

# Northeastern University

## Bouvé College of Health Sciences



# UNDERGRADUATE INFORMATION MANUAL

This manual does **NOT** include all the information you need to know about your program of study and the policies of the College or the University. It is not intended to duplicate other University publications that are accessible to all students, or those provided by your program Department or School. Therefore, you should use this manual in conjunction with other published materials. Please consult the current academic year [Northeastern University Undergraduate Catalog](#), [Undergraduate Student Handbook](#), and the [Co-op Student Handbook](#), and your individual program materials about scholastic policies and regulations, curriculum plans, and clinical requirement procedures.

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# ***Dean's Message***

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Welcome to the Bouvé College of Health Sciences! The faculty, staff and students of Bouvé are delighted that you have chosen a career in the health professions and are very confident that you will thrive here. Our academic offerings are of the highest quality and undergo regular updates to respond to the needs of our students and society.

You are the future leaders of healthcare and you will have many opportunities to work with top-notch faculty, world-renowned researchers, and outstanding co-op employers in diverse communities, as you serve others and make your marks in the world. Northeastern is on a trajectory of accelerated excellence and you will be an important contributor to our dynamic learning environment and our institutional reputation. We know that you have a record of success and we are here to facilitate the next phase of your educational journey.

You will soon see how deeply committed we are to Northeastern's promise to provide a student-centered education. You will be challenged to develop the clinical, academic and interpersonal skills needed to become leaders in our ever-changing healthcare environment. You will learn the value of teamwork through integrated approaches to healthcare in classroom, laboratory and experiential settings. Our faculty includes dedicated student mentors who also make discoveries in practice and science, develop and advance policies that shape healthcare, and translate and apply knowledge. Faculty and students work together in teams to learn, serve, discover, explore, invent, and inspire.

We invite you to take full advantage of this unique learning experience. I look forward to meeting you and working with you in the years ahead.

Sincerely,

John R. Reynolds, Pharm.D.  
Interim Dean, Bouvé College of Health Sciences

# ***Mission Statement***

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The mission of The Bouvé College of Health Sciences (BCHS) is to inspire and create the next generation of interprofessional healthcare leaders for the wellbeing of our global community. We seek to embrace the diversity inherent in humanity and capitalize on our opportunity to educate students, and generate and disseminate new knowledge for the betterment of health and healthcare for people everywhere.

There are four areas of excellence that are our cornerstones here at Bouvé:

**Drug Discovery, Development, and Diagnostics:** Our Center for Drug Discovery; our Inflammation and Tissue Protection Institute; and our Center for Pharmaceutical Biotech and Nanomedicine are sources of great pride for Bouvé and Northeastern. In each of these centers, we're performing breakthrough research every day to provide cures for illnesses and working to provide medications to those who need them.

**Urban Population Health:** Our vision here is wide reaching, but critical; it includes funded research that addresses areas like:

- Air, water, and food quality management issues;
- The control of infectious diseases;
- The prevention and treatment of chronic diseases;
- Illnesses associated with the built environment; and
- Health threats connected to density due to poverty, including substance abuse, community violence, and potential of international terrorism.

Within this initiative, we will continue to recruit leading researchers and professors to address and eliminate disparities in health status and healthcare access.

**Self Care/Self Management:** As computer devices and applications become more readily available to the consumer, healthcare researchers have begun to explore the use of technology and its impact on the health experience of the public. Examples include the relationship between diabetes self-care and glycemic control, calorie count applications and dietary intake, feedback mechanisms from personal devices that allow individuals to understand their cardiac risk factors and mechanisms for monitoring and managing individual response. At Bouvé, we're partnering with our colleagues in Engineering, Information Science, and Social Sciences, and even with the Law School.

**Life Span/Healthy Aging:** Our vision is simple: we believe that everyone, from all walks of life, deserve to age safely and with dignity. Topics we're researching include obesity reduction, elder abuse prevention and

management, caregiver and social support for older adults, and the effect of hospitalization on the wellbeing of geriatric patients.

We aim to be a center of excellence in health professional education, research and service. The structure of the College fosters cross-disciplinary interaction among the 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 develop individuals' skills to be effective healthcare providers, and to instill in our graduates a commitment to life-long learning.

# ***Organizational Structure***

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The Dean's Office is located in 215 Behrakis Health Sciences Center. John R. Reynolds, Pharm.D, is the Interim Dean of the College. Jeanine Mount, PhD, RPh, is the Associate Dean for Academic Affairs.

In the School of Health Professions, there are three undergraduate majors: Health Science, Physical Therapy and Speech-Language Pathology and Audiology. Each major has a program director or department chair (please refer to "College and School Administrators," pages 8 and 9).

The Physical Therapy program admits students as undergraduates but culminates in the clinical doctoral degree, DPT. This post-baccalaureate degree is awarded to students pursuing studies in physical therapy. Students also earn a Bachelor of Science in Rehabilitation Science at the end of the fifth year. Maura Iversen, PT, DPT, SD, MPH, FNAP, FAPTA is Professor and Chairperson of the Department of Physical Therapy, Movement, and Rehabilitation Sciences.

The School of Pharmacy has two departments: the Department of Pharmaceutical Sciences and Department of Pharmacy and Health Systems Sciences. The departments offer the first professional degree, Doctor of Pharmacy (PharmD), and master's and doctoral degrees related to the discipline of pharmacy. The PharmD program admits students as undergraduates but culminates in the clinical doctoral degree. Students in the undergraduate PharmD program also earn a Bachelor of Science in Pharmacy Studies at the end of the fifth year. David Zgarrick, PhD, is the Acting Dean of the School of Pharmacy.

The School of Nursing offers baccalaureate, master's, and Ph.D. programs in nursing. Nancy Hanrahan, PhD, RN, FAAN, is the Dean of the School of Nursing.

# ***College and School Administrators***

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**John Reynolds**, PharmD – Interim Dean  
215 Behrakis, (617) 373-3323, j.reynolds@neu.edu

**Kathleen Cotter** – Associate Dean & Director, Bouvé Development  
215 Behrakis, (617) 373-2637, m.appel@neu.edu

**John L. Griffith**, PhD – Associate Dean, Research  
110 Behrakis, (617) 373-7516, jo.griffith@neu.edu

**Jeanine Mount**, PhD, RPh – Associate Dean, Academic Affairs  
120 Behrakis, (617) 373-6913, j.mount@neu.edu

**Anne M. Sullivan**, MEd – Assistant Dean, Administrative Affairs  
215 Behrakis, (617) 373-3803, an.sullivan@neu.edu

**Christine E. Letzeiser**, PhD, RN – Assistant Dean, Student Services & Enrollment Management  
120 Behrakis, (617) 373-5202, c.letzeiser@neu.edu

**Moira Mannix**, MA – Director, Bouvé Cooperative Education  
203 Robinson, (617) 373-3422, m.mannix@neu.edu

## ***School of Health Professions***

### **Departments/Programs**

#### *Health Science Department*

**Carmen Castaneda Sceppa**, MD, PhD – Chair  
316 Robinson, (617) 373- 5543, c.sceppa@neu.edu

#### *Physical Therapy, Movement, and Rehabilitation Sciences Department*

**Maura Iversen**, DPT, DS, MPH – Chairperson and Associate Dean  
301 Robinson, (617) 373-5996, [m.iversen@neu.edu](mailto:m.iversen@neu.edu)

#### *Communication Sciences and Disorders Department*

**Ennio Mingolla**, PhD – Chair  
151B Forsyth, (617) 373-5811, e.mingolla@neu.edu

**Lorraine Book**, PhD – SLP Program Director  
505L Behrakis, (617) 373-7577, l.book@neu.edu

## ***School of Nursing***

**Nancy Hanrahan**, PhD, RN, FAAN – Dean  
102 Robinson Hall, (617) 373-3649, n.hanrahan@neu.edu

## ***School of Pharmacy***

**David Zgarrick**, PhD – Acting Dean

140 The Fenway, R218F, (617) 373-4664, d.zgarrick@neu.edu

**Jenny A. Van Amburgh**, BS Pharm, PharmD, CDE. – Assistant Dean for Academic Affairs

140 The Fenway, X205, (617) 373- 7444, j.vanamburgh@neu.edu

### **Programs**

*Department of Pharmaceutical Sciences*

**Mansoor Amiji**, PhD – Chair

140 TF, Room 156, (617) 373-3137, m.amiji@neu.edu

*Department of Pharmacy Practice*

**Michael Gonyeau**, PharmD – Interim Chair

140 The Fenway, R218B, (617) 373- 5127, m.gonyeau@neu.edu

# **Office of Student Services**

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120 Behrakis Health Sciences Center  
P: 617-373-3320 F: 617-373-8994

The Bouvé College of Health Sciences Office of Student Services (OSS) provides a broad range of transitional and developmental services and programs to assist Bouvé students in their academic studies and enhance their overall educational experience at Northeastern University from their first year through graduation.

Bouvé College strives to guide and support students in the successful achievement of their academic and professional goals. Our team of committed academic advisors is at the core of College initiatives designed to both support and promote student growth and self-reliance within the University community and the student's chosen profession. The OSS team serves as advocates for students and liaisons with College faculty and other University constituencies. Our multifaceted programs and services are designed to graduate individuals who are committed and responsible healthcare professionals with a devotion to self-directed life-long learning.

Bouvé understands that the student's first year of college is a milestone and seeks to make the transition from high school to college as smooth as possible. To facilitate this transition, the OSS offers a number of opportunities for students to establish a strong connection to Bouvé and the Northeastern community. Social and academic events complement the personalized advising each student receives within our office.

## ***The Bouvé Advising Team:***

Maegan Anyzeski, PharmD	Academic Advisor P: 617-373-3609 E: m.anyzeski@neu.edu
Erin Durkin, MS	Associate Director of Academic Advising & Academic Advisor P: 617-373-2312 E: e.durkin@neu.edu
Christine Letzeiser, PhD, RN	Assistant Dean of Student Services & Enrollment Management P: 617-373-5202 E: c.letzeiser@neu.edu
Courtney Lewis, MEd	Academic Advisor P: 617-373-2731 E: co.lewis@neu.edu
Julie Nguyen, MA	Academic Advisor P: 617-373-8767 E: ju.nguyen@neu.edu
Nicole Piscopio	Academic Coordinator P: 617-373-5733 E: n.piscopio@neu.edu

# ***Cooperative Education***

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Students are assisted in preparing for, engaging in, and reflecting on their co-operative education experiences by the BCHS co-op faculty. Each student works with a co-op faculty member who is assigned to a health science program. Refer to the Cooperative Education Handbook for further information about policies and procedures related to cooperative education experiences.

Physical Therapy	Moira Mannix, MA m.mannix@neu.edu	203 Robinson	(617) 373-3422
Health Science	Lisa Foster, MS l.foster@neu.edu	203 Robinson	(617) 373-3450
	Dierdre Jordan, MS d.jordan@neu.edu	203 Robinson	(617) 373-5496
SLPA	Lisa Foster, MS l.foster@neu.edu	203 Robinson	(617) 373-3450
Nursing	Jacki Diani, MEd j.diani@neu.edu	203 Robinson	(617) 373-3438
	Mary Carney, RN m.carney@neu.edu	203 Robinson	(617) 373-3416
Pharmacy	Robert Blaser, MS, RPh r.blaser@neu.edu	R130 140TF	(617) 373-3472
	Mark Yorra, EdD, MHP, RPh m.yorra@neu.edu	R130 140TF	(617) 373-3433

# Academic Standards

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## College Academic Standards

Students are responsible for following the curriculum plan for their major, pattern of attendance, and graduation year. Students are responsible for monitoring their own progress through the curriculum by registering for the courses stipulated by their curriculum plan, knowing course prerequisites, regularly checking the degree audit system, and knowing the sanctions for unsatisfactory academic progress. Any exceptions to a student's curriculum plan must be approved by their program and academic advisor.

## Academic Standards for Health Science Majors

Minimum passing grade standards exist for both professional courses, which are required courses taught within the major/college, and professional prerequisite courses, as highlighted below:

Course Type	Subject	Minimum Passing Grade
Professional	HSCI, HLTH, PPTH	C
Professional Prerequisite	BIOL, CHEM, MATH, PHYS	C-

Courses in the above listed professional or professional prerequisite subjects that are taken as electives are exempt from the C/C- or better rule and the University's minimum satisfactory grade will be accepted.

### ***For all other courses:***

The University's minimum passing grade for the course will be accepted. Please note: The University requires a minimum grade of C for ENGW 1111 and ENGW 3306.

### **Progression within Bouvé**

- First-year students must complete at least 27 semester hours and meet all major prerequisite course requirements to progress to sophomore status. First-year students who earn fewer than the semester hours stipulated by the curriculum plan for their major must make up the difference prior to graduation.
- To progress into the subsequent year of professional courses, students must have completed all professional prerequisites with the required minimum passing grade as noted in the chart above.
- To progress into the subsequent semester of professional courses, students must have completed all professional courses with a grade of C or better.
- Students who incur an incomplete grade in a prerequisite course must obtain approval from their academic advisor, upon consultation with the department faculty, and, when appropriate, the Health Science Academic Standing Committee prior to progression into the subsequent course(s).

## **Criteria for University Academic Probation**

*Please note: Notation of Academic Probation will appear on internal records but not on permanent transcript.*

Students in the Bouvé College of Health Sciences will be placed on academic probation effective the following academic semester for any of the reasons noted below:

### *First-Year Students:*

- Students who fail to attain an overall GPA of 1.800 at the end of each semester of their freshman year and/or fail to earn at least 12 semester hours in the semester just completed will be placed on academic probation effective for the following semester.

### *Upper-Year and Transfer Students:*

- Students who fail to attain a minimum cumulative GPA of 2.000 at the end of each semester and/or fail to earn at least 12 semester hours in the semester just completed and/or fail to meet the requirements for good academic standing for their major will be placed on academic probation effective for the following semester.

## **Academic Dismissal from Major**

Students in the Bouvé College of Health Sciences will be dismissed from their major effective the following academic semester for any of the reasons noted below:

- Failure to earn a grade of C or better in three professional courses, regardless of remediation. Lecture and clinical/lab components for the same class are considered as one professional course failure.
- Failure to earn the minimum required grade in the same course twice.

*Note:* Students dismissed from their major but who are otherwise in good standing with the University are allowed to remain at Northeastern University for up to two semesters as a provisional Bouvé student, by the end of which the student is expected to move into a new major.

## **Academic Dismissal from University**

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. In addition, students who have below a 1.000 GPA in any semester following their first semester or cumulatively may be dismissed at the discretion of their college. Students may appeal this decision to the Academic Standing Committee of their college. International students should consult with an advisor in the International Student and Scholar Institute to discuss the impact of an academic dismissal as it relates to nonimmigrant visa status.

## **Academic Appeals**

Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education decision may petition to appeal the decision. Refer to the Bouvé Undergraduate Student Manual, which details the Bouvé College of Health Sciences Appeals Process, and the Northeastern University Student Handbook, which details the University Undergraduate Student Academic Appeals Procedures.

## **Program Policies & Standards**

Students are expected to adhere to the policies and standards of their program as stated in the Bouvé Undergraduate Student Manual to progress through their curriculum as planned. Students seeking any exceptions to the Program Policies and Standards specified for their program major will be brought before the Health Science Academic Standing Committee to present their petitions.

## Academic Standards for Nursing Majors

Minimum passing grade standards exist for both professional courses, which are required courses taught within the major/college, and professional prerequisite courses, as highlighted below:

Course Type	Subject	Minimum Passing Grade
Professional	HLTH, HSCI, NRSG, PHSC	C
Professional Prerequisite	BIOL, CHEM, MATH	C
	PSYC 3404	C

Courses in the above listed professional or professional prerequisite subjects that are taken as electives are exempt from the C/C- or better rule and the University's minimum satisfactory grade will be accepted.

### ***For all other courses:***

The University's minimum passing grade for the course will be accepted. Please note: The University requires a minimum grade of C for ENGW 1111 and ENGW 3306.

### **Progression within Bouvé**

- First-year students must complete at least 27 semester hours and meet all major prerequisite course requirements to progress to sophomore status. First-year students who earn fewer than the semester hours stipulated by the curriculum plan for their major must make up the difference prior to graduation.
- To progress into the subsequent year of professional courses, students must have completed all professional prerequisites with the required minimum passing grade as noted in the chart.
- To progress into the subsequent semester of professional courses, students must have completed all professional courses with a grade of C or better.
- Students who incur an incomplete grade in a prerequisite course must obtain approval from their academic advisor, upon consultation with the department faculty and, when appropriate, the School of Nursing Academic Standing Committee, prior to progression into the subsequent course(s).

### **Criteria for University Academic Probation**

*Please note: Notation of Academic Probation will appear on internal records but not on permanent transcript.*

Students in the Bouvé College of Health Sciences will be placed on academic probation effective the following academic semester for any of the reasons noted below:

#### *First-Year Students:*

- Students who fail to attain an overall GPA of 1.800 at the end of each semester of their freshman year and/or fail to earn at least 12 semester hours in the semester just completed will be placed on academic probation effective for the following semester.

### *Upper-Year and Transfer Students:*

- Students who fail to attain a minimum cumulative GPA of 2.000 at the end of each semester and/or fail to earn at least 12 semester hours in the semester just completed and/or fail to meet the requirements for good academic standing for their major will be placed on academic probation effective for the following semester.

### **Academic Dismissal from Major**

Students in the Bouvé College of Health Sciences will be dismissed from their major effective the following academic semester for any of the reasons noted below:

- Students who do not meet the required minimum grade in two professional courses will be dismissed from the program. Only one professional course can be remediated.
- Remediation of a failed professional course is a requirement for progression in the program. Students who do not meet the minimum grade in the same course twice will be dismissed from the program. If a student fails a second professional course, dismissal for failure of two professional courses will take effect.

*Note:* Students dismissed from their major but who are otherwise in good standing with the University are allowed to remain at Northeastern University for up to two semesters as a provisional Bouvé student, by the end of which the student is expected to move into a new major.

### **Academic Dismissal from University**

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. In addition, students who have below a 1.000 GPA in any semester following their first semester or cumulatively may be dismissed at the discretion of their college. Students may appeal this decision to the Academic Standing Committee of their college. International students should consult with an advisor in the International Student and Scholar Institute to discuss the impact of an academic dismissal as it relates to nonimmigrant visa status.

### **Academic Appeals**

Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education decision may petition to appeal the decision. Refer to the Bouvé Undergraduate Student Manual, which details the Bouvé College of Health Sciences Appeals Process, and the Northeastern University Student Handbook, which details the University Undergraduate Student Academic Appeals Procedures.

### **Program Policies & Standards**

Students are expected to adhere to the policies and standards of their program major as stated in this Manual to progress through their curriculum as planned. Students seeking any exceptions to the Program Policies and Standards specified for their program major will be brought before the School of Nursing Academic Standing Committee to present their petitions.

## **Academic Standards for Pharmacy Majors**

Minimum passing grade standards exist for both professional courses, which are required courses taught within the major/college, and professional prerequisite courses, as highlighted below:

<b>Course Type</b>	<b>Subject</b>	<b>Minimum Passing Grade</b>
Professional	PHMD, PHSC	C
Professional Prerequisite	BIOL, CHEM, MATH, PHYS	C

Courses in the above listed professional or professional prerequisite subjects that are taken as electives are exempt from the C or better rule and the University's minimum satisfactory grade will be accepted. Those courses labeled "professional electives" (i.e. certain pharmacy courses), are subject to the C or better requirement.

***For all other courses:***

The University's minimum passing grade for the course will be accepted. Please note: The University requires a minimum grade of C for ENGW 1111 and ENGW 3306.

**Progression within Bouvé**

- First-year students must complete at least 27 semester hours and meet all major prerequisite course requirements to progress to sophomore status.
- To progress into the subsequent year of professional courses, students must have completed all professional prerequisites with the required minimum passing grade as noted in the chart above.
- To progress into the subsequent semester of professional courses, students must have completed all professional courses with a grade of C or better.
- Pharmacy students must receive a grade of C or better in all professional prerequisites, have satisfactorily completed all courses in years one (freshman year) and two (sophomore year) of the curriculum, and have a minimum GPA of 3.000 at the completion of the spring semester of the sophomore year to progress into the first professional year of the program. Pharmacy students who are admitted as freshmen in the Fall of 2016 and thereafter will be required to meet the above criteria and have an overall GPA of 3.000 or higher in professional prerequisites and professional courses (see earlier chart) at the completion of the spring semester of the sophomore year to progress into the first professional year of the program. In addition, students must demonstrate, through a personal interview, good verbal and written communication skills, understanding of the pharmacy profession, and a commitment to patient care, based on criteria set by the Doctor of Pharmacy program. Students must maintain an overall GPA of 3.000 or higher during the graduate phase of the Doctor of Pharmacy program.
- For pharmacy students, failure to earn a satisfactory grade (S) in a co-op will be counted as a professional course failure.
- Students interested in earning the Bachelor of Science in Pharmaceutical Sciences degree must be fully matriculated Northeastern University students at the time of application. See "Changing Majors (<http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/degrees-majors-minors/#changing>)" for more information.
- Students who incur an incomplete grade in a prerequisite course must obtain approval from their academic advisor, upon consultation with the department faculty and, when appropriate, the School of Pharmacy Academic Affairs Committee prior to progression into the subsequent course(s).

## **Criteria for University Academic Probation**

*Please note: Notation of Academic Probation will appear on internal records but not on permanent transcript.*

Students in the Bouvé College of Health Sciences will be placed on academic probation effective the following academic semester for any of the reasons noted below:

### *First-Year Students:*

- Students who fail to attain an overall GPA of 1.800 at the end of each semester of their freshman year and/or fail to earn at least 12 semester hours in the semester just completed will be placed on academic probation effective for the following semester.

### *Upper-Year and Transfer Students:*

- Students who fail to attain a minimum cumulative GPA of 2.000 at the end of each semester and/or fail to earn at least 12 semester hours in the semester just completed and/or fail to meet the requirements for good academic standing for their major will be placed on academic probation effective for the following semester.

## **Academic Dismissal from Major**

Students in the Bouvé College of Health Sciences will be dismissed from their major effective the following academic semester for any of the reasons noted below:

- Failure to earn a grade of C or better in three professional courses, regardless of remediation. Each specific professional course (with separate registration number) will be counted as a separate failure even if the content is related.
- Failure to earn the minimum required grade in the same course twice.
- Changing the expected graduation date more than twice.
- The School of Pharmacy (School) expects all students, faculty, and staff to conduct themselves in a professional manner. The School of Pharmacy has a Code of Professional Conduct (CPC) that applies to all students enrolled in any of the School's academic programs and participants in programs, events and activities affiliated with, sponsored by or sanctioned by the School. In addition, the CPC is applicable to all student nonacademic and extracurricular activities (regardless of whether such activities take place on or off campus) that have had or have the potential to have an adverse impact on Northeastern University, the Bouvé College of Health Sciences, the School, faculty, staff, students, or patients and staff at affiliated experiential education sites, or may affect a students' fitness for continued enrollment in the School or entry into professional practice in pharmacy.

*Note:* Students dismissed from their major but who are otherwise in good standing with the University are allowed to remain at Northeastern University for up to two semesters as a provisional Bouvé student, by the end of which the student is expected to move into a new major. If not moved into a new major by the end of two semesters, the student will be blocked from further registration.

## **Academic Dismissal from University**

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. In addition, students who have below a 1.000 GPA or fewer than 4 earned semester hours in any semester or cumulatively may be dismissed at the discretion of their college. Students may appeal this decision to the Academic Standing Committee of their college. International students should consult with an advisor in the International Student and Scholar Institute to discuss the impact of an academic dismissal as it relates to nonimmigrant visa status.

## Academic Appeals

Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education decision may petition to appeal the decision. Refer to the Bouvé Undergraduate Student Manual, which details the Bouvé College of Health Sciences Appeals Process, and the Northeastern University Student Handbook, which details the University Undergraduate Student Academic Appeals Procedures.

## Program Policies & Standards

Students are expected to adhere to the policies and standards of their program major as stated in this Manual to progress through their curriculum as planned. Students seeking any exceptions to the Program Policies and Standards specified for their program major will be brought before the School of Pharmacy Academic Affairs Committee to present their petitions.

## Academic Standards for Physical Therapy

Minimum passing grade standards exist for both professional courses, which are required courses taught within the major/college, and professional prerequisite courses, as highlighted below:

Course Type	Subject	Minimum Passing Grade
Professional	EXSC, HLTH, PHSC, PT	C
Professional Prerequisite	BIOL, PHYS, PSYC	C
	CHEM, MATH	C-

Courses in the above-listed professional or professional prerequisite subjects that are taken as electives are exempt from the C/C- or better rule and the University's minimum satisfactory grade will be accepted.

### ***For all other courses:***

The University's minimum passing grade for the course will be accepted. Please note: The University requires a minimum grade of C for ENGW 1111 and ENGW 3306.

## Progression within Bouvé

- First-year students must complete at least 27 semester hours and meet all major prerequisite course requirements to progress to sophomore status. First-year students who earn fewer than the semester hours stipulated by the curriculum plan for their major must make up the difference prior to graduation.
- To progress into the subsequent year of professional courses, students must have completed all professional prerequisites with the required minimum passing grade as noted in the chart above.
- To progress into the subsequent semester of professional courses, students must have completed all professional courses with a grade of C or better.
- Students who incur an incomplete grade in a prerequisite course must obtain approval from their academic advisor, upon consultation with the department faculty, and, when appropriate, the Department of Physical Therapy, Movement and Rehabilitation Sciences Academic Standing Committee prior to progression into the subsequent course(s).
- Students must receive the minimum passing grade as noted in the chart above for all professional prerequisites, have satisfactorily completed all academic courses in the pre-professional phase of the curriculum, have an overall GPA of 3.0 or higher and a science prerequisite GPA of 3.000 or higher, and have completed a minor or

its equivalent by the end of the summer 1 semester year two in order to progress into the professional phase of the Doctor of Physical Therapy program. In addition, students must maintain an overall GPA of 3.000 or higher during the professional phase of the Doctor of Physical Therapy program. The Doctorate of Physical Therapy will only be conferred on students who successfully complete the full 6 (six) years of the curriculum or its equivalent.

- To progress in the program, students must maintain acceptable standards of scholarship and academic performance as stated in the academic requirements section of this catalog. Students must develop appropriate motor skills, professional behaviors, and emotional maturity.

### **Criteria for University Academic Probation**

*Please note: Notation of Academic Probation will appear on internal records but not on permanent transcripts.*

Students in the Bouvé College of Health Sciences will be placed on academic probation effective the following academic semester for any of the reasons noted below:

#### *First-Year Students:*

- Students who fail to attain an overall GPA of 1.800 at the end of each semester of their freshman year and/or fail to earn at least 12 semester hours in the semester just completed will be placed on academic probation effective for the following semester.

#### *Upper-Year Students:*

- Students who fail to attain a minimum cumulative GPA of 2.000 at the end of each semester and/or fail to earn at least 12 semester hours in the semester just completed and/or fail to meet the requirements for good academic standing for their major will be placed on academic probation effective for the following semester.

### **Academic Dismissal from Major**

Students in the Bouvé College of Health Sciences will be dismissed from their major effective the following academic semester for any of the reasons noted below:

- Failure to earn a grade of C or better in three professional courses, regardless of remediation. Within the Doctor of Physical Therapy program, each specific professional course (with separate registration number) will be counted as a separate failure even if content is related.
- Failure to earn the minimum required grade in the same course twice.
- Students must maintain an overall GPA of 3.000 or higher during the professional phase of the Doctor of Physical Therapy program.
- Physical Therapy students will be permitted only two (2) changes in year of Doctor of Physical Therapy graduation. Any additional changes to year of graduation will result in the student being dismissed from the program.
- The Doctor of Physical Therapy program monitors and promotes the development of professional behaviors in physical therapy students in order to ensure appropriate professionalism in the classroom, local and global communities and clinical settings. Breach of adherence to these standards may result in dismissal from the program.

*Note:* Students dismissed from their major but who are otherwise in good standing with the University are allowed to remain at Northeastern University for up to two semesters as a provisional Bouvé student, by the end of which the student is expected to move into a new major.

### **Academic Dismissal from University**

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. In addition, students who have below a 1.000 GPA or fewer than 4 earned semester hours in any semester or cumulatively may be dismissed at the discretion of their college. Students may appeal this decision to the Academic Standing Committee of their college. International students should consult with an advisor in the International Student and Scholar Institute to discuss the impact of an academic dismissal as it relates to nonimmigrant visa status.

### **Academic Appeals**

Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education decision may petition to appeal the decision. Refer to the Bouvé Undergraduate Student Manual, which details the Bouvé College of Health Sciences Appeals Process, and the Northeastern University Student Handbook, which details the University Undergraduate Student Academic Appeals Procedures.

### **Program Policies & Standards**

Students are expected to adhere to the policies and standards of their program and major as stated in this Manual to progress through their curriculum as planned. Students seeking any exceptions to the program policies and standards specified for their program and major will be brought before the Department of Physical Therapy, Movement and Rehabilitation Sciences Academic Standing Committee to present their petitions.

## **Academic Standards for Speech-Language Pathology & Audiology**

Minimum passing grade standards exist for both professional courses, which are required courses taught within the major/college, and professional prerequisite courses, as highlighted below:

<b>Course Type</b>	<b>Subject</b>	<b>Minimum Passing Grade</b>
Professional	HLTH, SLPA	C
Professional Prerequisite	BIOL, MATH, PHYS, PSYC 1101	C-

Courses in the above listed professional or professional prerequisite subjects that are taken as electives are exempt from the C/C- or better rule and the University's minimum satisfactory grade will be accepted.

### ***For all other courses:***

The University's minimum passing grade for the course will be accepted. Please note: The University requires a minimum grade of C for ENGW 1111 and ENGW 3306.

### **Progression within Bouvé**

- First-year students must complete at least 27 semester hours and meet all major prerequisite course requirements to progress to sophomore status. First-year students who earn fewer than the semester hours stipulated by the curriculum plan for their major must make up the difference prior to graduation.
- To progress into the subsequent year of professional courses, students must have completed all professional prerequisites with the required minimum passing grade as noted in the chart.

- To progress into the subsequent semester of professional courses, students must have completed all professional courses with a grade of C or better.
- Students who incur an incomplete grade in a prerequisite course must obtain approval from their academic advisor, upon consultation with the department faculty, and, when appropriate, the Speech-Language Pathology and Audiology Academic Standing committee prior to progression into the subsequent course(s).

## **Criteria for University Academic Probation**

*Please note: Notation of Academic Probation will appear on internal records but not on permanent transcript.*

Students in the Bouvé College of Health Sciences will be placed on academic probation effective the following academic semester for any of the reasons noted below:

### *First-Year Students:*

- Students who fail to attain an overall GPA of 1.800 at the end of each semester of their freshman year and/or fail to earn at least 12 semester hours in the semester just completed will be placed on academic probation effective for the following semester.

### *Upper-Year and Transfer Students:*

- Students who fail to attain a minimum cumulative GPA of 2.000 at the end of each semester and/or fail to earn at least 12 semester hours in the semester just completed and/or fail to meet the requirements for good academic standing for their major will be placed on academic probation effective for the following semester.

## **Academic Dismissal from Major**

Students in the Bouvé College of Health Sciences will be dismissed from their major effective the following academic semester for any of the reasons noted below:

- Failure to earn a grade of C or better in three professional courses, regardless of remediation. Lecture and clinical/lab components for the same class are considered as one professional course failure.
- Failure to earn the minimum required grade in the same course twice.

*Note:* Students dismissed from their major but who are otherwise in good standing with the University are allowed to remain at Northeastern University for up to two semesters as a provisional Bouvé student, by the end of which the student is expected to move into a new major.

## **Academic Dismissal from University**

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. In addition, students who have below a 1.000 GPA in any semester following their first semester or cumulatively may be dismissed at the discretion of their college. Students may appeal this decision to the Academic Standing Committee of their college. International students should consult with an advisor in the International Student and Scholar Institute to discuss the impact of an academic dismissal as it relates to nonimmigrant visa status.

## **Academic Appeals**

Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education decision may petition to appeal the decision. Refer to the Bouvé Undergraduate Student Manual, which details the Bouvé College of Health Sciences Appeals Process, and the Northeastern University Student Handbook, which details the University Undergraduate Student Academic Appeals Procedures.

## **Program Policies & Standards**

Students are expected to adhere to the policies and standards of their program major as stated in this Manual to progress through their curriculum as planned. Students seeking any exceptions to the Program Policies and Standards specified for their program major will be brought before the Speech-Language Pathology and Audiology Academic Standing Committee to present their petitions.

# ***Program Requirements***

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## **School of Health Professions**

The School of Health Professions offers degree programs in Health Science (BS), Speech-Language Pathology and Audiology (BS and BS/MS and a BS with a minor in Early Intervention), and Physical Therapy (entry-level DPT).

### ***Health Science Program Requirements***

- First-year students must complete at least 27 SH and meet all major prerequisite course requirements in order to progress to sophomore status.
- In order to progress into the subsequent years of professional courses, students must complete all professional courses with a grade of C or better and all professional prerequisite course with a grade of C- or better.
- Students must declare a co-op plan by April 1st of the spring semester of year one.
- Students must have completed all curriculum requirements through the junior year to enroll in the fall semester of the senior year. Alternate plans need to be approved by the department through a petition submitted to the Health Science Academic Advisor in the Office of Student Services.

### ***Physical Therapy Program Requirements***

#### **Academic Requirements**

- A student may not repeat or remediate a failed class through a directed study. Students who do not satisfactorily complete a class in the professional phase of the program, are required to repeat the same professional course the next time the course is offered. Directed studies cannot replace a professional course or professional lab course. A student may enroll in a directed study only for purposes of furthering their learning on a specific content area, or as additional supplemental instruction as deemed appropriate by the faculty member and the Department of Physical Therapy, Movement and Rehabilitation Sciences' chair.
- Students who have successfully completed all undergraduate requirements and earned 174 credits are eligible to receive a Bachelor of Science in Rehabilitation Science.

#### **Clinical Requirements**

- All academic courses must be successfully completed prior to enrolling in Clinical Education courses.
- Students must receive a grade of 'S' satisfactory in all Supervised Clinical Education Courses.

- Refer to the statement on Practice Oriented or Clinical Course Requirements, Health Clearance Requirements for Clinical Rotations, and the Professional Conduct statement in the General Information section of this Manual.
- Additional information is available in the Clinical Education Student Manual of the Physical Therapy department.

### **Licensure Requirements**

- Students who have earned a Doctor of Physical Therapy degree are eligible to apply to sit for the Federation of State Boards of Physical Therapy (FSBPT) Licensure Examination. Students who plan to take the FSBPT should contact the Board of Registration for Physical Therapy in the state in which they wish to be licensed and request appropriate application materials.

### **Cooperative Education Requirements**

- The cooperative education assignment during the professional phase of the program must be successfully completed in a physical therapy setting under the guidance of a licensed physical therapist.

### **Change of Major Requirements**

- In addition to admission to the program as freshman, students may be admitted into the program prior to the beginning of the professional phase of the program, providing all appropriate prerequisite courses, number of credits, and minor or its equivalent are completed and grade and GPA requirements are met.

### **Essential Functions for Northeastern University Physical Therapy Students**

Physical therapy students must be able to perform, with or without reasonable accommodations, each of these essential functions in order to fully participate in our program and successfully complete the requirements for the DPT.

- **Cognitive Functions**

1. Comprehend, integrate and analyze complex information from the liberal arts, basic sciences, mathematics, psychological and clinical sciences and apply this information to professional course work.
2. Comprehend, integrate, analyze and apply information from written materials, demonstrations, lectures, class discussions, laboratory practice sessions, and real and simulated patients.
3. Effectively utilize information obtained from classroom, laboratory and experiential learning, and written materials to create interventions for real and simulated patients.
4. Access, critique and analyze information from the professional literature, clinical experience and patient preferences to provide evidence-based interventions.
5. Educate others including but not limited to: patients, students, colleagues, peers, the general public/community groups and other health professionals in a variety of venues using appropriate teaching and learning methods.
6. Determine the physical therapy needs of any patient with movement dysfunction.
7. Properly document physical therapy assessment, plan of care and produce any other documents necessary for any patient receiving physical therapy services.
9. Demonstrate management skills including strategic planning, organizing, supervising, delegating, managing resources, and adhering to legal/regulatory requirements.
- 10 Evaluate patient or community needs and create programs of prevention and health promotion in a variety of client populations and settings.

11. Advocate for patients and member of the community to improve access to health care and health outcomes.
12. Analyze the impact and influence of lifestyle, socioeconomic class, culture, beliefs, race, and abilities of patients and colleagues to develop appropriate and effective interventions.
13. Identify and analyze factors which affect the overall health of society, its healthcare policies, access, delivery and quality.
14. Assess environmental and personal factors that serve as facilitators or barriers to full community participation based on patient's goals.
15. Screen for psychosocial factors that affect patient function such as substance abuse, domestic violence and psychiatric conditions, and provide appropriate interventions.
16. Provide interventions for patients/clients and the community at large that is culturally appropriate and respectful of their preferences.

- **Affective and Communication Functions**

1. Establish professional, respectful, empathic relationships with individuals from a variety of lifestyles, cultures, ages, socioeconomic backgrounds and abilities, based on mutual trust.
2. Develop and maintain effective working relationships with professional colleagues, peers, patients/clients, families, and the general public.
3. Work effectively as part of an interdisciplinary team.
4. Effectively communicate with patients, families, colleagues and others by providing information that is appropriate for their culture, level of knowledge, and health literacy.
5. Identify the psychosocial impact of movement dysfunction and disability on the client and family; integrate these needs into all patient intervention or personal interactions.
6. Meet externally imposed deadlines and time requirements.
7. Effectively and consistently manage personal stress and the stress of others.
8. Effectively attend to people, information, and tasks in a complex, highly stimulating environment.
9. Practice in a safe, ethical, and legal manner, following guidelines as established by federal, state, and local law, the University, clinical facilities, the APTA, and related professional organizations.
10. Demonstrate responsibility for self-assessment and the development of a life-long plan for professional growth and development.
11. Accept responsibility for the consequences of one's own actions.
12. Respond to medical crisis and emergencies in a calm, safe, and professional manner.
13. Speak and write effectively in English to convey information to other individuals and groups.
14. Understand and interpret the verbal, non-verbal, and written communications of others and respond in an appropriate, professional manner.
15. Place the needs of the patient before the needs of the therapist.

- **Psychomotor Functions**

1. Safely, reliably, and efficiently perform appropriate physical therapy procedures to examine the functional skills and abilities of patients with motor dysfunction across the lifespan consistent with currently established best practices.
2. Safely, reliably, and efficiently perform physical therapy interventions consistent with currently established best practices for patients across the lifespan.
3. Effectively and consistently practice standard precautions.
4. Effectively perform CPR and emergency first aid.
5. Read instructions, manipulate and operate physical therapy equipment and monitoring devices.
6. Demonstrate appropriate body mechanics and react safely and appropriately to sudden or unexpected movements of patients.

7. Demonstrate the ability to work in an environment that requires physical activity and mobility in a way that does not compromise patient or therapist safety.

Reference: Ingram, D. (1997). Opinions of Physical Therapy Education Program Directors on Essential Functions, *Physical Therapy*, 77(1), 37-45.

## ***Speech-Language Pathology and Audiology Requirements***

Students must satisfactorily complete a Co-op experience that includes either the Spring semester and Summer 1 or Summer 2 and the Fall Semester. Undergraduate students graduating with a degree in speech-language pathology and audiology are required to complete 25 hours of observation of intervention and/or evaluation sessions by the time they graduate. These hours can be accrued as part of course work and in the on-campus Speech-Language-Hearing Center, as well as in off-campus clinics.

### **Transfer Requirements**

- In addition to admission to the program as freshman, students may be admitted into the program up to and including the second year providing all appropriate prerequisite courses and number of credits are completed. The observation requirement above also applies.

### **Accelerated Speech-Language Pathology (SLP) Program**

- Students can apply for the accelerated SLP program in the spring semester of their third year in the undergraduate program. The accelerated program is a special, intensive program for high-achieving and dedicated students who wish to complete their BS and MS in five years. At the end of the five years of study, students will graduate with a BS in Speech-Language Pathology and Audiology and an MS in Speech-Language Pathology. The SLPA Department requires that students complete the 25 hours of observation required PRIOR to direct contact with clients. Therefore, students who are accepted into the accelerated program will need to accrue these hours by the end of the fall semester of their fourth year.
- To remain in the accelerated program, students must maintain a 3.000 QPA. A grade of "B" or better is required in all SLPA department courses. If students fall below this level, or are considered academically or clinically at risk by the SLPA faculty, an academic/clinical review committee will meet with them to develop a plan to improve their performance.

### **Au.D. Plus 3 Program**

- Students can apply for the Au.D. Plus 3 Program in the fall semester of their third year in the undergraduate program. It is an intensive program for students who wish to complete their B.S. and Au.D. in seven years versus eight years. Students receive their B.S. degree at the end of their 4<sup>th</sup> year and then the Au.D. degree 3 years later.
- To remain in the Au.D. Plus 3 Program, students must maintain a 3.000 GPA with a grade of "B" or better in all graduate SLPA department courses. If students fall below this level, or are considered academically or clinically at risk by the SLPA faculty, a departmental review will be held and a remediation plan will be developed.

### **Early Intervention Minor**

- Students can apply for the BS with a minor in Early Intervention in the spring semester of their third year in the undergraduate program. The Early Intervention minor allows the student to earn a

certificate in Early Intervention; students who elect this interdisciplinary program of study will graduate with Provisional Certification as a Developmental Specialist in the state of Massachusetts. Following nine months of full-time employment in an early intervention setting, the student will have earned permanent certification as a developmental specialist in the state of Massachusetts.

## **School of Nursing**

### ***Bachelor of Science in Nursing Program Requirements***

The nursing program includes two options for entering freshmen:

- A 5 year track with three, 6 month co-ops, and
- A 4 year track with two, 6 month co-ops.

Students must declare by September 1 of third year, either the 5 or 4 year track.

Change-of-major students should access and follow the requirements found on the 'Bouvé College Change of Major Website' at <http://www.northeastern.edu/bouve/undergraduate/change-of-major/>. Accepted students will be assigned co-op semesters consistent with their new program plan.

Students must complete all co-op experiences planned in their academic program with a grade of 'S' for each co-op experience.

Students must complete 128 semester hours of academic credit successfully to graduate, in compliance with University and nursing curriculum requirements and their expected year of graduation.

Degree requirements must be completed within eight years from the date of matriculation

#### **Clinical Requirements**

- Students are required to attend all scheduled nursing classes, clinical experiences, and clinical labs on campus and in clinical agencies. If the student fails to meet attendance requirements, the student will fail the course.
- In accordance with the uniform policies of the program, students are required to purchase uniforms for their clinical rotations. All garments must be purchased from McGill's Uniform Company, the designated uniform supplier. Students may call McGill's Uniform Company at 1-603-627-3472 to order the uniform. There is also an annual visit to the campus by the company when the students can select or place their orders.
- The following items are included in the uniform:
  - 1 shirt, white with logo
  - 1 pants or skirt, navy
  - 1 jacket, blue
  - 1 long-sleeved turtleneck, blue (optional)
  - 1 name pin (clinical name pin)
  - White professional shoes (no clogs); student may purchase these independently.

- Students are required to wear the uniform that is consistent with the uniform regulations of the nursing program and those of their assigned clinical agency (for example, a lab coat over street clothes in a community health center; the required shirt and pants with a lab coat in the hospital).
- Students must show evidence of immunizations and health clearance by University Health and Counseling Services, documentation of CPR certification and complete a Criminal Offender Record Information (CORI) background check to be eligible for clinical placement. Please refer to page 26 (General Information section) for more information. Students will not be allowed into a clinical area until these processes are satisfactorily completed.
- Failure to pass the clinical experience component will result in failure in the course.
- Students may be removed from the clinical area before completion of the clinical rotation, if the instructor determines that the student is unsafe. This will result in the student failing the clinical course.
- Students should refer to Clinical Course Requirements, Health Clearance Requirements for Clinical Rotations and the Professional Conduct statement in the General Information section of this Manual.

### **Assessment, Technology, Inc. (ATI)**

All students are required to pay a fee for course participation in Assessment, Technology, Inc., beginning in sophomore year. This cost will be reflected separately on the bill one time per year for three consecutive years.

### **Clinical Warning**

A nursing student may be placed on clinical warning at any time during the semester for the following reasons:

- Not meeting clinical objectives at a satisfactory level.
- Being at risk for failing the clinical component, and thus, failing the course.
- Being at risk by failing to demonstrate safe practice.

#### *Conditions*

- Students on clinical warning must develop an academic plan with the clinical instructor to address clinical performance.
- Students will be expected to improve clinical performance by adhering to the plan.
- Failure to adhere to the terms of the plan will result in the student failing the course and being placed on academic probation. All conditions of academic probation will then apply.

#### *Notification*

- The clinical instructor will issue the student a Clinical Warning via the Faculty and Advisor Communication Tool (FACT) identifying the problem.
- The student and the instructor should then develop a plan together to address the deficiency.
- Copies of the warning will be forwarded to the student's Faculty Advisor if needed.
- A copy of the warning will stay in the student's electronic file.
- This is an administrative warning and will not be posted on the transcript.
- Satisfactory completion of the clinical experience component of the course will result in removal of the warning from the student's file.

## **State Board Nursing Examination**

The OSS academic advisor will notify students about filing for the National Council for Licensure Examination (NCLEX-RN), and assist students in the application and registration process to sit for the NCLEX-RN after graduation. The NCLEX-RN is designed to test knowledge, skills, and abilities essential to the safe and effective practice of entry-level nurses. The NCLEX-RN is administered by computer, using a method called computerized adaptive testing (CAT). Only students who have received their diploma are eligible to sit for the NCLEX-RN. Students who plan to take the NCLEX-RN in another state should contact the Board of Registration for Nursing in the state in which they wish to be licensed and request appropriate application materials.

## **Technical Standards for Admission, Academic Progression, and Graduation**

The primary mission of the school of nursing is to prepare nursing leaders for basic and advanced practice, thereby contributing to the health of the nation. The School of Nursing is also committed to achieving the goals of the university to become an outstanding national research, practice-oriented, student-centered, urban institution.

The goal of the School of Nursing is to prepare students to think critically and to practice nursing competently and compassionately in rapidly changing practice environments. All efforts are designed to build nursing knowledge, enhance nursing practice and patient safety, foster professional integrity, and ultimately improve the health outcomes of patients, families, and communities across the continuum of care.

In addition to classroom learning, students' clinical education experiences occur in settings, like hospitals, in which patient safety is the priority. For this reason, students who, upon enrollment in any of the nursing programs, seek accommodations from the Disability Resource Center (DRC) at NU must also request an assessment of accommodations that would be needed for clinical education.

Certain functional abilities are essential for the delivery of safe, effective nursing care during clinical education activities. Therefore, the School of Nursing has determined that certain technical standards are requisite for admission, progression, and graduation from the nursing programs. An individual must be able to independently, with or without reasonable accommodation, meet the following technical standards:

- (1) General abilities
- (2) Observation
- (3) Communication
- (4) Motor
- (5) Intellectual, conceptual, and quantitative abilities
- (6) Essential behavioral and social attributes
- (7) Ability to manage stressful situations

Individuals unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program.

*General Abilities:* The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

*Observational Ability:* The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. In addition, the student must be able to document these observations and maintain accurate records.

*Communication Ability:* The student must communicate both verbally and non-verbally in order to elicit information and to convey that information to others. Each student must have the ability to read and write accurately and comprehensively in English. The student must be able to thoroughly comprehend and fluently speak the English language so as to facilitate communication with patients, families, professionals in health care settings, instructors, and other students. The student must also be able to present information in a professional, logical manner and to provide counseling and instruction in order to effectively care for patients and their families.

*Motor Ability:* The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A student must develop the skills needed to perform or assist with procedures, treatments, administration of medication, and the management and operation of diagnostic and therapeutic medical equipment. The student possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical and classroom settings.

*Intellectual, Conceptual, and Quantitative Abilities:* The student must be able to develop and refine critical thinking skills that are essential to nursing practice. Critical thinking involves the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time-urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment.

*Behavioral and Social Attributes:* Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in the nursing programs. The student must be able to work under supervision of a clinical instructor or preceptor; this is essential to ensure patient safety. The student must exercise good judgment and promptly complete all responsibilities in the classroom and clinical settings. The ability to establish culturally competent relationships with individuals, families, and groups and to respond effectively to patients who have different intellectual capacities is critical to nursing practice.

*Examinations Disability and Special Needs:* Students with special needs are encouraged to contact the Disability Resource Center (DRC) in 20 Dodge Hall to register and request services. Students must notify the instructor at the beginning of the semester if they plan to use DRC services throughout the course. The staff in that office is available for assistance.

*Ability to Manage Stressful Situations:* The student must be able to adapt to and function effectively in stressful situations in both the classroom and clinical settings, including emergency situations. These stressors include personal, patient care/family, faculty/peer, and or program related issues.

# School of Pharmacy

## ***Program Requirements***

Pharmacy students are admitted with the expectation that by working with faculty, staff and each other, they will develop the knowledge, skills and attributes necessary for academic and professional success. Students follow academic progression plans for their respective years of graduation. Any deviation from the prescribed curriculum will require faculty/staff permission and an approved plan of study from the School of Pharmacy (SOP) Academic Affairs Committee.

The pharmacy curriculum includes introductory (cooperative education) and advanced pharmacy practice experiences. These experiences are provided primarily under the direct supervision of pharmacist preceptors and occasionally with other qualified healthcare professionals. The school is affiliated with many world-class practice sites locally and throughout the United States, providing students with access to experienced clinicians and scholars who facilitate their learning and professional development. Students should be prepared to travel outside of the Boston area to complete portions of their pharmacy practice experiences. Availability of a car may be required, as some sites are not accessible by public transportation. All expenses associated with pharmacy practice experiences, including travel and housing, are the responsibility of the student.

Introductory Pharmacy Practice Experiences (IPPEs) are competitive placements that are based on job availability in a geographic region. The placements are facilitated by SOP cooperative education coordinators. Students are required to complete one IPPE in a community setting and one IPPE in an institutional/hospital-practice setting.

Advanced Pharmacy Practice Experience (APPE) placements are provided based on site/preceptor availability and the final approval of the SOP Office of Experiential Education (OEE). Students may be able to petition the OEE for out-of-system APPEs; however, availability for such requests is limited.

### **Requirements for the APPE Program:**

1. Successful completion all required and elective didactic coursework in the pharmacy curriculum and conferral of the Bachelor of Science in Pharmacy Studies degree.
2. Successful completion of the APPE preparatory courses (PHMD 6438 & PHMD 6439).
3. Provide evidence of health clearance from University Health and Counseling Services before placements at any APPE site.
4. Satisfactory completion of any additional site-specific requirements including, but not limited to, criminal record information (CORI), vaccination certification (APhA), and verification of immunization status. All fees associated with these requirements are the responsibility of the student.
5. Students are subject to the school's and university's code of conduct policies while off-campus.
6. Successful completion of six 6-week APPEs: four required APPEs (i.e., ambulatory care, community, internal/general medicine, and one health system experience) and two electives that may be patient-care or non-patient-care focused.
7. Maintain sufficient knowledge of site-specific requirements (via site descriptions) and complete site requests within specified deadlines. Failure to complete these requirements as directed will likely result in delay of graduation.

8. Maintenance of an APPE portfolio throughout the APPE year and completion of all portfolio submission requirements within specified deadlines.
9. Attendance at scheduled on-campus APPE meetings during the APPE year: Fall semester: Midpoint APPE Meeting.

Students must complete all APPEs with an overall GPA of 3.000 or greater in the Bouvé College of Health Sciences Graduate Program to earn the Doctor of Pharmacy degree.

### **Technical Standards for the Doctor of Pharmacy Program**

The Doctor of Pharmacy program at Northeastern University is a rigorous and challenging academic program that requires students to possess specific characteristics and abilities within the cognitive, affective and psychomotor domains, referred to here as technical standards. To successfully progress in and ultimately complete the didactic, laboratory and experiential components of the Doctor of Pharmacy program, students must meet the following standards:

#### *Intellectual Abilities*

Students must have well-developed problem-solving and critical-thinking skills. Cognitive function must be appropriate to integrate, evaluate and apply information gained through measurement, analysis, calculation, and reasoning. Students must have the capacity to learn efficiently in classroom, laboratory, small group, and experiential settings, and through independent study. Students are required to demonstrate the ability to integrate course content knowledge with clinical practice applications to optimize medication therapy management.

#### *Communication Skills*

Students must be able to communicate effectively with colleagues, professors, patients, families, and healthcare providers. This includes efficiently comprehending, speaking, reading, and writing in English. Students must be able to process and use appropriate non-verbal cues and be proficient in the use of electronic communication media.

#### *Behavioral and Social Attributes*

Students must demonstrate maturity, integrity, honesty, compassion, and respect when relating to others. Students must have sufficient mental and emotional health to complete work and responsibilities using good judgment. Students must be able to tolerate and adapt to stressful workloads and situations, and modify behavior based on constructive criticism. Students must be able to function in accordance with the legal and ethical standards of practice.

#### *Observation and Motor Skills*

Students must have functional use of visual, auditory, and tactile senses. Students must be able to observe and perform experiments, physical assessments, patient interviews, and medication order processing. Students must be able to distinguish physical characteristics of medications by inspection. Students must have coordination of gross and fine muscular movements sufficient to perform pharmacy-related tasks including compounding and dispensing medications, administering medications, and using computers and other technology necessary for learning and professional practice. *Observation and Motor Skills*  
Students must have functional use of visual, auditory, and tactile senses. Students must be able to observe and perform experiments, physical assessments, patient interviews, and medication order processing. Students must be able to distinguish physical characteristics of medications by inspection. Students must have coordination of gross and fine muscular movements sufficient to perform pharmacy-related tasks

including compounding and dispensing medications, administering medications, and using computers and other technology necessary for learning and professional practice.

## ***General Information***

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Academic Petitions are submitted to the Office of Student Services (OSS), 120 Behrakis Hall, for consideration and approval and are used to request:

- Status corrections (change of year of study, pattern of attendance [POA], or major; leave of absence)
- Change in probationary status
- Transfer credit
- Withdrawal from the University
- Waiver of policy

### **Status Corrections**

#### *Year of Study*

- Students may need to change their year of study based on transfer credit or due to course deficiencies.
- A petition to change the year of study must be signed by the departmental advisor, the co-op advisor and the OSS academic advisor.
- The OSS has the authority to delay a student's graduation, based on deficiencies that require a change in the curriculum plan.

#### *Co-Op POAs*

- Students are assigned a co-op POA depending upon their program of study.
- Students remain in their assigned POA until graduation.
- Extenuating circumstances that necessitate a change in POA may result in a delay in graduation.

#### *Change of Major*

- Students wishing to change their major outside of Bouvé College should speak to an advisor in the OSS (120 BK), who can then assist them in making a referral.
- Students wishing to change their major within the College should access and follow the requirements found on the 'Bouvé College Change of Major Website' at <http://www.northeastern.edu/bouve/undergraduate/change-of-major/>.

#### *Leave of Absence*

- For Personal Leave of Absence and Medical Leave of Absence, please refer to the NU Undergraduate Catalog Full-Time Day Programs (<http://www.registrar.neu.edu/courses>)

### **Transfer Credit**

Once enrolled, students wishing to take a course outside the Undergraduate Day Program must petition for permission. A course description/syllabus may be required for review. If approved, students must earn a grade of "C" or better and present an official transcript to the OSS before transfer credit can be awarded.

### **Failure to Register**

Students who do not follow registration procedures or fail to register in accordance with their curriculum plan will be withdrawn from the University by the Registrar. Their withdrawal will be noted on their transcript as withdrawn not registered or withdrawn co-op.

### **Waiver of Policy**

Students who wish to appeal the application of academic policies, such as being placed on probation or being withdrawn from the program for low scholastics, may submit a petition to the Academic Standing Committee of their program or school. The Committee will review the student's petition according to the Operating Guidelines presented in Appendix A of this Manual. Refer to Appendix A and B for more information about the appeal process.

### **Grading Policies**

- Grading policies are established by the faculty teaching a course and should be reflected in the course syllabus.
- Only general electives may be taken on a pass/fail basis unless the course is designated as a pass/fail course. Any student NOT on academic probation may register for one pass/fail course per semester if the course is offered on a pass/fail basis. Electives taken to fulfill the NU Core may **not** be taken on a pass/fail basis. Students opting to take a course on a pass/fail basis are not eligible for Dean's List.

### **Repeating Prerequisite Courses with Labs**

#### *Biology and/or Anatomy & Physiology*

- Students are only required to repeat the failed component (lab or lecture). Students must fill out a "Use of Previous Grade" form with the instructor in order to use the grade of the previously passed component. Once the component is completed successfully, the grades are blended.

#### *Chemistry*

- Students are only required to repeat the failed component (lab or lecture). Once the component is completed successfully, the grade is "blended" with the grade of the component previously passed.

#### *Physics*

- Students are only required to repeat the failed component (lab or lecture).

### **Laboratory Safety**

For their own safety and the safety of those around them, students must adhere to certain regulations established for the operation and handling of potentially hazardous electrical and mechanical equipment, chemicals, and infectious agents. Since these regulations may differ slightly from laboratory to laboratory according to the materials being handled, the faculty will provide specific safety regulations and instructions for each laboratory course. For certain laboratories, the student may be required to purchase and use personal safety apparel such as laboratory coats or safety glasses. In every instance, the student must adhere to the laboratory's safety regulations. Failure to adhere to these regulations can have disastrous consequences, including the student being barred from laboratory participation.

## Minor Studies

For students majoring in related fields, minors are available in Exercise Science and Health Science. Students may also choose to minor in a department outside the Bouvé College of Health Sciences. Students should contact the appropriate department for further information.

## Insurance Coverage

### *Health Insurance*

Students are required to carry health insurance. If students are not covered by their own insurance, they may purchase it through Northeastern University.

### *Professional Liability Insurance*

Bouvé students are included in a group professional liability insurance plan that covers students only while they are in school, in a clinical experience, or in a cooperative education experience. There is no coverage for the following: operation of a motor-driven vehicle (automobiles, trucks, airplanes, farm equipment, and water craft, etc.), engaging in an unrelated business or profession, or part-time work.

## Clinical Course Requirements

- Courses offered at affiliated hospitals, clinicals, schools, or medical facilities involve contractual agreements with these agencies. Students assigned to hospitals or other institutions for instruction are expected to adhere to the rules and regulations of that agency. Failure to adhere to these rules may result in dismissal from that agency.
- Evidence of health clearance is required for clinical courses. All students, regardless of age, must have a current physical exam, tuberculin test, and documentation of immunity on file at University Health and Counseling Services and provide such documentation to their on-campus Clinical Coordinator/Clinical Placement Office. (School of Nursing students must provide evidence of health documentation utilizing an immunization tracker in order to ensure that documents are updated on a yearly basis.) More specific guidelines are available from [University Health and Counseling Services](#) in 135 Forsyth or from the individual program's clinical placement office. Guidelines may be updated periodically and students must meet the most current guidelines or they will not be allowed into a clinical area. Students must meet the health clearance requirements of their program **prior** to entering the clinical setting. This means that students must make arrangements for their physical exam and immunizations months before they are scheduled for a clinical course or rotation.
- Bouvé College students will need to have background checks done only if their assigned clinical agency requires it. Some sites may also require drug testing. The college contracts with a national company, [CastleBranch](#), to perform these checks/screenings. CastleBranch charges fees to conduct background checks/screenings which will vary depending on the type of background check needed. All fees will be paid by the student directly to CastleBranch.

All background check information is confidential. Results are posted to the CastleBranch website in a secure, tamper-proof environment. You will be able to view your own results on-line using a password. You will be contacted by your on-campus Clinical Coordinator only if there is a question about your results. Neither you nor they are required to reveal the actual results of your background

check to the clinical site or anyone else at the University. However, you may not be able to be placed at that clinical site based on the site's requirements.

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

- All students are required by law to respect the confidentiality of the patients' records to which they may be privy including, but not limited to, diagnostic tests performed, medical history, and medications prescribed.
- Students should be aware that, while participating in any form of clinical practice, they continue to be under the jurisdiction of the University setting. Any breaches of conduct committed by a student in a clinical setting that would be considered a cause for disciplinary action if the student were on campus shall also be considered a cause for disciplinary action against the student.
- Evaluation for these clinical courses will be based on established guidelines and policies which students will receive prior to the clinical component. Periodic performance evaluations will take place during the course of the semester. See specific program clinical policies and procedures handbook, or syllabi.
- The University is affiliated with numerous clinical sites across the country. Depending on the program, students may be required to travel outside of Massachusetts to complete clinical courses. Students are responsible for any costs associated with transportation and/or housing.

### **Professional Conduct**

The healthcare professions represented by the programs in the College require more of their members than simple mastery of technical knowledge and skills. Equally important is the ability to earn the respect and confidence of those who seek medical care. The nearly universal existence of codes of conduct, ethics, etc. 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 healthcare professions require individuals who conduct their activities in a manner that reflects a total concern for the well-being of the patient. Violations of ethical conduct may be grounds for dismissal from the program. Students are expected to learn and practice the conduct that is appropriate to their professions and promotes the physical and mental well-being of the patient.

# ***Appendix A***

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## ***Operating Guidelines of the Undergraduate Department/Unit Academic Standing Committee for Health Science, Nursing, Physical Therapy, and Speech-Language Pathology and Audiology***

### **Purpose of Committee**

- Each Department/Unit can convene an Academic Standing Committee (ASC) which acts on matters relating to the academic standing of undergraduate students in that Department/Unit. Issues pertaining to academic and co-op status, including but not limited to warning, probation, permission to resume studies, changes in requirements, and repeating courses, fall within the jurisdiction of the ASC.
- The Department/Unit ASC also considers student appeals relative to academic or cooperative education judgments by faculty, coordinators, or others acting on behalf of the University, when such appeals arise from a violation, misinterpretation, or inequitable application of the academic provisions outlined in the University Catalog, Cooperative Education Handbook, or Undergraduate Student Handbook.
- The Office of Institutional Diversity and Inclusion handles appeals arising from allegations of discrimination on the basis of sex, sexual orientation, race, color, age, religion, national origin, handicap, or marital status. If other allegations remain, at the conclusion of the Office of Institutional Diversity and Inclusion's inquiry, the student may refer them to the Dean for review by the ASC of the College.

### **Initiation of Action**

- Prior to submitting an appeal to the Department/Unit ASC, the student must attempt to resolve the problem with the faculty member, coordinator, or other individual acting on behalf of the University, according to procedures outlined in the Undergraduate Student Handbook.
- Students wishing to bring an appeal before the Department/Unit ASC must first consult with their advisor in the Office of Student Services (OSS) and submit a written appeal with the following information: name and status in program; the basis of the appeal (what rule/policy was violated); extenuating circumstances, if any, contributing to the situation (provide pertinent documentation); their intentions (make-up plans, etc.); and how they intend to accomplish their goal. This letter or form must also include their phone number, e-mail and local address in order that they can be contacted. If it is a grade-related matter, an unofficial copy of their transcript should also be submitted. The student's advisor in the OSS will submit the material for appeal to the Department/Unit ASC Chair and inform the student of the meeting time and place once arrangements have been made.
- The student may request permission to appear before the Department/Unit ASC to present or discuss their appeal in person, or the Department/Unit ASC, itself, may make this request of the student.

**Review of Academic Standing Committee Decisions**

- The Department/Unit ASC will convene a committee, review the matter, and inform the student in writing of the decision. If within 30 working days of being informed of a department or unit decision, the student is not satisfied with the Department's ASC decision, they may request that the ASC reconsider its decision on the basis of additional information, or bring the matter before the Dean of the School. If the student is not satisfied with the Dean's disposition of the matter, they may pursue the matter further by notifying the advisor in OSS that they would like their appeal to be heard by the College Academic Standing Committee.

# Appendix B

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## ***Operating Guidelines for the School of Pharmacy Academic Affairs Committee for students enrolled in the BS Pharmacy Studies / Pharmaceutical Sciences programs and Doctor of Pharmacy program***

### **Purpose of the School's Academic Affairs Committee**

- The School of Pharmacy's Academic Affairs Committee (AAC) acts on matters relating to the academic and professional affairs of students in the aforementioned programs. Matters the AAC may consider include but are not limited to academic standing (e.g. warning, probation, dismissal), permission to resume studies, course failures, professional misconduct, requests for changes in program requirements, and requests to repeat courses arising from traditional didactic coursework and / or experiential education (co-op/IPPE and APPE).
- The AAC also considers appeals of academic and / or professional judgments of student performance in coursework and experiential education, when such judgments allegedly rise from a violation, misinterpretation, or inequitable application of the academic provisions outlined in the University Catalog, Cooperative Education Handbook, or Undergraduate Student Handbook.
- The University Office of Institutional Diversity and Inclusion handles appeals arising from allegations of discrimination on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status.  
(<http://www.northeastern.edu/oidi/compliance/equalopportunity-affirmative-action/>)

### **Initiation of Action**

- Grade change request:  
Prior to submitting an appeal to the AAC, the student must attempt to resolve the disputed grade with the individual that issued the grade, according to procedures outlined in the Undergraduate Student Handbook. Grade appeals within the school must be initiated within 10 business\* days of the posting of the grade (in Banner or in E\*Value for APPEs only).
- School of Pharmacy Academic Affairs Appeal:  
Students seeking to bring an appeal before the AAC must first consult with their advisor in the Office of Student Services (OSS), their advisor for the Direct-Entry program, their Director of BS in Pharmaceutical Sciences program, or the Office of Experiential Education's program manager, as applicable to the academic judgment being challenged. If, after consultation with his or her advisor, the student wishes to pursue an appeal, the student must then submit a written appeal using the attached AAC Student Information form to his or her advisor. The student's advisor / director / program manager in the respective program will submit the information provided by the student for appeal to the AAC's chair and inform the student of the meeting time and place once arrangements have been made. Students wishing to bring an appeal before the AAC must do so as described herein within 10 business days of being notified by their respective programs of the applicable decision. The student may request permission to present or discuss their appeal to the AAC in person. The AAC may request that the appealing student attend a meeting of the AAC to present information. Any student whose academic progress has been halted resulting from an academic and/or professional matter may submit an appeal to the AAC, unless the student is pursuing a leave of absence, accepts a change in date of graduation, pursues a change in major, and/or leaves the university.

- Review of the AAC decisions:  
The school's AAC will convene a committee, review the matter, and inform the student in writing of the decision within 10 business days.
- Subsequent appeal(s):  
If after being informed of the AAC's decision, the student believes that he or she was erroneously, capriciously, or otherwise unfairly treated, the student may (1) request that the AAC reconsider its decision on the basis of additional information not previously provided as part of the first appeal, or (2) further appeal the matter to the Dean of the school. A written request, either to the AAC or the Dean of the school, must be submitted within 10 business days after receipt of the AAC's decision. If, after appeal to the Dean of the school, the student believes that he or she was erroneously, capriciously, or otherwise unfairly treated as part of the appeal process, the student may pursue the matter further by notifying his or her advisor that he or she would like the appeal to be heard at the College level.

\* A business day is defined as any day that Northeastern University's administrative offices are open for business. Effective date: September 1, 2015 – The School of Pharmacy's operating guidelines are subject to changes at the discretion of the program and all involved parties would be informed accordingly.

# Appendix C

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## ***Operating Guidelines of the Undergraduate College Academic Affairs Committee***

### **Purpose of Committee**

- The College Academic Affairs Committee (AAC) acts on matters relating to the academic standing of undergraduate students in the College who have already appeared before the Department/Unit's Academic Standing Committee (ASC).
- Issues pertaining to academic and co-op status, including but not limited to warning, probation, permission to resume studies, changes in requirements, and repeating courses, fall within the jurisdiction of the AAC. The AAC also considers student appeals relative to academic or cooperative education judgments by faculty, coordinators, or others acting on behalf of the University, when such appeals arise from a violation, misinterpretation, or inequitable application of the academic provisions outlined in the University Catalog, Cooperative Education Handbook, or Undergraduate Student Handbook.
- The Office of Institutional Diversity and Inclusion handles appeals arising from allegations of discrimination on the basis of sex, sexual orientation, race, color, age, religion, national origin, handicap, or marital status. If other allegations remain, at the conclusion of the Office of Institutional Diversity and Inclusion's inquiry, the student may refer them to the Dean for review by the ASC of the College.

### **Initiation of Action**

- Prior to submitting an appeal to the College AAC, the student must attempt to resolve the problem with the faculty member, coordinator, or other individual acting on behalf of the University, according to procedures outlined in the Undergraduate and Graduate Student Handbook, as well as having appeared before their Department/Unit ASC.
- Students wishing to bring an appeal before the College AAC must first consult with their advisor in the Office of Student Services (OSS). The advisor will notify the Chair of the College ASC that a student has submitted an appeal for review. The student must submit all appropriate documents, including a Bouvé College of Health Sciences General Petition form, to be obtained in the OSS from their advisor. The OSS will inform the student of the time and place of the College's AAC meeting.
- The student may request permission to appear before the College AAC to present or discuss his/her appeal in person, or the AAC, itself, may make this request of the student. Student advocates are not permitted during a student's academic standing appeal meeting.

### **Review of Academic Affairs Committee Decisions**

- The Office of Student Services will submit copies of the student's appeal to the College AAC, which will review the case at the next regularly scheduled meeting. The College AAC schedules meetings on a monthly basis. Appeals that may affect the student's progression in the next semester will be processed as expeditiously as possible.
- Prior to the review, the Department/Unit should provide information on its prior decision to the College AAC. The chair of the department or unit of the student presenting the appeal shall be invited by the Chair of the College AAC to attend the meeting. If the Chair is unable to attend, a representative of that committee will be asked to attend by the Chair of the department/unit.
- A decision will be made by the College AAC, at the next regularly scheduled meeting, assuming that all relevant and appropriate information has been made available to the Committee by the parties involved. If more information is needed, the decision may be held over until the next meeting.
- The Chair of the College AAC will notify the student and other relevant parties of the decision in writing no later than one week after the decision.
- If the student is not satisfied with the College AAC decision, they may request that the AAC reconsider its decision on the basis of additional information, or bring the matter before the Dean of the College. If the student is not satisfied with the Dean's disposition of the matter, they may pursue the matter further by requesting in writing that the Vice President for Student Affairs convene an appeals resolution committee.

# **Appendix D**

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## **Delivery of Services**

The University assumes no liability for delay or failure to provide educational or other services or facilities due to causes beyond its reasonable control. Causes include, without limitation, power failure, fire, strikes by University employees or others, damage by natural elements and acts of public authorities. The University will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities or performance; but its inability or failure to do so shall not subject the University to liability.

## **Insufficient Enrollment Disclaimer**

Northeastern University reserves the right to cancel any course if minimum enrollments are not met. The right to change curriculum and progression policies may be done at any time, as long as students are notified in advance of initiating the changes or revisions.

## **Precedence Statement**

The Bouvé College of Health Sciences Undergraduate Student Manual should be used in conjunction with the Undergraduate Student Handbook, Undergraduate Catalog and Cooperative Education Handbooks. Where differences exist between this Manual and those publications, the Catalog and Handbooks take precedence.

## **Anti-Discrimination Policy**

Northeastern University is committed to a policy of equal opportunity for all students and employees without regard to race, color, religion, sex, sexual preference, national origin, handicap, or veteran status. The University prohibits discrimination in all matters involving admission, registration, and all official relationships with students, including evaluation of academic performance. Northeastern is also an Equal Opportunity Employer.

## **Verbiage Used in This Document**

Those duties that are bound by policy are characterized by the use of the verbs "shall" and "must". The verbs "should," "may," and "could" represent operational guidelines. The word "should" indicates an ethical obligation. Cases where more than one acceptable option exists are indicated by the use of the words, "may" or "could."

## **Equal Opportunity Employment Policy**

Northeastern University does not discriminate on the basis of race, color, religion, sex, sexual preference, age, national origin, or veteran or handicapped status in admission to, access to, treatment in, or employment in its programs and activities. In addition, Northeastern University will not condone any form of sexual harassment. Handbooks containing the University's nondiscrimination policies and its grievance procedures are available in the Office of Affirmative Action, 424 Columbus Place. Inquiries regarding the University's nondiscrimination policies may be directed to the following address.

Office of Institutional Diversity and Inclusion  
125 Richards Hall  
Northeastern University  
Boston, MA 02115  
Phone: (617) 373-2133

Inquiries concerning the application of nondiscrimination policies may also be referred to:

Regional Director  
Office for Civil Rights  
United States Department of Education  
J.W. McCormack Building  
Post Office Court House, Room 701  
Boston, MA 02109-4557