their curriculum plan and must seek assistance regarding academic issues in a timely manner.

**Provisional and Conditional Acceptances**

A student who is accepted conditionally into the Bouvé Graduate School must meet the conditions set in the acceptance letter before s/he matriculates into the program and prove the fulfillment of said conditions.

A student who is accepted provisionally must meet conditions set in the acceptance letter during the first year of study in the program.

### Grading Policies, Grading Criteria and Quality Point Average

Grading policies are the same as given in the general university undergraduate handbook. Grades are assigned and/or changed only by the course instructor. Student academic performance in the BCHS is graded according to the following criteria:

A	(4.000)	Performance in the course has been of very high graduate caliber.
A-	(3.667)	
B +	(3.333)	Performance in the course has been of satisfactory graduate level.
B	(3.000)	
B-	(2.667)	Performance in the course is below the level expected for graduate work.
C +	(2.333)	
C	(2.000)	Performance in the course is unsatisfactory for graduate work.
F	(0)	
I	Incomplete	Coursework was not completed before the end of the semester.*
IP	In Progress	Used for student coursework that designed to extend beyond the grading period. Completion contract not needed.
L	Audit	Course was taken for no credit.
S	Satisfactory	Satisfactory completion of work in thesis, research practicum or clinical practicum courses without quality designation.
U	Unsatisfactory	Failure to complete satisfactory work in thesis, research practicum or clinical practicum courses.
W	Withdrawal	Withdrawal from the course between the beginnings of the fourth calendar week of the semester and the end of the eleventh calendar week of the semester.

*\*Incompletes are given only with prior approval of the instructor and advisor and a completion contract must be filed with the Bouvé Graduate Office (see Appendix 1 for Incomplete Contract form). The coursework must be completed within one year of the end of the course, unless the course is not offered by the College/Program annually. Acceptance of any grade given after one year is at the discretion of the Associate Dean of the Bouvé Graduate School. Grades of "I" do not affect a student's QPA. Except in extenuating circumstances that are approved by the student's advisor and the Bouvé Graduate School Office, students may carry only two incompletes simultaneously, and may not enroll in further courses until they have completed the work for the incomplete course(s).*

### **Transfer of Credit**

A maximum of 9 semester/12 quarter hours of credit obtained at another institution may be accepted towards the degree, provided the credits consist of work taken at the graduate level for graduate credit, carry grades of 3.000 or better, have been earned at an accredited institution, and have not been used toward any other degree. These courses must have been taken within 7 years prior to the transfer.

One-quarter hour (QH) credit is evaluated as approximately 0.75 of a semester hour (SH) credit: 3QH=2SH; 4QH=3SH; 5QH=4SH

The exact requirements for fulfillment of a degree in the BCHS Graduate School vary by program. Students must consult their individual academic program catalogues and policies, as well as program directors, if applicable, for specific credit and non-credit requirements necessary to achieve a specific degree.

If the course had been taken prior to matriculation at Bouvé, the student must submit to his/her academic advisor a petition requesting transfer along with the official transcript indicating successful completion of the course to be transferred.. Upon obtaining the advisor's approval, the student will submit the documentation to the Graduate School Office on the appropriate petition form. A student may petition to transfer credit only after matriculation in Bouvé (please see section titled Academic Standing Petitions for the petition procedure on page 11).

Courses that have not been taken but will be taken for transfer from another institution must receive pre-approval from the student's academic advisor. Students should submit the petition with the course description attached to their advisor for approval and then submit the completed petition to the Bouvé Graduate School Office.

Graduate courses at the Northeastern University College of Professional Studies (CPS) can be considered for transfer only with prior approval of the academic advisor. CPS courses cannot be considered for full-time requirements for international students. For consideration of financial aid for CPS courses, please check with your financial aid officer.

### **Course Waiver**

A student must obtain approval from their academic advisor to waive a course that was taken for credit toward a prior degree. To obtain approval by the academic advisor, the student must provide an official transcript and a syllabus of the content of the course to the program director, in order to verify equivalency with the course to be waived. The student must submit the signed appropriate petition form to the Bouvé Graduate Office (see

Appendix 2 for the petition form). If approved to waive the course, the student must take another course in its place for equivalent credit.

### **Academic Progression**

All students should register by the first week of the semester for coursework or continuation credit each semester of the academic year (fall, spring and, where indicated, summer) once they are matriculated as full- or part-time students. All Physician Assistant students must register all three semesters. If a student does not register for two consecutive semesters, the student's file will be placed in the "inactive" archives and kept there for no longer than five years. Therefore, if a student plans on being absent more than one semester, s/he must notify the Bouvé Graduate Student Office and file a petition for a Leave of Absence. (Please see page 17.)

For information about withdrawal and refund policies, please refer to the following:  
<http://www.northeastern.edu/financialaid/studentaccounts/refunds.html>

### ***International students may not consider CPS courses as fulfilling their residency requirements.***

All degree requirements must be completed within a maximum of seven years of matriculation, although individual academic programs may require completion in a shorter time frame. Each student is responsible for reviewing the requirements for his/her particular program. A student's failure or inability to register does not extend the amount of time allowed to complete the program. Course credits earned in programs of graduate study are valid for a maximum of seven years unless an extension is granted by the Bouvé Associate Dean of Graduate Studies (see Appendix 2). After establishment of candidacy for the Ph.D. degree, a maximum of five years will be allowed for completion of the degree requirements, unless an extension is granted (see Extension Procedures below). In order to progress in clinical courses that are sequenced, students must receive a passing grade in all prior courses in the sequence. In the event that a student fails a clinical course that is not part of a sequence, progression is at the discretion of the student's academic advisor and/or the program director. When a student fails a clinical course that is part of a sequence of courses, the course instructor must notify the Bouvé College Graduate Office. Course material related to the student's failure (examination reports, clinical reports) must be made available to the student for review.

### **Registration for Directed Studies**

Students who wish to take a directed study course must complete the following in advance to the start of the Directed Study:

- Obtain two Directed Study Forms, one from the Bouvé Graduate Office (see Appendix 3) and one at <http://www.northeastern.edu/registrar/form-gs-dir-study-reg.pdf>
- Meet with the faculty member who will supervise the directed study to determine syllabus, course credits and criteria for completion. Description of course criteria should be entered on the Bouvé form. Both instructor and student sign the Bouvé form and the instructor signs the registrar's form.

- Present both directed study forms to program chair or academic advisor (/program director) for approval and signature. Note that there must be two different faculty signatures on the directed study form.
- Take both registration forms to the Bouvé College of Health Sciences Graduate Office for signature of the Associate Dean.
- Take the signed registrar's directed study form to 120 Hayden to register for the course.

### **Program Extension Procedures**

Students may seek an extension of the time limitation to complete their program of study only under documented extenuating circumstances. An extension may be granted if the student provides, in writing, the justification for the extension and an acceptable plan to complete the requirements for the degree. The student must complete the petition form that is available on the following url:

<http://www.northeastern.edu/registrar/form-gs-prog.pdf> . The new date of graduation must be listed. The petition and the proposed action plan must be submitted for approval to the program director and to the Associate Dean of the Graduate School.

### **Student's Academic Standing**

Academic standing in BCHS is determined by the student's cumulative quality point average (QPA = GPA), and performance in academic and clinical courses that are required by his/her program. All BCHS students are expected to maintain a cumulative QPA of 3.000 each semester to remain in good academic standing and to progress toward graduation. Students who do not maintain a cumulative QPA of 3.000 each semester will be placed on probation. Additionally, some programs require students to earn a grade of B (3.000) or better in each specified course. Students must also earn a grade of B (3.000) or better in graduate courses taken at another institution which are subject to transfer credit.

### **Academic Probation Policy**

Academic probation is a period of time when a student must address and remediate academic deficiencies. An action plan to clear the deficiency must be developed by the student, the student's academic advisor, and the specific program graduate committee (if applicable). Any student placed on probation will receive written notification by the Office of Graduate Student Services. The student's program director will also receive notification of probationary status. It is the student's responsibility to write an action plan (with input from the advisor and the program graduate committee, if relevant), which documents how the deficiency will be remediated. This action plan must be signed by the advisor and the student, and placed in the student's file in the Graduate Office within one month from the date of the written notification of probation. The student's failure to file an action plan may be cause for dismissal from the program. The action plan must specify the date by which the deficiency will be cleared. Students will be placed on probation for the following deficiencies:

A cumulative QPA below 3.000;

In some programs, a grade of B- or below in a specified course;

Unsatisfactory performance in a clinical course, practicum, internship, or research course.

A BCHS graduate student may repeat a course only once to achieve a passing grade, and may only repeat two courses during his/her entire program of study. A student may be on probation for only one semester, or until the course is offered again, unless the advisor approves an action plan which specifies a longer, but definite period. A student may only be placed on probation twice during enrollment in BCHS and must correct all deficiencies, as specified, in each respective action plan during the applicable probationary period. Failure to remediate the deficiency within the agreed-upon time may result in dismissal from the program. During the period of probation, the student must earn a QPA of 3.0 or better each semester, or s/he is subject to dismissal from BCHS. Note that individual graduate programs may have additional requirements which must be included in the probation action plan.

Once the student has regained a QPA of 3.000, earned a grade of B or better in a repeated course, and/or demonstrated satisfactory performance in a clinical course, s/he must petition to be removed from probation.

### **Academic or Research Dishonesty**

The University's Academic Honesty and Integrity Policy is published in the Graduate Students Handbook. Academic or research dishonesty will result in disciplinary action, which may include a failing grade in the course, probation, suspension, or immediate dismissal from the program. **Students found responsible for academic or research dishonesty will have a letter placed in their permanent file stating the pertinent findings of their case.** No student may withdraw from a course in which they have been notified that they will fail for a specific finding of academic dishonesty.

For further information on policies and procedures regarding the handling of potential violations of this policy, go to <http://www.northeastern.edu/admissions/academics/handbook.html> and see pages 51-52 in the *Northeastern University Graduate Student Handbook* (<http://www.northeastern.edu/gradhandbook/>).

The University's Policy defines various aspects of academic dishonesty, such as cheating and plagiarism. Lack of knowledge of these definitions does not negate the student's responsibility for upholding them. Academic dishonesty and misconduct are regarded as serious violations of ethical standards and may result in the student's immediate dismissal from the graduate program.

In addition to maintaining complete honesty in all academic work, students admitted to clinical or professional programs in the College are expected to familiarize themselves with the code of ethical conduct of the professional discipline they are entering

and to agree to uphold these principles. Similarly, students admitted to graduate research programs are expected to familiarize themselves with the code of ethics in research. Such a code is outlined in: *Guidelines for the Conduct of Research in the Intramural Research Program at NIH* (<http://sourcebook.od.nih.gov/ethic-conduct/Conduct%20Research%206-11-07.pdf>) by the U.S. Department of Health and Human Services. Ethical codes of conduct for researchers are also cited in: *On Being a Scientist, Responsible Conduct in Research* ([www.nap.edu/readingroom/books/obas](http://www.nap.edu/readingroom/books/obas)) by the National Academy of Sciences. Violations of research ethics can include, but are not limited to, the following: falsification or fabrication of data, plagiarism, malicious allegations of misconduct in science, covering up or failing to report misconduct, obstructing due process in investigations of misconduct, and reprisals against those revealing misconduct.

### **Academic Standing Petitions**

Students must submit petitions to their program academic standing committee, graduate committee or program director as applicable to request:

- a leave of absence
- a waiver of policy
- a change in probationary status
- a change in program
- a change in program status (e.g. Full-time to part-time or vice versa).
- a different course of action regarding their academic standing, progression, probation or dismissal
- an extension of degree completion time
- transfer or waiver of credits
- pre-approval for course to be taken for transfer
- directed study (see directions on page 11)

Students must complete the appropriate petition form, which is available at <http://www.northeastern.edu/registrar/form-gs-prog.pdf> . The petition should include all relevant information. Students may be required to provide extra documentation such as official transcripts and/or course descriptions. A copy of this action is filed in the student's permanent record in the Bouve College Graduate School Office.

### **The Appeals Process**

The Graduate Student Handbook sets forth the appeals process for academic and nonacademic appeals. If still not resolved, the appeal goes to the Dean of the College. Appeals beyond this level follow the general guidelines of Northeastern University (see Northeastern University Graduate Student Handbook). Note that issues of admission, readmission or dismissal may not be appealed above the level of the college.

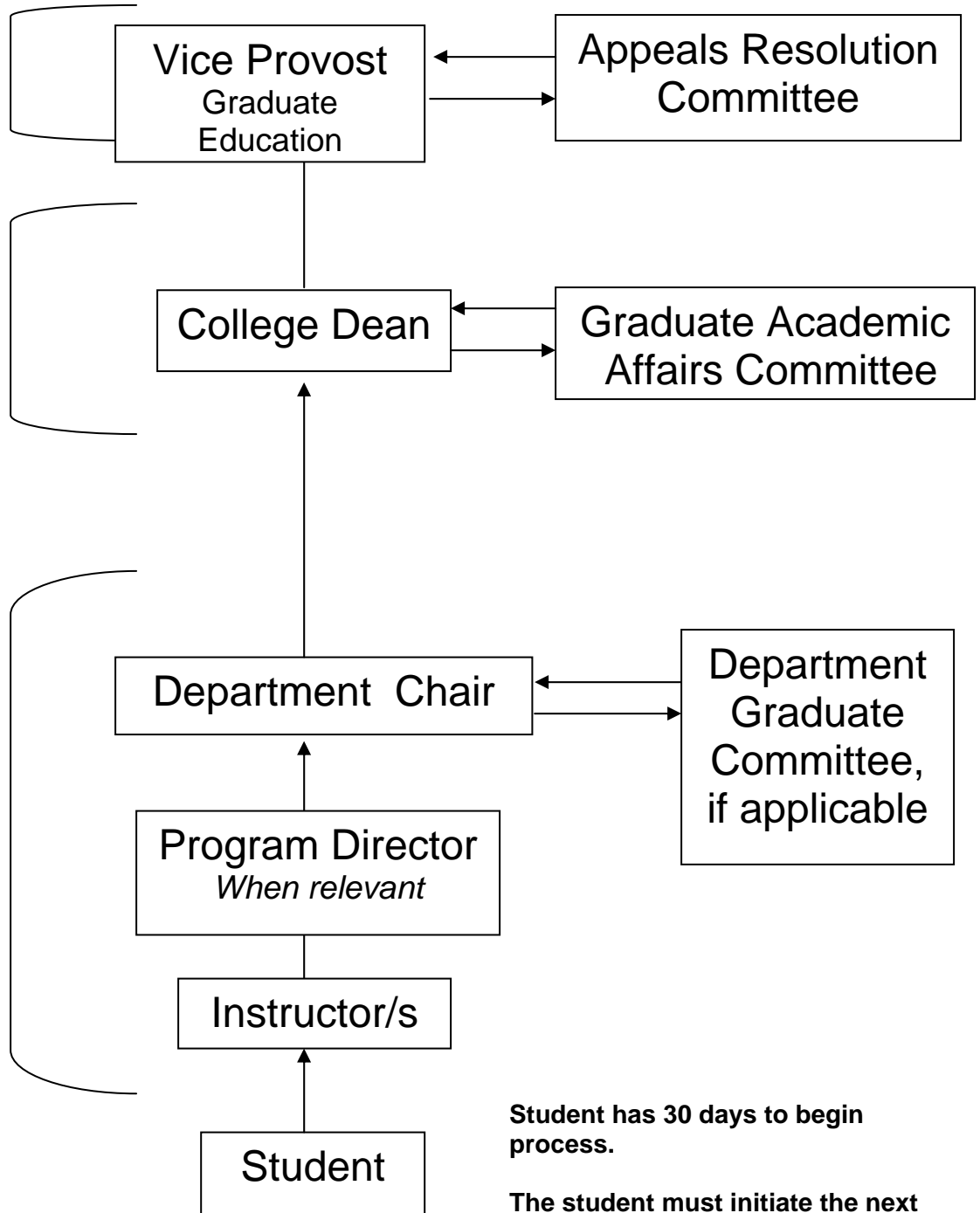
# Appeals Process

*Petitioner has 10 days to file appeal in Provost's office after receipt of Dean's report ( Note Issues concerning admission or readmission may not be appealed beyond the College level.)*

*60 days Formal Appeal Process (ends with Dean's report to petitioner)*

*20 days to file appeal With Dean of College*

*20 days Informal Appeal Process (begins after the student submits a written appeal to instructor)*



**Student has 30 days to begin process.**

**The student must initiate the next step in the appeal if there is no mutually acceptable resolution at any one step.**

## **Academic Dismissal**

A student may be dismissed from a graduate program when he/she has failed to maintain academic requirements or has violated a policy that specifies immediate dismissal. All students shall have an opportunity to correct academic deficiencies during an appropriate probationary period before dismissal is instituted, except when the policy specifies "immediate dismissal."

Students are subject to dismissal under the following conditions (Note that additional requirements specific to the student's major may also apply that are not included in this list):

The student exhibits unethical behavior or misconduct in his/her academic program, practicum, internship or research;

The faculty instructor and/or the clinical supervisor determine that the student has demonstrated unsafe or inappropriate behavior in a clinical setting;

The student does not register for at least one class for two consecutive semesters and does not have an approved leave of absence;

The student has a cumulative quality grade point average below 3.00 at the end of the probationary period specified by the action plan;

The student does not demonstrate satisfactory performance in achieving the objectives of a clinical course;

The student fails to meet all the requirements of the program within the specified time limit mandated by the program and has not been given a formal extension;

The student in a PhD program fails to successfully complete the PhD qualifying/comprehensive exams as stipulated by the program;

The student fails to progress satisfactorily in research or fails to identify a thesis advisor for the PhD dissertation within the time specified by the policies of the specific doctoral program.

The student has failed to file an action plan within one month of notification of probation;

The student has failed to meet the requirements of the action plan, including requirements that are specific to the student's major;

## **Dismissal Procedures**

Dismissal of a student is initiated by the program director notifying the student being dismissed and the Associate Dean of the Bouvé College Graduate School providing the basis for the dismissal. Students who have been notified of impending dismissal may appeal this decision, using the Appeals Process previously described in this document. Students may also be referred to the Office of Student Conduct and Conflict Resolution (OSCACR).

### **Leave of Absence**

Matriculated students may request an official leave of absence following the procedures and regulations outlined by the Graduate Student Handbook. The student must discuss the leave of absence with her/his advisor and complete the petition form that is available in the Bouvé College Graduate Office. The student must submit a petition with the advisor's signature requesting reinstatement following the termination of the leave of absence. Students with an approved leave of absence who do not return at the end of the leave of absence period, and have not requested an extension of the leave, will be dismissed. Please see Petition Guidelines, under section entitled "Academic Standing Petitions." Information about Medical Leaves of Absence can be found at:  
<http://www.northeastern.edu/uhrs/forms/index.html>

### **Graduation Policies**

Students are eligible for graduation under the following conditions: they are in good academic standing with a cumulative quality point average of 3.000 or above (additionally, some programs require a grade of B or better in some or all courses); they have fulfilled other requirements deemed necessary by their individual programs; they have completed the required number of credits for the Master of Science, PhD, or Certificate of Advanced Graduate Study; and they have cleared all incomplete grades.

Students must register for commencement through their myNEU account (using the myCommencement tab) six months prior to graduation and set up a meeting with their academic advisor for academic clearance. Students should check with their advisors and program handbooks for all requirements necessary for graduation. Diplomas and certificates are issued three times a year (January, April/May and August/September), but there is only a spring commencement ceremony. Specific information is available at the commencement office. Students who wish to march at commencement but are not receiving a diploma at that time should contact the registrar's office to make arrangements. PhD hooding occurs at spring commencement only. PhD students may not be hooded until they have successfully defended their dissertations and completed all program requirements including practica and internships.

Those students completing a thesis or dissertation to meet degree requirements must complete the following at least 2 weeks prior to commencement: 1) submit an electronic copy of the thesis/dissertation following the directions outlined at <http://etdadmin.com/northeasternbouve> 2) After electronic thesis/dissertation submission, the student must make an appointment to submit a thesis/dissertation approval form to the Dean of Bouvé Graduate School signed and dated by all the members of his/her thesis/dissertation committee (See sample form in Appendices 3 & 4). The student should provide a paper copy of the thesis/dissertation with the approval form. The paper copy will be returned to the student.

PhD students in the Department of Nursing and Pharmaceutical Science must also submit a Survey of Earned Doctorates form to the Bouvé Graduate Office before commencement. This survey can be obtained in the Bouvé Graduate Office.

NORTHEASTERN UNIVERSITY  
BOSTON, MASSACHUSETTS

INCOMPLETE GRADE: CLEARANCE PLAN

See back of form for procedures for clearing incomplete grades.

---

Student \_\_\_\_\_  
Name (please print) I.D. No. Year Division Major

Course \_\_\_\_\_  
Course No. and Name Instructor Semester Year

Address \_\_\_\_\_

---

Reason for Incomplete Grade:

---

Plan: Please indicate method agreed upon with instructor for clearing incomplete grade.

---

---

---

---

---

---

---

---

---

---

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Received in Dean's Office by: \_\_\_\_\_

DISTRIBUTION:  
WHITE: DEAN  
BLUE: STUDENT  
YELLOW: INSTRUCTOR

**Bouvé College of Health Sciences Graduate School  
Directed Study Form**

**THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO REGISTRATION.**

**THIS FORM DOES NOT REGISTER YOU FOR THE COURSE. YOU MUST REGISTER ON LINE. (IF YOU ARE REGISTERING LATE YOU MUST OBTAIN A LATE REGISTRATION FORM TO REGISTER)**

**You are responsible for:**

**\*Registering for the course after it has been approved by your advisor and the Graduate Office.**

_____ Semester	_____ Year	_____ Course #	_____ CRN#	_____ Credit #
NUID# _____		Date _____		
Student's Last Name _____		First Name _____		
Address _____				
Major _____		Directed Study in _____		

**1. Describe the Directed Study you propose to undertake.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Describe how this Directed Study will be evaluated.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specify grading option \_\_\_\_\_S/U \_\_\_\_\_A-C

Signature of Student \_\_\_\_\_

Approval of Directed Study Adviser \_\_\_\_\_ Print Name \_\_\_\_\_

Approval of Student's Program Adviser or Chair \_\_\_\_\_ Print Name \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

APPROVE     DISAPPROVE

\_\_\_\_\_  
Director of Graduate School

\_\_\_\_\_  
Date

White Copy- Grad Office  
Pink Copy- Student  
Blue Copy- Program Advisor  
Yellow -Direct Study Advisor

**Northeastern University  
Bouvé College of Health Sciences**

**Thesis Approval**

Thesis title:

Author:

Program:

Approval for thesis requirements for the Master of Science Degree in:

Thesis Committee (Chairman) \_\_\_\_\_ Date \_\_\_\_\_

Other committee members:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Dean of the Bouvé College Graduate School of Health Sciences:

\_\_\_\_\_ Date \_\_\_\_\_

**Northeastern University  
Bouvé College of Health Sciences**

**Dissertation Approval**

Dissertation title:

Author:

Program:

Approval for dissertation requirements for the Doctor of Philosophy in:

Dissertation Committee (Chairman) \_\_\_\_\_ Date \_\_\_\_\_

Other committee members:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Dean of the Bouvé College Graduate School of Health Sciences:

\_\_\_\_\_ Date \_\_\_\_\_