



Northeastern

U N I V E R S I T Y

BOUVÉ COLLEGE OF HEALTH SCIENCES

Graduate Policies and Regulations

2010 - 2011

Bouvé Graduate Academic Affairs Committee

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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 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 Associate Dean of the Bouvé Graduate School, acting through the appropriate graduate program committee, reserves the right to dismiss a student from the BCHS Graduate School at any time for behavior which is deemed ethically inappropriate or unprofessional.

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 www.northeastern.edu/uhcs/forms/index.html.

As a condition of matriculation at Northeastern University, all students are required to submit the completed health report to UHCS. The Health Center will block the registration of those who do not file correct forms. The tuberculin skin test (PPD) or chest x-ray, as appropriate, is required within 6 months of registration. The Commonwealth of Massachusetts mandates proof of immunity, as specified on page two of the state health report. The Massachusetts Department of Public Health and the College Immunization Law mandates that all students in the health professions have proof of hepatitis B immunity with three doses of the hepatitis B vaccine, or a positive antibody titer. 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.

Accommodations for Students with Disabilities:

Students who wish to be evaluated for disabilities should contact the Disability Resource Center (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 receiving services. **Accommodation will not be made retroactively.**

Practicum/Internship Health 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. All graduate nursing students are required to provide proof of a varicella titer for practicum clearance. 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 be able to pass their NCLEX and be eligible for obtaining a current nursing license, which will require a social security number.

Stipended Graduate Assistantship (SGA) Policies

Students with SGAs are required to work their weekly hour requirements through the end of the normal final exam week until final grades are due. Students with full or partially waived tuition in compensation for a work requirement should continue to fulfill that work requirement whenever the University is in operation during the period of their appointment, except for official University holidays. Students with SGAs are expected to work during spring break. Exceptions can be made with written approval by the supervisor and approved by the appropriate department chair or designee.

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.

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 x2690.

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.

Grading Policies, Grading Criteria and Quality Point Average

Grading policies are the same as given in the general university undergraduate handbook. As a rule, 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 beginning 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). 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).*

Credit Hours

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.

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.

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. 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 must register **within 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.)

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.

Directed Study Courses

Students who wish to take a directed study course must:

- 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 instructor (the faculty member who will supervise the directed study project) to determine syllabus, course credits and criteria for passing. 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 graduate office for signature of the Associate Dean.
- Take the signed registrar's directed study form to 120 Hayden for registration.

Program Extension Procedures

Students may seek an extension of the time limitation to complete their program of study only under documented extenuating circumstances, such as serious family or personal health problems. An extension may be granted if the student provides, in writing, an acceptable plan to complete the requirements for the degree within a reasonable period of time. The student must complete the petition form that is available in the Bouvé College Graduate School Office to request such an extension (see Appendix 2). The petition should include all relevant information, such as a clear statement of the reasons for the petition, the extenuating circumstances, and a proposed action plan with specific deadlines. 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.

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 must 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

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 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.

Academic Probation Requirements:

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

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.

The University's Academic Honesty and Integrity Policy is published in the Graduate Students Handbook. 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) 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 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 status or a change in program (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

Students must complete the petition form, which is available in the Graduate School Office (see Appendix 2). The petition should include all relevant information, such as a clear statement of the reasons for the petition, any extenuating circumstances, and an action plan with specific deadlines. In some instances, the student may attach a letter to the petition form, stating her/his case more fully. Students may be required to provide extra documentation such as official transcripts and/or course descriptions.

The student should develop an action plan through discussion with course instructors and her/his academic advisor. The student must obtain her/his advisor's signature on the petition. The student submits the petition to the program graduate committee, if applicable, or the program director. The student receives written notification of the program graduate committee's or the program director's decision, and recommendations are made to the student, instructor, advisor, and the program and college graduate directors, as appropriate. A copy of this action is filed in the student's permanent record in the Bouve College Graduate School Office.

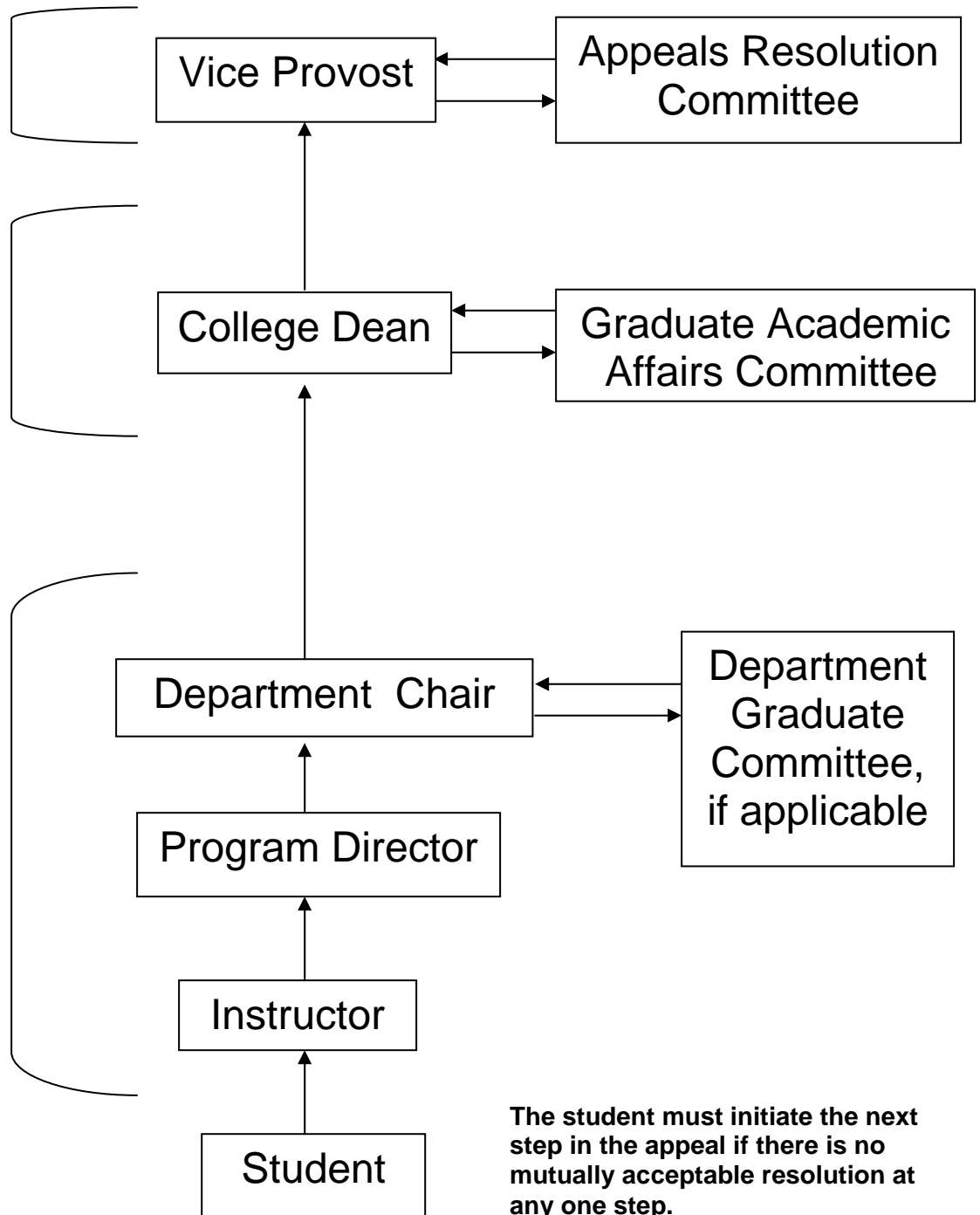
The Graduate Student Handbook sets forth the appeals process for academic and nonacademic appeals on pp. 34-37. If still not resolved, the appeal goes to the Dean of the College. Appeals beyond this level follow the general guidelines of Northeastern University (see [*Northeastern University Graduate 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 Informal Appeal Process (begins after the student submits a written appeal to a professor)



Academic Dismissal

A student may be dismissed from a graduate program when he/she has failed to maintain the requirements or has violated a policy that specifies immediate dismissal. All students shall have an opportunity to correct 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 by writing a letter to the Associate Dean of the Bouvé College Graduate School providing the basis for the dismissal. Written notification of impending dismissal from a specific program will then be sent to the student and the student's advisor. Students who have been notified of impending dismissal may appeal this decision, using the Appeals Process previously described in this document.

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 (see Appendix 2) 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 hoodings occur at spring commencement only.

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 4 & 5). 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 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 (Appendix 2)

General Petition Form

Name _____ Student ID _____ Date: _____

Address _____

Telephone Home _____ Cell _____ E-Mail _____

Program _____ Degree _____

Petitions must be signed by your advisor/chairperson before you submit the petition to the graduate office in 123BK.

___ Change Program (requires signatures from new chairperson / advisor and previous chairperson / advisor)

___ Pre-Approval Transfer Credit ___ Transfer Credit ___ Probation Removal ___ Readmit to the Graduate School

___ Waive Course(s) ___ Status Change

___ Leave of Absence Other _____

Change Program from _____ To _____

Transfer	___ Elective	___ Required	<i>(must submit official transcript and course description)</i>		
Course #	Course Name	School	Credits	Substitute for (course number)	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

Readmitted Major _____ Degree _____ Last Date Attended _____

___ Substitute course	___ Waive course	<i>(must submit official transcript and course description)</i>	
Course #	Course Name	Basis for Substitution/Waiver	
_____	_____	_____	
_____	_____	_____	

Status change: From _____ (full or part time) To _____ (full or part time) Effective Date _____

Leave of Absence: Date leave begins _____ Return Date _____ No. of leaves taken _____

Do not go below this line. For Advisor's and Chair's signatures only

CHANGE OF PROGRAM SIGNATURES

_____	_____	_____	___ Approved	___ Denied
(Print) Chair New Dept.	(Signature) Chair New Dept.	Date		
_____	_____	_____	___ Approved	___ Denied
(Print) Present Advisor	(Signature)	Date		

ADVISOR'S/CHAIR'S SIGNATURES FOR ALL OTHER PROGRAMS/REQUEST

___ **Approved** ___ **Denied** ___ **Pre-Approved (final approval based on grade)**

Director _____ (Signature) _____ Date _____ (Print) Advisor/Program

Graduate School Admission's Office Representative only

Final Action: ___ **Approved** ___ **Denied** ___ **Pre-Approved (based on final grade of >B)**

Comments _____

Signature _____ Date _____

Graduate School Admission's Office Representative

Completed petitions with supporting documents (transcripts, course descriptions, etc., if needed), should be submitted to room 123 Behrakis Health Sciences Center after you have obtained your advisor/program director's signature.

White-Grad Office
Yellow-Advisor
Pink-Student

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 GraduateOffice.**

Semester Year Course # CRN# Credit #

NUID# _____ Date _____

Student's LastName _____ 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

Revised 6/10/10

**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 _____