

# Northeastern University

## *Faculty Handbook & University Policies*

## **TEACHING AND ADVISING POLICIES AND PROCEDURES<sup>1</sup>**

### **A. FACULTY ATTENDANCE**

It is the obligation of the faculty to meet all scheduled classes on time and for the full class period unless other arrangements have been made with the approval of the Unit head.

#### **1. Emergencies**

Faculty who must be absent due to emergency are expected to call the Unit office so that a notice can be posted for the students. If the class is scheduled at 8:00 a.m. or in the evening, call the Registrar's Office at 617-373-5113 to have the notice posted. Note that the Registrar's Office opens at 8:00 a.m.

#### **2. Excused Absences**

##### **a. Funeral Attendance**

Absence from the University is permitted in the event of the death of a member of the faculty member's immediate family (parent, brother, sister, spouse, child, parent-in-law, grandparent, brother-in-law, sister-in-law, domestic partner). The timing and duration of the absence must be arranged with the Unit head.

##### **b. Jury Duty**

Members of the University community are expected to fulfill their obligations to serve on a jury if called upon. However faculty should attempt to reschedule jury duty to avoid conflicting with teaching obligations. The Unit head should be notified so that suitable class coverage can be arranged.

##### **c. Military Service**

If a faculty member voluntarily goes on military duty, is drafted into the armed forces, or is ordered to active duty, he or she must contact the Unit head to determine what arrangements will be made. All University arrangements governing military duty are subject to

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<sup>1</sup> Material previously published in *Academic Operations Manual*, 1993-1994 edition. Approved by Faculty Senate, November 19, 2003, January 14 and 28, 2004, and by the Provost on August 24, 2009.

modification caused by any special circumstances that may exist during an emergency period and any government regulations that may be in effect.

**d. Medical Absence**

Faculty should refer to the *Benefits and Services Handbook* for policies and procedures related to sick leave and short-term and long-term disability.

**e. Absence Due to Religious Beliefs**

The University's policy is to respect the religious beliefs of its faculty and staff and to cooperate in enabling them to observe the accepted religious customs of their faiths insofar as possible without disrupting academic schedules or administrative responsibilities.

**3. Coverage for Absences**

In the event of expected absence, faculty must arrange for appropriate coverage of classes with the approval of the Unit head.

**4. Class Cancellations Due to Inclement Weather or other University Emergencies**

The decision to cancel classes because of inclement weather or other emergencies is made by the President.

Since instructional television courses originate from live or broadcast facilities at the University, neither the classes nor the courier service operate when the University is closed.

When classes must be canceled because of inclement weather, Northeastern University has made arrangements to notify students, faculty, and staff of class cancellations by radio and television. AM radio stations WBZ (1030), WILD (1090) and WRKO (680), and FM stations WBUR (90.9) and WFNX (101.7) are the stations authorized to announce the University's decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Faculty may also call the University's main number (617-373-2000) for a recorded message. Deaf or Hard of Hearing members of the Northeastern Community may obtain information on School cancellations by dialing the Verizon Relay Service at 1-800-439-2370.

If a storm occurs at night, the announcement of University closing is given to the radio and television stations at approximately 6:00 a.m. Classes are either canceled for the entire day and evening at all campus locations or a delayed start is announced. When a storm begins later in the day, cancellation of evening classes may be announced. This announcement is usually made between 2:00 p.m. and 3:00 p.m. If mandatory class make-up sessions become necessary due to snow days, faculty members will be contacted by their Unit head.

## **B. CONDUCT OF CLASS**

### **1. Class Attendance**

The University expects students to meet the attendance requirements specified in each course syllabus. At the discretion of the instructor, a student who fails to meet the attendance requirements stated in the syllabus may be required to drop the course, may receive a reduced grade, or may fail the course.

### **2. Student Absences**

The following are excused absences. Faculty should give such assistance as is necessary to allow students to make up all work missed during the excused absence:

- *Participation in athletics* – The Director of Athletics will issue a make-up slip to the student indicating the authorized period of absence.
- *Participation in student activities* – The administrator in charge of the activity will issue a make-up slip to the student indicating the authorized period of absence.
- *Illness or personal crisis* – The student will inform his or her College Student Services Office. That office will inform the instructors.
- *Religious observances* – The student will inform the instructor.
- *Jury duty* – If called upon, members of the University Community are expected to fulfill their obligations to serve on a jury. A student selected for jury duty will inform the instructors and/or activity advisers.
- *Military service* – A student who voluntarily goes on military duty for training or is drafted into the armed services or is ordered to active duty will inform his or her College Office. That office will inform the instructors.

### **3. Syllabus**

Faculty members will distribute a syllabus at the start of each course, as required by Northeastern University's Academic Integrity Policy. The syllabus should include a schedule of topics, exam and assignment due dates, information on how to contact the faculty member, scheduled office hours, grading and attendance policies, and a reminder of the University's Academic Integrity Policy. Faculty may seek assistance from the Unit head in developing the syllabus. Faculty are required to post syllabi electronically to assure student access.<sup>2</sup> Northeastern offers faculty members access to the Blackboard Academic Suite™ (<http://blackboard.neu.edu>), which allows faculty members to post syllabi and other course materials electronically and to communicate with students on the course roster via email, along with other forms of instructional support

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<sup>2</sup> Approved by Faculty Senate December 10, 2003; approved by President, January 12, 2004.

#### **4. Class Schedules and Rosters**

Course schedules and class rosters are available to faculty through the “Faculty Services” section of the MyNEU portal (<http://myneu.neu.edu/cp/home/loginf>) as well as through the Blackboard™ system.

#### **5. Classes and Make-up Classes**

Faculty members will adhere to scheduled class times. If a make-up class is needed because class was cancelled due to inclement weather or faculty absence, it should be rescheduled. Make-up classes should not be scheduled during student activities hours. Classroom arrangements should be made with the Director of Scheduling in the Registrar's Office.

#### **6. Conference Hours**

During the terms when they are teaching, all faculty members will hold sufficient conference hours to meet the instructional and advising needs of their students. Conference hours should be scheduled at times when the students are most likely to be able to utilize them. They shall not be scheduled during student activities periods.

#### **7. Posting and Distributing Grades and other Student Information**

Students may access their grades confidentially through the MyNEU portal as soon as they have been posted electronically. The public posting of a student’s name and grade is a violation of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which does not allow disclosure of recorded data or information without the individual’s written consent. Attendance sheets and other lists that display both student names and identification numbers must not be distributed or posted. In addition, social security numbers or University ID codes must not be used when posting grades. Every effort should be made to be sure that students cannot be identified in posted or distributed information. For additional guidance, see “Confidentiality of University Data and Student, Employee, and Alumni Information,” *Professional Standards and Business Conduct Policy* (<http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf>).

#### **8. Student Discipline**

In general, questions about disciplinary problems in class should be directed to the Unit head. In difficult cases, the Office of Student Conduct and Complaint Resolution may also be consulted.

A faculty member may dismiss from class any student who is disruptive in class or who he or she reasonably believes has otherwise violated the Student Code of Conduct as outlined in the appropriate *Student Handbook*. The faculty member should report the incident as soon as possible after class to the Office of Student Conduct and Complaint Resolution. The student

should be excluded from the class until he or she has received written permission to return from the Office of Student Conduct and Complaint Resolution. Disciplinary cases are handled administratively or by the Office of Student Conduct and Complaint Resolution.

### **9. Honesty in College Work**

Honesty in academic work is expected of all students. Academic dishonesty is a very serious offense, recognized by the students themselves in the Academic Integrity Policy (<http://www.northeastern.edu/osccr/academicintegrity/index.html>), and renders the offender liable to disciplinary action. The aiding and abetting of a student in any academic dishonesty is also considered to be a grave breach of discipline. To avoid questionable situations, faculty should make their expectations about students working together or alone very clear on the syllabus.

If a student is observed cheating or if a student turns in work which the faculty member reasonably believes is not the student's own work, the faculty member should report the student to the Office of Student Conduct and Complaint Resolution. This preserves the student's right to due process.

### **10. Students with Disabilities<sup>3</sup>**

Northeastern University is committed to providing support services that enable students with disabilities to participate fully in the life of the University Community and is committed to compliance with the Americans with Disabilities Act. To ensure compliance with the spirit as well as the letter of all laws governing the rights of individuals with disabilities, faculty members and all other persons engaged in or assisting with the instruction of students at Northeastern University are encouraged to make all reasonable efforts, including the relocation of classes and the rescheduling, redesigning, or relocating of examinations or laboratory practice, to assist handicapped students in their quest for knowledge and/or in the fulfillment of courses and/or graduation requirements. Students and faculty members should coordinate efforts to validate and accommodate disabilities through the Disability Resource Center.

### **11. Other Classroom Policies**

- Smoking is not permitted in any campus building.
- Pets, except for guide dogs, are not allowed in classrooms.
- Possession or consumption of alcoholic beverages is prohibited in classrooms.

## **C. COURSE MATERIALS**

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<sup>3</sup> Adopted by Faculty Senate, October 18, 1982; approved by President, November 16, 1982.

Each Unit works with the Northeastern University Bookstore to order textbooks and other class materials. Requests for desk copies of required books should be made on official University stationary, in accordance with the rules of the individual instructional Units. Such complimentary copies, as provided by the publishers, become the property of the instructor unless otherwise stated.

To place books on reserve, contact the Snell Library Reserve Department. To place books on reserve for School of Law courses, contact the Law Library.

Audiovisual and other equipment for classroom use can be ordered through Campus Media Services ([http://www.northeastern.edu/infoservices/?page\\_id=1036](http://www.northeastern.edu/infoservices/?page_id=1036)). The Digital Media Design Studies in Snell Library is available to assist faculty in preparing presentation materials.

NU Classpacs is a service of the University Bookstore and NU Reprographics to facilitate faculty use of copyrighted materials in classes. The service accepts articles, parts of books, or other printed materials that faculty members wish to use in classes. The service obtains the appropriate copyright permissions and handles all royalty payments. All NU Classpacs are processed and sold through the University Bookstore. For more information, contact NU Reprographics. The Educational Technology Center will assist faculty to obtain permission to post electronically certain types of texts and to post copyright-cleared materials for classes on the web.

#### **D. TEACHING EVALUATIONS**

The Center for Innovation and Excellence in Teaching and Learning (CIETL) coordinates evaluations of all non-exempt undergraduate and graduate courses each term through the University's online TRACE (Teacher Rating and Course Evaluation) system. Results and comments from the TRACE evaluation are available to faculty members and students online through the myNEU portal.

CIETL is available to work with all faculty members on improving teaching and learning.

#### **E. E-MAIL AND WEB PAGES**

Faculty members are encouraged to communicate with their students and colleagues by e-mail. A University e-mail address and e-mail account is created for each new full-time faculty or staff member when Human Resources Management submits the necessary request to Information Services. Part-time faculty members should request an account using the form available on-line or from the Help Desk operated by Information Services Customer Services. On retirement, a

faculty member must make special arrangements to retain continuing access to the University e-mail and other network resources.

All users of University network resources should be familiar with and abide by the policy on Appropriate Use of Computer and Network Resources published in the University's *Professional Standards and Business Conduct Policy* (<http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf>).

Faculty members are also encouraged to develop web sites for their courses. An account on a University web server may be requested by completing the Educational Technology Center's on-line application. The EdTech Center (<http://www.edtech.neu.edu/>) also provides assistance for faculty in many aspects of class use of the internet, web site development, and student sign-up procedures.

In developing email lists, web-sites, chat rooms, or other interactive courseware that mandate student participation, use of student identifiers such as social security, student identification numbers, or University assigned e-mail addresses in ways that could reveal such information to other class members or to the public violate provisions of the Family Educational Rights and Privacy Act. Masking methods, such as alternative identifiers, can be developed that facilitate student interactions while minimizing the risk to individual privacy. In addition, faculty should password-enable course-related websites and post copyright notice language if they wish to protect faculty-authored materials available at the site. Information Services has model language on-line for faculty to use

- to copyright their own work,
- for other authors' copyright-cleared materials, and
- for copyrighted materials being used under the fair use provisions.

University policy prohibits faculty from posting commercial links on their web site or promoting particular vendors, except to the extent necessary to achieve the objectives of their course. If you have any questions about this policy, contact the Office of University Counsel.

## **F. USE OF COPYRIGHTED MATERIAL IN CLASS<sup>4</sup>**

The copyright laws generally prohibit the reproduction of copyrighted materials without the consent of the copyright holder. The "fair use" doctrine permits reproduction without consent under some very limited circumstances.

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<sup>4</sup> Promulgated by Vice President for Administration, October 13, 1977, amended February 14, 1990.

The general guidelines below outline when materials can be safely copied without permission. Any questions regarding a particular task should be referred to the Office of University Counsel. For information on the educational uses of copyrighted music, contact the University Copyright Officer through the Office of University Counsel.

### **1. Single copy from existing text.**

Faculty may make a single copy of a chapter of a book, an article from a periodical or newspaper, a short story, short essay or short poem, or a chart, graph, diagram, drawing, cartoon, or picture.

### **2. Multiple copies for classroom use.**

Faculty may make multiple copies of a work without the consent of the copyright holder if the work to be copied is a small piece of a large work, a short poem or an article. For example:

- A poem under 250 words.
- An article, story or essay of less than 2500 words.
- An excerpt from any prose work of not more than 1000 words or 10% of the work.

In addition to the length restrictions, the intended use is limited to a single course and a single work (two works in the case of “excerpts”). The use must also be spontaneous. That is, the decision to use the work and the actual use must be so close in time that it would be unreasonable to expect a timely reply to a request for permission to copy. As a general rule, a decision to include the work in a Classpac means that there is adequate time to request permission. .

### **3. Prohibitions**

Copying must not be used to create or replace or substitute for anthologies, compilations, or collective works. This guideline applies whether copies of works or excerpts are accumulated or are used separately. There must be no unauthorized copying from workbooks, exercises, standardized tests, test booklets, answer sheets, or other consumable materials. Copying must not substitute for the purchase of books, photographs, publishers’ reprints, or periodicals, and the same item cannot be used by the same instructor from term to term. No charge will be made to the student beyond the actual photocopying cost.

Infringement of the copyright law, whether through print or electronic means, involves penalties. Innocent infringers, those who break the law without being aware of what they are doing, may be subject to an injunction and to payment of actual damages and lost profits. Those who willfully and deliberately infringe may be subject to civil and/or criminal penalties.

## **G. EXAMINATION POLICIES**

### **1. Examination Schedules**

All examinations, except final examinations, are scheduled at the faculty member's discretion within regularly scheduled class hours. Any change in regularly scheduled classes or examinations must have the unanimous consent of all class students, unless other arrangements for students to attend the alternative class or examination are agreed to by the faculty member and the student(s) involved. No examination longer than one half-hour may be given during the seven days prior to first day of final examination week.

The final examination in any undergraduate course may not be more than two hours in duration and must be given at the time scheduled during examination week at the end of the term. Exceptions may be made in specific courses for educationally sound reasons only with the prior approval of the Unit head or College dean.

The final examination schedule is published by the Registrar prior to the beginning of the term. A student who wishes to resolve an examination schedule conflict (three examinations in one day or two examinations scheduled at the same time) must file a final examination conflict verification form at the Registrar's Office by the end of the seventh week of the term. The Registrar's Office works with the faculty member to resolve the conflict.

### **2. Grading of Examinations**

#### **a. Grading and Correction**

It is expected that all instructors will carefully grade or supervise the grading of the examinations in the courses in which they teach. Students have the right to see their graded papers and discuss them with the instructor even if the papers are not returned. When student enrollments become excessive in an instructor's classes, special correction assistance may be authorized by the Unit head.

#### **b. Computer Scoring**

When faculty members choose to use computer-scored exams, these exams may be processed at the Information Services Customer Service Center. Information on computer scoring is available at the Information Services Customer Service Center.

### **3. Access to Examinations and Other Student Work**

The Family Educational Rights and Privacy Act of 1974 guidelines state that students are entitled to review and copy their exams, projects, papers, and other assignments (see *Professional*

*Standards and Business Conduct Policy*

(<http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf>) .

Faculty must make these items available to students to comply with this law. Further, Northeastern University strongly encourages faculty to return to students their original work, so that they may create portfolios and learn from their work.

A student's original work that is not returned to the student must be retained in the faculty member's office for one year. In the case of part-time faculty or faculty who leave the University, it should be kept in the Unit office for one year.

## **H. GRADING**

### **1. Assignment of Grades**

Faculty members will make every effort to ensure that grades are assigned accurately and appropriately reflect students' achievement in the course. It is important that final grades be submitted to the Registrar's Office by the date published by the Registrar because grades can affect a student's status for the next term, financial aid eligibility, and cooperative education placements.

### **2. Appeal of Final Grades**

Under certain circumstances, students have the right to appeal final grades given by either academic faculty or cooperative education coordinators. Criteria and procedures can be found in the appropriate *Student Handbook*. These criteria and procedures must be consistent with the regulations in this *Faculty Handbook*, and the procedures and amendments thereto must be approved by the Faculty Senate.

### 3. Grading System<sup>5</sup>

Grades are officially recorded by letters, evaluated as follows, except in the School of Law where a separate system exists.

<b>Grades</b>	<b>Numerical Equivalent</b>	<b>Status</b>
A	4.000	Outstanding Achievement
A-	3.667	
B+	3.333	
B	3.000	Good Achievement
B-	2.667	
C+	2.333	
C	2.000	Satisfactory Achievement
C-	1.667	
*D+	1.333	
*D	1.000	Poor Achievement
*D-	.667	
F	.000	Failure. Does not count toward degree requirements.
I		Incomplete in a letter-graded course
S		Satisfactory achievement in a course defined as a C- or above
U		Unsatisfactory achievement in a course. Does not count toward degree requirements.
X		Incomplete in a satisfactory/unsatisfactory course
L		Officially enrolled as auditor of course.
W		Withdraw. Student formally withdrew from course, through the Registrar's Office, before the Registrar's published deadline. Administrative grade; assigned only by Registrar.
NE		Not enrolled. Did not attend after the date of record, the start of the second full week.
IP		Course in progress. Intended for course such as Senior Thesis or a project that extends over several terms. An IP can be replaced by a regular grade with a standard change-of-grade card. The time restrictions on the I grade do not apply to the IP grade. While unchanged, it is not included in computing the GPA. If never changed, the course does not count toward graduation requirements.

\* These grades are not available to students at the graduate level.

<sup>5</sup> Adopted by Faculty Senate, May 7, 1979.

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

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

- Such courses will normally be restricted to freely chosen electives outside the major field of specialization, so that no part of the specifically prescribed curricula will be affected. However, in cases where the S/U system of grading appears pedagogically sound for required courses within a program, nothing contained in this provision shall hinder a College faculty from adapting such a plan to its specific needs.
- Individual faculty members may determine whether any courses offered by them may be taken on the S/U system of grading, excepting always those instances where uniformity is necessary. In such cases the decision concerning the use of the S/U system of grading must devolve upon the department and/or College faculty directly offering the course.
- The grades recorded on the basis of the S/U system will not figure in the computation of the QPA.
- Satisfactory completion of the work in all courses taken on the S/U system of grading with a grade of C- or better will be designated on the permanent record by the letter S. Unsatisfactory work will be designated by the letter U.
- An "incomplete" in a course taken on an S/U basis will be designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.
- Students wishing to use the S/U system of grading for a course must meet all prerequisites for such a course.
- Students have until the end of the midpoint of the term to declare to the instructor their intent to receive an S/U grade.

A separate evaluation system exists in the School of Law.

#### **4. Grade Changes, Clearing Incompletes, and Repeating Courses**

Normally, a recorded grade may be changed only by the faculty member responsible for the initial grade on a change of grade card available from the Unit. In unusual circumstances, such as when the original faculty member has left the University or when a grade change has been recommended in the formal decision of a final university-level academic appeal resolution committee, a change of grade may be initiated only by the head of the Unit responsible for the course, with the concurrence of the College dean. The faculty member responsible for the initial grade must be notified of the grade change in writing. Except in the case of a grade change

recommended by a final university-level appeal committee, the faculty member may appeal the grade change to the faculty of the Unit responsible for the course. Across the University, procedures for grade changes must be consistent with the regulations in this *Faculty Handbook*, and the procedures and amendments thereto must be approved by the Faculty Senate.

Normally, no grade may be changed more than one year after it has been recorded. Any undergraduate grade change after one year must be approved by the Academic Standing Committee of the College in which the course was offered<sup>6</sup>. Any graduate grade change after one year must be approved by the College dean.

For the student's protection, the arrangement for completion of an incomplete will be specified and both the faculty member and the student will sign off on the arrangement. The incomplete must be completed within one year of the posting of the "I," "IP," or "X". Any change after one year must be approved by the Academic Standing Committee of the College in which the course was offered for undergraduate courses and the College dean for graduate courses.

Students may elect to repeat a course in which a grade below "C" or a "U" was received. When a course has been repeated, the most recent grade is used in computing the QPA. If that grade is F or U, the course must be repeated again if it is to count for degree credit. Each College and graduate School may set limits to the number of course repeats.

### **5. Dean's List**

A Dean's List is issued by each College at the end of each term. It contains the names of students who have a 3.250 weighted average or higher with neither an "I" nor a grade below "C".

Students who are on any form of probation, are carrying less than a full load, or who are taking a course on a satisfactory/unsatisfactory basis (except when there is no alternative) are not eligible.

Dean's List	3.250-3.499
Dean's List with High Honor.....	3.500-3.749
Dean's List with Highest Honor .....	3.750-4.000

### **6. Graduation with Honors**

Each College's faculty, at the year-end faculty meeting, determines those students who will graduate with honors. For complete information see the current Undergraduate Catalog.

Cum Laude	3.250-3.499
Magna Cum Laude.....	3.500-3.749
Summa Cum Laude.....	3.750-4.000

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<sup>6</sup> Approved by Faculty Senate, June 9, 1979 and November 23, 1981.

In addition, students may receive recognition on their transcripts for successful completion of the University Honors Program.

### **7. Credit Course Work**

Courses are eligible for credit if they are taught by the faculty of an instructional Unit of the University designated by the Trustees as authorized to offer a degree program or to offer credit courses in a specialized area. Courses may also be offered for credit if they are endorsed by vote of an appropriate degree-granting College faculty.

The Registrar of the University maintains the master register of all course work registered for by students enrolled at the University.

### **8. Determination of Credit**

The amount of credit to be awarded a course is determined by the dean or director of the School or College on the recommendation of the Unit head and the appropriate faculty members of the Unit. Credit hours are assigned to a course based on the established educational standard that one credit hour is equal to approximately three hours of student learning time per week over a period of a quarter, semester or term. This is typically one hour of lecture and two hours of individual study outside of class. Faculty members should plan course requirements so that the total workload of the student is, on average, equal to the credit-hours assigned the course. All courses must be approved by the University Undergraduate Curriculum Committee or by the University Graduate Council prior to being offered to students.

Except for typographical errors, there can be no alteration of the credit hours assigned to a course once the students have enrolled and the course has begun.

### **9. Credit Work in Another Unit at the University**

With prior approval of the academic dean of the student's College, a student may enroll in credit courses offered in College of Professional Studies, , one of the Graduate Schools of the University (for undergraduate students), or one of the Undergraduate Day Colleges (graduate students) and may apply the credits and grades earned toward his or her degree requirements.

### **10. Transfer of Credit**

#### **a. Undergraduate**

With approval of the dean of the College in which the student is enrolled, degree credits may be allowed for academic work done at other institutions. Letter grades may be transferred into the permanent record for course work outside of Northeastern University only in rare instances and at the discretion of the Academic Standing Committee of the College concerned. One exception to this is permitted in the procedure for making up a failure by

enrolling in an approved course at another institution. When a grade of “C” or better is obtained in such make-up work, the Academic Standing Committee of the College will usually authorize the Registrar to record a grade of “C” with 2.0 quality points to be used in place of the “F” grade in calculating the student’s QPA.

**b. Graduate**

A maximum of 9 semester hours (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. Letter grades are not transferred into the permanent record for graduate course work taken outside of Northeastern University.

**11. Credit by Examination**

Degree credit may be allowed on presentation of evidence of satisfactory accomplishments in special subject-matter examinations such as those administered by the Educational Testing Service and the College Entrance Examination Board (Advanced Placement Examinations and the College Level Examination Program). Such credits will be recorded on the student’s record by the Registrar once they have been evaluated by the appropriate faculty and approved by the dean of the College that offers the relevant courses.

**I. TUTORING**

**1. Tutoring for Fees**

Faculty may not tutor Northeastern students for fees in any discipline in which they teach. Students are entitled to reasonable instructional assistance as part of their normal tuition payment. Teaching assistants may not tutor Northeastern students for fees in the subject matter of any course in which they currently teach. However, teaching assistants may be hired by Units to provide additional academic assistance to students.

**2. Academic Assistance**

Tutoring services for students are available through a number of sources, summarized on the Academic Assistance Center web site (<http://www.advising.neu.edu>). Students may contact faculty members or the Unit head for more information.

**J. STUDENT RECORDS**

Official student academic records are maintained by the Office of the Registrar. Other student records are maintained by other Units in the University. Information is made available in accordance with federal and state laws and with existing University policies.

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect their records whenever appropriate and to challenge specific parts of them when they feel it necessary to do so.

Guidelines for the release and disclosure of information from student records, in accordance with the Family Educational Rights and Privacy Act of 1974 and the Student Right-to-Know and Campus Security Act are found in *Professional Standards and Business Conduct Policy* (<http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf>). When faculty, as part of their teaching or advising duties, access student records, they must do so in a manner that ensures that student privacy rights are protected. Faculty with additional questions about the maintenance and use of student records should consult with the Office of the Registrar.