Overview
Students must follow their program of study curriculum as published in this University Graduate Catalog (2012 and beyond), or the Graduate School of Engineering Student Guide and Catalog (prior to 2012), for the year in which they matriculate. Any change in the course work or program requirements must be approved by the student’s program advisor and/or the department. Additionally, students must complete any preparatory courses stipulated at the time of admission within the stated time frame.

Registration in classes is mandatory to maintain an active status with the university. Students must be registered in all courses for a given term prior to the university course add deadline. Students should not register for an excessive number of courses or for multiple sections of the same course with the intention of dropping half or more of the courses during the first week of classes.

Students must be registered in their last semester of study. Students finishing their requirements in the summer semester must be registered either in the full summer, summer 1, or summer 2 term.

Any student who is financially withdrawn by Student Accounts prior to the start of any given semester will not be permitted to register for that semester until he or she rectifies the outstanding financial obligation.

Due to last-minute scheduling changes, the Graduate School of Engineering must occasionally substitute faculty or change class schedules after the registration period has begun. Any student registered for the original course will automatically be registered for the updated section should no major schedule conflicts be apparent. Otherwise, the graduate school or the department will contact all affected students for alternatives.

Northeastern University reserves the right to cancel, postpone, combine, or modify any class.

Course Selection
Full-time students (domestic and international) in the Graduate School of Engineering must register for classes on an ongoing basis and carry a minimum of 8 semester hours of course work per semester. Any student who is appointed to a stipended graduate assistantship (SGA) is considered full-time for the term(s) of appointment if enrolled for a minimum of 6 semester hours.

All graduate students who are registered for Dissertation, Dissertation Continuation, Thesis Continuation, PhD Candidacy Preparation, PhD Exam Preparation, or a zero-semester-hour Research course are considered full-time. Registration in these courses is restricted to students who qualify for registration in these courses.

The graduate school does not require part-time students to be enrolled for a certain minimum number of semester hours in any term. However, part-time students who are not enrolled for more than one term (excluding summer terms) should take a leave of absence from the university to maintain active student status to keep their student account active.

The maximum number of semester hours approved for a student in each term varies by the degree program. However, a student can petition his or her program advisor to request permission to register for more than the allowed maximum number of semester hours for a given term. Normally, no more than 9 semester hours (inclusive of transfer credits and advanced standing for MS programs) may be taken outside the College of Engineering.

Students should formulate a program of study in consultation with their assigned program advisor at the beginning of their program, during fall or spring orientation. Students should preselect courses whenever possible and plan to take them when offered, maintaining flexibility with alternate courses in mind. Courses other than the required courses are offered based on demand and are subject to faculty availability. Not all courses are offered every year; however, the graduate school will do everything possible to assure continuity of programs and permit students to make continuous progress toward earning their degrees.

MS Thesis and Thesis Continuation
Master’s degree students who are completing a thesis must register for a total of 8 semester hours of Thesis. Students who have not completed their thesis but have already registered for the required number of thesis hours, and have no remaining course work to complete the degree, may register for Thesis Continuation in their last semester (including summer term) to maintain full-time status. There is a 1-semester-hour tuition charge for Thesis Continuation. Thesis Continuation may be taken only once.

During graduation clearance, the Graduate School of Engineering will retroactively register students who fail to register correctly for Thesis Continuation. Once these retroactive registrations are posted on a student’s record, Student Accounts will send a tuition bill to the student.

Dissertation and Dissertation Continuation
Once program requirements are met for the PhD candidacy, PhD candidates must register for two consecutive semesters (may include the summer term) of Dissertation (xxxx9990). Candidates must then register for Dissertation Continuation in each subsequent semester (excluding summer term) until the dissertation is complete and approved by the Graduate School of Engineering. Students completing their dissertation in the summer term must register for Dissertation Continuation in the summer term. There is a 1-semester-hour tuition charge for Dissertation Continuation.

During graduation clearance, the Graduate School of Engineering will retroactively register students who fail to register correctly for Thesis Continuation. Once these retroactive registrations are posted on a student’s record, Student Accounts will send a tuition bill to the student.

Attendance Policy
In each term, continuing students are expected to be on campus by the first day of classes and online students are expected to log-in and stay attentive starting from the first class of each term. Course instructors are not expected to make accommodations for students who arrive after the first day of classes. Students who do not attend their class during the first week of a semester risk being dropped out of the course. Students should not expect that they will be added to the classes after the university course add deadline.