



Northeastern University

Bouvé College of Health Sciences
School of Nursing

School of Nursing
Graduate Student Handbook
2016-2017

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Northeastern University

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Welcome to the Northeastern University School of Nursing Graduate Program!

This handbook is intended to ease your transition to the School of Nursing. We have put together information that we feel will be helpful to you in your first semester. This handbook contains some basic information on the School of Nursing and the services available for you. It also includes phone numbers and e-mails of the directors of the graduate specializations.

Mission of the School of Nursing

The primary mission of the School of Nursing is to prepare leaders for basic and advanced practice thereby contributing to the health of the nation. The nursing faculty works collaboratively with those in other disciplines in the School to support the mission of the University. In so doing, the School of Nursing has committed itself to developing strategies to achieve the university goal of becoming an outstanding national research, practice-oriented, student-centered, urban institution as it relates to nursing education.

The mission of the School of Nursing is to educate our students to provide evidence-based, culturally and linguistically competent, ethical healthcare that is high quality, safe, and accessible to diverse local, national and global communities. Our programs prepare students to become leaders as nurse clinicians, educators, scholars, and researchers.

Bouvé College of Health Sciences-School of Nursing Administration and Faculty Leadership

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Obtaining Your Husky Card ID

<http://www.northeastern.edu/huskycard/>

You can obtain your Husky Card by visiting the Office in 4 Speare Commons. You will need to show a valid photo ID, such as a driver's license or passport, and give them your NUID number. Your NUID number can be found on MyNEU.

Speare Commons is open Monday through Thursday, 8:30 am to 7:00 pm, and Friday 8:30 am to 5:00 pm. If you have any questions, please call the Husky Card Office at 617-373-8740.

New security measures will require using a Northeastern Husky ID as a swipe card to gain entry to all garages and parking lots at the Main Boston Campus. Please note that the Husky ID is a security measure and does not replace the parking permit, which is still required.

In addition to being an access card to parking facilities, your Husky Card provides access to many other University services, such as a debit card/Husky Account, and secure access to university facilities and events, such as:

- Snell Library
- Computer and Instructional Laboratories
- University Athletic and Cultural Events
- Restaurants designated as accepting Husky card payment

Purchasing a Parking Permit

<http://www.northeastern.edu/commutingservices/>

Prior to the start of each academic year or semester/quarter, faculty, staff, and students may apply for a parking permit on line. Permit applications are usually available sometime during the week prior to the start of each semester or quarter. You will need your 9 digit NUID Number in order to apply for parking. You can find your NUID number on your MYNEU account.

You can either purchase a day or evening sticker. The day sticker will entitle you to park at any NEU parking garage between 6:30 am - 11:00 pm (Monday - Friday). An evening sticker is valid after 2:00 pm. For more information, visit Student Financial Services located at 354 Richards Hall or call 617-373-7010, or visit their website <http://www.northeastern.edu/parking/index.html>.

Student parking fees will be charged to the student's tuition account. Permits are non-refundable and non-exchangeable.

Students may purchase discount coupons for both Renaissance Park and Gainsborough Garages in Student Financial Services, 354 Richards Hall. Each sheet costs \$150.00 and contains ten coupons. Single coupons can be purchased for \$15.00. They are valid for maximum of 24 hours including overnight parking. Parking for any period exceeding 24 hours will require the use of multiple coupons or payment.

Financial Aid, Scholarships, and Awards

Office of Financial Aid: Northeastern University's Office of Financial Aid in 356 Richards Hall provides general information to students regarding various types of funding opportunities. You may want to read over their Graduate Financing Guide for information on financial aid opportunities for student considering graduate study at Northeastern.

In addition to providing useful information, they also assist U.S. citizens and eligible non-citizens in the completion of the Free Application for Federal Student Aid (FAFSA), and determine federal aid eligibility based on this application. Eligible students may receive federal loans or work-study opportunities through the FAFSA. Please note, your exact eligibility will also be based on your enrollment and other aid you might be receiving.

You can contact the Office of Financial Aid via e-mail at sfs@neu.edu or by calling (617) 373-5899. It is advisable to call and make an appointment with one of the graduate representatives, either Mindy Popp (m.popp@neu.edu) or Mona Daly (mo.daly@neu.edu), before going into the office.

Stipend Graduate Assistantships (SGA): Only full-time PhD students are eligible to receive an SGA. Northeastern University offers assistantships that help graduate students defray the costs of their education. Awards do not cover University fees other than tuition. The maximum number of hours SGAs are permitted to work is 20 hours per week. The award offers non-taxable tuition remission (up to 12 credits/semester), and a taxable cash stipend. In addition, 100% of student health insurance is covered. Students must be enrolled in a minimum number of eight (8) semester hours (SH) during each semester of the assignment.

Graduate Dean's Scholarship: The Dean's Scholarships are awarded to the incoming professional masters students based upon academic achievement. To be eligible for consideration, a student must be in the top one third of their program's incoming class, and assigned prior to matriculation. Dean's Scholarships are awarded by the student's academic department/college.

The Double Husky Scholarship: The Double Husky is awarded to Master Students who received an undergraduate degree from Northeastern. For further information please visit the Double Husky Scholarship website
<http://www.northeastern.edu/graduate/doublehusky/overview//>.

Martin Luther King, Jr. Graduate Fellowship: The MLK Jr. Graduate Fellowships are administered through the African-American Institute. These awards are offered annually to African-American students in full-time graduate programs as long as the student demonstrates satisfactory academic progress and financial need as determined by Student Financial Services. Applicants must complete the financial aid process, as well as an application available from the African-American Institute. For more information on this program please visit the John D. O'Bryant African American Institute website <http://www.northeastern.edu/aai/mlk-fellowship/>.

Yellow Ribbon Program: The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. Only individuals entitled to the maximum benefit rate, based on service requirements, may receive this funding. For more information on this program please visit the Northeastern's Yellow Ribbon Program website.

Nurse Faculty Loan Program: In order to address the critical shortage of nursing faculty in the United States, the U.S. Department of Health and Human Services (HRSA) offers loans to graduate nursing students who plan to pursue a position as full-time faculty in a school of nursing after graduation. NFLP comes with a cancellation provision for recipients of the loan – up to 85% of the loan amount. To apply for the loan, you must indicate your interest in writing to Student Financial Services by February 1st sfs@neu.edu.

University Health and Counseling Services (UHCS)

Location: Suite 135, Forsyth Building

Routine appointments: 617-373-2772

Website: www.uhcs.neu.edu

Who can use the health center:

- All undergraduate students
- All law school students
- Graduate students who have either enrolled in the Student Health Plan or have paid the health center fee (they do not have to be on the NU Health Plan)
- All other eligible students who have paid the health center fee
- Students in special programs by prior arrangement

Medical services provided:

- Primary care
- Emergencies
- Documentation of immunity
- Allergy shots
- TB testing
- STD testing

* UHCS does not provide clinical clearance. All UHCS does is collect the required immunization information and provide it to the student as a signed, single document.

Counseling services provided:

- Individual and group counseling
- Sexual assault
- Alcohol and other drugs
- Crisis treatment

UHCS is committed to responding promptly to your needs with:

- Hours: Monday, Wednesday, and Friday: 8AM to 5 PM;
Tuesday and Thursday: 8AM to 8PM;
Saturday: 12PM-4PM (September – June)
- Open access scheduling
- Daily availability of urgent Behavioral Health Assessments

Documentation of Immunity & Clinical Clearance

Documentation of Immunity

As a student at NU, you must provide UHCS with proof of immunity to certain diseases, per Massachusetts state law, as specified below. Documentation of immunizations and/or titres must be on letterhead or prescription slip, and signed by a physician, nurse, nurse practitioner, or physician assistant. Alternatively, documentation may be provided by your high school, previous college, or military facility, again with clinician signature.

- MMR* -- 2 immunizations

Or positive antibody titres

*Immunizations must have been administered in 1968 or later, on or after the first birthday, i.e., no earlier than at 12 months of age, and no sooner than four weeks apart.

- Tetanus-Diphtheria attenuated Pertussis (due to the resurgence of whooping cough the state requirements are now for a TDaP within the past 10 years). 1 booster immunization within 10 years of matriculation through graduation.

- Hepatitis B -- 3 immunization series or positive antibody titre

** Immunizations must be administered at appropriate intervals (i.e., the second at least one month after the first — and the third at least two months after the second and four months after the first months after the second).

- Meningococcal -- 1 immunization within the past five years or signed Massachusetts declination.

Massachusetts law provides an exemption for students from receiving the meningitis vaccine by signing a waiver that reviews the dangers of meningococcal disease and indicates that the vaccination has been declined. To qualify for this exemption, you are required to review the information, sign the waiver at the end of the document and give it to UHCS. Please note: if a student is less than 18 years of age, a parent or legal guardian must be given a copy of the document and must sign the waiver. The waiver is available for download from the University Health & Counseling Services (UHCS) website. Please download, print, fill out, sign, and return to UHCS at 135 Forsyth Building. If you are unable to obtain documentation, all immunizations, may be administered at UHCS for a fee. The fee is waived if you have the school the school insurance (NUSHP). Please note that UHCS does not bill insurance. You can pay for your vaccinations at UHCS with a credit, debit or Husky Card. All other forms of payment must be made through Student Financial Services.

Clinical Clearance for Bouvé Health Science Students

The following information is required for all Bouvé students and must be on file at UHCS and School of Nursing **Clinical Placement Office** before you can enter a clinical setting. Documentation of immunizations must be on letterhead or prescription slip, signed by a physician, nurse, nurse practitioner, or physician assistant. A copy of the lab results is required for antibody titre results. Appointment times will be available for you to start the clearance process.

All of the above state-required proofs of immunity PLUS the following:

- CORI Criminal Background check to be done by the CPO – appointments will be available.
- Copy of RN license (students must be licensed in the state where clinical placements are located).
- CPR – Copy of current “Healthcare Provider” certification,
- Malpractice Insurance – Copy of “Student NP” Malpractice coverage. This can be found at www.nso.com.
- Hepatitis B Titer; if titer is negative, documentation of booster or series repeated is required.
- Flu Vaccine - Vaccine must be given annually and before the new flu season (September - April), or you may complete the Flu Declination Form.
- Varicella/Chicken Pox - positive antibody titre; if titer is negative documentation of booster and series repeated is required.
- PPD - tuberculin skin test within one year of date of completed clinical rotation. If history of positive, provide clinician-documented date of test and chest x-ray results as well as a *yearly* asymptomatic doctor’s note.
- MMR - positive titer; if titer is negative, documentation of booster or series repeated is required.
- Tdap - Documentation within 10 years.

You may email the Anitra Williams-Nance, Graduate Program Manager at an.williamsnance@neu.edu or call 617-373-3102 with questions regarding clinical clearance requirements. You will receive an email to sign up for a clearance appointment.

If you are unable to obtain documentation, all immunizations, some requiring a fee, can be administered at UHCS.

Certain clinical agencies may require documentation that goes beyond the list above. Students will be advised during the clinical placement process.

Process and Timeline for the Clinical Placement of Graduate Students:

New Students starting clinical in Jan. (ACNP, ANP, FNP, PNP) or May (CRNA)

October 15 -
November 1

Graduate Specialty Coordinators meet with students to develop preferred site(s) for each student. Student to go to Blackboard site: NURSING PLACEMENT COMMUNICATIONS for further info on process and documentation requirements. There are deadlines involved. Graduate Specialty Coordinators meet with Clinical Placement Office to give suggestions on placement of students.

November 15

Deadline for all student clearance material and Criminal Background to be submitted. *You will be notified when appointments with CPO staff will be available.*

New Students starting clinical in September (Administration and Psych) and Continuing Students (ACNP, ANP, FNP, PNP) or (CRNA)

March 15 –
April 1

Graduate Specialty Coordinators meet with students to develop preferred site(s) for each student. Student to go to Blackboard site: NURSING PLACEMENT COMMUNICATIONS for further info on process and documentation requirements. There are deadlines involved. Graduate Specialty Coordinators meet with Clinical Placement Office to give suggestions on placement of students.

August 15

Deadline for all student clearance material and Criminal Background to be submitted. *You will be notified when appointments with CPO staff will be available.*

Health Insurance

Massachusetts law requires all full-time and three-quarters-time college students enrolled in a degree or certificate program to demonstrate evidence of coverage by a qualifying health plan for unanticipated medical costs. For further information please contact Northeastern University Student Health Plan <http://www.northeastern.edu/nushp/us/>.

Northeastern University Student Health Plan (NUSHP)

Northeastern University's health-plan (NUSHP), administered by Blue Cross Blue Shield of Massachusetts, provides comprehensive health benefits at a very affordable rate.

Students are automatically enrolled and billed for this plan by Northeastern University; if you prefer not to enroll in this plan, you must complete the waiver by the deadline.

The waiver form is available through the MyNEU Health Services portal.

Contact Northeastern University Student Health Plan (NUSHP) Plan Manager at 617-373-8007 for questions regarding the plan(s) and your university bill.

UHCS provides on-site assistance with claims related to your student health insurance plan. The Insurance Coordinator will also assist you with claims involving other insurance plans but each plan is so different they may not be able to provide complete assistance in resolving all issues.

Please refer to www.bluecrossma.com/nushp for details of the student plan, or call 1-888-648-0825 for Blue Cross Blue Shield of Massachusetts customer service.

Academics

How to register for a course <https://www.northeastern.edu/registrar/ref-udc-reg-gs.html#proc>

Current and continuing students register for courses online using the myNEU Web portal. The system allows students to add and drop courses, confirm course registration, find room assignments, and obtain final exam schedules. The system works in real-time. Your course add or drop will be processed immediately, and you can confirm your transaction before you log off.

To register, go to the myNEU Web portal. Log in using your myNEU username and myNEU password (or click on "How do I get a myNEU username and password?" if you have never used the system before).

1. Click on "Self-Service," then click on "Course Registration" (choose the pertinent semester).
2. Click on "Add/Drop Classes."
3. Select the semester.
4. Type the Course Registry Number (CRN) onto the worksheet at the bottom of the page.
5. Submit changes.
6. If you don't know the CRN number, click "Class Search" and enter search criteria. Select a class from the list by clicking the box to the left. Click "Register."

Class schedules listing the course numbers, course registry numbers, day, and time will be posted before registration on the Registrar's website (<http://www.neu.edu/registrar/schedules.html>). You may also check the Academic Programs Office Blackboard Course for course offerings for the entire academic year (course ID "NP.sp05").

How to register for Directed Study, Elective Advanced Clinical Experience, or Teaching Practicum Courses

1. Find a faculty who is willing to sponsor you.
2. Meet with the faculty to develop the overview of the course and the course goal(s), objectives, and a timeline for completion.
3. Develop a formal contract between the faculty and student that should be signed by both parties and includes the information in step 2.
4. For Directed Study and Elective Advanced Clinical Experience Courses, the student needs to complete the University Form <https://www.northeastern.edu/registrar/forms.html#gs> and the Bouvé College of Health Sciences Directed Study form and attach a copy of the contract noted in step 3. This

form needs to be signed by the faculty member, the School of Nursing Graduate Director and the BCHS Graduate Director.

5. For the Teaching Practicum course, steps 1-3 should be completed, and a copy of the contract sent to the SON Graduate Director for review and to be filed in the SON Academic Programs Office. Graduate students who are teaching as part of their Graduate Assistantship may not use their assistantship teaching for Teaching Practicum credit. They may register with the faculty with whom they are doing their Assistantship, but the contract must include different teaching experiences.
6. Directed studies or advanced clinical experience courses may not be utilized to substitute for required courses. They are to be utilized only as electives.
7. Previous experiential studies may not be utilized to satisfy the requirements of any of the courses listed above. The student must register for the course prior to the beginning of the semester in which the experience occurs.
8. In general a minimum of 50 minutes of effort in reading/writing/ classroom activity is equated to one credit and 4 hours of clinical experience for one credit of clinical.
9. Once approved, the student may register for the course. For course registry numbers, contact the Academic Programs Office at 617-373-3521.

How to review your grades

1. Visit the course's Blackboard page and click onto "View Grades" tab on the main page. This will only work if your instructor has set up an account with Blackboard.
2. At the end of every semester, the instructor will place your final grade on myNEU Web portal. Go to the "View Grades" tab.

Grade Requirements

The School of Nursing requires nursing graduate students to earn a grade of B (3.00) or better in all graduate courses. Please refer to the Bouvé College of Health Sciences Graduate Policies and Regulations on-line at www.northeastern.edu/bouve/gradstudent for further information.

Direct entry (DE) nursing students must achieve the following to progress into the graduate portion of the program:

- B (3.0) or better GPA at end of pre-licensure coursework
- B (3.0) or better in all clinical didactic and practicum courses
(Exceptions will be at the discretion of the Program Director.)
- B (3.0) or better in 5126, 5117 and 6306

Students must interview and be accepted into the specialty track and must meet with the Program Director at the end of their pre-licensure course work to develop a plan of study.

The Specialty Track Director must approve any change in the plan. Course and clinical placements cannot be guaranteed if student fails to follow their course plan.

Letter grades will be assigned as follows:

- A 93-100%
- A- 90-92%
- B+ 87-89%
- B 83-86%

Please note: A grade of B or better must be achieved to pass a course.

- B- 80-82%
- C+ 77-79%
- C 73-76%
- C- 70-72%
- F≤ 69%

Class Cancellations

Decisions regarding early closures and cancellation of evening classes due to inclement weather are made as early in the day as possible, usually by 3:00 pm at the latest. You can call the main university number to get a recording 617-373-2000, or listen to several radio stations including WBZ (1030 AM) and WRKO (680 AM) for information. If an announcement is made in the morning that Northeastern is closed, then the university will remain closed for the entire day and evening.

Bookstore

The Northeastern Campus Bookstore is located in the lower level of the Curry Student Center. Hours of operation are Monday through Thursday from 8:00 am to 8:00 pm, Friday from 8:00 am to 6:00 pm, Saturday from 8:30 am to 4:00 pm, and Sunday from 12:00 pm to 4:00 pm. To contact the bookstore by phone, call 617-373-2286. The website is www.northeastern.bkstore.com. The bookstore is affiliated with Barnes and Noble bookstores.

Associations

The Graduate and Professional Student Association (GPSA) is the official voice of the graduate student community. It serves all graduate and professional students enrolled in the graduate colleges of Northeastern University. The GPSA actively pursues the goal of improving graduate student life by listening to those it represents. The GPSA holds general assembly meetings twice a month, and in addition to funding graduate student groups, has conference, travel, and research assistance funding available on an application basis. For additional information please visit their website at <http://www.northeastern.edu/gsg/>.

Blackboard

What Is Blackboard?

Blackboard is a web-based software application that integrates online course materials with online communication tools. To access a Blackboard course site, you will need the following:

- Access to a computer equipped with an Internet connection and a Web browser (Mozilla Firefox 1.5 or higher, or Internet Explorer, version 6 or higher).
- An e-mail account and knowledge of how to send and receive e-mail.
- Basic computer and web browsing skills, such as opening, closing, and saving files and attachments.
- A Northeastern myNEU account.

How Do I Establish a Blackboard Account?

Students should login to Blackboard using their MyNEU account. If you have not set up your MyNEU account yet, you can do so at myneu.neu.edu. Use the same username and password to log into Blackboard.

If I Have Questions, Who Do I Ask?

ONLINE:

- Blackboard's online support for students offers a Student Manual for Blackboard.

ON CAMPUS:

- Live Online Help (Chat) at <http://www.infoservices.neu.edu>.
- **The HELP Desk**, located in the InfoCommons at **184 Snell Library**, which is open 24 hours a day, 7 days a week during the school year, can assist you with Blackboard questions.
- You can also call the **HELP Desk at 617-373-4357 (HELP)** to ask questions. The more specifics you can offer the Help Desk staff about the problem you're encountering, the better able they'll be to assist you.

Northeastern Libraries

The NU Libraries include the Snell Library, the African-American Institute Library, and the Marine Science Center Library. The NU Libraries are a member of the Boston Library Consortium, a group of research libraries in the Greater Boston area, and Nexpress, a New England consortium.

Snell Library

617-373-2350

Fax: 617-373-5409

Snell Library, the heart of Northeastern's academic life, holds 985,000 volumes and welcomes over one million visitors a year. Through award-winning Reference, Instruction, Meet the Author talks, and innovative technologies, the University Libraries play an integral role in the intellectual life of the campus.

The first floor of Snell Library is open to the NU community 24 hours a day, seven days a week, when classes are in session. Some library services, such as reference access and circulation, are not available 24 hours a day. Please consult the Library's website for details: www.lib.neu.edu.

Commonly Requested Numbers

- Borrowing, renewals, lost books
617-373-8778
- Lost and Found
617-373-8778
- Hours
617-373-4976
- Reference Librarian
617-373-2356
- Archives and Special Collections
617-373-2351
- Library Technical Support
617-373-7088
(Library Systems Office)
- Digital Media Commons, Level 2
617-373-2465

How to Log In

Current NU faculty, staff, and students (including Distance Ed Students) will need:

1. A MyNEU username and password
2. A web browser and internet connection

To Search Our Catalog, NuCat, connect to <http://nucats.lib.neu.edu>. Free, no login necessary.

Your library account, including book renewal, saving searches, or creating alerts is available by login at MyNuCat.

Ask a Librarian

- Snell Reference Desk
617-373-2356
- Law Library
617-373-3332

Live Chat – Ask 24/7

Ask 24/7 combines online chat and shared web browsing, from your office, home, and dorm room. Librarians from NU and other libraries are standing by now to help you!

Contact a Library Subject Specialist

One-on-one in-depth research assistance is available by appointment for NU faculty, staff, and students from a subject specialist, a librarian who specializes in finding information on your subject.

Information Services & Campus Computer Labs

Computer Help

Information Services (the HELP desk):

E-mail: help@neu.edu

IS Help Line: 617-373-4357 (HELP)

Website: <http://www.northeastern.edu/infoservices>

Computer Labs

InfoCommons maintains two computer labs inside the Snell Library, InfoCommons I and II. Both labs are located on the first floor of the library. These labs are available to current students, faculty, and staff with the presentation of a valid NU ID.

Hours: 24 hours a day and 7 days a week

Phone: 617-373-4357

Free Print Quota in Computer Labs

The Free Print Allowance Program allows Faculty, Staff and Students to print free of charge in NU Information Services managed computer labs. Users can check their free print allowance using the “Husky Card Account Balances” and “Husky Card Account Transactions” applications on myNEU and purchase additional pages by using Husky Dollars.

Functionality/Benefits

The free print allowance account provides \$120 of free printing each year for undergraduate students, graduate students, faculty, and staff. The program also allows users to purchase additional pages by funding their Husky Dollar account. Print allowances are automatically refreshed annually prior to the start of the Fall term. Unused pages do not roll over to the next print period. Dual sided printing is available in all labs and effectively halves the cost of multipage jobs.

Printers are located at:

- Snell Library Infocommons
- Curry Student Center – Ground, First (2 locations), and Third floors
- 54 Dodge Hall
- Broad Street
- 5 Hayden
- 301 Dodge – Business Graduate Students Only
- International Village, – Residents Only

- Digital Media Lab in 202, 203 – Media Students Only
- [Ruggles Design Studio](#) – Architecture students funded by husky dollars only
- Charlotte Campus
- Seattle Campus

<http://www.northeastern.edu/infoservices>

Writing Center

The Northeastern Writing Center is located in 412 Holmes Hall. Hours of operation are Monday through Wednesday from 9:30 am to 6:00 pm, Thursdays from 9:30 am to 5:00 pm, and Fridays from 10:00 am to 4:00 pm. To contact the center by phone, call 617-373-4549. Visit their website at <http://www.northeastern.edu/english/writing-center/>

Who do we tutor?

- Undergraduate/graduate students from all academic disciplines
- Speakers of other languages and native speakers of English
- Weak writers, average writers, and strong writers

How can we help?

- Brainstorming, idea generation
- Planning, outlining, organizing
- Reading with and against the grain
- Researching, critiquing
- Developing thesis/arguments
- Drafting, revising
- Coaching on grammar, punctuation, and style

What services do we offer?

- In-person tutoring
- Online tutoring
- Classroom visits

Who are we?

- Northeastern University writing instructors
- Graduate students in composition theory, literature, or technical/professional writing

Plagiarism Policy

Northeastern University is committed to the principles of intellectual honesty and integrity and to respecting intellectual property. All members of the Northeastern community are expected to maintain complete honesty in all academic work, presenting only that which is their own work on tests and assignments.

In the spirit of the University's Academic Honesty and Integrity Policy, the Writing Programs Committee takes seriously the principle of intentionality that underwrites that policy. Once an instructor finds evidence of plagiarism, she/he is bound by the Policy to respond. We aim for a consistent response to the problem of academic dishonesty, and where possible would like to approach plagiarism assuming that the student has made an error that must be addressed.

If the instructor determines that the plagiarism is intentional, the student is sent to the Office of Student Conduct and Conflict Resolution at 202 Ell Hall, x4390, www.osccr.neu.edu. Such intentional plagiarism would include:

- Un-credited uses of published outside sources (print or internet)
- Use of another student's paper in part or its entirety
- Handing in a paper obtained from a paper mill (or paying for or otherwise receiving a paper written by another)
- Handing in the same paper for more than one course without the explicit permission of the instructor

A more difficult case of academic dishonesty or plagiarism concerns the theft of ideas. In a writing class, when students are reading each other's drafts, engaging in class discussion, and listening to the instructor, it's often difficult to identify a single "source." Meaning is being made collaboratively, even inter-textually, through give-and-take. It's worth citing the classroom space as a place of inspiration. Students should, when appropriate, cite each other (paraphrase and direct quotation, of verbal or written material), write an acknowledgments page, and/or cite class discussion as a source.

Disability Resource Center

20 Dodge Hall
360 Huntington Avenue
Boston, MA 02115

Phone: 617-373-2675
TTY: 617-373-2730
Fax: 617-373-7800

Website: <http://www.northeastern.edu/drc/>

Northeastern University and the DRC are committed to providing services that will enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act to participate fully in the activities of the University. Under the ADA guidelines a person with a disability is one with a physical, mental, emotional, or chronic health impairment that *substantially limits* one or more major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Students with disabilities who are transitioning to postsecondary education can learn more about their rights and responsibilities on the U.S. Department of Education, Office for Civil Rights website: <http://www.ed.gov/about/offices/list/ocr/transition.html>.

You can request printed material on this subject at: U.S. Department of Education, Office for Civil Rights, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities, Washington, D.C., 20202.

Students must contact the DRC to determine appropriate accommodations and formally open a file. The DRC recommends that students contact the office at least three months before arrival on campus. This will allow enough time to assemble the required diagnostic documentation, register, and set up services.

To begin the registration process students must submit acceptable documentation to the DRC. Once it is determined that the documentation demonstrates a substantially limiting disability the student becomes eligible for services; they then meet with an assigned DRC specialist to activate services.

Campus Safety and Security

Public Safety Division Administration: 617-373-2696

Police – Routine Business/Information: 617-373-2121

Police, Fire, Medical Emergency: 617-373-3333

NEU Public Safety Office: <http://www.northeastern.edu/publicsafety/>

Emergency Procedures

Blue-light campus phones are located throughout the Northeastern campus. These phones are distinguished by the blue light on top and have “Northeastern University Campus Emergency Phone” lettered on the door of the weatherproof box. They may be used to contact the University Police to report emergencies or for other nonemergency assistance.

Personal Safety Escort Service

As a general rule, on-campus escorts are provided 24 hours a day, every day, unless otherwise indicated.

A uniformed officer will be dispatched as soon as reasonably possible. In most instances the escort will be on foot.

Call 617-373-2121 and provide the operator with your name, NU ID number, exact location and destination.

Campus Activities

Full-time Northeastern students, in good standing, have access to the Marino Recreation Center, Cabot Center, and the Badger & Rosen SquashBusters Center. Part-time students, in good standing, will have access during any academic quarter in which they are enrolled and attending classes. A valid NU Husky identification card must be presented in order to enter all facilities. Admittance will be denied to anyone without one.

The following facilities are available in the Marino Center:

- 3 Basketball courts
- 3 Volleyball courts
- 6 Badminton courts
- 3-lane suspended jogging track
- Free weight room with a variety of benches, free weight machines, and free weights
- Aerobic & martial arts studios
- Cardiovascular equipment

The following facilities are available in the Cabot Center:

- 4 Racquetball/volleyball courts
- 3 Indoor tennis courts
- 3 Indoor volleyball courts
- Indoor track and soccer field
- 25-yard indoor swimming pool

The following facilities are available in the Badger & Rosen SquashBusters Facility:

- 8 Squash courts
- Free weight room with a variety of benches, free weight machines, and free weights
- Aerobic & martial arts studio
- Cardiovascular equipment

Please call the Campus Recreation Hotline at 617-373-2667 for specific facility hours. Additionally there are trainers, intramurals, and numerous lessons available. Contact a recreations specialist at 617-373-4433, or visit the website at <http://www.campusrec.neu.edu>.