

Academic Policies and Procedures

This section presents general information about what is expected of students and how progress toward graduation is measured. For specific details on individual degree programs, students should consult their academic advisers. The University assumes no liability for any delay in providing or failing to provide educational or related services or facilities due to causes beyond the reasonable control of the University. Causes include, but are not limited to, power failure, fire, strikes by University employees or others, weather damage, and acts of public authorities. However, when in its judgment it is appropriate to do so, the University will exert reasonable efforts to provide comparable or substantially equivalent services, facilities, or performance; but its inability or failure to do so shall not subject it to liability. No faculty member, administrator, or other representative of the University shall make any representations to, or enter into any agreements with, or act toward any student or other person in any manner that is not in conformity with established University policies, practices, and procedures as expressed in this or any other official University document.

ACADEMIC HONESTY AND INTEGRITY POLICY

Essential to the mission of Northeastern University is the commitment to the principles of intellectual honesty and integrity.

Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from the educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire University.

Accordingly, Northeastern University views academic dishonesty as one of the most serious offenses that a student can commit while in college. Academic dishonesty includes cheating, fabrication, plagiarism, unauthorized collaboration, participation in academically dishonest activities, and facilitating academic dishonesty.

All members of the Northeastern University community—students, faculty, and staff—share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses an act of academic dishonesty should report it to the appropriate faculty member or to the director of the Office of Student Conduct and Conflict Resolution.

The charge will be investigated and if sufficient evidence is presented, the case will be referred to the Northeastern University Student Judicial Hearing Board.

Visit www.osccr.neu.edu/policy.html for a full description of these policies and procedures.

ATTENDANCE REQUIREMENTS

The University expects students to meet attendance requirements in all courses to qualify for credit. Attendance requirements vary; it is the student's responsibility to ascertain what each instructor requires. Failure to meet attendance requirements may force a student to drop the course, as recommended by the instructor and with the approval of the Academic Standing Committee of the college. Classes for day students are normally scheduled from 8:00 AM to 5:40 PM, Monday through Friday. Students should not make conflicting commitments until the class schedules for each semester are final. Schedule changes to accommodate part-time work are difficult and rarely made. Permission to make up work may be granted by instructors for reasonable cause. Requests must be made immediately upon a student's return to class. Laboratory work can be made up only during the hours of regularly scheduled instruction.

Excused Absences

Absence Because of Student Activities

If students must miss classes to participate in athletic contests or other forms of scheduled intercollegiate activity, they are entitled to make-up privileges. Faculty members may require a written statement from the administrator in charge of the activity.

Absence Because of Illness

A student who is absent from school for an extended period of time must inform his or her college by letter, e-mail, or telephone. The expected length of the absence may determine whether the student should apply for a medical leave of absence; see "Emergency Leave of Absence" on page 21.

Absence Because of Religious Beliefs

Any student who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement shall be provided with an opportunity to make up such examination, study, or work requirement that he/she may have missed because of such absence on any particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of availing himself/herself of the provisions of this section (Massachusetts General Laws, Chapter 151C, Section 2B, 1985).

Absence Because of Jury Duty

Members of the University community are expected to fulfill their obligations to serve on a jury if called upon. A student selected for jury duty should inform his or her instructors. They will provide a reasonable substitute or compensatory opportunities for any required work missed. Such an absence will not be penalized in any way.

Absence Because of Military Deployment

The policy for military leave of absence is set forth on page 22.

CLASS SCHEDULES

All classes start promptly according to the class schedule shown. Most classes at Northeastern are scheduled in the time periods listed.

Students are expected to be punctual. Students who are late for classes should attend for the balance of the period. Instructors will not tolerate habitual tardiness.

Students may leave fifteen minutes past the scheduled opening of class if the instructor is not present. In such cases, students should notify the department giving the course that the instructor was not present.

Fall and Spring Schedule

Sequence 1	MWTh	8:00–9:05
Sequence 2	MWTh	9:15–10:20
Sequence 3	MWTh	10:30–11:35
Sequence 4	MWTh	1:35–2:40
Sequence 5	MWTh	4:35–5:40
Sequence 6	TuThF	11:45–12:50
Sequence 7	TuWF	3:25–4:30
Sequence A	MTh	11:45–1:25
Sequence B	MW	2:50–4:30
Sequence C	TuF	8:00–9:40
Sequence D	TuF	9:50–11:30
Sequence E	TuF	11:45–1:25
Sequence F	TuF	1:35–3:15
Sequence G	TuF	3:25–5:05
Sequence L	MWTh	8:00–11:35
Sequence M	MTh	11:45–2:40
Sequence N	MW	2:50–5:40
Sequence P	MWTh	8:00–10:20
Sequence Q	MTh	10:30–1:25
Sequence R	MW	1:35–5:40
Sequence S	MW	1:35–4:30
Sequence T	TuF	8:00–11:30
Sequence U	TuF	11:45–3:15
Sequence V	TuF	3:25–5:25
Sequence W	TuF	1:35–5:05

Summer Schedule

Sequence 1	MTuWTh	8:00–9:40
Sequence 2	MTuWTh	9:50–11:30
Sequence 3	MTuWTh	1:30–3:10
Sequence 4	MTuWTh	3:20–5:00
Sequence 5	TuWTh	11:40–1:20
Sequence A	MW	8:00–11:30
Sequence B	MW	1:30–5:00
Sequence C	TuTh	8:00–11:30
Sequence D	TuTh	1:30–5:00

Activities Periods

Undergraduate activities hours are Wednesday, 11:45 AM–1:25 PM, and Thursday, 2:50 PM–4:30 PM, during fall and spring semesters. Summer activities hours are Monday, 11:40 AM–1:20 PM. No classes or other academic functions are held during these hours. Violations of this regulation should be reported to the Office of Student Affairs or to the Student Government Association.

GRADING SYSTEM

Grades are officially recorded by letters, evaluated as follows.

Grades	Numerical equivalent	Status
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–	0.667	
F	0.000	
I		Incomplete in a letter-graded course.
S		Satisfactory achievement in pass/fail course; counts toward degree requirements.
U		Unsatisfactory achievement in pass/fail course.
X		Incomplete in a pass/fail course.
NE		Not enrolled. Did not attend after the date of record, the start of the second full week.
IP		Course in progress. Intended for courses such as senior thesis or a project that extends over several semesters. 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.

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

Pass/Fail System

The individual schools and colleges state how and when the pass/fail system may be used. An outline of the general system follows.

- Any student not on academic probation may register for one pass/fail course per semester if permission is granted by the college in which the student is enrolled and if the course is offered on a pass/fail basis.
- Pass/fail courses are normally restricted to electives outside the major field. The college faculty, however, may choose to adopt the pass/fail system of grading when it appears pedagogically sound for required courses within a program.
- Before requesting a pass/fail grade from an instructor, students should meet with their academic adviser to determine whether doing so will disqualify the course from satisfying a program requirement or elective. In general, courses taken on a pass/fail basis can be used only to satisfy open electives.
- Individual faculty members may decide whether any of their courses may be taken on the pass/fail system of grading, except when uniformity is necessary. In such cases, the department and/or college faculty offering the course determine whether the pass/fail system is used.
- Grades recorded on the basis of the pass/fail system do not figure in the computation of the grade-point average. Satisfactory completion of all courses taken on the pass/fail system is designated on the student's permanent record by the letter S. Unsatisfactory work is designated by the letter U. Any unsatisfactory grade must be handled according to the existing policy of the college but must never be cleared through the election of the same course pass/fail, except when this system is the only one used by the college for grading the course.
- An incomplete in a course taken on a pass/fail basis is designated by the letter X on the permanent record and treated according to the normal procedure for incomplete grades.
- To use the pass/fail system, students must meet all prerequisites for the course. They have until the end of the second week of the semester to declare their intention to receive a pass/fail grade. This deadline may be extended to the end of the eighth week at the option of the instructor.

Clearing an Incomplete (I) or Changing Other Grades

An I grade may be reported by the instructor when a student has failed to complete a major component of a required course, such as homework, a quiz or final examination, a term paper, or a laboratory project. Students can make up an I grade by satisfying the requirements of the instructor or, if the instructor is absent, the chair of the department. Be aware that instructors' policies on the granting of incomplete grades may vary, and that the final decision on an incomplete grade is up to the instructor. The period for clearing an I grade and for changing a grade other than an I or failure (F or U) is restricted to one calendar year from the date it is first recorded on the student's permanent record.

Freshmen with multiple course deficiencies, including I grades, may be required by their student services office adviser to rectify the deficiencies within a period of time less than the normal year.

To clear an I grade, a student must obtain a triplicate form on which the precise agreement for clearing an incomplete (I or X) grade is specified and which is signed by the student and the instructor. Forms are available in the college or departmental office. The student must make an appointment with the instructor to arrange for clearing the I grade. He or she must then complete the form, sign the agreement, and obtain the instructor's signature; leave a copy with the instructor, take one copy to the college student services office, and retain a copy as a personal receipt. Any exception to this policy on change of grades must be recommended by the Academic Standing Committee of the college in which the course was offered and must be forwarded in writing by the dean to the registrar for implementation. (Finishing the agreed-upon course work must be completed within one calendar year from the end of the semester in which the course was offered.)

Commencing with grades given in the fall quarter of 1986, the University policy is that any grade outstanding for twelve or more months cannot be changed.

Any exception to this policy on change of grades must be recommended by the Academic Standing Committee of the college in which the course was offered and must be forwarded in writing by the dean to the registrar for implementation.

Credit Hours

Course credit hours (semester hours) are assigned to a course based on the established national educational standard that one credit hour is equal to approximately three hours of student learning time per week over a period of a semester (usually fifty minutes of lecture or discussion, plus two hours of individual study outside class). When much individual study is involved, as in directed study or certain graduate courses, each additional hour of credit should represent at least three hours of student work.

Repeating Courses

Courses may be repeated in order to earn a better grade. In all cases the most recent grade earned in a course is the one used in calculating the overall grade-point average; however, previous grades remain on the transcript followed by the word "Repeat." Consult your academic adviser before repeating a course. Students are required to pay normal tuition charges for all repeated course work.

Substituting Courses

In unusual cases, it may not be possible to repeat a course if a student wishes to do so. In certain circumstances, students may petition to substitute one course for another they have already taken, as long as the subject matter of both courses is substantially alike. With the approval of the student's academic adviser and the agreement of the department that offered the first course taken, a grade received in the new course will be

labeled “Substitute” on the transcript and will be treated in the grade-point average (GPA) calculation as a “repeat” grade, as described above. The original grade will remain on the student’s Northeastern transcript. Consult your academic adviser before enrolling in any proposed substitute course. Students are required to pay normal tuition charges for all substitute course work.

Clearing an Academic Deficiency

An academic deficiency occurs when a student fails to complete a course with a satisfactory grade. The deficiency may occur because the student has failed the course or because the student has passed the course but with a grade that does not meet the minimum required by the student’s program.

Students who have academic deficiencies may be required to clear them before progressing within the curriculum, especially if the course work is a prerequisite for future course work. Deficiencies can affect the student’s expected year of graduation.

With the approval of the appropriate program faculty and/or academic adviser, students can clear deficiencies in the following ways:

1. Repeat the same course at one of Northeastern’s colleges, which will result in a “repeat” grade (see “Repeating Courses” policy above).
2. Substitute a comparable course at one of Northeastern’s colleges, which will result in a “substitute” grade (see “Substituting Courses” policy above).
3. Under special circumstances, a student may be advised to take a preapproved course at Northeastern’s School of Continuing and Professional Studies or at another institution outside Northeastern University. The original grade will remain on the student’s Northeastern transcript and will still be used in the calculation of the GPA.

Dean’s List

A dean’s list, or honors list, is issued at the end of each fall and spring semester containing the names of students who have a 3.250 grade-point average or higher with no I grade or grade below C–. Students who are on any form of probation, who are enrolled in a course on a pass/fail basis (except where there is no alternative or where required by the program), or who are not carrying a full load as determined by their undergraduate college are not eligible. With a few exceptions as approved by the respective colleges, a full load for fall and spring semesters is considered to be a minimum of four courses or 16 semester hours.

Grade-Point Average

Numerical equivalents for scholastic averages are weighted according to the number of hours the course carries. For example, suppose a student receives a grade of B in a course carrying 4 semester hours and a grade of A in a course carrying 1 semester hour. The weightings for these example courses are as follows:

Grade	Numerical Equivalent	Semester Hours	Weight
B	3.000	4	12
A	4.000	<u>1</u>	<u>4</u>
Totals:		5	16

The grade-point average for both courses would then be the total weight (16) divided by the total semester hours (5), or 3.200. Grades of X, I, IP, S, and U are not included in the calculation of the grade-point average. Please see page 14 for a complete list of grades and numerical equivalents.

Grade Reports

Grades are mailed to students approximately three days after the end of each semester. Grades are also available on the Telephone Voice Response System (617.373.8000), the myNEU Web Portal (myneu.neu.edu), and the on-campus student services kiosks. A missing grade (“*” on grade report) means that none was received from the instructor.

Transcripts

Official transcripts are available upon request at the Transcript Office, 118 Hayden Hall, during regular business hours. Written requests for official transcripts can be mailed to: Transcript Office, 118 Hayden Hall, 360 Huntington Avenue, Northeastern University, Boston, MA 02115-5000. Fax requests are also accepted at 617.373.5351; however, official transcripts are delivered only in person and by mail, not by fax. For further information on what needs to be included in the fax request, please visit www.registrar.neu.edu and click on “transcript requests.” All questions concerning transcript requests should be directed to the above address or to 617.373.2199, TTY 617.373.5360. Currently enrolled students may obtain unofficial transcripts from the myNEU Web Portal (myneu.neu.edu) and at the on-campus student services kiosks.

EXAMINATIONS

Final examinations are held during the last week of each semester. An examination schedule is posted on the Web at www.registrar.neu.edu. It is the student’s responsibility to know the time and location of each of his or her examinations.

- Students who have a final examination conflict (two examinations at the same hour or three examinations in one day) should go to the Office of the Registrar, 120 Hayden Hall, within the first two weeks of classes.
- Instructors may not give more than one half-hour examination in the week prior to final examinations.
- Final examinations must be held when scheduled by the Office of the Registrar.
- Students must adhere to instructor’s rules of conduct during examinations.
- Students who have concerns about exams scheduled during the final week of classes, rescheduling of final examinations, or conduct during an examination should report their concerns to their college student services office, who will in turn notify the vice provost for undergraduate education.

ACADEMIC PROGRESSION STANDARDS

Academic Status

Academic progress of all freshmen is reviewed by academic advisers at the end of each semester of the freshman year. Students are notified soon after final grades are posted if there are concerns about academic progress in any or all of the following areas: (1) overall GPA; (2) semester hours successfully completed; and (3) failing or near-failing grades in courses that are required for progress in the major.

Students at Northeastern maintain good academic standing when they meet the following criteria: (1) have an overall GPA of 1.800 at the end of their freshman year and a minimum cumulative GPA of 2.000 at the end of each semester thereafter and (2) earn at least 12 semester hours in the semester just completed. Individual colleges may have additional requirements that are specified in each college section that follows.

In addition, many programs require that specific courses be successfully completed to progress to the next year. Students who do not make satisfactory progress will not graduate with their class and may be withdrawn. For more information about additional academic progression standards for each college, program, or major, refer to the curriculum guidelines that can be found in the college sections of this catalog.

Academic Probation

Full-time students who fail to meet the criteria for good standing described above will be placed on academic probation effective for the following semester. The action will appear on the internal record, but not on the transcript.

Academic Dismissal

Students who remain on probation after two full-term academic semesters may be dismissed from the University. This action may appear on the transcript at the end of the second probationary semester. Students may appeal this decision to the Academic Standing Committee of their college (see following section).

Academic Standing Appeals

Students may appeal academic standing status if they can provide documented evidence supporting an appeal. Generally, a student on probation may be granted no more than one additional full-term academic semester to meet the criteria for good academic standing. Students may appeal to the Academic Standing Committee in their college to review probation and dismissal cases.

Academic Eligibility for Participating in Student Organizations and Athletics

All students must have a minimum 2.000 overall grade-point average to be eligible for an elected or appointed leadership position in any student organization. Athletes must adhere to NCAA standards.

Repeating Courses to Clear Deficiencies

Please see “Repeating Courses” and “Clearing an Academic Deficiency” on pages 15 and 16.

GRADUATION REQUIREMENTS

To be eligible to receive degrees, graduating seniors must meet all academic and residency requirements. They must also clear all financial, cooperative education, and disciplinary deficiencies.

University-wide academic degree requirements are:

- Minimum of 128 semester hours to graduate with bachelor’s degree. Some programs have higher semester-hour requirements.
- An overall GPA of 2.000.
- Satisfaction of the diversity requirement as specified for the student’s program.
- Completion of First-Year Writing (College Writing, or a two-course equivalent) and one Advanced Writing in the Disciplines (AWD) course with grades of C or better.

In addition, each program of study has specific academic requirements. These are specified for each program in this catalog.

Once they matriculate, students are expected to complete all course work for their degree at Northeastern, or an entity in a formal contractual, consortial, or partnership relationship with Northeastern, or at an approved study-abroad program. In some cases, in order to clear a deficiency, to permit students access to courses deemed by their respective advisers and colleges to be important for their educations but unavailable to them at Northeastern, or to remain on track for graduation, a student may petition their college for permission to take a course at another accredited institution.

Participation in study abroad in a student’s final semester may result in a delay in graduation due to calendar discrepancies across institutions.

Prior to completion of their program, students are expected to complete a graduation degree audit at their college’s Undergraduate Student Services Office.

Graduation with honors and selection as the class marshal (spring commencement only) are reserved for undergraduates who have completed 60 semester hours in residence. To graduate with honors, the student must meet the following GPA requirements.

Grade-point average	Honor conferred
3.250–3.499	Graduate with honor (<i>cum laude</i>)
3.500–3.749	Graduate with high honor (<i>magna cum laude</i>)
3.750–4.000	Graduate with highest honor (<i>summa cum laude</i>)

Attendance at commencement is optional. Information concerning commencement is mailed to all graduating seniors during the spring semester for spring commencement or

during the summer semester for fall commencement. Seniors who have been removed from the graduation list are notified if they fail to qualify for their degrees. No special notice is sent to students who do qualify.

REGISTRATION PROCEDURES

Students are expected to preregister for classes during the published registration times in the academic calendar. Freshmen may be preregistered for some or all of the courses they need. Most registration after the freshman year is accomplished through the Telephone Voice Response System (617.373.8000) or the myNEU Web Portal (myneu.neu.edu). Confirmations of class registrations are mailed to students prior to the start of classes. Students must complete “I Am Here” registration just prior to the start of classes in order to remain enrolled.

Course Prerequisites

Students are expected to meet prerequisites as listed in the course description of each course in which they enroll. Grades of F, U, I, X, or W in prerequisite courses do not normally fulfill requirements. Exceptions must be authorized by the instructor teaching the course.

Overload Policy

An overload occurs when a student is enrolled in more courses than prescribed by the program's curriculum. To register for an overload, students are advised to consult their academic adviser. Students who enroll in overload courses will be billed at the overload rate, 1/16 of the full-semester tuition for that semester per semester hour. Undergraduate full-time day students may register for an additional music ensemble course from the list of courses on page 10 without added charge as long as they are registered for a full course load.

Reduced Load Policies

A tuition adjustment is made for full-time undergraduate students when they register for fewer than 12 semester hours in full semesters and 6 semester hours in half semesters. No rebate or credit is granted when a student voluntarily drops a course. A reduced load may impact the student's housing, financial aid, visa status, and health insurance. Students should consult applicable departments before committing to a reduced load. Students who take a reduced load will be billed at the underload rate, 1/12 of the full-semester tuition for that semester per semester hour.

Declaring Majors and Minors

Undergraduate students generally declare their majors upon admission to the University or in the spring semester of their freshman year. Majors are described under the various schools and colleges in this catalog.

Students should submit a petition form to earn a minor as early as possible, and no later than the end of the junior year, by applying to the department offering the minor.

Double Major or Dual Major, Double Degree, Second Baccalaureate

Double Major or Dual Major

Students may earn a double major or dual major by completing all requirements for two majors in one college (double major) or the dual major program specified in this catalog. Students completing a double major or dual major receive one diploma. The double major or dual major is noted on the transcript.

Double Degree

To earn two degrees from different colleges, a student must complete all the requirements for both degrees. Two diplomas will be awarded and both degrees will be noted on the transcript.

Second Baccalaureate

To earn a second baccalaureate, a student must complete all the requirements for the degree and must complete 30 semester hours beyond the semester-hour requirement for the first baccalaureate degree. A second diploma will be awarded and the second degree will be noted on the transcript.

Internal Transfers

Students wishing to transfer to another college within Northeastern University should consult the internal transfer program information located on the Registrar's Web site (www.registrar.neu.edu/itp.html). Transfer to another college is not automatic but is based on a number of factors, including academic achievement and availability of space. Deadlines are at the discretion of the colleges.

Students who wish to change majors within the same college should consult the student services office of that college.

Transfer Credits for Current Students

With the approval of the college student services office, students may take courses in Northeastern's part-time engineering program or in one of the graduate schools. The courses and grades may be recorded on the transcript at the discretion of the student's college.

Students who wish to take courses at another institution and transfer the credit to Northeastern must obtain prior approval from the college student services office. The Office of the Registrar validates accredited institutions to ensure credit transferability. The student must earn a C (2.000) or better for a course to be considered for transfer. The same principles apply to students who wish to take courses at Northeastern's School of Professional and Continuing Studies or Lowell Institute School.

Special Students

Students who are not enrolled at Northeastern University may petition the college student services office to take courses on a semester-by-semester basis. Approval is based on the student's academic qualifications and on the availability of class space. If the college student services office approves the course enrollment, the student pays the bill and then returns the completed forms to the Office of the Registrar.

Taking a Course while on Co-op or on Summer Vacation

Students who wish to take a course while on co-op or on summer vacation must complete an appropriate form in their college student services office before the term begins. Students on co-op should complete the petition registration form, and students on summer vacation should complete the summer-only petition registration form. Students who do not file the appropriate form will be dropped from their preregistered courses. Students who take a course while on co-op will be billed the overload tuition rate. Students who take a course while on summer vacation will be billed at the underload tuition rate. (See "Overload Policy" and "Reduced Load Policies" on page 18.)

Dropping Courses

Not attending class does not constitute withdrawal. Students receiving a grade of NE in any course are responsible for the costs associated with that course. Students must drop courses using processes described below:

In Fall and Spring Semesters

- Through the third week of the semester, students may withdraw without any grade being posted to the transcript. Courses may be dropped using the Telephone Voice Response System (617.373.8000) and the myNEU Web Portal (myneu.neu.edu).
- Between the fourth and eleventh week, students must complete a course drop form (available at the Office of the Registrar or the college student services office), and have it signed by their instructor and by a representative of either their college student services office or the department that offers the course. Students must return the original copy to the Office of the Registrar and keep a copy for themselves. Course withdrawals during this time are indicated by a W on the student's record. A faculty member may choose not to sign a course withdrawal form if a student was involved in any kind of academic dishonesty in the class. No financial adjustment is made for courses receiving a W grade.
- After the eleventh week, no withdrawals are accepted for any reason. A letter grade for the course will be posted on the transcript.
- Dropping below full-time enrollment (12 semester hours for fall and spring semesters) may affect financial aid, health insurance eligibility, and the maintenance of proper non-immigrant visa status.

In Summer Half Semesters

- Through the second week of the half semester, students may withdraw without any grade being posted to the transcript. Courses may be dropped using the Telephone Voice Response System (617.373.8000) and the myNEU Web Portal (myneu.neu.edu).
- Between the third and fifth week, students must complete a course drop form (available at the Office of the Registrar or the college student services office), and have it signed by their instructor and by a representative of either their college student services office or the department that offers the course. Students must return the original copy to the Office of the Registrar and keep a copy for themselves. Course withdrawals during this time are indicated by a W on the student's record. A faculty member may choose not to sign a course withdrawal form if a student was involved in any kind of academic dishonesty in the class. No financial adjustment is made for courses receiving a W grade.
- After the fifth week, no withdrawals are accepted for any reason. A letter grade for the course will be posted on the transcript.
- Dropping below full-time enrollment (8 semester hours for summer half semesters) may affect financial aid.

Late Admission to a Course

Students may petition to register for a course after the normal "class add" period. Permission may be granted if seats are available and at the discretion of the instructor. If students are not already registered for a full course load, late admissions may jeopardize full-time status.

Forms for late admission are available at the Office of the Registrar and the college student services office.

PERSONAL INFORMATION

Change of Name

Report all name changes to the Office of the Registrar immediately. This is especially important when students marry and wish to use a new name on University records.

Change of Address

Report all address changes via the myNEU Web Portal (myneu.neu.edu) or in person at the Office of the Registrar or Office of Student Accounts. Both the permanent home address and the local address are required. International students must also report any changes of address to the International Student and Scholar Institute (ISSI) within ten days in order to ensure compliance with SEVIS requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA for Students—General Information

FERPA is a federal law that applies to educational institutions. Under FERPA, schools must allow students who are 18 years or over or attending a postsecondary institution:

- access to their education records
- an opportunity to seek to have the records amended (see the Student Handbook for this procedure)
- some control over the disclosure of information from the records

FERPA General Guidance for Parental Disclosure

When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

If you are an undergraduate day student and you choose not to share information with your parents, Northeastern will, if asked, indicate that you have restricted access to your records.

Release of Directory Information

The primary purpose of directory information is to allow Northeastern University to confirm attendance for employers, health insurance companies, and loan agencies. Northeastern may disclose appropriately designated “directory information” without written consent, unless you have advised the University to the contrary in accordance with the procedures below. If you choose not to release directory information, all communications with all third parties and agencies will need to be done through your written request to the University or in person.

Northeastern Directory Information:

- College and major
- Dean’s List or other recognition lists
- Graduation degree(s) and honors
- Dates of attendance
- Sports activity participation, such as for soccer, showing weight and height of team members
- A playbill, showing your role in a drama or music production

If Northeastern currently has permission to release data and you do not want the University to disclose directory information without your prior written consent, you must notify the University by coming to the Office of the Registrar, 120 Hayden Hall.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within forty-five days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. At Northeastern, the Office of the University Registrar, 120 Hayden Hall, administers FERPA.
5. Information concerning the following items about individual students is public and the offices listed below have the most accurate and up-to-date information:
 - **Office of the Registrar**
(120 Hayden Hall)
Full name, major field of study, dates of attendance, class year, degrees and awards received, most recent previous educational institution attended.

- **Department of Athletics**
(219 Cabot Physical Education Center)
Participation in formally recognized University athletics, weight and height of members of athletic teams.
- **Student Activities**
(228 Curry Student Center)
Participation in officially recognized University activities and student organizations.

Additional Information

Additional information can be obtained at the following Web site:

www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

or by writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

FERPA and the USA Patriot Act

The USA Patriot Act preempts FERPA, described above. The act provides federal law enforcement agencies access to otherwise confidential student records upon the presentation of specified authority. The act also says that the University cannot notify the individual whose records or information is being sought that the request has been made. All requests for student information made under the authority of the USA Patriot Act are handled by the Office of University Counsel, 115 Churchill Hall.

STUDENT RIGHT-TO-KNOW ACT

For information about the Student Right-to-Know Act, please visit www.registrar.neu.edu/right-to-know.html.

UNIVERSITY WITHDRAWAL

Students seeking to withdraw from the University for any reason should contact the student services office of their college.

Students may be withdrawn from the University for financial, disciplinary, academic, or health reasons. In the last case, the vice president for student affairs will review the recommendations of the director of health services to determine whether the student should withdraw. Withdrawals are made only when it is determined that the student is a danger to himself or herself or to other members of the University community, or when the student has demonstrated behavior detrimental to the educational mission of the University.

International students should discuss maintenance of proper U.S. immigration status with an adviser at the International Student and Scholar Institute before requesting or after having been placed on withdrawal.

LEAVE OF ABSENCE

General Leave of Absence Policy

Students who wish to take a leave of absence are encouraged to apply for the leave by filling out the proper petition with their college one month prior to the start of the effective semester. The usual limit for a leave of absence is for one or one and a half academic semesters (a semester plus a half semester). A leave of absence, if approved, will take into account the following conditions:

- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program.
- Students must return to classes, not co-op.
- Students must be currently enrolled in academic courses or co-op. If a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved.
- Students who receive financial aid should meet with a financial aid counselor before going on a leave.
- Students in University housing should refer to the Office of Residential Life for policy information.
- Students' enrollment status cannot include more than one academic year of consecutive nonclass enrollments.

Students returning from an approved leave of absence must submit a notification of intent to return to their college student services office no later than one month prior to the start of the semester in which they intend to return. Students are required to preregister for courses upon returning from a leave of absence.

Emergency Leave of Absence

Emergency leaves may be granted when a student cannot continue attending class after the start of the term but is confident that he or she will reenroll at the University in a future term. Northeastern's emergency leave policies state that all tuition paid for such periods of leave will be held by the University and applied to future charges. (Northeastern has a prorated refund policy during the first weeks of each full term. Students who cannot continue during this time may wish to seek a prorated refund rather than apply for an emergency leave of absence.) Outstanding balances (including unpaid balances) for the academic term in which the leave is taken are still due the University during that term. Financial aid recipients must contact their financial aid counselor to understand the effects on aid received.

Students who take leaves should be aware that more than six months on leave will cause many student loans to go into repayment. After six months on leave, students will be withdrawn from the University.

Emergency leave petitions are available in college student services offices and specify the conditions and procedures under which such leaves may be granted.

Medical leave petitions must be initiated at University Health and Counseling Services. Medical leave is an option available to those Northeastern students who become seriously ill or injured during the semester. A student who develops a major medical condition that precludes class attendance, completion of requirements and/or co-op, and wishes a medical leave must first contact the University Health and Counseling Services Medical Leave Team.

Students who wish to reenter the University following a medical leave must contact the Medical Leave Team to initiate reentry no sooner than four or later than two weeks before the start of classes. The reentry process will be explained, the academic program notified, and a decision made within two weeks of receipt of all required documentation.

More specific procedures and information about the medical leave and reentry can be found at www.uhcs.neu.edu.

Leave of Absence Due to Military Deployment

When a student in the U.S. Reserves or in the National Guard is called to active duty or when an international student is called to active duty in his or her home country, the student must notify his or her college student services office and provide proof of deployment prior to being deployed. The proof may be faxed, mailed, or hand-carried to the college student services office, which will ensure that the information is conveyed to the registrar's office. It may take the form of general orders cut by the company commander.

When a student is activated during the semester, the University will:

- excuse tuition for that semester. Any payment made will be credited to the student's account.
- expunge the student's record of registration so that the student is not penalized for being called to active duty.

If a student is called to active duty near the end of the semester, the student and faculty members may determine that incomplete (I) grades are more appropriate. In this case, tuition will not be waived.

When a student returns to the University after completion of the tour of duty, he or she will notify the college student services office, which will in turn notify the registrar's office. The college student services office will assist the student with reentry and registration.

Leave of Absence for International Students

International students should discuss maintenance of proper U.S. immigration status with an adviser at the International Student and Scholar Institute before requesting a leave of absence.