



Northeastern University
Bouvé College of Health Sciences

Bouvé Graduate Handbook

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I. Introduction and Overview

Bouvé College Mission

The Bouvé College of Health Sciences (BCHS) strongly supports the mission of Northeastern University to educate students for a life of fulfillment and accomplishment and to create and translate knowledge to meet global and societal needs.

The mission of the Bouvé College of Health Sciences is to inspire/create the next generation of interprofessional healthcare leaders for the wellbeing of our global community.

The Bouvé vision is 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.

Bouvé Graduate Admissions and Student Services Office Staff

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General Regulations

The University expects each student to respect the rights and privileges of others and to adhere to acceptable standards of personal conduct. Students are expected to familiarize themselves with the *Graduate Catalog* (<http://catalog.northeastern.edu/graduate/>) for details of the University's regulations, the code of student conduct, and policies on academic honesty.

This *Bouvé Graduate Handbook* includes the general standards for all graduate programs, including certificate programs, within the Bouvé College of Health Sciences. Individual programs, departments, or schools may issue student policies that supplement these requirements. Please refer to individual program handbooks for program-specific details, since some programs may have more stringent requirements than those stated in this document.

Academic and Professional Conduct

In accordance with the expectations for student behavior outlined in the *Code of Student Conduct* (<http://www.northeastern.edu/osccr/code-of-student-conduct>), the Bouvé College of Health Sciences expects all students to be responsible individuals with high standards of academic integrity. The College will not condone academic dishonesty in any form, nor will it tolerate violations of research or professional ethics within the academic community.

Accommodations for Students with Disabilities

The Bouvé College strives to meet the needs of diverse learners. Students who wish to be evaluated for disabilities should contact the Disability Resource Center (<http://www.northeastern.edu/drc/x2675>). If diagnostic documentation can be provided for a disability that substantially limits one or more major life activities, the student is eligible to receive services from the Disability Resource Center (DRC) and to have appropriate accommodation in coursework, in accordance with federal laws and guidelines. The student must register with the DRC and meet with a specialist prior to matriculation. If a disability develops while a student is enrolled in the University, the student is expected to contact the DRC as soon as practical to address his/her situation. **Accommodations will not be made retroactively.**

II. Experiential Education

Health Certification

All new students must complete the University Health Report form following their acceptance to Northeastern University. This form may be obtained at the University Health and Counseling Services (UHCS) located at 135 Forsyth Building or downloaded from <https://www.northeastern.edu/uhrs/forms/>. As a condition of matriculation, all students are required to submit the completed University Health Report form to UHCS. Graduate students must return the form **no later than one month** prior to entering the University. UHCS will block the registration of those who do not file correct forms. All documentation must be signed by a medical doctor, nurse practitioner, or physician assistant. Medical documentation and health certification are maintained by UHCS. Please refer to the University Health Report form for further information.

Programs in the Bouvé College of Health Sciences may require additional medical documentation and health certification. This varies among programs; consult your program handbook or your

program advisor for more information. Additional requirements may include: exam or statement of good health prior to registration, proof of physical examination annually, and/or proof of additional immunities. Additional clinical clearance(s) may be required by some programs prior to being present in any clinical setting. Please consult your program director or clinical coordinator for further information.

Requirements for Clinical Courses, Internships, and Practicum

- Courses offered at affiliated hospitals, clinics, schools, medical facilities or other institutions involve contractual agreements with these agencies. Students assigned to an institution for instruction are expected to adhere to the rules and regulations of that institution. Failure to adhere to these rules may result in dismissal from that institution.
- Evidence of health clearance is required for experiential courses (including clinicals, internships and practicum) in their field of study. 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. International nursing students must have a current U.S. nursing license and social security number.

Students must meet the health clearance requirements of their academic program and any site-specific requirements 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. Students who do not present the appropriate health certification will be blocked from registering for, or attending, experiential courses until satisfactory evidence is provided.

More specific guidelines are available from University Health and Counseling Services in 135 Forsyth, online (<https://www.northeastern.edu/uahcs/forms/clinical-clearance/>) or from the individual program's clinical placement office. Guidelines are updated periodically and students must meet the most current guidelines or they will not be allowed into a clinical area.

- Students completing experiential courses may also be required to submit to and successfully clear criminal history/background checks (see below: ***Background Checks***.)
- All students are required by Federal and State law to respect the confidentiality of the patients' records to which they may be privy. This includes, but is not limited to, patient identity and identifiers, diagnostic tests performed, medical history, and medications prescribed. For more information students should contact their program advisor.
- Students should be aware that, while participating in any form of clinical practice, they continue to be under the jurisdiction of the University. Any breaches of conduct committed by a student in a clinical setting that would be a violation of the *Code of Student Conduct* shall also be considered a cause for disciplinary action against the student.
- Evaluation for 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 academic term. 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.

Background Checks

An increasing number of clinical sites require background checks for employees as well as students who come to their facilities. Northeastern University students need to have background checks done if their assigned clinical agency requires it. Some sites may also require drug testing. The college contracts with a national company, CastleBranch (<https://www.castlebranch.com/>) 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.

Liability Insurance

All students on clinicals, practicum, or internships must register each semester to be covered by Northeastern University's liability insurance. As long as they are registered, all Northeastern University matriculated students in fields of study requiring malpractice insurance are covered under a professional liability insurance for which they pay a yearly fee. This insurance covers injury to third parties by students who are doing work or completing professional studies outside the premises of Northeastern University. These activities must clearly be part of the student's assigned duties. The liability insurance does not cover willful misconduct. Students or the clinical placement coordinator can request that the Institutional Audit, Compliance and Risk Services Office send evidence-confirming coverage to their field site. Students should consult their clinical placement officer, program coordinator, and specialization policies for information about further requirements for liability insurance. If you are not sure if your program is covered under this policy, coverage can be verified through the Institutional Audit, Compliance and Risk Services Office at extension x5997 or http://www.northeastern.edu/risk_services/

III. Financial Awards

Northeastern University and the Bouvé College of Health Sciences offer a variety of financial awards to graduate students. For further information about awards, please refer to the *Graduate Catalog* (<http://catalog.northeastern.edu/graduate/expenses/financial-aid-assistance/>) and the Student Financial Services webpage (<https://studentfinance.northeastern.edu/applying-for-aid/college-of-professional-studies/types-of-aid/>).

If a student is offered other grant aid from the university, he or she will only receive the scholarship of higher value.

Stipended Graduate Assistantships (SGAs). These awards include Research Assistantships and Teaching Assistantships. They provide a stipend and a tuition waiver for up to a maximum of 12 semester hours per term, in exchange for 20 hours of work per week. The maximum number of hours SGAs are permitted to work is 20 hours per week. It is expected that the student will work through the final exam period, including Spring Break. Any variation from this schedule is at the discretion of the student's supervisor.

SGAs are generally awarded to PhD students. SGAs must be enrolled in full-time coursework (minimum of 6 semester hours per term). In addition, 100% of the student's health insurance will be covered. No fees, including student center fees, are covered by this award.

Graduate Student Scholarships (GSSs). A limited number of scholarships, up to 9 tuition credits per term, are available for full-time students. These scholarships are awarded by the individual department/school.

Dean's Scholarships. Graduate Dean's Scholarships are awarded to incoming professional masters students based on academic achievement. To be eligible for consideration, a student must be in the top one-third of their program's incoming class.

This scholarship provides full-time graduate students with 33% of tuition per term to a maximum of twelve credits per term and part-time graduate students with 25% of tuition per term.

Yellow Ribbon Awards. Qualifying veterans who enroll at Northeastern will receive grant aid that covers most to all of Northeastern's tuition and fee charges, depending on the selected degree program. Northeastern and the Department of Veterans Affairs cover most to all of the expenses that exceed the cost of attending the University of Massachusetts. Allowances for housing, books and supplies are included. [Learn more.](#)

Double Husky Awards. The Double Husky Scholarship, available to alumni who have graduated with a Northeastern University degree, provides a tuition discount of up to 25 percent on eligible graduate degree or certificate programs. Students completing pass-through degrees—such as Direct Entry Nursing, Freshman-Entry Doctor of Education, or Freshman-Entry Doctor of Physical Therapy—or a PlusOne accelerated master's program do not qualify for the Double Husky Scholarship. [Learn more](#) about the Double Husky Scholarship and eligible programs.

Parent and Family Scholarship. Available to parents and siblings of full-time Undergraduate Day students, the Parent and Family Scholarship provides a tuition discount of 25 percent on more than 110 eligible graduate programs. [Learn more.](#)

Diversity Fellowship. Each year a limited number of fellowships are awarded to graduate students in an effort to help the university achieve a more diverse graduate student body. A variety of factors may be used for the purpose of increasing diversity at the university including gender, race, ethnicity, national origin, sexual orientation, disability or other protected classification consistent with the university nondiscrimination policy.

These awards are recommended by the student's [academic department or college](#). They provide tuition support only and there is no work requirement associated with them.

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. [Learn more.](#)

IV. Advising

Academic Advising

The program director, unit director or another faculty member will be appointed by the program director to serve as the student's academic advisor throughout their course of study at the Bouvé Graduate School.

The advisor will assist the student in understanding program requirements and in defining career goals and objectives of graduate work. The advisor will also monitor the student's progress toward successful completion of the degree.

Student Advisement Responsibilities

Students share responsibility with their advisor for successful matriculation and progression in their graduate program. In many programs, students are required to make appointments for academic advisement at least twice a year and must regularly update their curriculum plan with their advisor. The curriculum plan is kept on file in the program's office and both student and advisor retain a copy. Students must contact their academic advisor prior to making changes to their curriculum plan and must seek assistance regarding academic issues in a timely manner.

V. Courses and Grades

Requirements for fulfillment of a degree in the BCHS Graduate School varies by program. Students must consult their individual academic program catalogues and policies, as well as program directors, if applicable, for specific credit and non-credit requirements necessary to achieve a specific degree.

Grading Policies and Criteria

For information regarding grades and grading, please refer to the *Graduate Catalog* (<https://www.northeastern.edu/registrar/catgraddir1718.html>) and the Registrar's website

(<https://www.northeastern.edu/registrar/acrecords.html>).

Transfer of Credit

A maximum of 9 semester/12 quarter hours of credit obtained at another institution may be accepted towards the current degree, provided the credits 1) consist of work taken at the graduate level for graduate credit, carry grades of 3.000 or better, 2) have been earned at an accredited institution, and 3) have not been used toward any other degree. Further, these courses must have been taken within 5 years prior to the transfer and may not be taken in the semester of graduation from Northeastern. Transfer credits will only be accepted at the discretion of the academic department and the Bouvé Office of Graduate Student Services. Grades earned in transferred credits are not counted as part of the overall grade-point average earned at Northeastern.

If the course had been taken prior to matriculation at Bouvé, the student must submit to their academic advisor a petition (available at: <https://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf>) requesting transfer along with the official transcript indicating successful completion of the course to be transferred. Upon obtaining the advisor's approval, the student must submit the documentation to the Bouvé Office of Graduate Student Services on the appropriate petition form. A student may petition to transfer credit only after matriculation at Bouvé (please see ***Academic Standing Petitions*** below).

Courses that have not been taken but will be taken for transfer from another institution must receive pre-approval from the student's academic advisor. To be considered for approval, the student must submit a petition (form available at: <https://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf>) with the course description attached to their advisor for approval and then submit the completed petition to the Bouvé Office of Graduate Student Services.

Graduate courses at the Northeastern University College of Professional Studies (CPS) can be considered for transfer only with prior approval of the academic advisor. Courses taken in CPS cannot be considered to fulfill full-time requirements for international students. For consideration of financial aid for CPS courses, please check with your financial aid officer.

During the last semester of their program, students may not transfer courses that are required for the completion of their Northeastern program.

Course Substitution

To substitute a course that was taken for credit toward a prior degree, a student must obtain approval from their academic advisor and the Bouvé Office of Graduate Student Services. To obtain approval by the academic advisor, students must provide their advisor with an official transcript showing the completed course and a syllabus that includes the content of the course, in order to verify equivalency with the course to be substituted. The student then must submit the signed Course Substitution Form (Appendix 7) and the official transcript to the Bouvé Office of Graduate Student Services. If the requested course substitution is approved, the student must take another course of equivalent number of credits as a replacement for the course being substituted. The course must be listed on the Northeastern's Course Catalog as either a core or elective course for the program.

Advanced Standing

Students with a PhD or MD may be eligible for advanced standing, which is determined on a case-by-case basis. To apply for advanced standing, the student must fill out the Advanced Standing Form (Appendix 6) and gain approval from the student's academic advisor and the Bouvé Office of Graduate Student Services. If the request is approved a student may be exempt from a maximum of 2 classes (not to exceed 6 credits).

Registration for Directed Studies

Students who wish to take a directed study course must complete the following process in advance of the start of the Directed Study:

1. Obtain required Directed Study Forms, one from the Registrar's Office (available at: <https://www.northeastern.edu/registrar/form-gs-dir-study-reg.pdf>) and one from the Bouvé Office of Graduate Student Services (Appendix 1).
2. Meet with the faculty member who will supervise the directed study to determine syllabus, course credits and criteria for completion. Enter descriptions of these course criteria on the forms, as indicated. The instructor must sign both forms; the student must sign the Bouvé form (only).
3. Present both directed study forms to the program director or department chair for review and approval.
4. Take both signed registration forms to the Bouvé Office of Graduate Student Services for review and approval.
5. Take the signed Registrar's Directed Study Form to 271 Huntington Avenue to register for the course.

Incompletes

An incomplete (I) grade may be reported by the instructor when a student has failed to complete a major component of a required course. Only the course instructor can make the decision to grant an incomplete grade to a student. The student must complete an Incomplete Grade Contract (available at: <https://www.northeastern.edu/registrar/form-inc-grade.pdf>), sign the agreement, and obtain the instructor's signature; leave a copy with the instructor, who will seek approval from the academic dean's office before sending it to the Bouvé Office of Graduate Student Services. Student should keep a copy for his/her record. Any exception to this policy must be recommended by the college's Academic Standing Committee (ASC) and must be forwarded in writing by the ASC to the Registrar for implementation. The agreed-upon course work must be completed within one calendar year from the end of the term in which the course was offered.

VI. Program Status and Progression

Provisional and Conditional Acceptances

A student who is accepted conditionally into the Bouvé Graduate School must meet the conditions set in the acceptance letter before they matriculate into the program and prove that they have fulfilled the stated conditions. Examples of conditions include: Receipt of official verification of previous degree completion, completion of missing prerequisite courses, receipt of a missing recommendation,

standardized test scores, and translation of international documents.

A matriculated student who is accepted provisionally must meet conditions set in the acceptance letter during the period of time after matriculation that is stated in the acceptance letter. Examples of provisions include: Maintenance of GPA of 3.0 during a specified amount of time after matriculation, specified grade levels must be met during time after matriculation, must take missing prerequisite courses after matriculation within a certain time range.

Student Academic Standing

Academic standing in BCHS is determined by the student's cumulative grade point average (GPA), and performance in academic and clinical courses that are required by their program. All BCHS students are expected to maintain a cumulative GPA of 3.000 each semester to remain in good academic standing and to progress toward graduation. Students who do not maintain a cumulative GPA of 3.000 each semester will be placed on probation. Additionally, some programs establish a minimum letter grade that a student must earn in each specified course; these appear in the table below. Finally, students must earn a grade of B (3.000) or better in graduate courses taken at another institution which are subject to transfer credit.

Deficiency Information by Program

Applied Psychology	3.000 GPA & B lowest grade approved
Audiology	3.000 GPA & B lowest grade approved
Exercise Sciences	3.000 GPA & B lowest grade approved
Health Informatics	3.000 GPA & B- lowest grade approved
Nursing	3.000 GPA & B lowest grade approved (Note: Direct Entry has exceptions for undergraduate courses taken during the program)
Physical Therapy	3.000 GPA & C lowest grade approved
Physician Assistant	3.000 GPA & C lowest grade approved
Public Health	3.000 GPA & B- lowest grade approved
Pharmaceutical Sciences	3.000 GPA & B lowest grade approved
Speech-Language Pathology	3.000 GPA & B lowest grade approved
Population Health	3.000 GPA & B lowest grade approved

Academic Progression

Students should be should registered by the first week of the semester for each semester of the academic year (Fall, Spring and, where indicated, Summer). If a student does not register for two consecutive semesters, the student's file will be placed in the "inactive" archives and kept there for no longer than five years. Therefore, if a student plans on being absent more than one semester, they must notify the Bouvé Office of Graduate Student Services and file a petition for a Leave of Absence, described below. The Leave-of-Absence Request form is available on [MyNortheastern](#) self-service; click on "Registrar Form."

For information about withdrawal and refund policies, please refer to the following: <http://catalog.northeastern.edu/graduate/expenses/student-refunds/>

All degree requirements must be completed within a maximum of seven years of matriculation,

although individual academic programs may require completion in a shorter time frame. Each student is responsible for reviewing the requirements for their particular program. A student's failure or inability to register does not extend the amount of time allowed to complete the program. Course credits earned in programs of graduate study are valid for a maximum of seven years unless an extension is granted by the Program Director and the Bouvé Associate Dean of Graduate Education. After establishment of candidacy for the Ph.D. degree, a maximum of five years will be allowed for completion of the degree requirements, unless an extension is granted (see *Program Extension Procedures* below). In order to progress in clinical courses that are sequenced, a student must receive a passing grade in all prior courses in the sequence. In the event that a student fails a clinical course that is not part of a sequence, progression is at the discretion of the student's academic advisor and/or the program director. When a student fails a clinical course that is part of a sequence of courses, the course instructor must notify the Bouvé Office of Graduate Student Services. Course material related to the student's failure (e.g., examination reports, clinical reports) must be made available to the student for review.

Academic Probation

Academic probation is a period of time when a student must address and remediate academic deficiencies. An action plan to clear the deficiency must be developed by the student, the student's academic advisor, and the specific program graduate committee (if applicable). A student placed on probation will receive written notification from the Bouvé Office of Graduate Student Services. The student's program advisor will also receive notification of probationary status. It is the student's responsibility to write an action plan with their advisor. The plan should document how the deficiency will be remediated. This action plan must be signed by the advisor and the student, and placed in the student's file in the Bouvé Office of Graduate Student Services within one month from the date of the written notification of probation. The student's failure to file an action plan may be cause for dismissal from the program. The action plan must specify the date by which the deficiency will be cleared.

A BCHS graduate student may repeat a course only once to achieve a passing grade, and may repeat only two courses during his/her entire program of study. A student may be on probation for only two semesters, or until the course is offered again, unless the advisor approves an action plan which specifies a longer, but definite period. A student may only be placed on probation twice during enrollment in BCHS and must correct all deficiencies, as specified, in each respective action plan during the applicable probationary period. Failure to remediate the deficiency within the agreed-upon time may result in dismissal from the program. During the period of probation, the student must earn a GPA of 3.0 or better each semester, or they are subject to dismissal from BCHS. Note that individual graduate programs may have additional requirements which must be included in the probation action plan.

Once the student has regained a GPA of 3.000, earned a grade of B or better in a repeated course, and/or demonstrated satisfactory performance in a clinical course, they are removed from probation.

Academic, Professional, or Research Misconduct

All Bouvé students are expected to adhere to the highest academic and professional standards. The University's *Code of Student Conduct* sets forth the University's expectations of behavior that promote the safety and welfare of the Northeastern University community. The *Code of Student Conduct* and policies for implementation are available at: <http://www.northeastern.edu/osccr/code-of-student-conduct/>

Failure to meet these standards, including misconduct in academic, professional or research activities, will result in disciplinary action. Such actions may include a lowered or failing grade in the course, probation, suspension, or immediate dismissal from the program. **Students found responsible for academic, professional or research misconduct will have a letter placed in their permanent file stating the pertinent findings of their case.** No student may withdraw from a course in which they have been notified that they will fail for a specific finding of academic dishonesty.

The University's *Code of Student Conduct* defines various aspects of academic misconduct, such as cheating and plagiarism. **Lack of knowledge of these definitions does not negate the student's responsibility for upholding them.** Academic misconduct is regarded as a serious violation of ethical standards and may result in the student's immediate dismissal from the graduate program.

In addition to maintaining complete honesty in all academic work, students admitted to clinical or professional programs in the College are expected to familiarize themselves with the code of ethical conduct of the professional discipline they are entering and to agree to uphold these principles.

Similarly, students admitted to graduate research programs are expected to familiarize themselves with the code of ethics in research. Such a code is outlined in: *Guidelines for the Conduct of Research* (available at: <https://oir.nih.gov/sourcebook/ethical-conduct/research-ethics/nih-guidelines>) by the U.S. Department of Health and Human Services. Ethical codes of conduct for researchers are also presented in the National Academy of Sciences' *On Being a Scientist, Responsible Conduct in Research* (<http://www.nap.edu/readingroom/books/obas>). Violations of research ethics can include, but are not limited to: falsification or fabrication of data, plagiarism, malicious allegations of misconduct in science, covering up or failing to report misconduct, obstructing due process in investigations of misconduct, and reprisals against those revealing misconduct.

Academic Standing Petitions

Students must submit petitions to their program academic standing committee, graduate committee or program director (as applicable) to request:

- a leave of absence
- a waiver of policy
- a change in probationary status
- a change in program
- a change of status in program (e.g., full-time to part-time or vice versa)
- a different course of action regarding their academic standing, progression, probation or dismissal
- an extension of degree completion time
- transfer or waiver of credits
- pre-approval for course to be taken for transfer
- directed study (see "Directed Study Courses" above)

Students must complete the appropriate petition form. Forms are available at: <http://www.northeastern.edu/registrar/forms.html>

The petition must include all relevant information. Students may be required to provide extra documentation such as official transcripts and/or course descriptions. A copy of this action is filed in

the student's permanent record in the Bouvé Office of Graduate Student Services.

Academic Dismissal

A student may be dismissed from a graduate program when they have failed to maintain academic requirements or has violated a policy that specifies immediate dismissal. All students shall have an opportunity to correct academic deficiencies during an appropriate probationary period before dismissal is instituted, except when the policy specifies "immediate dismissal."

Students may be subject to dismissal under the following conditions. (Note: Additional requirements that are not included in this list but are specific to the student's major may also apply.)

- The student exhibits unethical behavior or misconduct in their academic program, practicum, internship or research;
- The faculty instructor and/or the clinical supervisor determines that the student has demonstrated unsafe or inappropriate behavior in a clinical setting;
- The student does not register for at least one class for two consecutive semesters and does not have an approved leave of absence;
- The student has a cumulative grade point average below 3.00 at the end of the probationary period specified by the action plan;
- The student does not demonstrate satisfactory performance in achieving the objectives of a clinical course;
- The student fails to meet all the requirements of the program within the specified time limit mandated by the program and has not been given a formal extension;
- The student is in a PhD program and fails to successfully complete the PhD qualifying/comprehensive exams as stipulated by the program;
- The student fails to progress satisfactorily in research or fails to identify a committee for their thesis or dissertation within the time specified by the policies of the specific program.
- The student has failed to file an action plan within one month of notification of probation;
- The student has failed to meet the requirements of the action plan, including requirements that are specific to the student's major;
- The student has failed three courses or has failed the same course twice.

Dismissal Procedures

Dismissal of a student is initiated by the program director once the basis for the dismissal is provided to and reviewed by the Bouvé Office of Graduate Student Services. The program director will then notify the student being dismissed. Students may then appeal the dismissal, using the Appeals Process described below.

Appeals Process

The Bouvé Graduate Policies and Regulations set forth an appeals process that complies with that used by the University. For more information about appeals policies and procedures, refer to the *Graduate Catalog* at: <http://catalog.northeastern.edu/graduate/academic-policies-procedures/appeals/>

Program Extension Procedures

Students may seek an extension of the time limitation to complete their program of study only under documented extenuating circumstances. An extension may be granted if the student provides, in writing, the justification for the extension and an acceptable plan to complete the requirements for the degree. The student must complete the Graduate Program of Study Petition form (available at: <https://www.northeastern.edu/registrar/form-gs-prog.pdf>). The new date of graduation must be listed. The petition and the proposed action plan must be submitted for approval to the program director and to the Bouvé Office of Graduate Student Services.

Leave of Absence

Matriculated students may request an official leave of absence following the procedures and regulations outlined by the Bouvé Graduate Handbook. The student must discuss the leave of absence with her/his advisor and complete the petition form that is available through [MyNortheastern](#). The student should notify the Bouvé Office of Graduate Student Services 1 month prior to return in order to insure reinstatement for registration. Students with an approved leave of absence who do not return at the end of the leave of absence period, and have not requested an extension of the leave, will be dismissed by the Registrar. Please see Leave of Absence Policies at: <http://catalog.northeastern.edu/graduate/academic-policies-procedures/policies/>. Further information about Medical Leaves of Absence is available at: <http://www.northeastern.edu/uhrs/access-to-care/medical-leave-of-absence/>.

Withdrawal Procedures

The student can withdraw online via their [MyNortheastern](#) account. The Office of the Registrar will notify the Bouvé Office of Graduate Student Services of the withdrawal. **The student is responsible for dropping any courses in which they are currently registered and should have an exit interview with their financial aid advisor.** The faculty member teaching any course in which the student is actively enrolled is not responsible to notify the University of the withdrawal of the student.

Graduation Policies

Eligibility to Graduate. Students are eligible for graduation under the following conditions:

- Be in good academic standing with a cumulative grade point average of 3.00 or above.
- Earned at least the minimum number of credit required by their program of study.
- Have fulfilled other program requirements and any outstanding issues.

Register to Graduate. Students must apply to Graduate through [MyNortheastern](#) six months prior to graduation and set up a meeting with their academic advisor for academic clearance.

Issuance of Diplomas and Certificates. Diplomas and certificates are issued three times a year (January, April/May and August/September), but there is only a Spring Commencement ceremony. Additional information is available on the Commencement Office website <https://www.northeastern.edu/commencement/>. Students who wish to participate in the Spring Commencement but are not having their degrees conferred in the Spring semester should contact the Commencement Office to make arrangements.

Completing a Thesis Master's Program. Students enrolled in a Master's program that requires completing a thesis to meet degree requirements must complete the following at least 5 workdays prior to the deadline for final grade submission for the academic term:

- Upon successful defense of the thesis, the student must have the thesis approval form signed by the members of their thesis committee (Appendix 2).
- Submit an electronic copy of the thesis to ProQuest, following the directions outlined at: <http://etdadmin.com/northeasternbouve>
- Have the thesis approval form signed by a representative from the Bouvé Office of Graduate Student Services.

Completing a PhD Program. PhD degree completion has additional information and requirements.

1. The PhD hooding and degree conferral ceremony is held during the Spring semester only. PhD students may not be hooded until they have successfully defended their dissertations and completed all program requirements including clinicals, practicum and internships.
2. Students completing a dissertation to meet degree requirements must complete the following at least 5 workdays prior to the deadline for grade submission for the academic term:
 - upon successful defense of the dissertation, the student must have the dissertation approval form signed by the members of the dissertation committee (Appendix 5).
 - Submit an electronic copy of the dissertation to ProQuest, following the directions outlined at: <http://etdadmin.com/northeasternbouve>.
 - Meet with a representative from the Bouvé Office of Graduate Student Services for the exit interview at which time the dissertation form will be signed.
3. Students must submit a copy of the Survey of Earned Doctorates Certification of Completion to the Bouvé Office of Graduate Student Services before Graduation. Instructions for submission of the survey will be sent to students prior to end of their last term.

NUID: _____

Directed Study Form

Name: _____

Major: _____ **Department:** _____

Course Information

Term: Fall Spring Summer 1 Summer 2 Summer Full **Year:** 20__ __

CRN <small>If known</small>	Course Number	Credits	Course Title	Subject of Directed Study
---------------------------------------	----------------------	----------------	---------------------	----------------------------------

Is this proposed Directed Study intended to substitute a required course in the program? Yes No
If answer is **YES**, please provide justification for course substitution, including name of required course.

Describe the proposed Directed Study, including focus, activities, and learning objectives.

Describe how the objectives will be evaluated using measurable criteria.

Grading Option: Pass/Fail (S/U) Graduate (A through C-, also F)

Approvals

_____ Student	_____ Signature	_____ Date
-------------------------	---------------------------	----------------------

_____ Directed Study Instructor	_____ Signature	_____ Date
---	---------------------------	----------------------

_____ Program Advisor Chair	_____ Signature	_____ Date
---------------------------------------	---------------------------	----------------------

_____ Office of Graduate Student Services	_____ Signature	_____ Date
---	---------------------------	----------------------

NUID: _____

Thesis Approval Form

Name: _____

Major: _____ **Department:** _____

Thesis Title: _____

Approval for Thesis Requirements for Master of Science Degree

Committee Chair

Signature _____ Date _____

Printed Name _____

Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

NUID: _____

Comprehensive Exam Completion Form

Name: _____

Major: _____ **Department:** _____

Approval for Exam Completion

Exam Committee Chair

Signature _____ Date _____

Printed Name _____

Exam Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

NUID: _____

Dissertation Proposal Approval Form

Name: _____

Major: _____ **Department:** _____

Dissertation Title: _____

Approval for Dissertation Proposal Requirements for Doctor of Philosophy

Dissertation Committee Chair

Signature _____ Date _____

Printed Name _____

Dissertation Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

NUID: _____

Dissertation Approval Form

Name: _____

Major: _____ **Department:** _____

Dissertation Title: _____

Approval for Dissertation Requirements for Doctor of Philosophy

Dissertation Committee Chair

Signature _____ Date _____

Printed Name _____

Dissertation Committee Members

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

Office of Graduate Student Services, Bouvé College of Health Sciences

Signature _____ Date _____

Printed Name _____

Northeastern University

Office of Graduate Student Services, BCHS

APPENDIX 6

NUID: _____

Advanced Standing Form

Name: _____

Major: _____ **Department:** _____

Advanced Standing

Prior Degree Type: PhD MD

Experiential Credits Granted: _____

Institution: _____

Course Waiver

	Waived Course <small>Course # & Short Title</small>	Credits
1)	_____	_____
2)	_____	_____

Please Note:

- 1) Advanced Standing is granted on a case by case basis for students with a PhD or MD.
- 2) Students may be exempt from a maximum of 2 classes, not to exceed a total of 6 credits.

Justification:

Approvals

Advisor Name

Signature

Date

Office of Graduate Student Services

Signature

Date

NUID: _____

Course Substitution Form

Name: _____

Major: _____ **Department:** _____

Course Substitution

NU Course <small>Original Course(s) to be substituted</small>	Credits	Replacement Course <small>Course # & Short Title</small>	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Please Note:

- 1) Substituting a course does NOT reduce the total number of a program's required credit hours.
- 2) Courses being substituted MUST be replaced by a course with an equivalent number of credit hours.
- 3) Replacement Courses taken outside of Northeastern must be officially transferred via [Graduate Petition to Transfer Credit](#) form.

Notes

Approvals

Advisor Name

Signature

Date

Office of Graduate Student Services

Signature

Date