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The goal of the admission process at the College of Professional Studies is to provide access to a Northeastern University education worldwide and to create an environment where you will grow and create lasting opportunities for your future. To support this, we take a friendly and supportive approach to admissions and are here to guide you through the process and help you achieve your goals. There are no application fees. No GREs, GMATs, or SATs required. And there are multiple start terms per year.

When to Apply

**DOMESTIC APPLICANTS**
The College of Professional Studies admissions process operates on a rolling basis. However, it is recommended that all required documents are received:

- Six weeks prior to your desired start term for **transfer applicants**
- Four weeks prior to your desired start term for **applicants not transferring credits**

**INTERNATIONAL APPLICANTS**
As an international applicant, there are important deadlines you must meet in order to begin classes during your desired start term. International applicants who will be studying in the United States on a student visa must abide by the deadlines found on the College of Professional Studies website (http://www.cps.neu.edu/admissions/international/).

**Application Information**
Applicants should refer to the following information to submit application documents:

**MAIL FOR DOMESTIC STUDENTS:**
Mail supporting documents to the following address:
Northeastern University College of Professional Studies Application Processing Center P.O. Box 8150 Portsmouth, NH 03802

**MAIL FOR INTERNATIONAL STUDENTS:**
Mail supporting documents to the following address:
Northeastern University College of Professional Studies Office of Admissions

**TRANSFERS**
Transcripts must be mailed from the originating institution in a stamped and sealed envelope or emailed through "escript."

**IMPORTANT CODES**
Note the following codes:
- TOEFL code: 4999
- FAFSA code: 002199

**ADMISSIONS CONTACT**
Questions? Please feel free to reach out to the College of Professional Studies Office of Admissions:
- 1.877.668.7727
- 617.373.8574 (fax)
- cpsadmissions@northeastern.edu

**Application Withdrawal Due to Inactivity**
An application can be incomplete for up to one year before it is automatically withdrawn due to inactivity. An applicant who would like to reactivate his or her application has one year to do so from the time of his or her application withdrawal.

If an applicant has any questions or would like to reactivate his or her application, call 617.373.2400, 877.668.7727, or submit an email (cpsadmissions@northeastern.edu).

**Request to Withdraw an Application**
An applicant can request to withdraw his or her application for admission at any time. An applicant who would like to reactivate his or her application has one year to do so from the time of his or her application withdrawal.

To request to withdraw your application, call 617.373.2400, 877.668.7727, or submit an email (cpsadmissions@northeastern.edu).

**Admissions Acceptance Deferral**
A student who is not able to start his or her studies during the academic term for which he or she gained acceptance must contact the Office of Admissions to request a deferral of admission. A student may request a
deferral for up to one year, unless otherwise noted for specific programs. Check with the Office of Admissions for more information.

If a student does not get approved for an acceptance deferral and does not begin his or her studies within two academic terms of acceptance into a program, he or she forfeits that acceptance and must reapply to the program for a future term. It is important for the student to inform the Office of Admissions about deferral requests as this may impact the student’s time limit on program completion and financial aid.

Curricular Requirements
Admitted students are required to follow the program requirements that are in effect the term for which they have been admitted or, in the case of a formal deferral, the future term to which they have deferred. Students are encouraged to review the curricular requirements at the beginning of their start term to ensure they have the most up-to-date information.

Admission Requirements for Undergraduate Degrees and Certificates
Admissions requirements include the following:

- **Online application**
- **Academic transcripts**—submit one of the following:
  - Official high school transcript
  - Official GED
  - Official associate degree transcript, stating degree conferral and date
- **Transfer credit documents**—transfer students must submit the following:
  - Academic transcripts—official U.S. transcript from each institution you previously attended and from which you are requesting transfer credit
  - Foreign transcripts—official transcripts and English translation; we recommend you submit a course-by-course evaluation of your diploma(s) and transcript(s)
  - College-level examinations—official examination
  - Military evaluation
- **Proof of English-language proficiency**—students for whom English is not their primary language must submit one of the following:
  - Official associate degree transcript from an accredited college or university in the United States, stating degree conferral and date
  - Official TOEFL or IELTS scores
  - NU Global Exam scores
  - Pearsons scores

Additional information regarding English-language proficiency test score requirements may be found on the English Language Proficiency webpage (http://www.cps.neu.edu/admissions/international/english-language-proficiency.php).

Undergraduate Students Seeking More Than One Undergraduate Certificate and/or Degree
An undergraduate student can be enrolled in only one undergraduate program at a time.

Undergraduate students seeking more than one certificate or degree after having completed a program should note that undergraduate credits earned toward:

- A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a bachelor’s degree, if the contents are determined to be applicable per the program director.
- A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a second certificate with a cap of 6 credits, if the contents are determined to be applicable per the program director.
- A bachelor’s degree earned at the College of Professional Studies may be used to satisfy the requirements of a second bachelor’s degree with a cap of 50 percent of the requirements for the second degree, if the contents are determined to be applicable per the program director.

Transfer Credit Policy
The College of Professional Studies awards transfer credits for eligible courses completed successfully at regionally and programatically accredited institutions. The Council for Higher Education Accreditation provides information about the organizations responsible for these two forms of accreditation. Official transcripts from all institutions should be sent directly to the College of Professional Studies Office of Admissions at the time of application.

Credits earned at institutions outside the United States are considered for transferability on a case-by-case basis. Students should submit an official English evaluation completed by an approved credential evaluator. Course descriptions and/or syllabi also should be translated into English and submitted to the College of Professional Studies Office of Admissions.

Once a new student has been accepted into a program, a major has been declared, and all official transcripts and/or exam results have been received, the College of Professional Studies Office of Registrar Operations conducts an official transfer credit evaluation within the first academic term. Students may be required to provide additional documentation for transfer credit evaluation.

The College of Professional Studies reserves the right to revise transfer credit awards due to course duplication, a student's change in program of study, or other reasons deemed necessary by the college.

Students who wish to transfer credits earned at the College of Professional Studies to another institution need to consult with that institution to determine eligibility.

For more information about transferring credit and the transfer credit award process, visit the College of Professional Studies Admissions website (http://www.cps.neu.edu/admissions/undergraduate/transferring-credit/).

Undergraduate Transfer Credit
Undergraduate students who wish to make a request for transfer credits must provide an official academic transcript for credits earned at another institution and an official report of exam results for credits earned through college-level proficiency examinations.

Undergraduate transfer credit awards are granted on a case-by-case basis employing the following guidelines:

- The minimum course grade acceptable for transfer credit is C, or 2.000 on a 4.000 scale.
- Courses completed on a pass/fail scale are not eligible for transfer.
- Credits earned in science and technology courses are valid for a period of seven years. Science and technology courses completed
more than seven years ago may be considered for transfer at the discretion of the program director. Courses successfully completed in other subject areas are not subject to timelines.

- Transfer credits also may be earned through:
  - Prior Learning Assessment (PLA).
  - College-Level Examination Program (CLEP).
  - The Excelsior College Examination Program (formerly Regents College).
  - DANTES Examination Program of the Educational Testing Service.
  - Advanced Placement (AP) Examination Program of the College Entrance Examination Board.
- Credits earned from any college within Northeastern University other than the College of Professional Studies are granted under the following guidelines:
  - Minimum grade of a C–, or 1.667 on a 4.000 scale.
  - If the undergraduate transfer student is only transferring credits earned at another Northeastern University college, he or she completes a minimum of 24 semester hours (residency) for a bachelor’s degree at the College of Professional Studies.
- With specified exceptions, students must complete at least 50 percent of the total credits required for a bachelor’s degree at the College of Professional Studies.
- Students may transfer up to 6 semester hours toward an undergraduate certificate.
- An undergraduate student who is on active military duty may transfer up to 75 percent of the total credits required for an undergraduate certificate or degree at the College of Professional Studies.

Prior Learning Assessment (PLA)

Students may be eligible for PLA credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses offered by the College of Professional Studies.

Awarded credits are incorporated into a student’s degree plan as transfer credits and are subject to the university’s residency requirement. PLA credit is limited to a maximum of 30 semester hours for undergraduate students. Acceptable credits for PLA review are determined from approved certificatets, training, and a portfolio review of prior work experience. As part of the consideration for PLA credits, faculty will evaluate and map learning outcomes and achievement in alignment with NECHE accreditation requirements.

Potential PLA credits should be considered and discussed as part of a student’s transfer credits at the time of enrollment. Interested students should contact their career and academic coach for more information.

Information for Entering Students

- Academic Calendar (p. 5)
- New Student Orientation (On-Ground and Online) (p. 5)
- International Student Orientation (p. 5)
- New Admitted Students Site (p. 6)
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- We Care (p. 12)

Academic Calendar

The College of Professional Studies undergraduate programs are offered on a semester calendar consisting of three 15-week terms (with the option for half-term sessions offered in an accelerated format as well as a 7-week term in the summer).

For calendar details, please visit the registrar website (http://www.northeastern.edu/registrar/calendars.html).

New Student Orientation (On-Ground and Online)

The purpose of New Student Orientation is to provide information and tools for each student’s success from the point of program entry to degree completion. All new students are expected to attend the on-ground orientation. If students cannot attend the on-ground orientation, they should thoroughly review the New Admitted Student site (http://www.orientation.cps.northeastern.edu/).

International Student Orientation and Programming

The Office of Global Services (OGS) (https://international.northeastern.edu/ogs/) organizes a mandatory orientation for international students on an F-1 or J-1 visa. Students will receive an overview of nonimmigrant visa compliance requirements along with information and resources to support academic success, student life, campus safety, and cultural adjustment.

International students on an F-1 or J-1 visa should plan to arrive on campus no more than 30 days prior to the program start date on the I-20 or DS-2019 in order to attend the international student orientation and complete the online immigration clearance. International orientation dates will be listed on the OGS website.

Throughout the year, OGS hosts cocurricular programming that celebrates cultures and the rich diversity of campus. These events are encouraged as a way to gain familiarity with Northeastern in a cross-cultural context while also facilitating the formation of friendships across cultures.

U.S. citizens who have been living abroad are not required to complete OGS orientation sessions but are welcome to participate in cocurricular events. For more information and to register, check the schedule of events on the OGS website. (https://international.northeastern.edu/ogs/)

For further details on the international student orientation and immigration clearance process, and for other information pertinent to international students, contact:

The Office of Global Services (OGS)
405 Ell Hall
Northeastern University
360 Huntington Avenue
Boston, MA 02115

Website (http://www.northeastern.edu/ogs/)
617.373.2310
New Admitted Students Site

In addition to participating in New Student Orientation, students are strongly encouraged to review the New Admitted Students (http://www.orientation.cps.northeastern.edu/) site provided by the Office of Academic Advising.

This is a tool and resource intended to help new students prepare for their first term of enrollment, as well as provide information that students can reference throughout their time at Northeastern University and beyond. The site is organized with checklists students may use during different points in their academic career.

Information for International Students

Office of Global Services
Website (http://www.northeastern.edu/ogs/)
405 Ell Hall
617.373.2310
617.373.8788 (fax)

The Office of Global Services (OGS) offers a vast array of programs and services to more than 18,000 international students and scholars who represent approximately 146 nations.

OGS also works to promote meaningful interaction and intercultural understanding among citizens of other countries and their peers from the United States, providing educational and cultural enrichment opportunities for all members of Northeastern and the community at large. OGS advances the international community of Northeastern through ensuring immigration compliance while providing transformational academic services and cultural experiences for student satisfaction and successful graduation.

OGS maintains the Student and Exchange Visitor Information System (SEVIS) at Northeastern, as mandated by the U.S. federal government, in order to ensure compliance with regulations and procedures affecting those international students and scholars in specified nonimmigrant visa classifications.

OGS serves as ‘home away from home’ for all international students at Northeastern University. Affiliation with OGS begins with admission to the academic program and continues throughout the student life cycle with continuous support extended through sessions for academic support; cultural acclimation support; and initiatives and cultural events including OGS’s cultural festival in February and March, “Carnevale,” which celebrates the cultural diversity of the entire university community. For a list of OGS services and programs, visit the OGS website. (http://www.northeastern.edu/ogs/)

International students must maintain full-time status at Northeastern to be in compliance with immigration and SEVIS regulations. Also, they must not engage in any type of employment unless authorized by OGS. Note that timely registration for courses is especially important so that they may remain in compliance with current federal regulations. They should consult with OGS if they have questions about their individual status.

Coming to Northeastern
Preparing to study at Northeastern University is exciting, and students have many things to do in preparation. Here are some of the key items students should do to prepare.

- Obtain F-1 or J-1 visa from the U.S. embassy or consulate in the home country to be eligible to study in the United States. An international student may attend Northeastern in a nonimmigrant status other than F-1 or J-1 only if U.S. immigration regulations allow for study in the United States under that specific nonimmigrant visa classification. Some international students must apply and be approved for a change of status (e.g., from B-2 to F-1) before beginning the program at Northeastern. For detailed information/instructions specific to a student’s current nonimmigrant status and eligibility to participate in co-op or other forms of experiential learning, contact OGS (http://www.northeastern.edu/ogs/).

- Acquire Student Health Insurance: Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has required every full-time and part-time student enrolled in a certificate, diploma, or degree-granting program in a Massachusetts institution of higher learning to participate in a Student Health Insurance Program (SHIP) or in a health benefit plan with comparable coverage. The Student Health Program defines a part-time student as a student enrolled in at least 75 percent of the full-time curriculum (College of Professional Studies graduate students—7 credits, part-time graduate students—6 credits).

- Complete health report: Prior to entering Northeastern, all enrolled students must complete and submit a health report to University Health and Counseling Services (UHCS). It must be completed and returned by the stated deadline. The required record of immunity section is necessary for compliance with the Massachusetts immunization requirements for college-age students. Failure to meet the requirement will prevent future course registration. Additionally, further documentation of immunity is mandatory for students in Bouvé College of Health Sciences. Visit the UHCS webpage (http://www.northeastern.edu/uhcs/) to access the health report online.

Planning Information
New international students are expected to arrive by the program start date stated on the I-20 issued by Northeastern or on the DS-2019 issued by Northeastern or by the sponsoring agency/government.

When making travel arrangements students should seek admission to the United States no more than 30 days prior to the program start date on the I-20 or DS-2019, and students should not arrive after the report date on the I-20 or DS-2019.

All international students will need to attend the mandatory international student orientation program and complete the international student online immigration clearance. For further details on the OGS international student orientation and online immigration clearance process, and for other information pertinent to international students, check the OGS website (http://www.northeastern.edu/ogs/).

Housing
Students at Northeastern University College of Professional Studies are not eligible for on-campus housing at Northeastern University. There are, however, a number of housing resources (http://www.cps.neu.edu/student-resources/housing.php) students may refer to if seeking off-campus housing.

SEVIS Compliance
OGS is required to comply with immigration regulations governing student status and must report information every semester as required by the Department of Homeland Security.

OGS advises students on the complexities of immigration compliance and interfaces with various U.S. government agencies. OGS maintains and updates the SEVIS system and advises students on relevant issues...
related to nonimmigrant student status by individual appointments or through workshops and information sessions. Contact with questions relating to nonimmigrant student status or any aspect of SEVIS compliance.

**OGS: Your Resource for SEVIS Advice and Assistance**

OGS advises F-1 and J-1 students on the complexities of immigration compliance and interfaces with various U.S. government agencies. OGS maintains and updates the SEVIS system and advises students on relevant issues related to nonimmigrant student status by individual appointments or through workshops and information sessions. Consult OGS with questions relating to nonimmigrant student status or any aspect of SEVIS compliance.

**Global Student Success**

10 Belvidere
617.373.2455
globals@northeastern.edu
Website (http://www.cps.neu.edu/student-resources/gss/)

Global Student Success (GSS) is committed to fostering the acculturation of international students to the Northeastern community and promoting internationalization across the institution. This office supports international students through cross-cultural, linguistic, and academic support services. GSS also partners with faculty, staff, and administrators to integrate global dimensions and cross-cultural understanding into the Northeastern experience.

**Husky Card Services**

4 Speare Commons
617.373.8740
HuskyCard@northeastern.edu

Husky Card Services prints Husky Cards, the official identification card of Northeastern University. The Husky Card is used for many purposes, including access to locations, parking, laundry, printing, vending machines, dining services, off- and on-campus vendors, and library book checkout.

Students who are registered for courses on the Boston campus of Northeastern University can come to the Husky Card Services office to obtain their card. A government-issued photo ID must be presented when receiving your Husky Card.

Students who are registered in online courses only are eligible to have their Husky Cards mailed to them. If you are an online student and would like a Husky Card mailed to you, submit an email (HuskyCard@northeastern.edu) with your name, Northeastern University ID number, address, and college/degree. Once we have this information, we will open the photo upload option through your myNortheastern account, which will allow you to upload a photo. Once your photo is submitted, it will take up to **two weeks** for the photo to be approved and the Husky Card to be mailed to you. Allow more time for international mail.

**Academic and Student Resources**

**Libraries**

Northeastern University Libraries
617.373.8778

The Northeastern University Library is at the hub of campus intellectual life. Resources include over 900,000 print volumes, 206,500 e-books, and 70,225 electronic journals. The Snell Library building welcomes 1.5 million visitors a year on the Boston campus, and the library’s website serves users around the world. The library provides award-winning research and instructional services, a growing focus on networked information, and extensive special collections that document social justice efforts in the greater Boston area. The library has an ambitious vision to expand its digital initiatives by developing its digital repository, digitizing unique collections, constructing integrated collaborative spaces, and fostering the adoption of digital media and the creation of new knowledge. The Northeastern University Library leads the way in redefining library service in the 21st century.

Snell Library is also the primary study environment on campus, open 24/7 to the whole university community, year-round. Spaces include group, quiet, and silent work areas, with more than thirty group study rooms with whiteboards and plug-in displays for collaborative group work. Individual study rooms are available for graduate students on a long-term reservation basis, as well. In partnership with Information Technology Services, the library supports the Digital Media Commons and InfoCommons computing areas, providing high-level media creation and editing capabilities. The Digital Media Commons also includes a 3D printing studio with a full suite of fabrication technologies and professional-level audio and video recording studios.

Services provided by Snell Library include both on-site and distance reference, the latter including 24/7 live chat with a reference librarian; subject specialist librarians who provide in-depth consultation and research support for each academic program at the university; and an interlibrary loan system for providing materials not readily available at Northeastern. Digital scholarship project support and tools are also available through an institutional repository and data management services. The library also teaches workshops on digital media tools and resources and instructional sessions about library research for students and faculty.

The School of Law Library, located on five floors in the Knowles Law Center, includes a comprehensive collection of U.S. legal materials in print and in electronic format. Of particular note is the library’s collection in the areas of public interest law; international human rights law; and public health, death penalty issues, and progressive lawyering. Access to print and electronic materials is provided through Scholar OneSearch, the university’s online library catalog. More information can be found on the library website (http://www.northeastern.edu/law/library/).

**Office of Academic Advising**

50 Nightingale Hall
617.373.2400
617.373.5545 (fax)
cps-adviser@northeastern.edu
Website (https://cps.northeastern.edu/academic-resources/advising/)

The mission of the Office of Academic Advising is to provide comprehensive services to enable students to take ownership of their education and to make sound decisions and judgments that further their individual academic and professional success.

Each student accepted in a degree or certificate program has a designated career and academic coach who serves as the student’s
primary contact and partner at the university to work together toward the student's success by:

- Navigating curriculum/program requirements
- Planning a course load
- Choosing a major
- Determining the best path for degree completion
- Petitioning for transfer credit, course substitution, and course overloads
- Researching and locating resources that are important to the student

The Office of Academic Advising offers student enrichment opportunities throughout the year to satisfy educational, social, and networking desires/needs. For more information about the Office of Academic Advising, visit the College of Professional Studies website (http://www.cps.neu.edu/student-resources/OAA.php).

Students are encouraged to communicate regularly with their academic advisers.

**Tutoring Services**

Website (https://cps.northeastern.edu/academic-resources/tutoring-services/)

Tutoring can benefit skilled professionals and beginning students alike. Whether you're struggling with organic chemistry, working on a long paper, or putting the finishing touches on a presentation, NU offers many opportunities for you to enhance your academic work and professional skills through free one-on-one academic support on and off campus.

**International Tutoring Center**

Basement of Snell Library  
617.373.2455  
globals@northeastern.edu  
Website (https://cps.northeastern.edu/academic-resources/global-student-success/international-tutoring/)

Tutors provide high-quality ESL writing instruction and tutoring for international students who need assistance with papers, assignments, TOEFL writing, and research projects. Students can meet one-on-one with an ESL tutor for 50-minute appointments. This is a free service for Northeastern international students.

**The Writing Center**

412 Holmes Hall  
617.373.4549  
Website (http://www.northeastern.edu/writingcenter/)

The Northeastern University Writing Center (WC) is open to any member of the Northeastern community and exists to help writers of any level, from any academic discipline, become better writers. There are many ways to enjoy our services. You can book in-person or virtual sessions with a WC consultant, send us your writing through our email submissions, or browse our online content and multimedia resources on Facebook and Pinterest.

**Career Services**

103 Stearns Center  
617.373.2430  
617.373.4231 (fax)  
careerservices@northeastern.edu  
Website (http://www.northeastern.edu/careerservices/)

Career Services provides resources, guidance, and opportunities that help students and alumni with the following:

- Choose a major and explore career options that fit their unique attributes
- Make career decisions that will engage them in productive and fulfilling work
- Prepare for and conduct successful job searches
- Create meaningful and effective engagement with employers
- Contribute to meeting global and societal needs

Northeastern's Career Services does not guarantee employment nor does it refer students to prospective employers regarding job openings.

**Disability Resource Center**

20 Dodge Hall  
617.373.2675  
617.373.2730 (TTY)  
617.373.7800 (fax)  
Website (http://www.northeastern.edu/drc/)

The Disability Resource Center (DRC) strives to create an environment in which all are empowered to make their unique contributions to the rich academic and social life of Northeastern. Its staff takes a creative approach to assisting students who have disabilities or who are Deaf or hard of hearing by providing services that will enable them to succeed.

In accordance with federal laws and guidelines, services cannot be provided unless acceptable documentation is submitted to the DRC. Students must provide recent diagnostic documentation indicating that the disability substantially limits one or more major life activities. They must also register with the DRC and meet with a counselor.

Students who are disabled, Deaf, or hard of hearing are strongly encouraged to contact the DRC upon their acceptance to Northeastern. It is also most beneficial to schedule a meeting with a DRC counselor at least three months prior to arriving on campus in order to register and request services. Early contact with the center will allow enough time to assemble the required diagnostic documentation, register at the DRC, and set up services.

Services are individually tailored on a case-by-case basis to meet each student's needs. Support services are available for but are not limited to, students with a documented diagnosis of learning disabilities, blindness or visual disabilities, mobility disabilities, deafness or hard-of-hearing disability, head injuries, psychiatric disorders, degenerative or chronic conditions, HIV-positive status or AIDS, and temporary disabilities.

The center's services include examination modification and accommodation; disability-related academic advising and course modification; note-taking services; readers and scribes; sign-language interpreters and transliterators; computer-aided, real-time information about classrooms' accessibility; advising and referral services; campus orientations; acquisition of assistive listening devices, Braille materials, taped textbooks, and raised-line drawings; and assistive technology, such as the Reading Edge machine. The center also provides liaison, advocacy, and training services for faculty, staff, and administration and coordinates special-interest groups.

The DRC does not provide personal care assistance (PCA) services; the center will provide referral to local PCA service agencies, such as the Boston Center for Independent Living (http://bostoncil.org/).

Northeastern does not offer transportation services; however, public transportation in greater Boston is run by the Massachusetts
Bay Transportation Authority (MBTA), which offers a curb-to-curb transportation service known as The RIDE for persons with disabilities. Several stops on the Orange Line branch of the MBTA subway system are very convenient to the Northeastern campus. Please visit the MBTA website (http://www.mbta.com/) for more information.

University Health and Counseling Services
Forsyth Building, Suite 135
617.373.2772
UHCS@northeastern.edu
Website (http://www.northeastern.edu/uhcs/)

The University Health and Counseling Services team is eager to serve you. We hope that you will use our center as a resource to help stay healthy, physically and mentally, and for care when you are ill or injured, depressed or stressed.

Find@Northeastern.edu (https://www.northeastern.edu/uhcs/find-at-northeastern/)

24/7 Mental Health Support
Support and resources that help you find yourself, your peace of mind, and your distinctive path.

226 Curry Student Center
617.373.7591
wecare@northeastern.edu (we_care@northeastern.edu)
Website (http://www.northeastern.edu/wecare/)

The We Care office assists students who are experiencing unexpected challenges to maintain their academic progress. The staff works with students to coordinate among university offices, to offer appropriate referrals, and to help develop viable options to support the students’ continued success at the university. We Care also provides guidance to faculty and staff in identifying Northeastern resources and policies to help students succeed.

Center for Spirituality, Dialogue, and Service
203 Ell Hall
617.373.2728
csds@northeastern.edu
Website (http://www.northeastern.edu/spirituallife/)

The Center for Spirituality, Dialogue, and Service (http://www.northeastern.edu/spirituallife/)(CSDS) serves and supports the diverse spiritual, religious, and social justice commitments of all Northeastern community members. The center is home to the Sacred Space (http://www.northeastern.edu/spirituallife/our-spaces/sacred-space/) (200 Ell Hall), a beautiful award-winning spiritual area for worship, private contemplation and reflection, group meetings, dialogue, yoga, meditation, service projects, and special events. The center also oversees the Social Justice Resource Center (http://www.northeastern.edu/sjrc/) (SJRC) (106 St. Stephen Street) and supports the Hillel Center (http://www.northeasternhillel.org/), The Foundation for Jewish Life (70 St. Stephen Street), and the Catholic Center (http://www.nucatholics.neu.edu/) (68 St. Stephen Street).

CSDS sponsors over 25 student organizations representing the world’s spiritual, religious, and humanist traditions. The center builds partnerships across university departments and disciplines and with religious communities and public service agencies locally, nationally, and internationally to help students become engaged citizens, peace builders, and equipped as leaders to tackle pressing global problems. The work of the center is organized into two mutually reinforcing spheres:

- **Sphere of Spirituality and Interfaith Engagement**
  Offers students, faculty, and staff opportunities to explore their personal spirituality, diverse religious traditions, learn ethical reflection and decision making, and develop interfaith appreciation and competence

- **Sphere of Service and Social Action—coordinated by the SJRC**
  Serves as an inclusive hub of innovative justice-minded thinking, collaboration, and action that empowers students, faculty, and staff to help enact a society that is equitable and peaceful

For more information, visit the website (http://www.northeastern.edu/spirituallife/), call 617.373.2728, submit an email (csds@northeastern.edu), or visit 203 Ell Hall.

Office of Student Conduct and Conflict Resolution
202 Ell Hall
617.373.4390
Website (http://www.northeastern.edu/osccr/)

The Office of Student Conduct and Conflict Resolution administers the Code of Student Conduct (http://www.northeastern.edu/osccr/code-of-student-conduct/) and the student disciplinary process. The code establishes and defines university community expectations for standards of behavior and responsibility, as well as rights and remedies provided to all university community members. The office is also responsible for the design, development, and implementation of the university mediation program.

Programs and services provided by the Office of Student Conduct and Conflict Resolution are designed to support the academic mission of the university by enhancing each student’s academic achievement and personal, ethical, and character development. These programs are intended to promote community standards of behavior; positive and productive conflict management and resolution; civility; respect for self, respect for others; and an appreciation for being a part of a diverse, flourishing community.

Campus Resources

Office of the Registrar
271 Huntington Avenue
617.373.2300
617.373.5360 (TTY)
Website (http://www.northeastern.edu/registrar/)

The Office of the University Registrar provides an important link between the university’s academic programs and policies and the student. It administers a number of specific services including class scheduling, registration, record functions, verification of enrollment, reporting, transcript services, and Commencement.

The registrar’s office utilizes the myNortheastern web portal (https://my.northeastern.edu/) and public campus computers to provide students convenient access to information and services, including class schedules and registration, most recent grades, and unofficial transcripts. Additional information is available on the registrar website (http://www.northeastern.edu/registrar/).
Northeastern University Bookstore

Main Campus
Curry Student Center, ground floor
617.373.2286
Website (http://www.northeastern.bncollege.com)

The bookstore operates during the entire academic year, but days and hours may vary in accordance with the university’s calendar.

Purchases can be made by cash, check, American Express, MasterCard, Visa, Discover, or Husky Card.

Campus Recreation

Marino Recreation Center
617.373.4433
Website (https://www.northeastern.edu/campusrec/)

Exercise your body, mind, and spirit. The campus recreation program provides many outlets to help clear your mind and recharge your spirit. Our fitness facilities, unique among Boston-area colleges and universities, are open year-round. All programs were designed with you in mind, so whether you enjoy group fitness classes, ice hockey or street hockey, basketball, weight training, or swimming, Campus Recreation has something for everyone.

Full-time Northeastern students, in good standing, have access to the Marino Recreation Center, Cabot Center, and, the Badger and Rosen SquashBusters Center when they are enrolled in classes and co-op or scheduled for vacation and have paid the campus recreation fee. Part-time students, in good standing, will have access during any academic term in which they are enrolled and attending classes, as long as they have requested and paid the campus recreation fee. Help us maintain a safe and secure environment. Your Northeastern photo ID card must be a current, valid, and active card that needs to be swiped upon arrival in order to enter all facilities.

Russell J. Call Children’s Center

1 Fencourt Street (alley right after Qdoba Restaurant)
617.373.3929

The Russell J. Call Children’s Center is available to faculty, staff, and students; children from two years and nine months to five years of age are eligible to attend.

The center is licensed by the Massachusetts Department of Early Education and Care and staffed by professional teachers and co-op and work-study students.

For more information, contact Regina Nazzaro, Director of the Children’s Center, at 617.373.3929 or via email (r.nazzaro@neu.edu).

Parking

Student Financial Services
354 Richards Hall
617.373.2366
Website (http://www.northeastern.edu/parking/)

Parking spaces in the university lots and garages are filled on a first-come, first-served basis. To park in a university lot or garage, students must have a valid parking permit displayed on their vehicles. A parking permit does not guarantee a parking space.

New students may purchase a day parking permit. Only eligible students will receive a permit. To be eligible, students must be registered for a class or on co-op. The cost of the permit will be charged to the student’s tuition account.

Overnight parking permits are limited, and preference is given to those students on co-op or clinical internships. Upperclass students in classes may be denied overnight parking due to limited availability.

Applications for term and overnight parking permits are available online (https://www.applyweb.com/applyweb/).

To park in a handicap space, individuals must purchase a parking decal and display a state-issued handicap license plate, placard, or hangtag. Handicap parking spaces are located throughout campus.

Operators of vehicles driven or parked on university property are responsible for knowing and complying with university driving and parking regulations.

Refer to the parking website for more information, or contact University Police at 617.373.2121.

John A. and Marcia E. Curry Student Center

434 Curry Student Center
617.373.2663
Website (http://www.northeastern.edu/curry/)

This campus “living room” serves as a hub of student activity. It is the crossroads of community life at Northeastern, offering cultural, social, and recreational programs and services.

The center offers ATM machines, an art gallery, the afterHOURS late-night club, food court and cafeteria, game room, lounge space, meeting rooms, Starbucks Coffee, student organization offices, TTY machines, a TV viewing area, and WRBB-FM.

Student center facilities may be reserved by recognized student organizations and university departments. The university reserves the right to limit the use of its facilities when the general public is involved.

Public Safety

Public Safety Division Administrative Offices
100 Columbus Place
617.373.2696
Website (http://www.northeastern.edu/publicsafety/)

Police Operations Center
100 Columbus Place
617.373.3333 (EMERGENCY—police, fire, medical)
617.373.3934 (TTY emergency or nonemergency)
617.373.2121 (nonemergency regular business)

Personal Safety
617.373.2121
Website (https://www.northeastern.edu/nupd/services/redeye/)

The Public Safety Division’s mission is to provide a comprehensive program of police, security, fire safety, and emergency medical services to help ensure the campus remains a safe and pleasant place to live, work, and learn.

The University Police Department is the largest and most visible unit of the division and consists of professionally trained officers charged with the protection of life and property and the prevention and detection of crime on campus. University police officers have the same authority as municipal police officers and enforce both the Massachusetts laws.
and university regulations. Regulations mandate that students show their university ID cards whenever requested to do so by any university police officer. For more information, visit the NUPD website (http://www.northeastern.edu/nupd/).

The Public Safety Division takes pride in its comprehensive plan to minimize crime and protect the safety of the Northeastern community. But the division needs students’ help and urges students to take responsibility for creating and maintaining a safe and secure environment. For tips on safety around campus and in the neighborhood, pick up a brochure or visit the website.

The Personal Safety Escort Service provides a door-to-door escort from one on-campus location to another whenever personal safety is a concern. After receiving your call, the university police dispatcher will assign an officer or cooperative education cadet within 10 to 15 minutes (if necessary, the dispatcher will advise you of any expected delays).

A special, nighttime off-campus escort service runs from dusk to dawn to transport students who reside within approximately one mile of the campus from the campus to their residence after dark. The only destination this service will take you to is your residence. A van stops at Snell Library and the Ruggles Public Safety Substation on the hour from 7:00 p.m. to 6:00 a.m. to pick up students.

If you are sexually assaulted, either by a stranger or an acquaintance, get to a safe place, then telephone the university police and a friend or family member. A university police officer who is a state-certified sexual assault investigator will meet with you and address your physical and emotional needs, as well as inform you of your rights and options regarding filing charges against the perpetrator. The police will provide you with important information about on-campus as well as off-campus counseling services as well as other options regarding changing your residence or class schedule.

If the sexual assault took place off campus, the university police department can still provide emergency medical treatment, transportation to a medical facility, and counseling referrals. However, the criminal investigation of such cases is the responsibility of the police department that has jurisdiction in the locale where the assault took place, and university police will assist you with making contact with the appropriate agency.

Lost and Found
Website (https://www.northeastern.edu/nupd/services/lost-found/)

If you have lost an item on Northeastern’s Boston campus, call 617.373.3913. You will be instructed to leave a detailed message describing the item lost and the best way to contact you if the item is found.

If your item has been turned in, we will contact you by telephone or mail. If your item has not been turned into our department, we will continue to keep this information on file.

If you suspect the item has been stolen, call the Northeastern University Police at 617.373.2121 to report the theft.

If you have found an item on campus, return it to our headquarters located at 100 Columbus Place.

Emergency Information
617.373.2000 (snow emergencies)
Website (http://www.northeastern.edu/emergency/)

Northeastern University is committed to providing members of its community with a safe and secure place in which to live, work, and study.

The university is prepared to respond to emergencies and urgent situations that require immediate action. A trained team of police officers, EMTs, health and counseling experts, student affairs and residential life staff, and other professionals form a coordinated group that is able to manage a wide range of potential situations.

NU ALERT, emergency broadcast communication messages, are sent to the email addresses and telephone numbers students, faculty, and staff have provided the university.

Information Technology Services
617.373.HELP (4357)
help@northeastern.edu
ITS Website (https://its.northeastern.edu)
Tech Service Portal

IT Services (ITS) is Northeastern’s centralized technology resource for students, faculty, and staff.

Visit the Connect To Tech guide (https://connect-to-tech.northeastern.edu/cat2021/) for key student tech resources and information that incoming students should know, such as myNortheastern accounts and access, laptop recommendations and discounts, and sites and mobile apps that keep students connected to the university and the community.

Some of the services and solutions that ITS provides include:

- Secure, high-speed internet access and wireless internet connectivity at Northeastern locations around the university’s global network
- Centralized computer labs—including the InfoCommons and the Digital Media Commons (DMC) in Boston—with the latest software
- On-site and remote printing for the Northeastern Printing Plan, including an annual credit for $120 in printing, with the opportunity to add additional funds
- The university’s learning management system, Canvas (https://canvas.northeastern.edu)
- Free or discounted software applications for Windows and Mac, available online, for download, or in a virtual environment
- Northeastern’s online portal, myNortheastern (https://my.northeastern.edu/
- Licenses and support for Microsoft Office 365 (https://office365.northeastern.edu/), including web and download versions of Outlook, Word, Excel, PowerPoint, Teams, and OneDrive
- The SAIL digital platform (https://sail.northeastern.edu/), an app and online portal to facilitate Northeastern’s integrated learning environment
- High-performance research computing (https://rc.northeastern.edu/)
- Resources for teaching assistants and graduate assistants in choosing and implementing academic technologies (https://academictechnologies.northeastern.edu) for a wide range of classroom goals

IT Service Desk and Support
Tech Service Portal (https://service.northeastern.edu/tech/)
617.373.HELP [4357]
help@northeastern.edu
Walk-up support, 2nd Floor, Snell Library
The IT Service Desk provides phone, chat, and walk-up technology assistance to the university community, 24 hours a day, 7 days a week. The IT Service Desk staff also provides support for ITS-managed printers and labs, loans out AV equipment and other hardware, troubleshoots and repairs computers, and answers general computing questions.

Most services are available at no additional cost, though some computer repair services may be subject to fees for labor, plus parts. Visit the Tech Service Portal for more information about technical support (https://service.northeastern.edu/tech?id=tech_service#/38;sys_id=a6f49ccbdbc3b700a37cd206ca961942).

**We Care**

226 Curry Student Center
617.373.7591
wecare@northeastern.edu (we_care@northeastern.edu)

Website (http://www.northeastern.edu/wecare/)

The We Care office assists students who are experiencing unexpected challenges to maintain their academic progress. The staff works with students to coordinate among university offices, to offer appropriate referrals, and to help develop viable options to support the students’ continued success at the university. We Care also provides guidance to faculty and staff in identifying Northeastern resources and policies to help students succeed.

**College Expenses**

- Financial Aid Assistance (p. 12)
- General Financial Aid Policies and Procedures (p. 13)
- Tuition and Fees (p. 13)
- Northeastern University Student Health Plan (NUSHP) (p. 14)
- Bill Payment (p. 14)

**Financial Aid Assistance**

**Student Financial Services**

354 Richards Hall
617.373.2897 (College of Professional Studies)
617.373.5714 (TTY)
cpssfs@northeastern.edu
studentfinance.northeastern.edu (https://studentfinance.northeastern.edu/)

Northeastern University is committed to assisting students in developing a plan for financing their Northeastern education. Through a variety of options—including federal financial aid, Northeastern’s monthly payment plan, supplemental loans, and your own resources—a plan can be designed that will make your education costs affordable. Visit the Student Financial Services website (https://studentfinance.northeastern.edu/applying-for-aid-college-of-professional-studies/) or call 617.373.2897 for additional information.

**Federal Financial Aid**

To apply for federal financial aid programs, students must submit the Free Application for Federal Student Aid (FAFSA) (https://fafsa.ed.gov/) annually and include Northeastern’s FAFSA school code, 002199. To electronically sign your FAFSA, you will need an FSA ID. If you do not have one or have forgotten your FSA ID, visit the Federal Student Aid website (https://fsaid.ed.gov/npas/) to obtain one before starting the FAFSA online.

Students must meet the following criteria to be eligible for federal financial aid:

- Be enrolled in at least six credits, applicable toward a degree-granting program, per term for federal financial aid, unless you are enrolled in a full-time or part-time stand-alone course
- Be a U.S. citizen or eligible noncitizen
- Be matriculated in a degree-granting program
- Have received a high school diploma or GED and be able to document upon request
- Not be in default from previous student loans
- Maintain satisfactory academic progress

**Awarding Timelines**

For information regarding your financial aid status, visit your myNortheastern portal (https://my.northeastern.edu/), click on “Services & Links,” and select “My Financial Aid Status.”

New students are awarded on an ongoing basis after we have been notified that they have been accepted into their program. Awarding will commence as detailed below and award notifications for new students will be sent to the email address provided during the admissions process.

<table>
<thead>
<tr>
<th>Term of Entry</th>
<th>Earliest Award Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>April</td>
</tr>
<tr>
<td>Fall</td>
<td>June</td>
</tr>
<tr>
<td>Spring</td>
<td>October</td>
</tr>
</tbody>
</table>

Award notifications for returning students will be available beginning in June and will be sent to their Husky email address.

**Federal Loans**

All students eligible to receive federal financial aid are awarded a Federal Direct Loan, provided they have not exhausted aggregate loan maximums. Eligibility for a need-based Federal Direct Loan is determined by the information provided on the FAFSA and academic level. Students must be registered for at least six credits each term to be eligible for a federal loan. Additionally, all credits taken must count toward their current degree program for students to be eligible for federal financial aid.

**Supplemental Student Loans**

There are a number of educational loan programs available to assist students in covering their expenses over and above any federal financial aid that may be awarded to them from the Office of Student Financial Services. Most private lenders have credit and income requirements that must be met before being approved for these programs.

Additional information regarding supplemental loans is available online (https://studentfinance.northeastern.edu/billing-payments/financing-options/). The Office of Student Financial Services recommends to students that, when researching the loan and lender that best meets their needs, they make sure they take into consideration the interest rate, the quality of customer service, the amount needed for borrowing, as well as origination, disbursement, and/or repayment fees.
General Financial Aid Policies and Procedures

Financial Aid Policies
Student Financial Services reserves the right to adjust a student's initial offer of assistance based upon information brought to the office's attention subsequent to extension of the offer, including the receipt of outside scholarships or revised family financial data.

Return of Title IV Funds
Northeastern University is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a term. Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula. Federal regulations require students to obtain at least an A, B, C, D, or S in at least one course for the term; students who receive all unsuccessful grades for a term (F, NE, W, I, U) may be considered unofficially withdrawn from the term and subject to an aid recalculation, including the possible loss of financial aid for that term.

Satisfactory Academic Progress (SAP)
To continue receiving financial aid, undergraduate students must have a 2.000 grade-point average (GPA) and have earned academic credit in 67 percent of the courses attempted. Satisfactory academic progress will be evaluated once per academic year. Refer to the Student Financial Services website (https://studentfinance.northeastern.edu/policies-procedures/satisfactory-academic-progress/) for more information about how satisfactory progress affects financial aid.

Change in Enrollment Status
Students must notify the Office of Student Financial Services about any changes to their enrollment, whether due to withdrawal from a class, a leave of absence, a change in coursework, or withdrawal from the university. Students should be aware that any change in enrollment status may result in the loss of all or part of their federal and/or institutional aid eligibility. It is the student's responsibility to notify the Office of Student Financial Services about any change in enrollment status and understand the ramifications of such changes.

It is highly recommended that whenever possible, students discuss the impact of such changes with the Office of Student Financial Services before making them.

Unusual Enrollment
Some FAFSA applications will be flagged for “unusual enrollment history” by the U.S. Department of Education as a result of the student having received Federal Pell Grants or Federal Direct Loans at multiple institutions in recent years. These files will need to be reviewed by the Office of Student Financial Services; if necessary, additional documentation may be required. We will not be able to award students with federal financial aid assistance until the unusual enrollment history has been resolved.

Ability to Benefit
In general, students who have received a high school diploma, GED, associate degree, or higher may be eligible for federal financial aid assistance. As a part of the application process, students will have to document receipt of one of these credentials in order to be admitted into the College of Professional Studies. If appropriate documentation was not provided during the admission process, our office will request proof of high school diploma, GED, or college degree. Aid cannot be disbursed until this process is completed.

Appeal/Change in Circumstances
If the student feels that the aid process does not accurately reflect their situation, or if family circumstances change during the year, the student should notify the Office of Student Financial Services for further evaluation. We may request additional documentation from you that might indicate a change in financial circumstances.

Outside Sources of Aid
Students must notify the Office of Student Financial Services of any aid received from outside sources, such as scholarships. Receipt of outside sources of financial aid may require that financial aid offered by Northeastern University be adjusted.

Reapplication Process
Students must reapply for financial aid each year by filing the Free Application for Federal Student Aid (FAFSA) (https://fafsa.ed.gov/).

Verification
If a student is selected for verification, the Office of Student Financial Services may be required to collect tax transcripts and other financial documents to verify the information provided on the FAFSA. We will not be able to award students with federal financial aid assistance until this process has been completed.

Tuition and Fees
Your total tuition due for the semester is dependent upon the total number of credit hours in which you are enrolled. Course tuition is assessed just prior to the start of each class. Fees typically are assessed each semester.

To calculate the total tuition for an individual class, you would multiply the total number of credit hours for the course by the cost per credit hour.

Example: The 2020–2021 tuition for an on-campus undergraduate class that is 3 semester hours is $541 × 3 = $1,623.

Please note the different price structure for different types of courses, e.g., lecture vs. lab.

College of Professional Studies Undergraduate Tuition Rates (2020–2021)
These tuition rates are for the 2020–2021 academic year, which begins with the fall 2020 semester. For a complete listing of tuition and fee rates, visit the College of Professional Studies website (https://cps.northeastern.edu/tuition-financial-aid/). Tuition and fees are subject to revision by the president and Board of Trustees at any time.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Tuition per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate CPS course</td>
<td>$541</td>
</tr>
<tr>
<td>Lab course (science lab or writing lab)</td>
<td>$781</td>
</tr>
</tbody>
</table>

Fees
• Campus Recreation Fee: An $18 per semester campus recreation fee will be assessed for all students at Northeastern University's Boston Huntington Avenue campus. This fee covers admission to home athletic events, use of the Marino Fitness Center, SquashBusters athletic facility, and the Cabot Gym (fitness and pool). This fee will also support the maintenance of existing athletic fields and facilities.
Northeastern University Student Health Plan (NUSHP)

For general health plan information, visit the NUSHP website (http://www.northeastern.edu/nushp/).

Since September 1989, Massachusetts General Laws (M.G.L. c.15A, § 18) require every full-time and part-time student enrolled in a certificate-, diploma-, or degree-granting program in a Massachusetts institution of higher learning to participate in a student health program or in a health benefit plan with comparable coverage. The Student Health Program defines a part-time student as a student enrolled in at least 75 percent of the full-time curriculum. CPS undergraduate students taking 12 credits of coursework are considered part-time students for the purposes of the Student Health Program.

CPS students enrolled in only online classes are not automatically enrolled. For additional information, email NUSHP (nushp@northeastern.edu).

Health Insurance Waiver

Eligible students are automatically enrolled in NUSHP each academic year and may waive NUSHP via myNortheastern once they have been billed for NUSHP. In addition, to be eligible to waive, comparable coverage must be effective from the beginning of the term the student meets Student Health Program requirements.

The burden of proof that the alternative insurance is adequate falls upon the student choosing to waive. By submitting the waiver form, the student will be accepting responsibility for all medical expenses incurred, and neither Northeastern University nor its student health plan will be responsible for these expenses.

Northeastern University reserves the right to verify that the student’s insurance meets the criteria indicated. Disciplinary action may be taken if a student knowingly waives NUSHP without comparable coverage.

Visit the NUSHP website (http://www.northeastern.edu/nushp/) for waiver deadlines.

Payment of Tuition

Payments will be accepted for billed charges only. The university is not able to process payments for more than the balance due on the student’s account. Please note, a past-due balance may result in late fees, prevention of registration, prevention of grade release, prevention of participation in international study programs, or withdrawal from the university.

Accepted methods of payment are:

- **Electronic check and credit card**: Electronic check and credit card payments can be made online via NUPay on myNortheastern (http://my.northeastern.edu). Accepted credit cards include MasterCard, Visa, American Express, and Discover. If you are paying with a check or money order, please ensure that it is made payable to Northeastern University.

- **Monthly payment plan**: The monthly payment plan, administered through Nelnet Campus Commerce, allows students to divide costs into more manageable installments. For additional information, visit the Student Financial Services website (https://studentfinance.northeastern.edu/billing-payments/financing-options/).

- **Supplemental loans**: There are a number of supplemental educational loan programs available to assist students and families in financing their education. Review options at the Student Financial Services website (https://studentfinance.northeastern.edu/billing-payments/financing-options/).

- **International payments using Flywire**: Northeastern University has partnered with Flywire to streamline the international wire payment process to the university. This service provides students and their families a safe, cost-effective, and convenient method of making payments to Northeastern University in foreign currencies. To learn more about international payments through Flywire, visit the Student Financial Services website (https://studentfinance.northeastern.edu/billing-payments/payment-methods/).

For additional information regarding available payment options visit the Student Financial Services website (https://studentfinance.northeastern.edu/billing-payments/payment-methods/).

Student Financial Responsibility Agreement

As compelled by federal law, all students who enroll in classes at Northeastern University are required to complete and accept the Student Financial Responsibility Agreement (SFRA) (https://studentfinance.northeastern.edu/billing-payments/sfra/). This agreement must be completed once per academic year and is located on the student’s myNortheastern portal. Failure to complete the SFRA will result in a hold that prevents attendance.

Northeastern’s Monthly Payment Plan

Northeastern University offers a monthly payment plan, administered through Nelnet Campus Commerce, which allows students to divide their educational costs into smaller, more manageable installments. For additional information, visit the Student Financial Services website (https://studentfinance.northeastern.edu/billing-payments/financing-options/).

Tuition Reimbursement

Many companies, embassies, and agencies directly reimburse students for their educational expenses upon successful completion of courses. In these situations, the student is responsible for paying the bill in full at the beginning of the term or selecting another payment option. Tuition may...
not be left unpaid pending reimbursement by a third party. Check with your human resources department to see if you qualify.

If your company requires an official transcript to process the tuition reimbursement, you may request your transcript through your myNortheastern (https://my.northeastern.edu/). Transcripts should be requested prior to the due date on your initial billing statement. Should there be a balance due on your account after the due date, your account may be subject to holds and a transcript will not be available until the balance due is resolved.

**Tuition Remission/Third-Party Payer**

When a third party pays tuition directly to the university, the student must provide the Office of Student Accounts with a purchase order, or a written statement of intent to pay by the third party, prior to the first week of classes. If there are stipulations associated with the payment agreement, such as a minimum grade level, then the student must either pay the university directly or enroll in one of the payment options.

Documents pertaining to a third-party agreement can be emailed to thirdparty@northeastern.edu, faxed to 617.373.8222, or mailed to the address below:

Student Financial Services  
Northeastern University  
ATTN: Third-Party Billing  
354 Richards Hall  
360 Huntington Ave  
Boston, MA 02115

**Discrepancies in Your Bill**

Discrepancies in your bill should be addressed in writing via email (studentaccounts@northeastern.edu) to the Office of Student Financial Services. Include your name, NU ID, permanent home billing address, Husky email address, dollar amount in question, date of invoice, and any other relevant information.

Responses will be sent to the student’s Husky email address. If there is a discrepancy in your bill, the undisputed part of the bill to avoid responsibility for any late fees or financial holds.

**Late Fees**

Late fees can be placed on accounts any time after the due date if the account remains fully or partially unpaid. The university typically waits, however, until after the conclusion of the add/drop period, for the specified semester, prior to assessment of late fees. These fees are based on the amount past due at the time of assessment and can range from $75 to $200. Late fees are assessed once per term.

If a student or payer wishes to dispute a late fee assessment, they must do so, in writing, to studentaccounts@northeastern.edu. Please be sure to include the student's name, NU ID, and reason for the dispute in the email.

**Refund Policies**

To be eligible for a refund, a student must drop his or her course(s) before the course drop deadline. There is no partial tuition refund or credit. Once the course drop date passes, the student is responsible for 100 percent of tuition and associated charges. Refer to the academic calendar (https://registrar.northeastern.edu/group/calendar/) for course registration dates. Credit balances will be refunded to the student unless otherwise directed by the student or the bill payer. Note the following exceptions:

- **Payment plans and Parent PLUS/Supplemental loans:** Credit balances created from Parent PLUS/Supplemental loans or overpayment to the monthly payment plan will be refunded to the bill payer on record unless a completed Refund Authorization Form (https://studentfinance.northeastern.edu/forms/), stating that funds may be released directly to the student, is received from that borrower. Verify that you have an existing credit on your account before submitting your request. Please note that anticipated credits are funds that have not been received by the university, and therefore cannot be refunded.

- **International payments:** Credit balances created from an international payment must be returned to the originating bank by the payment method used.

- **Credit cards:** Credit balances created from an overpayment with a credit card, must be returned to the credit card used at the time of payment.

**Official Withdrawal Adjustments**

Students who officially withdraw, either from a course or from the university, during an academic term will receive a tuition refund based on the policy specified in this catalog. Institutional funds awarded by Northeastern University will be adjusted based on the actual charges incurred during the term. Funds from federal Title IV programs will be returned to the government according to federal regulations. The federal government Return of Funds Policy dictates that a student’s eligibility for federal financial aid is determined by the number of days enrolled during the term. The refund will be calculated from the day the student submits a notification of withdrawal to the Office of the University Registrar.

Credit policies vary according to the duration of the course. Typical tuition adjustments are made according to the schedule described below.

**Fifteen-Week and Seven-Week Courses**

The College of Professional Studies will permit students to drop a 15-week and 7-week course within 14 days from the start of the term in Eastern Standard Time and receive a 100 percent refund. After the 14th day of the term, any student seeking to withdraw from a 15-week or 7-week course will be ineligible for a refund. Should a student decide to withdraw from a course, they are expected to do so via their myNortheastern portal. For specific dates in each term, refer to the academic calendar (https://registrar.northeastern.edu/group/calendar/).

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with myNortheastern access, they need to contact the Service Desk at the following:

617.373.4357 (HELP)  
help@northeastern.edu  
Information Technology Services (https://its.northeastern.edu/)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

**Courses Meeting for One Week or Less**

With the exception of Education Summer Institutes and one-day courses, the College of Professional Studies will permit students to drop a course meeting for one week or less through the first day of the course in Eastern Standard Time and receive a 100 percent refund. After the first day of the course, any student seeking to withdraw from an intensive course meeting for one week or less will be ineligible for a refund.
Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with myNortheastern access, they need to contact the Service Desk at the following:

617.373.4357 (HELP)
help@northeastern.edu

Information Technology Services (https://its.northeastern.edu/)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

Note: Nonattendance does not constitute official course dropping or withdrawal. A student who registers for a course, completes the "I Am Here" process or begins attendance, and does not officially drop from the course before the deadline is responsible for paying 100 percent of the tuition charges and applicable fees. A student in this situation may earn an F grade that will be part of the student's permanent academic record.

Like all grades for courses attempted and/or completed, a grade earned due to nonattendance impacts a student's academic progression, an international student's visa eligibility, and a federal financial aid recipient's aid eligibility and award.

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### Academic Policies and Procedures

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### Academic and Research Integrity

Essential to the mission of Northeastern University is the commitment to the principles of intellectual honesty and integrity. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from the educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and deprecates the achievements of the entire university.

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

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

Violations of the Academic Integrity Policy will result in disciplinary action, which may include a failing grade in the assignment or course, academic probation, suspension, or immediate dismissal from the program. No student may withdraw from a course in which he or she is found responsible for violating the Academic Integrity Policy.

The university’s complete Academic Integrity Policy (http://www.northeastern.edu/osccr/academic-integrity-policy/) is available through the Office of Student Conduct and Conflict Resolution.

Students unclear as to whether or not a source requires citation should speak with their instructor; consult a writing resource (e.g., Writing Center, University Library); and/or utilize the Northeastern Citation and Academic Integrity Checklist. (https://www.northeastern.edu/oepd/demo/CP_SAIRS/Citation%20and%20Academic%20Integrity%20Checklist/story.html)

### Code of Student Conduct

The Code of Student Conduct can be found on the Office of Student Conduct and Conflict Resolution website (http://www.northeastern.edu/osccr/code-of-student-conduct/).

### Academic Honors

#### Dean's List

A dean’s list for the undergraduate programs is compiled at the end of each fall, winter, and spring term to recognize students’ academic accomplishments.

The requirements to be on the dean’s list are:

- 3.500 or higher term GPA
- In good academic standing
- Enrolled in at least half-time (6 semester hours per full semester)
- No incomplete grade
- No grade below C–
- No grade on a satisfactory/unsatisfactory (pass/fail) basis, except when there is no alternative or when required by the program
Dean's list recognition is noted on the student's official academic record.

**Graduation with Honors**
Graduation with honors is reserved for bachelor's degree candidates who have completed 60 semester hours in residence and who meet the following GPA requirements to graduate with honors:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Honor Conferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.500–3.699</td>
<td>Graduate with honor (cum laude)</td>
</tr>
<tr>
<td>3.700–3.849</td>
<td>Graduate with high honor (magna cum laude)</td>
</tr>
<tr>
<td>3.850–4.000</td>
<td>Graduate with highest honor (summa cum laude)</td>
</tr>
</tbody>
</table>

Note: The university reserves the right to change these standards.

**Residency Requirement**
In addition to meeting all degree and major requirements, students must earn a minimum of 50 percent of the total hours required for graduation at the College of Professional Studies in order to receive a bachelor's degree. Exceptions to this requirement include active-duty military personnel and bachelor's degree students who transferred from a qualifying college at Northeastern University. Active-duty military personnel must earn 25 percent of their undergraduate credits at the College of Professional Studies. Students who transfer from another college at Northeastern University must earn a minimum of 15 percent of their semester hours at the College of Professional Studies.

**Active-Duty Military Personnel**
As a member of the Service Member Opportunity Colleges, the College of Professional Studies' academic residency requirement is different for active-duty service members. Active-duty service members are required to complete 25 percent of the undergraduate certificate/degree program at the College of Professional Studies.

**Academic Progression Standards**

**Faculty Advisor Communication Tool (FACT)**
FACT is a communication tool that provides faculty with a method for providing input to career and academic coaches and students for early intervention, coaching, and assistance. Faculty members are expected to submit input around the midpoint of each term/session.

**Academic Progress/Standing**
To be in good standing, an undergraduate student must continuously maintain a minimum cumulative grade-point average (GPA) of 2.000 on a 4.000 scale and must also make continuous satisfactory academic progress (SAP). To make SAP a student must earn at least 66 percent of his or her cumulative attempted credits. Nonmatriculated students are required to be in good academic standing to be allowed to register for any subsequent classes.

Students are responsible for reviewing their grades and academic standing at the end of each term through their myNortheastern account. If there are any discrepancies, students should immediately contact the instructor(s) directly. Grades are posted the Wednesday after the term/session ends. Students have 30 calendar days from that point to appeal a grade.

**Academic Probation and Dismissal**
Notation of Academic Probation appears on a student's internal record but not on his or her permanent transcript.

An undergraduate student is placed on academic warning for low academic performance if his or her GPA is below 2.000 at the College of Professional Studies and/or if he or she does not earn at least 66 percent of his or her cumulative attempted credits. At this point, the student is strongly encouraged to consult with his or her academic and career advisor to develop an action plan to improve his or her academic standing. Attempted credits include all credits/courses for which the student registered and did not drop.

An undergraduate student is placed on academic probation if, after already having been placed on academic warning, his or her cumulative GPA remains below 2.000 at the College of Professional Studies and/or if he or she does not earn at least 66 percent of his or her cumulative attempted credits in his or her subsequent term of enrollment. The student is encouraged to consult with his or her academic and career advisor to develop an individualized success plan (ISP) to improve his or her academic standing. Otherwise, a registration hold may be placed on the student's account.

A student whose cumulative GPA remains below 2.000, and/or does not earn at least 66 percent of his or her cumulative attempted credits in the term of enrollment subsequent to the one after he or she was placed on academic probation, will be academically dismissed. An undergraduate student who has been academically dismissed from the university is automatically dismissed from his or her major.

A student will be notified about his or her dismissal within one week following the end of the term and has the right to appeal the dismissal decision to the college's Academic Standing Committee (ASC) if he or she can provide documented evidence supporting an appeal. The notification of dismissal will include the appeal deadline.

Students appealing a dismissal decision will not be eligible to enroll in classes the term following their dismissal to allow time for the appeal process.

Students are responsible for reviewing their grades and academic standing at the end of each term through their myNortheastern account.

**Accommodations for Students with Disabilities**

20 Dodge Hall
617.373.2675
617.373.7800 (fax)
Website (http://www.northeastern.edu/drc/)

Northeastern University and the Disability Resource Center (DRC) are committed to providing disability services that enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) to participate fully in the activities of the university. To receive accommodations through the DRC, students must provide appropriate documentation that demonstrates a current substantially limiting disability. Accommodations are provided based on an evaluation of the information provided by students and their clinicians, on a case-by-case basis. These services are available for, but not limited to, students with the following diagnoses:

- Learning disabilities and/or AD(H)D
- Autism spectrum disorders
- Chronic or degenerative disorders
- Hearing loss
- Mobility impairments
- Psychiatric disorders
is expected that students seeking an excused absence will develop a plan for makeup assignments and exams whenever possible. It does not provide sick notes or medical excuses except for long-term illness.) Instructors are expected to make reasonable accommodations for these class absences, including attendance is mandatory. Individual instructors may have additional, course-specific, attendance policies. It is the student’s responsibility to ascertain what each instructor requires. Failure to meet attendance requirements may force a student to drop the applicable courses. Students should not make conflicting commitments until the class schedules for each semester are final. Permission to make up work may be granted by instructors for reasonable cause. Requests must be made immediately upon a student’s return to class. Laboratory work can be made up only during the hours of regularly scheduled instruction.

Absence Because of University-Sponsored Activities

Participation in university-sponsored activities, where the students are representing their university, college, or department, may cause absences from class that qualify as excused absences. Excused absences, with appropriate prior arrangement, are not subject to penalty, and missed work may be satisfied through agreement between the student and the instructor. University-sponsored activities that may justify excused absences include athletic competition, performing arts events, and research or other presentations.

Students must discuss absence(s) with instructors at least two weeks in advance of the university-sponsored activity, or as soon as possible if the activity is at the beginning of the term or is the result of an unforeseen circumstance. Instructors may require a written statement from the administrator in charge of the activity. Instructors are expected to make reasonable accommodations for these class absences, including administration of makeup assignments and exams whenever possible. It is expected that students seeking an excused absence will develop a plan and timetable to make up the missed course work with their instructor(s). Note, however, that the requirements of some courses or programs may preclude such accommodations.

Absence Because of Religious Beliefs

Any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement should be provided with an opportunity to make up such examination, study, or work requirement that he or she may have missed because of such absence on any particular day, provided that such makeup examination or work does not create an unreasonable burden upon the university. Students should make appropriate arrangements with the instructor in advance of the absence, preferably at least two weeks before the religious observance.

Absence Because of Jury Duty

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

Absence Because of Military Deployment

See “Leave of Absence Due to Military Deployment (http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/#military).”

Other Absences

Unforeseen events or circumstances, including illness, may cause a student to be absent from class. Students must notify their instructors and academic advisor, as appropriate, as soon as possible to apprise them of the circumstances leading to their absence, as well as how much time will be missed. Students must work with their instructors to develop a plan, with a timetable, to make up missed course work. Students cannot be required to provide medical documentation. (Faculty and students should note that the University Health and Counseling Service does not provide sick notes or medical excuses except for long-term illness.) Instructors are expected to make reasonable accommodations for warranted class absences, including administration of makeup assignments and exams, whenever possible.

Extended Absences

A student who is absent from school for an extended period of time must inform his or her academic advisor by letter, email, or telephone. The expected length of the absence may determine whether the student should apply for a medical or emergency leave of absence (http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/#medical). It is strongly recommended that the student contact his or her academic advisor to discuss potential next steps, which could include incomplete grades; withdrawal from classes; or, in the event of an extended absence due to a chronic medical condition or disability, consultation with the Disability Resource Center to explore potential accommodation.

Nonattendance

Nonattendance does not constitute official course dropping or withdrawal, which means the student is fully responsible for the academic and financial consequences. Like all grades for courses attempted and/or completed, a grade earned due to nonattendance impacts a student’s academic progression, an international student’s visa eligibility, and a federal financial aid recipient’s aid eligibility and award.
When there is a change to a curriculum or program requirement, students already matriculated and actively enrolled in the program may continue to follow the program requirements at the time of matriculation or to follow the new curriculum/program requirements, unless it is otherwise specified by the academic program at the time of the announcement of said changes.

Students who leave the College of Professional Studies and then return at a later date will be required to follow the most current curriculum for their program of study.

Cooperative Education

Website (http://www.northeastern.edu/coop/)

Cooperative education (co-op) is the cornerstone of Northeastern University's experiential learning approach, in which on-campus study is enhanced by real-world experience through full-time employment at locations all over the world. Through co-op, students alternate periods of academic courses with periods of employment in positions related to their academic or career interests. This combination provides an integrated learning experience that enhances both in-class studies and career development.

General Requirements

• Be a full-time student to participate in co-op.
• Complete all pre co-op requirements as established by the college of the student.
• Make satisfactory progress towards degree completion, including grade point average requirements, as defined by the university, the colleges, and the major program curricula.
• Have a placement in an official co-op placement system with accurate start and end dates, and meet the minimum hour and day requirements.
• Not participate in co-op in the final term unless it is specified in the curriculum requirements of the program in the catalog.
• Resolve any previous disciplinary or academic probation issues, or have the cooperative education coordinator approve a plan to resolve these issues, prior to applying for co-op jobs.
• Have any self-developed co-op approved by the cooperative education coordinator before accepting the position.
• Comply with any pre-employment checks required by the employer, such as drug testing, credit checks, physical examinations, security clearance, and criminal record checks.
• Participate in Title IX training, as required.
• Complete additional requirements if participating in a global co-op. See the Global Experience Office website (http://www.northeastern.edu/geo/globalcoop/) for more information.
• Work with the co-operative education coordinator if an Unsatisfactory (U) grade has been received for a past co-op to re-establish eligibility in accordance with the policies and requirements of the college.

TRANSFER AND INTERNATIONAL STUDENTS:

• Transfer students from other universities must have met the same requirements in their major's co-op program as non-transfers and must have completed at least one semester of classes before starting co-op.
• International students must attend one academic year, or its equivalent, and obtain proper authorization from the Office of Global Services before engaging in co-op.
Academic Requirements
1. Be full-time while on co-op. Full-time status for co-op is defined as either:
   a. one full-time co-op job; 32-40 hours per week, or
   b. two simultaneous half-time co-op jobs; 20-31.99 hours each, or
   c. one half-time co-op job; 20-31.99 hours with graduate students taking 3 or more academic credits or undergraduate students taking 4 or more academic credits.
   i. Undergraduate students on co-op in a Summer 1 or Summer 2 term may be registered for one half-time co-op without acquiring a second job or taking an accompanying class.
2. Meet the minimum length requirements for an academic term:
   a. Semester full-term: minimum of 11 weeks or 55 work days
   b. Quarter full-term: minimum of 9 weeks or 45 work days
   c. Summer 1 or Summer 2 term: minimum of 5 weeks or 25 work days
3. Receive a grade of Satisfactory or Unsatisfactory for the co-op experience.

Registration for Co-op
Students are registered for co-op based on a complete job placement in an official co-op placement system with accurate start and end dates, and meet the minimum hour and day requirements. Registration into the co-op experience class occurs one month before the term. Students need to be placed for co-op by the end of the add period, or they should be registered for classes if still searching for a job by this deadline. All co-op placements need to be approved by a co-op coordinator and entered into an official co-op placement system by the last day to drop without a W.

Co-op Financial Planning
• No tuition is charged while a student is on co-op only (students will pay room and board if they stay in university housing).
• If a student takes a credit-bearing class while on co-op, tuition will be charged at the per-credit rate.
• Financial aid will be distributed to match the student’s tuition bill and other allowable expenses.
• Students on co-op are required to maintain the same health insurance coverage (either through a private provider or through the university program) as they would while attending classes.

Further Information
For more detailed information about co-op policies and procedures, see the Cooperative Education Student Handbook on the Cooperative Education website (https://www.northeastern.edu/coop/).

Course Credit Guidelines

Guidelines for Assigning Credit to Courses
The primary standard for establishing course credit at Northeastern is the semester/quarter hour, or Carnegie Unit, the standard used by the federal government. One hour of credit is awarded for a lecture/seminar class meeting 50 minutes each week during a 15-week semester or 12-week quarter and also requiring a minimum of two hours of outside preparation each week by the student. An hour of contact time in the rest of the document is based on this 50-minute session.

• 2 semester/quarter hours (100 minutes per week of instruction plus 4–6 hours homework, or equivalent)
• 3 semester/quarter hours (150 minutes per week of instruction plus 6–9 hours homework, or equivalent)
• 4 semester/quarter hours (200 minutes per week of instruction plus 8–12 hours homework, or equivalent)

The Office of the Registrar, 271 Huntington Avenue, maintains the official record for all courses. In the event of error in any publication, the academic record will reflect the correct semester/quarter hours applicable to any degree requirement.

On occasion, course titles change, while the course number remains the same. Despite such title changes, the course is still considered to be the same course. Students who have taken the course under the old title and then take the course again under the new title are considered to have repeated the course.

NOTE ABOUT HOMEWORK AND STUDENT PREPARATION FOR CLASS
The credit hour assumes a set proportion of two hours of student preparation or homework for every hour spent in class. Northeastern wishes to emphasize that the federal government has established this as the minimum amount of work expected, and assigning more work does not in itself justify an increase in the credit value of the course. We also wish to note that there is great variation in the amount of time each student will need to devote to each course or to a specific form of study (e.g., reading, writing, completing problem sets), and, therefore, it is not possible to enforce any exact accounting of student work outside of class.

CREDIT ASSIGNMENT PROCESS
Northeastern University uses the Carnegie Unit to determine class meeting time requirements. The actual amount of academic work that goes into a single credit hour is calculated as follows:

• One lecture (taught) or seminar (discussion) credit hour represents one hour per week (50 minutes) of scheduled class/seminar time and two hours of student preparation time.
• One laboratory or studio credit hour represents one hour per week of lecture or discussion time plus one to two hours per week of scheduled supervised or independent work, or a total of three hours in the lab or studio.

DEFINED INSTRUCTIONAL METHODS
• Traditional: meets fully on ground in a physical location with instructor present
• Hybrid: meets majority on ground in a physical location with instructor present with some online instructional component
• Live cast: meets fully on ground in a physical location with the instructor in a different location teaching synchronously and supported by an instructional assistant in the physical location
• Online: meets fully online

FULL-TIME AND HALF-TIME EXPERIENCES
Academic experiences integral to curriculum and requiring registration (but not credit bearing) have the following required hours of participation:

• Full-time experiences: 32–40 hours per week in a semester for a minimum of 11 weeks or 55 days, or in a quarter for 9 weeks or 45 days
• Half-time experiences: 20–31.99 hours per week in a semester for a minimum of 11 weeks or 55 days, or in a quarter for 9 weeks or 45 days (to achieve full-time status, graduate students must take 3 or more academic credits and undergraduate students must take 4 or more academic credits)
• Summer 1 or Summer 2 semester: minimum of 5 weeks or 25 workdays
• Summer quarter: 6 weeks or 30 workdays
International students should confer with the Office of Global Services to determine CPT requirements as appropriate.

### Degrees, Majors, and Minors

#### Declaring an Undergraduate Major

A bachelor's degree student who was undeclared at the time of admission must declare his or her major before he or she earns a maximum of 75 credits inclusive of awarded transfer credits and credits earned at the College of Professional Studies. Failure to declare a major may result in a block on the student's record, preventing future course enrollment.

To declare an undergraduate major, a student must consult with his or her career and academic coach before completing the appropriate form. The student is responsible for meeting all admission requirements for the intended program.

Previous transfer credit awards are subject to change as a result of a major declaration. Students on financial aid are responsible for understanding the impact that results from a major declaration.

#### Changing a Major/Program of Study

An undergraduate student matriculated in a certificate/degree program (with a declared major/program) may choose to enroll in a different undergraduate major/program, after consulting with his or her career and academic coach. The student then completes the appropriate form and is responsible for meeting all admission requirements for the intended major/program.

Previous transfer credit awards are subject to change as a result of a major/program change. Students on financial aid or an international student visa are responsible for understanding the impact that results from a major change.

#### Declaring an Undergraduate Minor

Bachelor's degree students may add up to two minors to their programs of study.

An undergraduate minor requires a minimum of 15 but no more than 18 credit hours of undergraduate-level coursework, as specified by the individual minor program. A student may choose from among the undergraduate minor programs offered by the College of Professional Studies. The completed undergraduate minor appears on the student's official record.

The following rules apply.

- A bachelor's degree student may declare his or her intent to pursue a minor at the time of application for admission or after acceptance as an enrolled student, up until the beginning of his or her last term of enrollment. It is strongly encouraged that a student who wishes to pursue an undergraduate minor begins planning early and consults with his or her career and academic coach.
- The program of study for his or her major and minor cannot be the same where the courses for the minor are a subset of required courses in the major, e.g., a Bachelor of Science student with a biology major cannot enroll in the biology minor; a Bachelor of Science student with a management major cannot enroll in the business minor.
- Courses used to fulfill requirements for the minor may be used to satisfy open electives of a major.
- A student must fulfill all requirements for the minor and major concurrently and may not extend his or her program of study to complete a minor.
- A student must adhere to the curriculum of the undergraduate minor(s) for which he or she has been approved. If a student wishes to request a course substitution to fulfill a requirement of an undergraduate minor, he or she must seek prior approval through his or her career and academic coach. Deviation from the minor requirements without prior approval will result in nullifying the minor on a student's record.
- A student may apply up to 6 semester hours of transfer credits toward an undergraduate minor.
- A student in the Bachelor of Science in Liberal Studies program may choose to complete courses specified for a minor as part of his or her specialization.

#### Academic Internship and Cooperative Education

An academic internship or cooperative education placement is an opportunity for students to engage in a short-term workplace experience that is relevant to their academic course of study. The College of Professional Studies' Department of Cooperative Education (https://cps.northeastern.edu/experiential-learning/coops/) works with students to identify experiential learning opportunities for up to six months to facilitate career exploration and transition. This program is an optional component of most degree programs. Students must qualify to participate. Review the website (https://cps.northeastern.edu/experiential-learning/coops/) for guidelines, academic requirements, and opportunities.

#### Family Educational Rights and Privacy Act (FERPA)

**FERPA for Students—General Information**

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

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

**FERPA General Guidance for Parental Disclosure**

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

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

**Release of Directory Information**

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

As of June 30, 2016, Northeastern directory information includes:
• Student name
• Home address (city, state, country only)
• Major field of study
• College
• Class year
• Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
• Dates of attendance
• Degrees, honors, and awards received
• Most recent educational agency or institution attended
• Sports activity participation, showing weight/height of members of athletic teams
• Participation in officially recognized activities

If Northeastern currently has permission to release data and you do not want the university to disclose directory information without your prior written consent, you must notify the university by coming to the Office of the Registrar, 271 Huntington Avenue.

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

1. The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education record that the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. At Northeastern, the Office of the University Registrar, 271 Huntington Avenue, administers FERPA.

Additional Information
Additional information can be obtained at the U.S. Department of Education’s website (http://www.ed.gov/policy/gen/guid/fpco/ferpa/) or by writing to:

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

Full-Time Status
A student is considered a full-time undergraduate student if he or she is enrolled in a minimum of 12 semester hours of undergraduate credit for the semester.

Note that full-time status may be defined differently for federal loan purposes. International students have other considerations/requirements to maintain their visa eligibility.

Course Load
Federal financial aid recipients must be enrolled in and successfully complete a minimum number of credits each semester to maintain eligibility. For more information, contact your financial aid counselor.

Students who are not studying in F-1 or J-1 status and who are eligible to study in the United States may be enrolled part-time or full-time. Applicants in B-1/B-2 status cannot enroll part-time or full-time; however, they may choose to apply for a change to a status in the United States and may enroll only upon approval by the U.S. Citizenship and Immigration Services (USCIS).

Course Overload
A maximum course load (not full-time status) for an undergraduate student is 18 credits taken across a 15-week semester, with no more than 9 credits per half-semester session.

To be eligible for a course overload (more than 18 credits per 15-week semester or more than 9 credits per half-semester session), an undergraduate student must:

• Have a record of successful study at Northeastern University—transfer students must wait at least one term to request an overload
• Have a minimum cumulative grade-point average (GPA) of 3.000
• Provide a rationale to support the request

A student needs to complete the appropriate form and return it to his or her career and academic coach. If approved, the student is required to pay the normal tuition charges for all attempted courses. He or she is responsible for informing his or her financial aid counselor, if applicable, and for making the necessary arrangements to manage the increased workload. Should an approved course overload impact an international student’s degree completion date and his or her visa end date, the student is responsible for informing the Office of Global Services (OGS) (http://www.northeastern.edu/ogs/).
Global Partnership Programs

Students enrolled in a College of Professional Studies’ global partnership or a dual-degree program are required to abide by the policies and procedures of both institutions or as specified in their program.

Dual-degree candidates must apply to graduate at each institution by following each institution’s policies and procedures.

Graduation Requirements

Graduation Procedures

The following information is for degree-seeking students only. Certificate students should refer to the “Certificate” section below.

Only students who complete the graduation application process by specified deadlines will be considered for graduation and included in the graduation ceremony program. All qualified students must submit a graduation application in order to receive their diploma, regardless of whether they plan to attend the graduation ceremony.

Note important definitions: “Degree conferral date” and “graduation ceremony date” are not the same. Degree conferral date refers to the date of the university’s official recognition of degree completion. For the purposes of the graduation application that is accessed via a student’s myNortheastern account, the “Expected Graduation Date” (EGD) is the same as the degree conferral date. Northeastern University confers degrees three times each academic year: at the end of the Fall, Spring, and Summer terms. The graduation ceremony date is the date that the college hosts the annual graduation ceremony.

Each fall, the Office of the Registrar sends an email notification to students who may be eligible to graduate that academic year about applying to graduate. Eligibility is based on the number of earned credits at the beginning of the fall term. This email notification informs and instructs students to complete the “Apply to Graduate” process, accessed via their myNortheastern account. Students are prompted to verify and provide critical information, e.g., spelling of the student’s name on the diploma, intent to participate in the graduation ceremony, and mailing address.

An accurate EGD is required to gain access to the graduation application. The EGD is also used by clearinghouses to determine loan deferment schedules. A student who needs to update his or her EGD should contact his or her career and academic coach.

Diploma

Information that will be printed on diplomas includes:

• Degree.
• The major will be printed on diplomas for nonspecified degrees (Associate in Science, Bachelor of Science, Bachelor of Arts) only. Minors are not printed on any diplomas.
• Honors designation, for those who qualify.

Changes made to a student’s name after the diploma has been printed may be subject to a $50 fee and take more than one month to reprint.

Changes made to a student’s degree information and name submitted after the program deadline will not be noted in the graduation ceremony program.

Certificate

The College of Professional Studies confers undergraduate certificates at the same time degrees are conferred each year in winter, spring, and fall. Students must submit a completed Request to Declare Certificate Completion Form (http://www.cps.neu.edu/student-resources/academic-forms.php) to their career and academic coach in order to have their academic record audited to receive their certificate. Deadlines apply. Students should contact their career and academic coach for more information. All certificates will be mailed to the address provided on the form.

Academic Transcripts

Currently enrolled students may obtain unofficial transcripts from the myNortheastern web portal (https://my.northeastern.edu/) and may also order official transcripts through myNortheastern. For further information on transcript requests, visit the Office of the University Registrar website (http://www.northeastern.edu/registrar/trans_request.html). All questions concerning transcript requests should be directed to 617.373.2300, TTY 617.373.5360.

Academic information noted on official academic transcripts include degree/certificate name; major; minor (if applicable); academic history, including transfer credits; and graduation honors designation (if applicable).

Leaves of Absence and University Withdrawal

General Leave of Absence Policy

Students who wish to take a leave of absence are encouraged to apply for the leave by filling out the proper petition through the myNortheastern web portal (https://my.northeastern.edu/) one month prior to the start of the effective term. The usual limit for a leave of absence is for one or one-and-a-half academic terms (a term plus a half term). A leave of absence, if approved, will take into account the following conditions:

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

International students must make an appointment with the Office of Global Services (OGS) (p. 24) to discuss leave of absence procedures in accordance with federal regulations.

Students returning from an approved leave of absence must submit a notification of intent to return to the Office of Academic Advising no later than one month prior to the start of the term in which they intend to return. Students are required to preregister for courses upon returning from a leave of absence.

Medical or Emergency Leave of Absence

Medical leave is an option available to those Northeastern students who develop a major medical condition that precludes class attendance,
Students are required to preregister for courses upon returning from
notification of intent to return. It should be submitted no later than
absence are required to submit to the Office of Academic Advising a
Students returning from an approved general or emergency leave of
ending August 31.

Returning from a Leave Of Absence
Students returning from an approved general or emergency leave of
absence are required to submit to the Office of Academic Advising a
notification of intent to return. It should be submitted no later than
one month prior to the start of the term in which they intend to return.
Students are required to preregister for courses upon returning from
a leave of absence. Students who are withdrawn and are applying for
Commencement may be reentered on a leave of absence, pending
the college's approval, prior to the term in which they will graduate.
International students returning from a leave of absence should contact
the OGS regarding the Student and Exchange Visitor Information System
(SEVIS) procedures three to four months prior to anticipated return time.

Leaves of Absence and University Withdrawal

Students who wish to reenter the university following a medical leave
must contact UHCS. Reentry from a medical leave requires receipt of
all documentation delivered to UHCS on or around one month prior to
the planned reentry to classes. Once all documentation is received by
UHCS, it will be reviewed and the student will be notified of the decision.
Students must be enrolled in Northeastern University classes for the
term they wish to return from medical leave of absence.

More specific information about the reentry process, along with
the application for leave, can be found at the UHCS website (http://
www.northeastern.edu/uhcs/access-to-care/).

Emergency leaves may be granted when a student cannot continue
attending class after the start of the term due to life-changing situations
beyond the student's control. Students can access the application and
submit their request for an Emergency Leave of Absence online by going to
the myNortheastern web portal (https://my.northeastern.edu/), clicking
on the "Self-Service" tab, and selecting "Registrar Forms."

The university's medical leave of absence and emergency leave policy
states that all tuition charged for the term in which the leave has been
granted will be held by the university and applied toward future tuition
charges in the same academic program. This does not include housing
and other fees. Outstanding balances (including unpaid balances) for
the academic term in which the leave is taken are still due the university.
Tuition adjustments are made depending on the timing of the leave.
The adjustments would follow the same schedule as official withdrawal
adjustments. Financial aid recipients must contact their financial aid
counselor to understand the effects on aid received.

If the leave extends more than six months, student loans may go into
repayment. Students enrolled in the Northeastern University Student
Health Plan (NUSHP) will remain enrolled in the plan for the plan year,
ending August 31.

For both medical and emergency leaves:

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

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

When a student is activated during the term, the university will:

- Excuse tuition for that term. Any payment made will be credited to
  the student’s account.
- Post a leave of absence for the term to hold a place for the student
  when he or she returns.

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

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

International students who must take a leave of absence to engage in
military service in their home country must fill out a form for leave of
absence with the OGS as well as with their college.

Leave of Absence for International Students
International students should discuss maintenance of proper U.S.
immigration status with an adviser at the OGS before requesting any type
of leave of absence.

University Withdrawal

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

Students may be withdrawn from the university for financial, disciplinary,
class, the vice president for
student affairs will review the recommendations of the director of health
services to determine whether the student should withdraw. Withdrawals
are made only when it is determined that the student is a danger to
himself or herself or to other members of the university community,
or when the student has demonstrated behavior detrimental to the
educational mission of the university. Note that withdrawal from the
university will impact an international student's immigration status. Thus,
international students should discuss the means to maintain proper U.S.
nonimmigrant status with an adviser at the OGS before requesting or after having been placed on withdrawal.

### Personal Information

#### Change of Name

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

#### Change of Address

Report all address changes via the myNortheastern web portal (https://my.northeastern.edu/) or in person at the Office of the Registrar or Office of Student Accounts. Both the permanent home address and the local address are required. International students must report any changes of address or phone number via the myNortheastern web portal (https://my.northeastern.edu/) within 10 days in order to ensure compliance with Student and Exchange Visitor Information System (SEVIS) requirements.

### Registration and Taking Courses

#### Course Registration

For course registration information, visit the College of Professional Studies website (http://www.cps.neu.edu/class-registration/registration-instructions.php).

Course registration procedures are as follows:

- Newly accepted and returning students add or drop courses through their myNortheastern account any time during the registration period.
- Certificate- and degree-seeking students whose studies have been interrupted voluntarily for one to three years need to first apply for reentry through the Office of Academic Advising. Once a student is accepted for reentry, he or she will register via myNortheastern.
- Students who have been absent voluntarily for more than three years must apply for readmission.
- Students interested in taking undergraduate-level courses for personal professional enrichment (PPE) may register using the Express Registration Form (http://www.cps.neu.edu/class-registration/registration-instructions.php). Students who study under the PPE status:
  - Are responsible for satisfying course prerequisites and corequisites, if applicable, before enrolling in courses
  - May elect to apply to an undergraduate certificate or degree program by completing the online application process
  - Understand that up to 8 qualifying credits earned while on PPE status may be applied to the intended undergraduate certificate program and up to 16 credits may be applied to the intended undergraduate degree program

All students need to be mindful of the college's course add/drop policies and deadlines to register as early as possible with the intent to secure a spot in the preferred course and to avoid being charged in full for withdrawing after the deadline.

### Reentry to Program

Application for reentry into any academic program is required of students whose studies were interrupted voluntarily for a period of one to three years. Students seeking reentry must fill out the Request for Reentry Form (https://cps.northeastern.edu/academic-resources/academic-forms/).

Students who are dismissed must wait at least one year before applying for reinstatement.

Students are expected to meet the requirements of the program curriculum current at the time of the approved reentry term. In addition, College of Professional Studies and transfer credits will be reevaluated. The seven-year time limit on science and technology courses may expire. If a student does not enroll in the term in which he or she was approved for reentry, he or she must follow the curriculum requirements for the term in which he or she resumes coursework. If a student waits for more than one year to resume his or her studies after being approved for reentry, he or she will have to apply for reentry again.

If the program into which the student is seeking reentry is no longer offered, the student may choose to enroll in another program if he or she meets the admissions requirements for that program.
must be received by the second class meeting. No exception to this procedure may be approved without the authorization of the college's academic standing committee.

The student should inform the instructor of his or her status as auditor of the course.

**S/U (Pass/Fail) System**

An undergraduate student may elect to take courses on a satisfactory/unsatisfactory (commonly known as pass/fail) grading scale. The following rules apply:

- Undergraduate degree students may register for one open elective course per semester on a Satisfactory/Unsatisfactory (S/U) basis and may not take more than a total of four S/U courses at the College of Professional Studies.
- To be eligible for S/U status, the student must be in good academic standing and also must meet all prerequisites for the course.
- To be graded on an S/U basis, the student must file an S/U petition prior to the fourth class meeting for full-semester courses.
  - For half-semester courses, petitions must be received by the second class meeting.
- The grades recorded on the basis of the S/U system will not figure in the computation of the GPA.
- An “incomplete” in a course taken on an S/U basis is designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.

**Course Selection and Planning**

Students should refer to their degree audits for program curriculum information, to select courses, and to monitor their progress toward degree completion. Students should access their degree audits through their myNortheastern account or request an audit from their career and academic coach.

Degree audits are unofficial records of academic progress. Students are encouraged to consult with their academic adviser about their academic planning.

**Course Prerequisites**

Course prerequisites are courses that are required to have been completed prior to enrolling in another course. Before registering for a course through their myNortheastern account, students, regardless of matriculation status, should consult the College of Professional Studies website (http://www.cps.neu.edu/degree-programs/prerequisites.php) to determine whether they have completed the course prerequisites.

Course prerequisites may be met by taking the prerequisite course(s) for undergraduate courses, by taking college-level or proficiency examinations for undergraduate courses, or by obtaining credit in specific academic disciplines for knowledge gained through prior learning experiences for undergraduate courses. Some courses have two parts. It generally is not possible to take part two before successfully completing part one.

**Course Corequisites**

Course corequisites are courses that are required to be taken concurrently; e.g., College Writing 1 (ENG 1105) and Lab for ENG 1105 (ENG 1106), which are part of the undergraduate written communication core requirement, must be taken at the same time. Before registering for a course through their myNortheastern account, students, regardless of matriculation status, should read the course description to determine what the corequisite is and register for both courses.

**Repeating a Course**

If a student wishes to improve his or her cumulative grade point average (GPA) by repeating a course, he or she may do so. A student may take the same course up to three times to earn a better grade. Only the grade earned in the last attempt is used to compute the GPA, while all grades remain part of the student's permanent academic record. A student is required to pay the normal tuition charges for all repeated courses.

Financial aid recipients must be mindful that repeating a course could impact their aid eligibility. As per financial aid regulations, students may repeat a course only once and be eligible for aid. Students with questions about this possible impact should contact their financial aid counselor.

**Course Substitution**

In some cases, a course that a student wishes or needs to take is not offered. In certain, unusual circumstances, a student may request up to four course substitutions to satisfy degree requirements. The substituting courses must be comparable in content and rigor.

A student must complete a Request for Course Substitution form and submit it to his or her career and academic coach, who will work with the academic program for review.

**Directed Study**

Directed studies are offered when a course is required for a student’s program of study but said course is not available in a given academic term and there is immediacy for a student to complete said course. Academic deans/directors will make the decision if there is a compelling need to run a course as a directed study.

**Independent Study**

Independent study is an opportunity for a degree student to work independently under the supervision of an instructor to undertake special research, literature review, or experimental study projects in areas related to his or her program of study that he or she cannot accomplish as part of a standard course in the curriculum. A degree student may take up to two independent studies. The work to be done for an independent study is usually crafted by the student, with faculty input. Independent studies are entirely optional and not needed to graduate. A completed Request for Independent Study form (https://cps.northeastern.edu/reusable_file/37/), signed by both the student and the faculty member, must be submitted to the academic program for review and approval.

**Course Waiver**

A course waiver may be awarded to a student who has completed the equivalent course at an accredited institution other than the College of Professional Studies in the past seven years. The waiver will exempt the student from completing the required course. The student will complete another course, as approved by the program, to satisfy the number of credits required for the program.

**Course Add/Drop Policy**

Refer to the academic calendar (http://www.northeastern.edu/registrar/calendars.html) for specific dates. Students should consult with their academic and career adviser before adding or dropping classes.

Students may add a half-semester course within the first week of the course. For full-semester courses, students may add a course within the first two weeks of the course. Students who add a class during the add/drop period are responsible for all assignments missed prior to enrolling. Enrolled students are responsible to attend classes during the add/drop period, and any absences will be held accountable to the instructor’s attendance policy.
Students who drop a course before the deadline will not be charged for the course and will not have a W (withdrawal) on their transcript. Thereafter, students are responsible for 100 percent of the tuition charges and applicable fees, and the earned grade will be on their permanent academic record. All such dates are specified in the academic calendar (http://www.northeastern.edu/registrar/calendars.html).

Students must add/drop courses using their myNortheastern account.

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with myNortheastern access, he or she needs to contact the Service Desk at the following:

617.373.4357 (HELP)
help@northeastern.edu
Website (http://www.northeastern.edu/its/audience/students/)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

A reduction in a student's course load could affect a student's international student visa status or financial aid eligibility.

Course Withdrawal Policy
Reference the academic calendar for specific dates by which students may withdraw from a course.

Students who withdraw from a course after the add/drop deadline and before the last day to withdraw will receive a W grade and will be responsible for 100 percent of the tuition charges and applicable fees. The W grade does not affect the calculation of the cumulative GPA but it does impact a student's academic progression, which may result in the student being placed on academic probation or dismissal.

Students must withdraw from courses using their myNortheastern account.

Students who experience difficulty withdrawing from a course should promptly email (registrar@northeastern.edu) the Office of the University Registrar. If it is determined that there is an issue with the student's myNortheastern account or access, he or she needs to contact the Service Desk at the following:

617.373.4357 (HELP)
help@northeastern.edu
Website (http://www.northeastern.edu/its/audience/students/)

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

A reduction in a student's course load could affect a student's international student visa status or financial aid eligibility.

Students who fail to withdraw from a course by the deadline, regardless of their level of class participation or attendance, are financially and academically responsible. A student's lack of participation/attendance will likely result in a final grade of F.

All students are encouraged to consult with their career and academic coach prior to withdrawing from a course. Withdrawals may impact a student's time to degree completion.

Reinstatement after Academic Dismissal
A student who is academically dismissed from the College of Professional Studies is not eligible to register again for courses at the college until he or she is approved for reinstatement. A student may apply for reinstatement after a minimum of one academic year if he or she can provide documented evidence supporting the application (e.g., completed two courses with a grade of B or higher at another accredited college or relevant professional development opportunities during the minimum one-year absence). The application for reinstatement must be made in writing by submitting the completed Request for Reinstatement form (https://cps.northeastern.edu/reusable_file/38/) and providing supporting documentation to the Office of Academic Advising.

If reinstatement to the college is approved, a student is expected to meet the most current requirements for program admissions and curriculum.

A student approved for reinstatement but who does not meet the admissions requirements for the intended program of study or if the intended program of study is no longer available may apply to another program.

Seeking More Than One Certificate or Degree
An undergraduate student can be enrolled in only one undergraduate program at a time.

Undergraduate students seeking more than one certificate or degree after having completed a program should note that undergraduate credits earned toward:

1. A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a bachelor's degree, if the contents are determined to be applicable per the program director.
2. A certificate earned at the College of Professional Studies may be used to satisfy the requirements of a second certificate with a cap of 6 credits, if the contents are determined to be applicable per the program director.
3. A bachelor's degree earned at the College of Professional Studies may be used to satisfy the requirements of a second bachelor's degree with a cap of 50 percent of the requirements for the second degree, if the contents are determined to be applicable per the program director.

Student Academic Appeals Procedures
It is the policy of the university that all students shall be treated fairly in evaluations made of their academic performance, standing, and progress. The university presumes that academic judgments by its faculty are fair, consistent, and objective. Students must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon teaching prerogatives.

Nonetheless, the university believes it is essential to provide an appeals mechanism to students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education determination. This includes claims of misinterpretation or inequitable application of any academic provision of
the university’s Undergraduate or Graduate Catalog, Student Handbook, or Faculty Handbook.

In all cases, students are encouraged to informally discuss concerns with the faculty member who taught the course to see if it is possible to reach an agreement on the issue(s). If the student is not satisfied with the outcome of this discussion, or if the student is not comfortable discussing the issue with the instructor, the student should request a meeting with their academic and career adviser who can help facilitate the process to resolve the issue(s). If these informal attempts to resolve the issue(s) fail, the student can enter the formal procedure at the college level as outlined below.

Though students are always entitled to seek the advice of legal counsel, a student’s lawyer cannot be present in the informal or formal academic appeals procedures. A student may consult their academic and career adviser at any point in these procedures for advice or assistance. University officials may take whatever steps they deem reasonably appropriate to achieve resolution of the issue at any stage of these procedures.

If a student feels that he or she has been the victim of harassment or of discrimination prohibited by law or by university policy, he or she should consult with the Office of University Equity and Compliance (OUEC) as soon as he or she becomes aware of alleged prohibited harassment or discrimination and is not required to wait until a term grade or determination is received before seeking advice or redress. If OUEC is advised of such alleged prohibited conduct as part of an academic appeal, the appeal shall be pursued and investigated by OUEC first. In such cases, the student should contact their academic and career adviser regarding the next appeal steps. Following a resolution of the harassment/discrimination issues, any remaining academic issues will be addressed, at the request of the student, according to the academic appeals procedures.

The Academic Standing Committee may not consider appeals on the basis of medical claims; students are encouraged to meet with their academic and career adviser to determine the best course of action for any disputes on the basis of medical or personal issues.

FOR DISMISSAL APPEALS
If the appeal concerns academic dismissal, the student should contact their academic and career coach regarding appealing to the college ASC.

FOR GRADE DISPUTES
Students are encouraged to contact their instructor regarding all grade disputes within 15 calendar days of the assignment or course grade being awarded. If resolution cannot be achieved within 15 calendar days of initial contact, the student may submit a formal appeal no more than 30 calendar days following the end of the term the grade was awarded. The student must contact their academic and career coach to start the formal appeal process. Resolution that is not attempted within this time frame is no longer eligible for appeal.

The program level has 30 calendar days to respond with a decision and brief explanation of that decision. If the student does not receive a response within 30 calendar days of their appeal at the program level, the student may appeal to the ASC. If a decision has been rendered at the program level, the student may only appeal to the ASC if they have new/additional evidence and documentation to present that would not have reasonably been available at the time of the program-level appeal. The student should contact their academic and career coach before appealing any decision to the ASC.

Once a grade change has been made in response to an appeal, that change is final.

FOR ALL OTHER APPEALS/DISPUTES
The student should contact their academic and career coach with questions and information regarding next steps.

APPEALING BEYOND THE ASC
In appeals that arise from a violation, misrepresentation, or inequitable application of the academic provisions of the Student Handbook or Undergraduate Catalog or Graduate Catalog, the ASC serves as the final decision maker within the college.

Issues concerning admission or readmission into a program cannot be appealed beyond the ASC at the college level.

Outside of issues concerning admission or readmission into a program, if the student or faculty member is not satisfied with the ASC's decision at the college level, they may further pursue the matter at the university level by requesting in writing within 14 calendar days that the university convene an Academic Appeals Resolution Committee (AARC) to review the appeal. Students may obtain information on this process through the Office of the Provost (110 CH). The AARC has been designated as the final authority on appeal matters. This request must be made within 14 calendar days of the finding of the ASC.

1. Academic Appeals Resolution Committee
The AARC includes:

- The vice provost for graduate education or a designee.
- The student’s faculty adviser will be appointed by the appropriate vice provost except in cases where no specific adviser exists or where the faculty adviser is involved in the dispute. In those cases, a faculty member from the student’s major college, department, or area of specialization will be appointed.
- Two faculty members appointed by the Faculty Senate Agenda Committee (if the appeal is based on a cooperative education determination, one of the faculty members shall be a member of the cooperative education faculty but not from the student’s area of study) and a representative of the Office of Institutional Diversity and Inclusion (if the appeal had at any point involved a matter of sexual harassment/discrimination).
- The chair shall be elected from among the committee’s three faculty members but cannot be the student’s faculty adviser.

2. Preliminary Matters
If the AARC determines, by a majority vote, that the appeal is patently without substance or merit, it may dismiss the appeal.

3. Investigation
The AARC shall investigate the matter under appeal as quickly as possible by studying the relevant documents, interviewing the parties (especially the student and the involved faculty member), and taking any other action it deems appropriate. At no time shall the committee be bound by rules of evidence but shall at all times conduct itself in a manner that is not arbitrary or capricious. The AARC may, but is not required to, hold a hearing prior to resolving the issues. However, in all instances, the student and the involved faculty member shall have the right to appear and testify separately and privately before the AARC. The student shall have the right to have an advocate from the university community present during his or her testimony to the AARC.

4. Authority to Act
The AARC has been designated as the final authority on these matters. At the conclusion of its investigation, the AARC shall resolve, by majority vote, the issue by either upholding the finding of the ASC or dean, in which case no further appeal is available, or granting such
relief to the student as the appeals resolution committee deems appropriate.

a. The AARC may not determine a resolution that contradicts the prior findings or actions of the Office of Institutional Diversity and Inclusion with respect to elements of this appeal.

b. In the event of a tie vote, the action of the ASC or dean shall be considered upheld.

5. Resolution
All direct parties to the appeal, including but not limited to the student, the provost, the dean, the department chair or equivalent supervisors, graduate coordinator or equivalent supervisor, and the faculty member shall be promptly informed in writing of the decisions and actions taken (i.e., the Report) during this academic appeals procedure.

6. Report
A written Report of the appeal and its resolution shall be submitted by the chair of the AARC to the student, the involved faculty member, the Faculty Senate Agenda Committee, the vice president for student affairs, the appropriate vice provost, the registrar, and the dean, as appropriate.

7. Action
The dean(s) or his or her designee in the involved college(s) shall take whatever action is necessary to implement fully the resolution of the AARC. This includes reporting the change of grade to the registrar.

8. Appeal
No further appeal can be instituted by the student or the involved faculty member with respect to the issue(s) raised at any level of the formal appeals resolutions procedures once adjudicated.

Student Bill of Academic Rights and Responsibilities

This bill was drafted by the Student Senate, the Vice President for Student Affairs, and members of the Faculty Senate. It was passed in the spring of 1992. It was then updated by the Student Body President, Vice President for Academic Affairs, and passed by the Student Senate in the Fall of 2017 and Faculty Senate in the Spring of 2018 for adoption in the Undergraduate Student Handbook (http://www.northeastern.edu/osccr/code-of-student-conduct/) for the 2018–2019 academic year.

We, the students of Northeastern University, believe that a quality education is the paramount goal of all students. In order to fulfill this goal, the university recognizes certain rights and responsibilities, which follow below.1 Northeastern University students recognize and accept that redress of complaints arising from these rights is limited to the procedures specified in “Student Academic Appeals Procedures.”

Course-Related Rights

Article 1

Students have the right to instructors who attend classes on time.

Article 2

Students have the right to receive grades and feedback in a timely manner, particularly in the case of sequentially related assignments. At least one summative assessment should be given and returned a week prior to the end of the withdrawal period. Students also have the right to view work they submit to satisfy course requirements after it is graded and receive their instructor’s rationale for grades received on said work.

Article 3

Students have the right to adequate access to instructors. This includes instructors replying to communications from students in a timely manner, suggested to be within two business days, with the exception of during university recesses, as well as maintaining consistent office hours for in-person courses, occurring at the same time at least once a week. Instructors may change office hours by notifying students in a timely manner, suggested to be within two business days, baring extenuating circumstances.

Article 4

Students have the right to have a list of all course materials that must be purchased. Possible substitutions for said course materials, (i.e., acceptable previous editions of textbooks, digital versions, library owned resources, etc.) should be made available to students at least a week prior to the start of the academic term.

Article 5

Students have the right to instructors who communicate the material pertaining to the course effectively in the English language except in the case of foreign language instruction.

Article 6

Students have the right to participate in and have access to Student Government Association teacher/course evaluations.

Article 7

Students have the right to adequate access to effective academic services, including academic and co-op advising, as described in the student handbook and other university publications, provided by the university.

Article 8

Students have the right to alternative grading arrangements if they are unable to attend a graded activity that takes place outside the scheduled class time.

Rights to University Academic Services

Article 9

Students have the right to a family friendly academic calendar that includes instructors replying to communications from students in a timely manner, suggested to be within two business days, baring extenuating circumstances.

Article 10

Students have the right to an environment conducive to learning and to faculty who respect students’ academic freedom in the classroom. When exercising academic freedom, students are expected to comply with all applicable university ethics, anti-harassment, and nondiscrimination policies.

Article 11

Students have the right to access university health services provided by University Health and Counseling Services (https://www.northeastern.edu/uhcs/) (UHCS), and in accordance to Massachusetts State Law, to have access to a medical plan that
they can purchase (Northeastern University Student Health Plan (http://www.northeastern.edu/nushp/)).

Article 12

Students have the right to access university resources provided by the university's Disability Resource Center in accordance with the Policy on Equal Opportunity (http://www.northeastern.edu/policies/pdfs/Policy_on_Equal_Opportunity.pdf). Students have the right to pursue informal and formal grievances through the procedures (http://www.northeastern.edu/drc/getting-started-with-the-drc/grievance-procedure/) outlined by the Disability Resource Center.

Scheduling Rights
Article 13

Students have the right to final exam schedules in accordance with established university policy, including non-conflicting final exam schedules.

Article 14

Students have the right to attend any course session held prior to the end of the add/drop period so long as permission from the instructor is obtained in advance and all duly registered students have proper access to seating and other course resources.

Article 15

Students will not be penalized for excused absences, with the understanding that students may need to make up for the academic commitment from which they were excused. Reasons for an excused absence include religious, medical issues, jury duty, bereavement, and military service. See the course catalog (http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/attendance-requirements/) and other applicable policies (http://gonu.com/sports/2013/7/15/SASS_0715134535.aspx?path=sass/) for the full attendance and excusal policy.

General Academic Rights
Article 16

Students have the right to be informed, in a timely fashion, of proposed action to be taken against them.

Article 17

Students have the right to the redress of academic grievances through the processes provided by the university.

Article 18

Students have the right to university support and resources, such as the Office of Global Services (https://www.northeastern.edu/ogs/), with regard to their visa status.

Article 19

In accordance with the Northeastern University's Nondiscrimination Policy (https://www.northeastern.edu/policies/pdfs/Policy_on_Equal_Opportunity.pdf), students have the right to a learning environment free of discrimination or harassment, including as provided for in Northeastern University's Title IX Policy (http://www.northeastern.edu/titleix/title-ix-policies-2/).

Article 20

Northeastern University's policy on student produced intellectual property can be found on page 54 under Copyrightable Materials of the Undergraduate Student Handbook.

Article 21

Students have the right to access to their academic and financial aid records and maintenance of the privacy of these records, as provided by the Family Educational Rights and Privacy Act.

Student Responsibilities
Article 1

Contribute to a climate of open inquiry and honesty in all aspects of the university's academic life. This includes reviewing, and becoming familiar with, the Academic Integrity Policy on the OSCCR website.

Article 2

Commit sufficient time and effort for study and for use of library, studio, laboratory, and computational facilities, as appropriate for each course.

Article 3

Contribute to the classroom/laboratory/studio learning environment through discussion and active participation.

Article 4

Acquire the necessary prerequisites for full participation in each academic course.

Article 5

Attend scheduled classes regularly and on time, and arrive to class prepared, having completed all the readings and other assignments.

Article 6

Seek out faculty and teaching assistants outside of class time, to obtain help with problems encountered in a given course.

Article 7

Respect the academic freedom of each faculty member and student.

Article 8

Assist the university in its various self-evaluations (e.g., TRACE, surveys) by responding honestly and conscientiously.

Article 9

Maintain effective communication with the university by providing permanent and local address information to the university through a system designated by the university, and by reading university email on a frequent and consistent basis.

Article 10

Act as positive representatives and genuine ambassadors of the university when studying and working in domestic and international settings associated with Northeastern University.

Article 11
Complete an entry (including itinerary, accommodation information, and contact information) using ‘My Travel Plans,’ located on the Services and Links tab in the myNortheastern Student Portal, or other system as required by the university, prior to all university-sponsored travel outside of Massachusetts, including but not limited to: Study Abroad, Dialogues of Civilization, Foreign Exchange Programs like BSIB, Alternative Spring Break, Engineers without Borders, Co-op Placements outside of Massachusetts, etc.

Article 12

Complete all required activities prior to attending classes for their entrance date (including alcohol education, violence prevention programming, required reading, etc.).

Article 13

Have in their possession at all times the officially approved and properly validated photo identification card.

Students who fail to comply with these responsibilities could lose certain student privileges as well as face possible disciplinary sanctions under the Code of Student Conduct.

The student rights, through their representatives in the Student Government Association (SGA), described in these sections arise from faculty and staff employment responsibilities and obligations to the university. Northeastern University students recognize and accept that it is the sole prerogative of the university to enforce these obligations and to determine whether and to what extent they are being carried out or violated in specific instances. Northeastern University students recognize and accept that their ability to effect redress of complaints arising from these rights is limited to the procedures specified in the current Undergraduate Student Handbook.

The articles shall be interpreted by the Office of the Provost in conjunction with the Office of the Vice President for Student Affairs, and shall be monitored by the Student Government Association. Further, should any student discover that they have been subject to any violation of the principles stated herein, the student should follow the appropriate complaint resolution procedure in the Undergraduate Student Handbook (http://www.northeastern.edu/osccr/code-of-student-conduct/). The Student Government Association, if requested by the student, will monitor the progress of any student academic grievances.

Because the university operates on a twelve-month calendar in an urban environment, many construction, remodeling, renovation, and repair projects must take place while the university is in session, and other potential distractions from the learning process arise from the surrounding urban environment on which it is dependent but over which it exerts little or no control. Thus, though the university is committed to maintaining an appropriate learning environment for its students, Northeastern University students recognize and accept, as part of their relationship with the university, that the conditions described above may cause occasional disturbances to that environment.

For more on academic freedom, please refer to the AAUP’s definition (https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure/).

Student Evaluation of Courses (EvaluationKit)

Students play a critical role in the university’s commitment to quality teaching and academic excellence when they participate in the evaluation of courses through EvaluationKIT, an online survey students complete anonymously. Students are expected to participate in EvaluationKIT with constructive feedback that is relevant to teaching and course content.

Students may access EvaluationKIT summary results from previous terms via their myNortheastern summary (https://my.northeastern.edu/). Courses with a response rate of less than 20 percent of enrolled students will be excluded from the results. Courses with three or fewer students enrolled are not surveyed.

Student Records, Transcripts, and Related Policies

Grade Table

Grades are officially recorded by letters, evaluated as follows.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>Outstanding achievement</td>
</tr>
<tr>
<td>A–</td>
<td>3.667</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>Good achievement</td>
</tr>
<tr>
<td>B–</td>
<td>2.667</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>Satisfactory achievement</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td></td>
</tr>
<tr>
<td>C–</td>
<td>1.667</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>Undergraduate only/Poor achievement</td>
</tr>
<tr>
<td>D–</td>
<td>0.667</td>
<td>Undergraduate only</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>JP</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>CR</td>
<td></td>
<td>Credit (School of Law only)</td>
</tr>
<tr>
<td>HH</td>
<td></td>
<td>High Honor (School of Law only)</td>
</tr>
<tr>
<td>H</td>
<td></td>
<td>Honor (School of Law only)</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass (School of Law only)</td>
</tr>
<tr>
<td>NE</td>
<td></td>
<td>Not enrolled</td>
</tr>
<tr>
<td>NG</td>
<td></td>
<td>Grade not reported by faculty</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Satisfactory (pass/fail basis; counts toward total degree requirements)</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Unsatisfactory (pass/fail basis)</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Incomplete (pass/fail basis)</td>
</tr>
<tr>
<td>L</td>
<td></td>
<td>Audit (no credit given)</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td>Transfer</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Course withdrawal</td>
</tr>
</tbody>
</table>

An I, IP, or X grade shows that the student has not completed the course requirements.
The IP grade is intended for courses that extend over several terms. The time restrictions on the incomplete grade do not apply to the IP grade. While the IP grade is left unchanged, it is not included in computing the grade-point average. If the IP grade is never changed, the course does not count toward graduation requirements.

Course Comments
The following notations may also appear on the student’s transcript:

<table>
<thead>
<tr>
<th>Notation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Course excluded from GPA</td>
</tr>
<tr>
<td>HON</td>
<td>Honors-level course</td>
</tr>
<tr>
<td>I</td>
<td>Course included in GPA</td>
</tr>
</tbody>
</table>

Northeastern University Course Numbering

<table>
<thead>
<tr>
<th>Course Numbering</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001–0999</td>
<td>Orientation and basic</td>
</tr>
<tr>
<td></td>
<td>No degree credit</td>
</tr>
<tr>
<td>UNDERGRADUATE</td>
<td></td>
</tr>
<tr>
<td>1000–1999</td>
<td>Introductory level (first year)</td>
</tr>
<tr>
<td></td>
<td>Survey, foundation, and introductory courses, normally with no prerequisites and designed primarily for students with no prior background</td>
</tr>
<tr>
<td>2000–2999</td>
<td>Intermediate level (sophomore/junior year)</td>
</tr>
<tr>
<td></td>
<td>Normally designed for sophomores and above but in some cases open to freshman majors in the department</td>
</tr>
<tr>
<td>3000–3999</td>
<td>Upper-intermediate level (junior year)</td>
</tr>
<tr>
<td></td>
<td>Designed primarily as courses for juniors; prerequisites are normally required, and these courses are prerequisites for advanced courses</td>
</tr>
<tr>
<td>4000–4999</td>
<td>Advanced level (senior year)</td>
</tr>
<tr>
<td></td>
<td>Designed primarily for juniors and seniors; also includes specialized courses such as research, capstone, and thesis</td>
</tr>
</tbody>
</table>

GRADUATE

<table>
<thead>
<tr>
<th>Course Numbering</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000–5999</td>
<td>First-level graduate</td>
</tr>
<tr>
<td></td>
<td>Courses primarily for graduate students and qualified undergraduate students with permission</td>
</tr>
<tr>
<td>6000–6999</td>
<td>Second-level graduate</td>
</tr>
<tr>
<td></td>
<td>Generally for master’s and clinical doctorate only</td>
</tr>
<tr>
<td>7000–7999</td>
<td>Third-level graduate</td>
</tr>
<tr>
<td></td>
<td>Master’s- and doctoral-level courses; includes master’s thesis</td>
</tr>
<tr>
<td>8000–8999</td>
<td>Clinical/research/readings</td>
</tr>
<tr>
<td></td>
<td>Includes comprehensive exam preparation</td>
</tr>
<tr>
<td>9000–9999</td>
<td>Doctoral research and dissertation</td>
</tr>
</tbody>
</table>

Clearing an Incomplete or Changing Other Grades

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

To request an incomplete grade, the student must obtain and complete in consultation with the instructor an Incomplete-Grade Contract (http://www.northeastern.edu/registrar/form-inc-grade.pdf) on which the precise agreement for clearing an incomplete grade is specified and which is signed by the student and the instructor. Copies of the form are kept by the student, the instructor, and the Office of the Dean of the college in which the course is offered. Any exception to this policy on change of grades must be recommended by the Academic Standing Committee (ASC) of the college in which the course was offered and must be forwarded in writing by the ASC to the registrar for implementation. (Finishing the agreed-upon coursework must be completed within one calendar year from the end of the term in which the course was offered.)

University policy states that any grade outstanding for 12 or more months cannot be changed. Any exception to this policy on change of grades must be recommended by the ASC of the college in which the course was offered and must be forwarded in writing by the dean to the Office of the Registrar for implementation.

Repeating Courses

When the appropriate course is available, students may repeat a course to earn a better grade. In all cases, the most recent grade earned in a course is the one used in calculating the overall grade-point average; however, previous grades remain on the transcript followed by the word “Repeat.” Consult your academic adviser before repeating a course. Students are required to pay normal tuition for all repeated coursework.

Substituting Courses

In some cases, it may not be possible to repeat a course if a student wishes to do so. In unusual circumstances, students may petition to substitute one course for another they have already taken, as long as the subject matter of both courses is substantially alike. With the approval of the student’s academic adviser and the agreement of the department that offered the first course taken, a grade received in the new course will be labeled “Substitute” on the transcript and will be treated in the grade-point average calculation as a “repeat” grade, as described above. The original grade will remain on the student’s Northeastern transcript. Students should consult with their academic adviser before enrolling in any proposed substitute course. Students are required to pay normal tuition charges for all substitute coursework.

Clearing an Academic Deficiency

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

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

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

1. Repeat the same course at one of Northeastern's colleges, which will result in a "repeat" grade (see "Repeating Courses" policy above).
2. Substitute a comparable course at one of Northeastern's colleges, which will result in a "repeat" grade (see "Substituting Courses" policy above).
3. Under special circumstances, if the course is not currently offered at Northeastern University, a student may be advised to take a preapproved course at another institution outside Northeastern University. The original grade will remain on the student's Northeastern transcript and will still be used in the calculation of the grade-point average.

**Appeal of Final Grades**

Under certain circumstances, students have the right to appeal final grades given by either academic faculty or cooperative education coordinators. Criteria and procedures for such appeals can be found on p. 1 of the Undergraduate Student Handbook (http://www.northeastern.edu/osccr/code-of-student-conduct/) or on the appeals policies and procedures page (http://catalog.northeastern.edu/graduate/academic-policies-procedures/appeals/) within the graduate portion of the university catalog.

**Grade-Point Average (GPA)**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Semester Hours</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>3.000</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>A</td>
<td>4.000</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td>5</td>
<td>16</td>
</tr>
</tbody>
</table>

The GPA for both courses would then be the total weight (16) divided by the total semester hours (5), or 3.200. Grades of I, IP, S, U, and X are not included in the calculation of the GPA. See Grade Table (p. 31) for a complete list of grades and numerical equivalents.

**Grade Reports**

Grades are available to students approximately three days after the end of each term via the myNortheastern web portal (https://my.northeastern.edu/). A missing grade means that none was received from the instructor. Grades received late from faculty are processed as they are received.

**Transcripts**

Currently enrolled students may obtain unofficial transcripts from the myNortheastern web portal (https://my.northeastern.edu/) and may also order official transcripts through myNortheastern. For further information on transcript requests, visit the transcript request webpage (http://www.northeastern.edu/registrar/trans_request.html). All questions concerning transcript requests should be directed to 617.373.2300, TTY 617.373.5360

For information about the Student Right-to-Know Act, visit the Registrar's website. (http://www.northeastern.edu/registrar/right-to-know.html)

**University Academics**

• NUpath (p. 33)

**NUpath**

**Learning, Knowing, Doing, Leading**

NUpath is Northeastern University's set of institution-wide general education requirements for all students in all majors. The goal of NUpath is to develop in our students the knowledge and skills to be lifelong learners with success in many careers, to be thoughtful global citizens, and to be fulfilled human beings. It offers students the flexibility to integrate general education learning into their individual educational journeys while maintaining the rigor of high standards through defined learning outcomes, making NUpath a unique tool for personalized enrichment. NUpath is competency based rather than course based. It is built around essential, broad-based knowledge and skills—such as understanding societies and analyzing and using data—integrated with specific content areas and disciplines.

NUpath requirements are met throughout a student’s program of study and can be fulfilled through major, minor, or concentration requirements as well as through general electives. NUpath is required for all freshmen who entered in fall 2016 and later. It does not apply to students already admitted with a different set of core requirements or to transfer students whose entry year was earlier than the fall of 2016.

• Requirements (p. 33)
• Learning Goals (p. 34)
• Writing-Intensive Courses (p. 36)

**NUpath Requirements**

NUpath requirements are a set of 10 competencies designed to prepare students for personal success in an ever-evolving global society regardless of their chosen field of study. NUpath requirements are as follows:

• Engaging with the Natural and Designed World
• Exploring Creative Expression and Innovation
• Interpreting Culture
• Conducting Formal and Quantitative Reasoning
• Understanding Societies and Institutions
• Analyzing and Using Data
• Engaging Differences and Diversity
• Employing Ethical Reasoning
• Writing Across Audiences and Genres
• Demonstrating Thought and Action in a Capstone
Because NUpath is competency based rather than course based, students have many options of courses to fulfill the requirements. Students can use the Dashboard tool (http://www.neu.edu/registrar/db-cps.html) to find courses both in and beyond their major requirements that satisfy NUpath. Courses that meet major, minor, or concentration requirements can also meet NUpath requirements. There are no level restrictions or semester-hour restrictions. A single course can count for up to two of the following requirements:

- Engaging with the Natural and Designed World
- Exploring Creative Expression and Innovation
- Interpreting Culture
- Conducting Formal and Quantitative Reasoning
- Understanding Societies and Institutions
- Analyzing and Using Data
- Engaging Differences and Diversity
- Employing Ethical Reasoning

The two additional requirements (writing-intensive in the major and capstone) are not limited. So, for example, a course may have two out of the first list (such as Differences and Diversity and Societies and Institutions) and also fulfill writing-intensive in the major and capstone.

Transfer credit and placement tests can also be used to meet the NUpath attributes of the Northeastern course equivalents. Up to five of the following eight requirements can be met by transferred or placement test credits:

- Engaging with the Natural and Designed World
- Exploring Creative Expression and Innovation
- Interpreting Culture
- Conducting Formal and Quantitative Reasoning
- Understanding Societies and Institutions
- Analyzing and Using Data
- Engaging Differences and Diversity
- Employing Ethical Reasoning

Transfer credits cannot be used to fulfill the capstone or experiential requirements. Of the writing requirements (p. 36), only the first-year writing requirement can be met by transferred or placement test credits.

## NUpath Learning Goals

Established and assessed learning goals ensure rigorous opportunities for students to achieve the essential skills and competencies of NUpath regardless of the context or course within which the learning occurs. Any course that meets a NUpath requirement incorporates the learning goals of that requirement. The requirement short name and/or user code is what will appear in course descriptions and student audits.

### Engaging with the Natural and Designed World

**Short Name:** Natural and Designed World

**User Code:** ND

Students study and practice scientific investigation and/or engineering design in order to understand the natural world and to effect changes in it to meet human and societal needs and wants. They learn critical thinking and analytical problem solving; the biological, chemical, and/or physical principles that govern the natural world; and the efforts that underlie the origins, development, acceptance, and applications of those principles.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Formulate a question that can be answered through investigation or a challenge that can be addressed through research or design.

B. Develop and use models based on evidence to predict and show relationships among variables between systems or components of systems in the natural and/or designed world.

C. Use and question scientific principles and practices to evaluate issues raised by the interplay of science, technology, and society.

### Exploring Creative Expression and Innovation

**Short Name:** Creative Expression/Innovation

**User Code:** EI

Students study and practice creative expression and innovation. They learn about traditions of creative expression and innovation in any of a number of modes (texts, image, sounds, design, etc.) and products (poems, paintings, prototypes, business plans, games, apps, medical devices and procedures, etc.) and develop their own creative processes and products as a means of seeing and experiencing the world in new ways and communicating those experiences to others.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Describe creative processes in one or more disciplines (e.g., art, business, writing, science, engineering).

B. Generate an artifact (e.g., design, poem/essay, application, visualization, musical composition, product, prototype) through a creative process.

C. Evaluate experimentation, failure, and revision in the creation of innovative projects.

### Interpreting Culture

**Short Name:** Interpreting Culture

**User Code:** IC

Students study and analyze cultural practices, artifacts, and texts (e.g., visual art, literature, theatrical performances, musical compositions, architectural structures). They learn critical reading and observation strategies and how traditions of theoretical, aesthetic, and/or literary criticism provide different lenses for the interpretation of cultural objects and practices.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Recognize and identify a variety of cultural practices and creations, their forms of production, and development over time.

B. Acquire and assess techniques of interpretation (including critical reading and observation techniques), criticism, and analysis of cultural practices, texts, and/or artifacts.
C. Formulate arguments for and against different theories and interpretations of cultural practices, texts, and/or artifacts.

**Conducting Formal and Quantitative Reasoning**

*Short Name: Formal/Quantitative Reasoning*
*User Code: FQ*

Students study and practice systematic formal reasoning using either the symbolic languages of mathematics and logic or the combinations of text and symbols characteristic of computer software. They learn when and how to apply formal reasoning to particular problems and subject matters.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Recognize when examination of a phenomenon or situation can benefit from problem-solving techniques and analyses that use formal reasoning.

B. Use their expertise in some applications of formal reasoning and know when to call upon domain experts when a problem is beyond their personal expertise.

C. Generate artifacts that require formal reasoning and planning. These artifacts might include logical proofs, mathematical computations, software, simulations, problem solutions, or plans/analyses in a variety of disciplines that require a formal, systematic component.

**Understanding Societies and Institutions**

*Short Name: Societies and Institutions*
*User Code: SI*

Students study and practice social science, historical, and/or literary methods of inquiry and theories in order to understand human behavior and cultural, social, political, and economic institutions, systems, and processes. They learn theories of social behavior as they relate to phenomena such as globalization, social change, and civic sustainability.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Describe current theories of how social, political, or economic institutions, systems, and processes work.

B. Explain the historical and cultural contingency of many descriptions and explanations of human behavior, institutions, systems, and processes.

C. Evaluate social, political, or economic theories by applying them to local and global phenomena.

**Analyzing and Using Data**

*Short Name: Analyzing and Using Data*
*User Code: AD*

Students study and practice methods and tools of data analysis and use. Students learn about the structure and analysis of at least one type of data (e.g., numbers, texts, documents, web data, images, videos, sounds, maps) and acquire the skills to examine, evaluate, and critique such data; extract patterns; summarize features; create visualizations; and provide insight not obvious from the raw data itself. Students also learn to be sensitive to ethical concerns associated with data: security, privacy, confidentiality, and fairness.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Describe how data may be acquired, stored, transmitted, and processed.

B. Analyze at least one important type of data and summarize the results of an analysis in ways that provide insight.

C. Use mathematical methods and/or computational tools to perform analysis.

D. Evaluate and critique choices made in selection, analysis, and presentation of data.

**Engaging Differences and Diversity**

*Short Name: Differences and Diversity*
*User Code: DD*

Students study and practice methods for recognizing and understanding human diversity of various kinds in global, local, and organizational contexts. They learn theories and perspectives of human difference; civic sustainability and multiculturalism; how social arrangements shape and are shaped by difference; and the histories, cultures, and interactions of diverse groups.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Describe how notions of human difference have changed over time and across local and global contexts.

B. Discuss the value in recognizing, respecting, and embracing human diversity and how diversity contributes to culture and society, including civic sustainability.

C. Evaluate and compare two or more theories of human difference and approaches to cultivating and leveraging diversity.

D. Connect theories of human difference and approaches to diversity to one’s own experience.

**Employing Ethical Reasoning**

*Short Name: Ethical Reasoning*
*User Code: ER*

Students study and practice methods of analyzing and evaluating the moral dimensions of situations and conduct. They learn ethical theories and frameworks; explore how conceptions of morals and ethics shape interpretation of concepts such as justice, fairness, rights and responsibilities, virtue, and the good life; and apply these to personal, professional, social, political, historical, or economic questions and situations.

**LEARNING GOALS**

By the end of the course, students should be able to:

A. Describe the moral and ethical elements of an issue, problem, or situation.

B. Explain at least two key ethical theories.

C. Apply ethical theories to moral dilemmas and personal positions.

**Writing Across Audiences and Genres**

*Short Name: Writing Across Audiences/Genres*
*User Code: WF/WD/WI*
### Note
This requirement is met by four courses. See more details under Writing-Intensive Courses (http://catalog.northeastern.edu/undergraduate/university-academics/nupath/writing-intensive/).

Students study and practice writing for multiple public, academic, and professional audiences and contexts. They learn to use writing strategies, conventions, genres, technologies, and modalities (e.g., text, sounds, image, video) to communicate effectively.

#### Learning goals for first-year writing:
A. Adapt writing for multiple academic, professional, and public occasions and audiences.
B. Identify and practice writing conventions of various genres.
C. Identify credible, relevant sources and engage and cite them appropriately in their written work.
D. Draft, revise, and edit their writing using feedback from readers.

#### Learning goals for Advanced Writing in the Disciplines:
A. Adapt writing for multiple academic, professional, and public occasions and audiences.
B. Display familiarity with the writing conventions of genres in an academic field or profession.
C. Identify credible, relevant sources and engage and cite them appropriately in their written work.
D. Draft, revise, and edit their writing using feedback from readers.

#### Learning goals for writing-intensive courses in the major:
A. Demonstrate facility with the writing conventions of genres in the academic field or profession.
B. Identify credible, relevant sources and engage and cite them appropriately in their written work.
C. Draft, revise, and edit their writing using feedback from readers.

### Integrating Knowledge and Skills Through Experience

#### Short Name: Integration of Experience
User Code: EX

Students study and practice the principles and strategies of experiential learning. Through direct experience and reflection on that experience, they learn to recognize and articulate their knowledge and skills, to apply the knowledge and skills they learn in one context to another context, and to determine what knowledge and skills they need to develop to meet their goals.

#### Learning Goals: By the end of the course, students should be able to:
A. Apply knowledge and skills in new, authentic contexts.
B. Gain new knowledge and develop new skills to successfully engage in unfamiliar tasks and activities.
C. Integrate and use the deepened knowledge and skills as well as the newly gained knowledge and skills to continue to learn in their academic programs.
D. Articulate how and what one learns across a range of contexts.

### Demonstrating Thought and Action in a Capstone

#### Short Name: Capstone Experience
User Code: CE

Each student must take at least one course designated as a capstone experience. Capstone courses may be designed for a specific degree program, for a department, or for a college. The learning goals for a capstone will be developed by the unit that is designing the capstone. Students must complete a capstone in their major. In cases where a student has multiple majors (such as in a combined or double major), the units may specify in which major to take the capstone or may leave the choice to the student.

### Writing-Intensive Courses

The faculty expects all students to become effective writers and achieve the learning goals of the Writing Across Audiences and Genres NUpath attributes. To this end, students are given opportunities to improve their writing throughout their curriculum.

#### First-Year Writing Requirement
All first-year students must satisfy a first-year writing requirement by completing one of the following courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1103</td>
<td>College Writing 1 for Nonnative Speakers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1105</td>
<td>College Writing 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2105</td>
<td>Writing Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must earn a C or better in the required writing course to satisfy the first-year writing requirement.

#### Advanced Writing Requirement
Students must satisfy the advanced writing requirement by completing one of the following courses. Transfer credit cannot be used to satisfy this requirement. Students must earn a C or better to satisfy the advanced writing requirement:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 3105</td>
<td>Writing for the Professions: Science and Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3107</td>
<td>Writing for the Professions: Business and the Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

### Writing-Intensive Courses in the Major

Each major includes at least two additional writing-intensive courses. These courses are characterized by frequent and regular writing, assessment, and revision of student work and the opportunity for students to improve their work.

### Specialized Programs

The College of Professional Studies offers pathways programs for international students through its NU Global programs. NU Global provides international students with innovative pathway, language, and global degree programs; world-class resources; a collaborative learning environment; and outstanding faculty.

- Global Pathways (p. 37)
- NU Immerse (p. 37)
Global Pathways Program

Global Pathways is designed for academically qualified international students who need additional preparation to achieve the required English language skill level to enter a CPS graduate program or select graduate programs offered by other Northeastern University colleges. The duration of the program (one, two or three terms) for each individual student depends on English language proficiency.

Entrance Requirements
- Academic record equivalent to a grade-point average (GPA) of at least 2.500
- Minimum iBT score requirements:
  - Three Terms = 55
  - Two Terms = 61
  - One Term = 74

Program Benefits
- Select from three entry points each year: fall, spring, and summer
- Complete the program in one, two or three terms depending on qualifications
- Benefit from academic advising, transferable credit, tutoring, and student support services and extracurricular activities
- Enjoy access to all university facilities
- Choose from a wide range of graduate degree programs
- Be guaranteed entry to a Northeastern University graduate degree program upon successful completion of Global Pathways

Visit the College of Professional Studies website (https://international.northeastern.edu/global-pathways/) for more information about the admissions process and curriculum.

NU Immerse

NU Immerse is an innovative transitional experience for international students who are looking for advanced English-language preparation and an introduction to the American education system and college culture. This program is an excellent start to your American university studies and provides a comprehensive academic and cultural experience designed to help you succeed at Northeastern University and improve your English-language skills.

Students will enroll in the College of Professional Studies during the first year. NU Immerse offers conditional admission to undergraduate degree programs upon successful completion of the program.

Program benefits:
- Earn academic credit that may be transferable to other colleges and universities
- Improve your English-language skills through specially designed courses
- Experience the culture of an American university and participate in campus life and activities
- Develop greater professional skills and a stronger résumé
- Receive support every step of the way from an individually assigned academic advisor

Visit the NU (https://www.northeastern.edu/admissions/academics/specialized-entry/nu-immerse/) Immerse website for more information about the admissions process and curriculum.

Bachelor of Science Degree Programs

Business and Social Sciences
These programs are self-paced:
- Finance and Accounting Management (p. 37)
- Leadership (p. 39)
- Liberal Studies (p. 40)
- Management (p. 41)

Finance and Accounting Management, BS

The Bachelor of Science in Finance and Accounting Management degree program offers students an opportunity to gain a strong understanding of the role that business plays in the world economy along with a strong focus on accounting and financial management. Students also take courses in the major areas of business so that, as they move into managerial positions, they have the understanding and skills to work across functional areas.

Students take courses such as financial reporting, managerial accounting, intermediate accounting, and cost accounting, as well as tax and audit. They also complete courses in the key areas in finance: corporate and managerial finance, working capital management, and investments.

Graduates may pursue careers in the private, nonprofit, and government sectors. They work in the cost accounting and budgeting areas, in short-term or long-term asset management, and in financial planning and security analysis.

Global Classroom (http://catalog.northeastern.edu/professional-studies/specialized/global-classroom/#financeandaccountingmanagementtext)

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

Program Requirements
Complete all courses listed below unless otherwise indicated.

University-Wide Requirement
Minimum 120 total semester hours required
Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements
All undergraduate students are required to complete the NUpath Requirements (p. 33).
## Foundation Courses
54 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ENG 1105 and ENG 1106</td>
<td>College Writing 1 and Lab for ENG 1105</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1103 and ENG 1104</td>
<td>College Writing 1 for Nonnative Speakers and Lab for ENG 1103</td>
<td>4</td>
</tr>
<tr>
<td><strong>Introductory Course Work</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2310</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2300</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Economics and Marketing</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ECN 1100</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECN 1200</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Ethics and Law</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MGT 2330</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>PHL 2100</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting and Finance</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2200</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2105</td>
<td>Introduction to Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td><strong>Information Management and Technology</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ITC 1000</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or ITC 2016</td>
<td>End-User Data Analysis Tools</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2210</td>
<td>Information within the Enterprise</td>
<td>3</td>
</tr>
<tr>
<td>or ITC 2430</td>
<td>E-Commerce Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

## Major Courses
28 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting and Analysis</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACC 3103</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 3201</td>
<td>Financial Reporting and Analysis 1</td>
<td>3</td>
</tr>
<tr>
<td>ACC 3202</td>
<td>Financial Reporting and Analysis 2</td>
<td>3</td>
</tr>
<tr>
<td>ACC 3410</td>
<td>Principles of Taxation</td>
<td>3</td>
</tr>
<tr>
<td>ACC 4320</td>
<td>Financial Statement Analysis</td>
<td>3</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>FIN 3310</td>
<td>Financial Institutions and Markets</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3330</td>
<td>Risk Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3340</td>
<td>Investments</td>
<td>3</td>
</tr>
<tr>
<td><strong>Capstone</strong></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MGT 4850</td>
<td>Business Strategy</td>
<td>4</td>
</tr>
</tbody>
</table>

## Major Elective Courses/Optional Concentration
Complete one of the following options to reach 120 semester hours.

### MAJOR ELECTIVES
Complete 9 semester hours from the following and an additional 29 general elective semester hours to reach 120 semester hours.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC, FIN (4000 level)</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

### ENTREPRENEURSHIP CONCENTRATION
Note: Please consult with your advisor.

Complete the 15 semester hours listed below and an additional 23 general elective semester hours to reach 120 semester hours. Courses from the major may not double count in the concentration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 3100</td>
<td>Finance for New Ventures</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2700</td>
<td>Product Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2550</td>
<td>Sustainable Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4995</td>
<td>Experiential Management Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

## Plan of Study

### Term 1
Choose one of the following: 4

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1105 and ENG 1106</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENG 1103 and ENG 1104</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Complete the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MGT 1100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACC 2100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ECN 1100</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Term 2
Choose one of the following: 4

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1107 and ENG 1108</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MTH 2300</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ECN 1200</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACC 2200</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ITC 1000 or 2016</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Term 3

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3103</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
Leadership, BS

The Bachelor of Science in Leadership offers a functional, interdisciplinary curriculum that seeks to prepare students to lead at all levels of today’s global society. The program seeks to encourage and foster high ethical standards, communication competencies, and community building through practical applications built upon the foundation of many theoretical leadership frameworks. Courses include oral and written communication, organizational behavior, leadership theory and practice, and business fundamentals. Through electives, students are encouraged to pursue courses in the social sciences or sciences to broaden their understanding of global challenges and opportunities.

Graduates of the program may pursue careers in management in private, nonprofit, and government organizations.

Global Classroom (http://catalog.northeastern.edu/professional-studies/specialized/global-classroom/#leadershiptext)

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 33).

Foundation Courses

48 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1105</td>
<td>College Writing 1</td>
<td>3</td>
</tr>
<tr>
<td>and ENG 1106</td>
<td>Lab for ENG 1105</td>
<td>1</td>
</tr>
<tr>
<td>ENG 1103</td>
<td>College Writing 1 for Nonnative Speakers and Lab for ENG 1103</td>
<td>3</td>
</tr>
<tr>
<td>and ENG 1104</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ENG 3107</td>
<td>Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107</td>
<td>3</td>
</tr>
<tr>
<td>and ENG 3108</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Mathematics

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2310</td>
<td>Statistics for the Behavioral and Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Economics

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1100</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1200</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Information Technology

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 1000</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or ITC 2016</td>
<td>End-User Data Analysis Tools</td>
<td>3</td>
</tr>
</tbody>
</table>

Business

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
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</table>
**Major Courses**

42 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SOC 1100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HSV 2240</td>
<td>Human Behavior in the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>LDR 1200</td>
<td>Assessing Your Leadership Capacity</td>
<td>3</td>
</tr>
<tr>
<td>LDR 3200</td>
<td>Leading and Managing Change</td>
<td>3</td>
</tr>
<tr>
<td>LDR 3250</td>
<td>Leading Teams Locally and Virtually</td>
<td>3</td>
</tr>
<tr>
<td>LDR 3400</td>
<td>Evidence-Based Leadership and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>CMN 2310</td>
<td>Professional Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CMN 3100</td>
<td>Negotiation</td>
<td>3</td>
</tr>
<tr>
<td>CMN 3350</td>
<td>Intercultural Communication</td>
<td>3</td>
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<td>HRM 2320</td>
<td>Human Resources Management</td>
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<tr>
<td>MGT 2100</td>
<td>Principles of Management</td>
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<tr>
<td>MGT 2310</td>
<td>Organizational Behavior</td>
<td>3</td>
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<tr>
<td>POL 1120</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>LDR 4850</td>
<td>Strategic Decision Making (Capstone)</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>LDR 1200</td>
<td></td>
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<tr>
<td>Open elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Term 2</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>ENG 1107</td>
<td>and ENG 1108</td>
<td>4</td>
</tr>
<tr>
<td>MTH 2310</td>
<td></td>
<td>3</td>
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<tr>
<td>Term 3</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>ECN 1100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ITC 1000 or 2016</td>
<td></td>
<td>3</td>
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<tr>
<td>MGT 2330</td>
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<tr>
<td>MGT 2100</td>
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<td>Open elective</td>
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<tr>
<td>Term 4</td>
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<tr>
<td>MGT 2310</td>
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<td>3</td>
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<tr>
<td>CMN 1100</td>
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<td>3</td>
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<tr>
<td>PHL 2100</td>
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<td>3</td>
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<tr>
<td>LDR 3200</td>
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<td>3</td>
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<tr>
<td>Term 5</td>
<td>Hours</td>
<td></td>
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<tr>
<td>ENG 3107 and ENG 3108</td>
<td></td>
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</tr>
<tr>
<td>ACC 2100</td>
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<tr>
<td>CMN 2310</td>
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<tr>
<td>LDR 3250</td>
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<tr>
<td>Term 6</td>
<td>Hours</td>
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<tr>
<td>FIN 2105</td>
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<td>HSV 2240</td>
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<tr>
<td>SOC 1100</td>
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<tr>
<td>CMN 3350</td>
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<tr>
<td>Open elective</td>
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<tr>
<td>Term 7</td>
<td>Hours</td>
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<tr>
<td>LDR 3400</td>
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<td>3</td>
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<tr>
<td>HRM 2320</td>
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<td>3</td>
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<tr>
<td>POL 1120</td>
<td></td>
<td>3</td>
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<tr>
<td>Open elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Open elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Term 8</td>
<td>Hours</td>
<td></td>
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<tr>
<td>LDR 4850</td>
<td></td>
<td>3</td>
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<tr>
<td>CMN 3100</td>
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<tr>
<td>Open elective</td>
<td></td>
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<tr>
<td>Total Hours: 120</td>
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</table>

**Plan of Study**

**Term 1**

Complete one of the following: 4

- ENG 1105 and ENG 1106
- ENG 1103 and ENG 1104

Complete the following:

- MTH 1100 3
- PSY 1100 3
- Open elective 3
- Open elective 3

16

**Term 2**

ENG 1107 and ENG 1108 4

MTH 2310 3

12

The Bachelor of Science in Liberal Studies allows students to design a social science-, science-, and humanities-based program of study that
reflects their academic passions and strengths. Students have the unique opportunity to choose an area of academic specialization while engaging with the diverse array of disciplines—such as history, music, philosophy, literature, math, science, and psychology—that constitute a liberal studies education, while fostering practical skills essential to the workplace and graduate education—critical thinking, analysis of large bodies of information, problem solving, and effective written communication.

**Program Requirements**

Complete all courses listed below unless otherwise indicated.

**University-Wide Requirement**

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

*Note:* Individual program requirements may exceed the above minima.

**NUpath Requirements**

All undergraduate students are required to complete the NUpath Requirements (p. 33).

**Foundation Courses**

48 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>English</strong></td>
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<tr>
<td>Complete one of the following:</td>
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</tr>
<tr>
<td>ENG 1105</td>
<td>College Writing 1</td>
<td></td>
</tr>
<tr>
<td>and ENG 1106</td>
<td>and Lab for ENG 1105</td>
<td></td>
</tr>
<tr>
<td>ENG 1103</td>
<td>College Writing 1 for Nonnative Speakers</td>
<td></td>
</tr>
<tr>
<td>and ENG 1104</td>
<td>and Lab for ENG 1103</td>
<td></td>
</tr>
<tr>
<td>Complete the following two courses with corresponding labs:</td>
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<td></td>
</tr>
<tr>
<td>ENG 1107</td>
<td>College Writing 2</td>
<td>4</td>
</tr>
<tr>
<td>and ENG 1108</td>
<td>and Lab for ENG 1107</td>
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</tr>
<tr>
<td>ENG 3107</td>
<td>Writing for the Professions: Business and the Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>and ENG 3108</td>
<td>and Lab for ENG 3107</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics Required Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2310</td>
<td>Statistics for the Behavioral and Social Sciences</td>
<td>3</td>
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**Information Technology**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ITC 1000</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or ITC 2016</td>
<td>End-User Data Analysis Tools</td>
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</table>

**Philosophy**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PHL 1100</td>
<td>Social and Political Philosophy</td>
<td>3</td>
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</tbody>
</table>

**Mathematics and Science Electives**

Complete 6 semester hours from the following subject areas: 6

BIO, CHM, ESC, MTH, PHY

**Arts and Humanities Electives**

Complete 9 semester hours from the following subject areas: 9

ART, CMN, ENG, PHL, TCC, or a modern foreign language

**Social Science Electives**

Complete 9 semester hours from the following subject areas:

ECN, HST, HSV, POL, PSY, SOC

**Major Required Courses**

33 semester hours required

*Note:* No more than 27 total credits of business courses (ACC, FIN, MGT, MKT) are permitted.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interdisciplinary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-designed program created by the student with faculty guidance and approved by associate dean.</td>
<td>30</td>
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</tr>
<tr>
<td><strong>Capstone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LST 4850</td>
<td>Capstone Project in Liberal Studies</td>
<td>3</td>
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</tbody>
</table>

**Minor Required Courses**

15 semester hours required

All students must complete a minor as part of their self-designed program.

**Electives**

Complete a minimum of 24 semester hours to reach 120 semester hours.

**Plan of Study**

Because the Bachelor of Science in Liberal Studies with required minor is a self-designed program of study, there is no set calendar of courses. Students will work with their career and academic coach and faculty to plan their course-taking schedule.

**Management, BS**

The Bachelor of Science in Management offers students an opportunity to develop skills and expertise in areas necessary to become an effective manager, including social awareness resource management, ethics, and responsibility.

Courses begin with the fundamental areas of business—management principles, accounting, finance, marketing, management information systems, and supply chain management. Students then pursue advanced work in the management of people, projects, and organizations. Students are exposed to the theory of effective management. They also have an opportunity to develop their own management skills through casework and practice in the classroom.

Graduates may pursue careers in the management of individuals, teams, and projects in the private, public, and nonprofit sectors.

**Global Classroom** ([http://catalog.northeastern.edu/professional-studies/specialized/global-classroom/#managementtext](http://catalog.northeastern.edu/professional-studies/specialized/global-classroom/#managementtext))

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

**Program Requirements**

Complete all courses listed below unless otherwise indicated.
University-Wide Requirement
Minimum 120 total semester hours required
Minimum 2.000 GPA required
Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.
Note: Individual program requirements may exceed the above minima.

NUpath Requirements
All undergraduate students are required to complete the NUpath Requirements (p. 33).

Foundation Courses
54 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 1105</td>
<td>College Writing 1</td>
<td>4</td>
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<tr>
<td>ENG 1106</td>
<td>and Lab for ENG 1105</td>
<td></td>
</tr>
<tr>
<td>ENG 1103</td>
<td>College Writing 1 for Nonnative Speakers</td>
<td></td>
</tr>
<tr>
<td>ENG 1104</td>
<td>and Lab for ENG 1103</td>
<td></td>
</tr>
</tbody>
</table>

Complete the following two courses with corresponding labs:
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1107</td>
<td>College Writing 2</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1108</td>
<td>and Lab for ENG 1107</td>
<td></td>
</tr>
<tr>
<td>ENG 3107</td>
<td>Writing for the Professions: Business and the Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>ENG 3108</td>
<td>and Lab for ENG 3107</td>
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Introductory Course Work
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<tr>
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<tbody>
<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2310</td>
<td>Organizational Behavior</td>
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Mathematics
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<tr>
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<th>Hours</th>
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<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
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<td>Business Statistics</td>
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Economics and Marketing
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ECN 1100</td>
<td>Principles of Microeconomics</td>
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</tr>
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<td>ECN 1200</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>MKT 2100</td>
<td>Principles of Marketing</td>
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Information Management and Technology
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<tr>
<th>Code</th>
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<tr>
<td>ITC 1000</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or ITC 2016</td>
<td>End-User Data Analysis Tools</td>
<td></td>
</tr>
<tr>
<td>MGT 2210</td>
<td>Information within the Enterprise</td>
<td>3</td>
</tr>
<tr>
<td>or ITC 2430</td>
<td>E-Commerce Systems</td>
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Ethics and Law
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<thead>
<tr>
<th>Code</th>
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<th>Hours</th>
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<tbody>
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<td>MGT 2330</td>
<td>Business Law</td>
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<td>Business Ethics</td>
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Accounting and Finance
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2100</td>
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<tr>
<td>ACC 2200</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>FIN 2105</td>
<td>Introduction to Corporate Finance</td>
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Major Required Courses
25 semester hours required

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<tr>
<td>MGT 2100</td>
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<td>3</td>
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<tr>
<td>MGT 2220</td>
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<td>MGT 3220</td>
<td>International Business</td>
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<tr>
<td>HRM 2320</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4210</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4220</td>
<td>Innovation and Change Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4230</td>
<td>New Venture Creation</td>
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Capstone
<table>
<thead>
<tr>
<th>Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>MGT 4850</td>
<td>Business Strategy</td>
<td>4</td>
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</table>

Professional Electives/Optional Concentration
Complete one of the following options.

PROFESSIONAL ELECTIVES
12 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 3300</td>
<td>Finance for New Ventures</td>
<td>3</td>
</tr>
<tr>
<td>CMN, ITC, LDR, MGT, MKT, HRM</td>
<td>Complete 12 semester hours from the following:</td>
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<tr>
<td>FIN 3100</td>
<td>Sustainable Entrepreneurship</td>
<td>3</td>
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<tr>
<td>MGT 2550</td>
<td>Product Design and Development</td>
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</tr>
<tr>
<td>MGT 4995</td>
<td>Experiential Management Practicum</td>
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</table>

ENTREPRENEURSHIP CONCENTRATION
Note: Please consult with your advisor.
15 semester hours required. Courses from the major may not double count in the concentration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FIN 3100</td>
<td>Finance for New Ventures</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2550</td>
<td>Sustainable Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2700</td>
<td>Product Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4995</td>
<td>Experiential Management Practicum</td>
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Elective Course
Complete one of the following:

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>LDR 3200</td>
<td>Leading and Managing Change</td>
<td>3</td>
</tr>
<tr>
<td>MKT 3010</td>
<td>Digital Marketing</td>
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</tr>
<tr>
<td>MGT 4230</td>
<td>New Venture Creation</td>
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Electives
Complete a minimum of 29 semester hours to reach 120 semester hours.

Plan of Study

Term 1

<table>
<thead>
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<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1105</td>
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<tr>
<td>ENG 1106</td>
<td>and Lab for ENG 1105</td>
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</tr>
<tr>
<td>ENG 1103</td>
<td>College Writing 1 for Nonnative Speakers</td>
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</tr>
<tr>
<td>ENG 1104</td>
<td>and Lab for ENG 1103</td>
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Complete the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
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</table>

Complete one of the following:
### Bachelor of Science in Advanced Manufacturing Systems, BS

Advanced Manufacturing Systems, BS
Northeastern's Bachelor of Science in Advanced Manufacturing Systems will create pathways for entry- and midlevel manufacturing employees to deepen their knowledge and gain new skills across the advanced manufacturing ecosystem. The program’s challenge-based learning architecture balances autonomy with a structured path through a rigorous curriculum.

**Program Requirements**
Complete all courses listed below unless otherwise indicated.

**University-Wide Requirement**
Minimum 120 total semester hours required
Minimum 2.000 GPA required
Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

*Note: Individual program requirements may exceed the above minima.*

**NUpath Requirements**
All undergraduate students are required to complete the NUpath Requirements (p. 33).

**Foundation Courses**
32 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
</table>

### Bachelor's and Postbaccalaureate Programs, Lowell Institute School

**Bachelor of Science**
These programs are self-paced:

- Advanced Manufacturing Systems (p. 43)
- Analytics (p. 45)
- Biological Science (p. 46)
- Biotechnology (p. 48)
- Digital Communication and Media (p. 49)
- Health Science (p. 51)
- Healthcare Administration (p. 52)
- Information Technology (p. 54)
- Mechatronics (p. 56)
- Project Management (p. 57)
- Psychology (p. 59)
Advanced Manufacturing Systems, BS

<table>
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<tr>
<th>Code</th>
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<tr>
<td>MTH 2120</td>
<td>Technical Math 1</td>
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<td>Technical Math 2</td>
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<td>Statistical Quality Control</td>
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**Science**

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<tr>
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<td>Circuits 1</td>
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**Philosophy**

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<tr>
<td>PHL 2140</td>
<td>Ethical Issues in Science and Engineering</td>
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**Communication**

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<tr>
<td>CMN 1100</td>
<td>Organizational Communication</td>
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**Advanced Manufacturing Foundation Courses**

18 semester hours required

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<tr>
<td>AVM 1100</td>
<td>Fundamental Measurement Analysis</td>
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<td>AVM 1150</td>
<td>Fundamentals of Manufacturing Systems</td>
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<tr>
<td>EET 3100</td>
<td>Electronics 1</td>
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<tr>
<td>GET 1150</td>
<td>Foundations of Engineering Graphics and Design</td>
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<tr>
<td>MET 2040</td>
<td>Engineering Manufacturing Process</td>
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**Advanced Manufacturing Core Courses**

36 semester hours required

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<tr>
<td>AVM 2250</td>
<td>Materials Performance and Applications</td>
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<td>AVM 3000</td>
<td>Materials Processing</td>
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<td>AVM 3100</td>
<td>Nondestructive Testing</td>
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<tr>
<td>AVM 3500</td>
<td>Business Operations and Supply Chain</td>
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<td>AVM 4100</td>
<td>Mechatronics (Mechatronics)</td>
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<td>AVM 4200</td>
<td>Engineering Metrology and Measurements</td>
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<tr>
<td>AVM 4300</td>
<td>Advanced Manufacturing and Additive Processes</td>
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<td>GET 3100</td>
<td>Computer Control of Manufacturing Processes</td>
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<td>MET 3100</td>
<td>Engineering Stress Analysis</td>
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<td>MET 3300</td>
<td>Engineering Materials Science</td>
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<td>Mechanical Engineering Systems Design</td>
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<tr>
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<td>Supply Chain Management</td>
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**Advanced Manufacturing Capstone**

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<tbody>
<tr>
<td>GET 4840</td>
<td>Engineering Technology Capstone Project Preparation and Proposal</td>
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<td>GET 4850</td>
<td>Engineering Technology Capstone Project Execution</td>
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**Electives**

Complete a minimum of 28 semester hours to reach 120 semester hours.

**Plan of Study**

**Term 1**

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<td>AVM 1100</td>
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**Term 2**

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<td>EET 3100</td>
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<td>ENG 1105</td>
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<td>ENG 1106</td>
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**Term 3**

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**Term 4**

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<td>MET 2000</td>
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<td>MET 2040</td>
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**Term 5**

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<td>AVM 3300</td>
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<td>AVM 3500</td>
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**Term 6**

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**Term 7**

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<td>AVM 4200</td>
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**Term 8**

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<td>Open electives</td>
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<td>Open electives</td>
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<td>GET 4840</td>
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**Total**

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Analytics is increasingly important skillset utilized in a wide range of occupations and more frequently in Analyst specific positions, and is projected to increase faster than the average growth rate across all occupations from 2018 to 2028.

Employers seeking analytics professionals with “moderate” levels of data analysis skills - typically positions at the bachelor’s level – most often prefer candidates with Analytics as a field of study. Skills frequently required in candidates are data analysis and the ability to interpret and communicate data analysis results to others, problem solving, mastery of spreadsheets, analysis tools, statistical software, relational databases as well as programming language. The general demand for Teamwork/ Collaboration and Project Management reflects the need for employers to find analytics professionals with general business skills which can be used in a variety of function areas.

The Bachelor of Science in Analytics (BSA) helps to meet the demand from employers with an undergraduate program and entry level education requirements that prepares learners as data analyst practitioners capable of applying data analysis methods, technological, professional, and strategic expertise necessary for supporting decision making in organizations. With emphasis on experiential learning, the program provides dynamic opportunities for learners with varying degrees of work experience to practice their knowledge both globally and collaboratively while implementing effective data analysis concepts to real-life company demands.

The BSA has general foundation courses (including mathematical and philosophical logic), specific data analysis foundation courses, major required courses (such as Introduction to Analytics, Predictive Analytics, Introduction to Programming, Data Visualization and Communication, Data Warehousing, SQL and Data Mining), as well as a variety of elective courses on diverse domain areas.

Graduates of the BSA will have the opportunity to demonstrate their range and depth of skill to

- Investigate theories, tools, and approaches in data analytics to identify and communicate data-driven insights for informed decision-making.
- Articulate and defend the significance and implications of the work in data analytics in terms of challenges and trends in a local, national or global context.

- Complete a project that requires the application of the principles, tools and methods of analytics to a comprehensive real-world problem.
- Apply the principles, tools and methods of analytics to a project within a sponsoring organization to assist with the extraction, development, delivery, and/or translation/implementation of data analysis for tactical and/or strategic decision-making.

Program Requirements
Complete all courses listed below unless otherwise indicated. Also complete any corequisite labs, recitations, clinicals, or tools courses where specified and complete any additional courses needed beyond specific college and major requirements to satisfy graduation credit requirements.

University-Wide Requirements
All undergraduate students are required to complete the University-Wide Requirements (http://catalog.northeastern.edu/undergraduate/university-wide-requirements/).

NUpath Requirements
All undergraduate students are required to complete the NUpath Requirements (http://catalog.northeastern.edu/undergraduate/university-academics/nupath/).

Foundation Courses
57 semester hours required

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<tr>
<th>Code</th>
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<td>College Writing 2 and Lab for ENG 1107</td>
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<td>Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107</td>
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<td>TCC 3450</td>
<td>Writing for the Web</td>
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<tr>
<td>CMN 1100</td>
<td>Organizational Communication</td>
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<tr>
<td>CMN 2310</td>
<td>Professional Speaking</td>
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<tr>
<td>PHL 2120</td>
<td>Ethical Issues in Communication</td>
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<tr>
<td>PHL 2310</td>
<td>Symbolic Logic</td>
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<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
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<tr>
<td>MTH 2400</td>
<td>Technology and Applications of Discrete Mathematics</td>
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<tr>
<td>ITC 1100</td>
<td>Human-Computer Interaction</td>
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<tr>
<td>ITC 2000</td>
<td>Principles of Systems Analysis and Design</td>
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<td>ITC 2016</td>
<td>End-User Data Analysis Tools</td>
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<tr>
<td>LDR 1200</td>
<td>Assessing Your Leadership Capacity</td>
<td>3</td>
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</table>
LDR 3400 Evidence-Based Leadership and Decision Making 3

Computer Engineering Technology
CET 2200 Data Structures and Algorithms 3

Analytics
ALY 2010 Probability Theory and Introductory Statistics 3
ALY 2100 Introduction to Programming for Data Analytics 3

Major Required Courses
27 semester hours required

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<td>Structured Query Language (SQL)</td>
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<td>ITC 3320</td>
<td>Data Warehousing Technologies</td>
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<td>ALY 3015</td>
<td>Intermediate Statistics for Data Analytics</td>
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<td>ALY 3110</td>
<td>Big Data and Web Mining</td>
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<td>ALY 3040</td>
<td>Data Mining</td>
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<tr>
<td>ALY 3070</td>
<td>Communication and Visualization for Data Analytics</td>
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<tr>
<td>ALY 4000</td>
<td>Analytics using R</td>
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<tr>
<td>ALY 4020</td>
<td>Predictive Analytics Using R and Python</td>
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Professional Electives

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<td>Complete 12 semester hours in the following subject areas below:</td>
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<td>MGT, MKT, FIN, PJM, HMG, CET, LDR, BTC</td>
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Suggested Electives:
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<tr>
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<td>Introduction to Business</td>
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<td>MGT 2100</td>
<td>Information within the Enterprise</td>
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<td>MKT 2100</td>
<td>Principles of Marketing</td>
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<td>HRM 2320</td>
<td>Human Resources Management</td>
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<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
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<td>PJM 1100</td>
<td>Project Management Fundamentals - Project Initiation and Close</td>
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Capstone
3 semester hours required

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<tr>
<td>ALY 4850</td>
<td>Analytics Capstone</td>
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Electives

Complete a minimum of 21 semester hours to reach 120 semester hours. Courses from the major may not double count for Electives.

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<tr>
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<td>LDR 3400</td>
<td>Evidence-Based Leadership and Decision Making</td>
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The Bachelor of Science in Biological Science program is designed for students who wish to pursue a science-based career or continue their education by obtaining a graduate degree in a health- or science-related field. The program offers the mathematical, chemical, and physical background necessary for understanding biology along with the oral and written communication, critical thinking, and problem-solving skills necessary for success in the workplace. The program fosters a basic understanding of the organization and the processes of life, from molecules and cells through organs and organ systems to populations, species, ecosystems, and evolution. Graduates of the program pursue careers in areas such as research and development or sales and marketing in biological and pharmaceutical companies. Students may also choose to continue their education in graduate or medical school.

Program Requirements
Complete all courses listed below unless otherwise indicated.

University-Wide Requirement
Minimum 120 total semester hours required
Minimum 2.000 GPA required
Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements
All undergraduate students are required to complete the NUpath Requirements (p. 33).

Foundation Courses
51 semester hours required

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<tr>
<td>ENG 1103 and ENG 1104</td>
<td>College Writing 1 for Nonnative Speakers and Lab for ENG 1103</td>
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Complete the following two courses with corresponding labs:
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Major Required Courses

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Plan of Study

Term 1

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<td>Statistics for the Behavioral and Social Sciences Lab for ENG 3105</td>
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<td>Principles of Biology 1 and Lab for BIO 1100</td>
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<td>and BIO 1201</td>
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<tr>
<td>and CHM 1201</td>
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<td>PHY 1200</td>
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Information Technology

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<tr>
<td>ITC 1000</td>
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<td>3</td>
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<tr>
<td>or ITC 2016</td>
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<tr>
<td>PHL 2140</td>
<td>Ethical Issues in Science and Engineering</td>
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</table>

Major Elective Courses

Choose at least 9 semester hours from BIO, BTC, HSC.

Electives

Complete a minimum of 34 semester hours to reach 120 semester hours.
The Bachelor of Science in Biotechnology seeks to prepare graduates for entry-level positions in diverse occupations within the biotechnology industry. Building on a strong foundation of liberal arts and sciences, courses focus on state-of-the-art biotechnology principles and delivery. The curriculum promotes effective oral and written communications skills, critical thinking, and problem solving to promote professional competency in a variety of high-tech industries related to pharmaceutical manufacturing, vaccine production, medical device creation and fabrication, clinical drug and medical device trials, and governmental regulatory agency oversight.

Graduates of the biotechnology program pursue careers in bench research and development, regulatory affairs, sales and marketing, public relations, or communications at domestic and international biotechnology-related companies or governmental organizations.

**Program Requirements**
Complete all courses listed below unless otherwise indicated.

**University-Wide Requirement**
Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

**Note:** Individual program requirements may exceed the above minima.

**NUpath Requirements**
All undergraduate students are required to complete the NUpath Requirements (p. 33).

**Foundation Courses**
37 semester hours required

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<td>College Writing 1 for Nonnative Speakers and Lab for ENG 1103</td>
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Complete the following two courses with corresponding labs:

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**Mathematics**

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<td>Statistics for the Behavioral and Social Sciences</td>
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**Biology**

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<td>Principles of Biology 1 and Lab for BIO 1100</td>
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**Chemistry**

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**Information Technology**

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<td>or ITC 2016</td>
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**Philosophy**

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**Major Required Courses**
41 semester hours required

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<td>Biotechnology and Pharmaceutical Processing and Lab for BTC 4300</td>
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<td>BTC 4450</td>
<td>Quality Control and Validation Issues</td>
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<td>CHM 2110 and CHM 2111</td>
<td>Organic Chemistry 1 and Lab for CHM 2110</td>
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<td>CHM 2200 and CHM 2201</td>
<td>Organic Chemistry 2 and Lab for CHM 2200</td>
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<td>Analytical Chemistry and Lab for CHM 2300</td>
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<tr>
<td>BIO 2100 and BIO 2101</td>
<td>Microbiology and Lab for BIO 2100</td>
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<td>Cell Biology</td>
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<td>Genetics and Molecular Biology and Lab for BIO 2500</td>
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Northeastern University

Capstone
BTC 4850 Biotechnology Senior Project 3

Major Electives
15 semester hours required

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<tr>
<td>MTH 2105</td>
<td>Calculus 2</td>
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Electives
Complete a minimum of 27 semester hours to reach 120 semester hours.

Plan of Study

Term 1
Complete one of the following: 4

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1105</td>
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<tr>
<td>ENG 1103</td>
<td>and ENG 1104</td>
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Complete the following courses: 4

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<tbody>
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<tr>
<td>CHM 1100</td>
<td>and CHM 1101</td>
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<td>MTH 2310</td>
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Term 2
Complete the following courses: 4

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Term 3
CHM 2110 and CHM 2111 4

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<td>BIO 2100</td>
<td>and BIO 2101</td>
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Term 4
CHM 2200 and CHM 2201 4

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<th>Hours</th>
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<tbody>
<tr>
<td>BTC 1300</td>
<td>and BTC 1301</td>
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<tr>
<td>BIO 2300</td>
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<tr>
<td>Major elective</td>
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</table>

Term 5
ENG 3105 and ENG 3106 4

Digital Communication and Media, BS

The Bachelors of Science in Digital Communication and Media prepares students for jobs in the expanding market for digital based communications. Students are exposed to the digital channels and technology at the core of today's positions in corporate and marketing communications.

Students start with foundation courses in such areas as English and Ethics. These are followed by major course selections in Management, Marketing, and Visual Media.

Students then move to the heart of the program to develop digital competencies. These courses cover communication research methods, digital communication strategy, and inbound marketing fundamentals. From here, students enter a unique virtual public relations firm to design, implement, and manage a digital communication campaign for a real-world client.

Successful graduates of the program should possess the competencies for digital communication jobs in a wide range of fields, including corporations, public relations and marketing agencies, and non-profit organizations.

Program Requirements
Complete all courses listed below unless otherwise indicated.
University-Wide Requirement
Minimum 120 total semester hours required
Minimum 2.00 GPA required
Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements
All undergraduate students are required to complete the NUpath Requirements (p. 33).

NUpath requirements Understanding Societies and Institutions (SI) and Natural and Designed World (ND) are not explicitly satisfied by required courses in the curriculum at this time. Students are responsible for satisfying these requirements, and if these are not fulfilled in required major courses, they should use general electives to do so.

Foundation Courses
24 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
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<tr>
<td>ENGL 1103 and ENGL 1104</td>
<td>College Writing 1 for Nonnative Speakers and Lab for ENGL 1103</td>
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<tr>
<td>ENGL 1107 and ENGL 1108</td>
<td>College Writing 2 and Lab for ENGL 1107</td>
<td>4</td>
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<tr>
<td>ENGL 3107 and ENGL 3108</td>
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Information Technology

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<tr>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ITC 2016</td>
<td>End-User Data Analysis Tools</td>
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Mathematics

<table>
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<tbody>
<tr>
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<td>Statistics for the Behavioral and Social Sciences</td>
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Philosophy

<table>
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<th>Hours</th>
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<tbody>
<tr>
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Major Courses
51 semester hours required

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<tbody>
<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
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<tr>
<td>ART 2100</td>
<td>Foundation in Visual Communication</td>
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<tr>
<td>ART 2200</td>
<td>Fundamentals of Graphics and Publishing Production</td>
<td>3</td>
</tr>
<tr>
<td>ITC 1100</td>
<td>Human-Computer Interaction</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2400</td>
<td>Web and Mobile Development</td>
<td>3</td>
</tr>
<tr>
<td>MKT 2100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
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<td>CMN 1100</td>
<td>Organizational Communication</td>
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<tr>
<td>CMN 2310</td>
<td>Professional Speaking</td>
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<tr>
<td>CMN 3220</td>
<td>Introduction to Public Relations</td>
<td>3</td>
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<tr>
<td>CMN 3800</td>
<td>Designing and Implementing a Promotional Campaign</td>
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<tr>
<td>CMN 3410</td>
<td>Digital Communication Strategy</td>
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<td>CMN 3850</td>
<td>Managing Communication Projects</td>
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Major Electives
15 semester hours required

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<td>PJM 1100</td>
<td>Project Management Fundamentals - Project Initiation and Close</td>
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<td>PJM 1400</td>
<td>Project Planning</td>
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<td>PJM 2000</td>
<td>Project Monitoring and Control</td>
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Capstone
3 semester hours required

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Electives
Complete a minimum of 27 semester hours to reach 120 semester hours.

Plan of Study

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Term 2

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Term 3

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Term 4

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Term 5

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Term 6

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Term 7

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<td>Open Elective</td>
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Term 8

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Total Hours: 120

Health Science, BS

The Bachelor of Science in Health Science seeks to help develop competent professionals who combine a solid understanding of the science underlying healthcare with the principles of healthcare management. Courses in biology, microbiology, chemistry, pharmacology, and pathophysiology provide an understanding of the science of the human body. These courses may be combined with courses in the management of healthcare organizations; health law; public health; or, for students interested in a medical career, additional science courses.

The program seeks to provide preparation for a career in healthcare management in a community, hospital, or private-sector setting or for graduate school for advanced training in areas such as medicine, nursing, and public health.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required
Minimum 2.000 GPA required
Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 33).

Foundation Courses

30 semester hours required

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<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 1105 and ENG 1106</td>
<td>College Writing 1 and Lab for ENG 1105</td>
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<td>ENG 1103 and ENG 1104</td>
<td>College Writing 1 for Nonnative Speakers and Lab for ENG 1103</td>
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<td>ENG 3105 and ENG 3106</td>
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<td>4</td>
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Mathematics

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<tr>
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<tbody>
<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
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<td>MTH 2310</td>
<td>Statistics for the Behavioral and Social Sciences</td>
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Information Technology

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>ITC 1000</td>
<td>Computer Applications</td>
<td>3</td>
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<tr>
<td>or ITC 2016</td>
<td>End-User Data Analysis Tools</td>
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Psychology

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>PSY 1100</td>
<td>Foundations of Psychology</td>
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Communication

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<tr>
<td>CMN 1100</td>
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Philosophy

<table>
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<tr>
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<tr>
<td>PHL 2130</td>
<td>Ethical Issues in Healthcare</td>
<td>3</td>
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<tr>
<td>or PHL 2140</td>
<td>Ethical Issues in Science and Engineering</td>
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Major Required Courses

36 semester hours required
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<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Health Management</strong></td>
<td></td>
</tr>
<tr>
<td>HMG 1100</td>
<td>Foundations of Healthcare Management</td>
<td>3</td>
</tr>
<tr>
<td>HMG 2110</td>
<td>Health Law and Regulation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Biology</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 1100 and BIO 1101</td>
<td>Principles of Biology 1 and Lab for BIO 1100</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1200 and BIO 1201</td>
<td>Principles of Biology 2 and Lab for BIO 1200</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1600 and BIO 1601</td>
<td>Human Anatomy and Physiology 1 and Lab for BIO 1600</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1700 and BIO 1701</td>
<td>Human Anatomy and Physiology 2 and Lab for BIO 1700</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Chemistry</strong></td>
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</tr>
<tr>
<td>CHM 1100 and CHM 1101</td>
<td>General Chemistry 1 and Lab for CHM 1100</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1200 and CHM 1201</td>
<td>General Chemistry 2 and Lab for CHM 1200</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Health Science</strong></td>
<td></td>
</tr>
<tr>
<td>HSC 3300</td>
<td>Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Capstone</strong></td>
<td></td>
</tr>
<tr>
<td>HSC 4850</td>
<td>Project in Health Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Professional Electives</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 semester hours required</td>
<td>15</td>
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<tr>
<td>Code</td>
<td>Title</td>
<td>Hours</td>
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<tr>
<td></td>
<td>Complete 15 semester hours from the following subject areas:</td>
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<tr>
<td></td>
<td>BIO, CHM, HMG, HSC, MTH, PHY, PSY</td>
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<td></td>
<td><strong>Electives</strong></td>
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<td></td>
<td>Complete a minimum of 39 semester hours to reach 120 semester hours.</td>
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<td><strong>Plan of Study</strong></td>
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<td>Term 1</td>
<td>Hours</td>
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<td>ENG 1105 and ENG 1106</td>
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<td>ENG 1103 and ENG 1104</td>
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<td>BIO 1100 and BIO 1101</td>
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<td>Term 2</td>
<td>Hours</td>
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<td></td>
<td>BIO 1200 and BIO 1201</td>
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<tr>
<td></td>
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<td>3</td>
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<tr>
<td>Term 3</td>
<td>Hours</td>
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<tr>
<td></td>
<td>ITC 1000 or 2016</td>
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<td></td>
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<tr>
<td>Term 4</td>
<td>Hours</td>
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</tr>
<tr>
<td></td>
<td>CHM 1200 and CHM 1201</td>
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<td></td>
<td>BIO 1700 and BIO 1701</td>
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<td></td>
<td>Open elective</td>
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<td>Term 5</td>
<td>Hours</td>
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<td>ENG 3105 and ENG 3106</td>
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<td></td>
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<td>3</td>
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<tr>
<td></td>
<td>HSC 3300</td>
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<td></td>
<td>Open elective</td>
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<tr>
<td>Term 6</td>
<td>Hours</td>
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<tr>
<td></td>
<td>PHL 2130 or 2140</td>
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<td>HMG 2110</td>
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<td>Term 7</td>
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<td></td>
<td>Open elective</td>
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<td>Term 8</td>
<td>Hours</td>
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<td></td>
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<td>Total</td>
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</table>

The Bachelor of Science in Healthcare Administration seeks to foster an understanding of management-related concepts in the health industry. The degree offers students an opportunity to learn from experienced professionals how to effectively use communication, critical thinking, and problem-solving skills and techniques to establish competency.
Northeastern University

in the principles relating to the operational, financial, and regulatory management of a health setting.

Students pursue coursework in healthcare operations and systems, healthcare law and policy, and the financial and regulatory aspects of healthcare management.

Successful graduates of the program are prepared to pursue a wide range of careers in the management of healthcare systems in community, hospital, and private-sector healthcare settings.

Program Requirements
Complete all courses listed below unless otherwise indicated.

University-Wide Requirement
Minimum 120 total semester hours required
Minimum 2.000 GPA required
Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements
All undergraduate students are required to complete the NUpath Requirements (p. 33).

Foundation Courses
33 semester hours required

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<tr>
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<td>College Writing 1</td>
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<td>ENG 1106</td>
<td>and Lab for ENG 1105</td>
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Major Courses
36 semester hours required

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>HMG 1100</td>
<td>Foundations of Healthcare Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
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<tr>
<td>FIN 2105</td>
<td>Introduction to Corporate Finance</td>
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Law, Regulation, and Policy

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PHL 2130</td>
<td>Ethical Issues in Healthcare</td>
<td>3</td>
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<tr>
<td>HMG 2110</td>
<td>Health Law and Regulation</td>
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<tr>
<td>HMG 4210</td>
<td>Healthcare Policy</td>
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Organizational Operations

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<tr>
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<tbody>
<tr>
<td>CMN 3350</td>
<td>Intercultural Communication</td>
<td>3</td>
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<tr>
<td>HMG 2100</td>
<td>Healthcare Operations</td>
<td>3</td>
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<tr>
<td>HMG 3210</td>
<td>Health Informatics</td>
<td>3</td>
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<tr>
<td>HMG 3220</td>
<td>Risk Management and Quality Assurance</td>
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HRM 2320   | Human Resources Management                         | 3     |

Capstone

<table>
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<tr>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMG 4850</td>
<td>Healthcare Management Capstone</td>
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Professional Electives
15 semester hours required

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT, MKT, PSY, HSC, HMG, HRM, or PJM 1100</td>
<td>Project Management Fundamentals - Project Initiation and Close</td>
<td>15</td>
</tr>
<tr>
<td>or PJM 1400</td>
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Electives
Complete a minimum of 15 semester hours from the following:

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<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT, MKT, PSY, HSC, HMG, HRM, or PJM 1100</td>
<td>Project Management Fundamentals - Project Initiation and Close</td>
<td>15</td>
</tr>
<tr>
<td>or PJM 1400</td>
<td>Project Planning</td>
<td></td>
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</tbody>
</table>

Electives
Complete a minimum of 36 semester hours to reach 120 semester hours.

Plan of Study

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<th>Hours</th>
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<tbody>
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<tr>
<td>ENG 1105</td>
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<tr>
<td>and ENG 1106</td>
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</tr>
<tr>
<td>ENG 1103</td>
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<tr>
<td>and ENG 1104</td>
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Complete the following:

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<tr>
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<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MTH 1100</td>
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<td>3</td>
</tr>
<tr>
<td>MTH 2310</td>
<td>Statistics for the Behavioral and Social Sciences</td>
<td>3</td>
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</tbody>
</table>

Economics

<table>
<thead>
<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>ECN 1200</td>
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Information Technology

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ITC 1000</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or ITC 2016</td>
<td>End-User Data Analysis Tools</td>
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</tbody>
</table>

Social Sciences

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>PSY 1100</td>
<td>Foundations of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1100</td>
<td>Introduction to Sociology</td>
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</tr>
<tr>
<td>CMN 1100</td>
<td>Organizational Communication</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1107</td>
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<tr>
<td>and ENG 1108</td>
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<tr>
<td>ECN 1200</td>
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<td>3</td>
</tr>
<tr>
<td>MTH 2310</td>
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<td>3</td>
</tr>
<tr>
<td>PSY 1100</td>
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</tr>
</tbody>
</table>
Information Technology, BS

The Bachelor of Science in Information Technology focuses on the skills and knowledge needed to promote career advancement and pursue advanced degrees in information technology and to provide the critical-thinking and information technology skills needed by local, national, and global employers.

Students have the opportunity to develop strengths in the analysis, applied design, development, implementation, and management of modern information technology systems. Courses cover the critical technology areas of programming for traditional, web, and mobile applications and for networking, database, and information security. The curriculum also includes courses focused on key business areas needed to integrate and manage technology and technology projects in the workplace.

Students may develop the technical and problem-solving skills that allow them to pursue careers in the professional areas of applications development, web and multimedia design, systems and network administration, database administration, and business analysis.

Global Classroom (http://catalog.northeastern.edu/professional-studies/specialized/global-classroom/information-technology-bs-text)

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

Program Requirements

Complete all courses listed below unless otherwise indicated.

University-Wide Requirement

Minimum 120 total semester hours required

Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

Note: Individual program requirements may exceed the above minima.

NUpath Requirements

All undergraduate students are required to complete the NUpath Requirements (p. 33).

Foundation Courses

27 semester hours required

<table>
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<th>Code</th>
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<th>Hours</th>
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</table>

English

Complete one of the following:

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1105</td>
<td>College Writing 1 and Lab for ENG 1105</td>
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<tr>
<td>ENG 1103</td>
<td>College Writing 1 for Nonnative Speakers and Lab for ENG 1103</td>
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Complete the following two courses with corresponding labs:

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<tr>
<td>ENG 3105</td>
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Management

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<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2310</td>
<td>Organizational Behavior</td>
<td>3</td>
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Total Hours: 120
**Mathematics**
- MTH 1100: College Algebra
- MTH 2400: Technology and Applications of Discrete Mathematics

**Philosophy**
Complete one of the following:
- PHL 2100: Business Ethics
- PHL 2140: Ethical Issues in Science and Engineering
- ITC 3620: Legal and Ethical Issues in Cybersecurity

**Major Requirements**
48 semester hours required

<table>
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<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 1100</td>
<td>Human-Computer Interaction</td>
<td>3</td>
</tr>
<tr>
<td>ITC 1200</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2000</td>
<td>Principles of Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2016</td>
<td>End-User Data Analysis Tools</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2100</td>
<td>Introduction to Programming (Java)</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2200</td>
<td>Networking Foundations</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2300</td>
<td>Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2400</td>
<td>Web and Mobile Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Complete two courses from the Applications Development</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Concentration list below</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete two courses from the Systems Administration</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>and Cybersecurity Concentration list below</td>
<td></td>
</tr>
<tr>
<td>ITC 4500</td>
<td>IT Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4600</td>
<td>Information Security Management</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4840</td>
<td>Preparation for Information Technology Project</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4850</td>
<td>Information Technology Project</td>
<td>3</td>
</tr>
</tbody>
</table>

**Professional Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALY, CET, GET, ITC</td>
<td>Complete 15 semester hours in the following subject areas or a concentration listed below.</td>
<td>15</td>
</tr>
</tbody>
</table>

**Optional Concentrations**

Note: Please consult with your advisor.

**APPLICATIONS DEVELOPMENT CONCENTRATION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALY 2010</td>
<td>Probability Theory and Introductory Statistics</td>
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</tr>
<tr>
<td>ALY 2100</td>
<td>Introduction to Programming for Data Analytics</td>
<td></td>
</tr>
<tr>
<td>GET 2100</td>
<td>Computer Engineering Programming and Analysis</td>
<td></td>
</tr>
<tr>
<td>CET 2200</td>
<td>Data Structures and Algorithms</td>
<td></td>
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</table>

**SYSTEMS ADMINISTRATION AND CYBER SECURITY CONCENTRATION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 3220</td>
<td>Mobile and Wireless Networking</td>
<td>3</td>
</tr>
<tr>
<td>ITC 3250</td>
<td>UNIX Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>ITC 3620</td>
<td>Legal and Ethical Issues in Cybersecurity</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4200</td>
<td>Network Security</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4260</td>
<td>Database Administration</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4650</td>
<td>Compliance and Risk Issues in Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4680</td>
<td>Forensics in Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ITC 4660</td>
<td>Encryption Concepts</td>
<td>3</td>
</tr>
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<td>ITC 4670</td>
<td>Software Vulnerabilities</td>
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</table>

**Electives**
Complete a minimum of 30 semester hours of NUpath and open electives to reach 120 semester hours.

**Plan of Study**

**Term 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
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<td>ITC 1200</td>
<td>Operating Systems Concepts</td>
<td>3</td>
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<tr>
<td>MGT 1100</td>
<td>Management</td>
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**Term 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ITC 1100</td>
<td>Human-Computer Interaction</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2000</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2016</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1105</td>
<td>English 1</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1106</td>
<td>English 2</td>
<td>4</td>
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</table>

**Term 3**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 2200</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2400</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>
The Bachelor of Science in Mechatronics is designed to provide students with an interdisciplinary set of skills that will enable them to successfully compete in today’s fast-changing manufacturing environment. The program is designed to equip students with the knowledge and relevant experience in the four major areas that compose mechatronics and to help students play key roles in the Fourth Industrial Revolution—mechanical systems, electrical systems, control systems, and computer engineering. Successful graduates will understand in-depth the engineering fundamentals, the related technologies, and their integration in robotic and mechatronic devices and automation systems.

**Program Requirements**
Complete all courses listed below unless otherwise indicated.

**University-Wide Requirement**
Minimum 120 total semester hours required
Minimum 2.000 GPA required
Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

*Note: Individual program requirements may exceed the above minima.*

**NUpath Requirements**
All undergraduate students are required to complete the NUpath Requirements (p. 33).

**General Education Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1105</td>
<td>College Writing 1 and Lab for ENG 1105</td>
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<tr>
<td>CMN 1100</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECN 1200</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3105</td>
<td>Writing for the Professions: Science and Engineering and Lab for ENG 3105</td>
<td>4</td>
</tr>
<tr>
<td>ITC 3620</td>
<td>Legal and Ethical Issues in Cybersecurity</td>
<td>3</td>
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</table>

**Engineering Education Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MTH 2100</td>
<td>Calculus 1</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2105</td>
<td>Calculus 2</td>
<td>3</td>
</tr>
<tr>
<td>MTH 3300</td>
<td>Applied Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>GET 1150</td>
<td>Foundations of Engineering Graphics and Design</td>
<td>3</td>
</tr>
<tr>
<td>GET 2100</td>
<td>Computer Engineering Programming and Analysis</td>
<td>3</td>
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<tr>
<td>MET 3300</td>
<td>Engineering Materials Science</td>
<td>3</td>
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<tr>
<td>PHY 1200</td>
<td>Physics 1 and Lab for PHY 1200</td>
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</table>

**Fundamental Mechatronics Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CET 2100</td>
<td>Essentials of Computer Organization</td>
<td>3</td>
</tr>
<tr>
<td>CET 2200</td>
<td>Data Structures and Algorithms</td>
<td>3</td>
</tr>
<tr>
<td>CET 3100</td>
<td>Computer Networking and Communications Technology</td>
<td>3</td>
</tr>
<tr>
<td>EET 2005</td>
<td>Circuits AC/DC and Lab for EET 2005</td>
<td>5</td>
</tr>
<tr>
<td>EET 3100</td>
<td>Electronics 1 and Lab for EET 3100</td>
<td>5</td>
</tr>
<tr>
<td>EET 3750</td>
<td>Linear Systems (Linear Systems)</td>
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</tr>
<tr>
<td>MET 2100</td>
<td>Mechanics 1: Statics</td>
<td>3</td>
</tr>
<tr>
<td>MET 2200</td>
<td>Mechanics 2: Dynamics (Linear Systems)</td>
<td>3</td>
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</tbody>
</table>

**Total Hours: 120**
MET 4100  Mechanical Engineering Systems Design  3
EET 3200  Electronics 2  5
and EET 3201  and Lab for EET 3200

### Advanced Mechatronics Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AVM 4100</td>
<td>Mechatronics</td>
<td>3</td>
</tr>
<tr>
<td>CET 4210</td>
<td>Robotics</td>
<td>3</td>
</tr>
<tr>
<td>EET 3300</td>
<td>Digital Logic</td>
<td>3</td>
</tr>
<tr>
<td>AVM 4150</td>
<td>Automation</td>
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</tr>
<tr>
<td>AVM 4250</td>
<td>Hydraulics and Pneumatics</td>
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</table>

### Capstone Project

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>GET 4840</td>
<td>Engineering Technology Capstone Project Preparation and Proposal</td>
<td>2</td>
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<tr>
<td>GET 4850</td>
<td>Engineering Technology Capstone Project Execution</td>
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### Electives

Complete a minimum of 18 semester hours to reach a total of 120 semester hours.

### Plan of Study

#### Term 1

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<th>Hours</th>
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<tbody>
<tr>
<td>ENG 1105</td>
<td>and ENG 1106</td>
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</tr>
<tr>
<td>MTH 2100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GET 1150</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PHY 1200</td>
<td>and PHY 1201</td>
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Total Hours: 14

#### Term 2

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<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>EET 2000</td>
<td>and EET 2001</td>
<td>5</td>
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<tr>
<td>MTH 2105</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MET 3300</td>
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</table>

Total Hours: 14

#### Term 3

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CMN 1100</td>
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<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>EET 3100</td>
<td>and EET 3101</td>
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Total Hours: 11

#### Term 4

<table>
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<tbody>
<tr>
<td>MET 2100</td>
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<td>3</td>
</tr>
<tr>
<td>CET 2100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MET 2000</td>
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Total Hours: 9

#### Term 5

<table>
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<tbody>
<tr>
<td>CET 2200</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>EET 3750 (Linear Systems)</td>
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<td>3</td>
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</tbody>
</table>

### Project Management, BS

The Bachelor of Science in Management offers students an opportunity to develop skills and expertise in areas necessary to become an effective manager, including social awareness resource management, ethics, and responsibility.

Courses begin with the fundamental areas of business—management principles, accounting, finance, marketing, management information systems, and supply chain management. Students then pursue advanced work in the management of people, projects, and organizations. Students are exposed to the theory of effective management. They also have an opportunity to develop their own management skills through casework and practice in the classroom.
Graduates may pursue careers in the management of individuals, teams, and projects in the private, public, and nonprofit sectors.

**Global Classroom** ([http://catalog.northeastern.edu/professional-studies/specialized/global-classroom/#managementtext](http://catalog.northeastern.edu/professional-studies/specialized/global-classroom/#managementtext))

This streamlined program is designed for international students with at least 32 applicable credits of previous undergraduate study. It is also suitable for those who wish to transfer after a higher-education qualification in their home country. Students can finish up to six remaining semesters of study within two calendar years.

**Program Requirements**
Complete all courses listed below unless otherwise indicated.

**University-Wide Requirement**
Minimum 120 total semester hours required
Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor's degree.

*Note: Individual program requirements may exceed the above minima.*

**NUpath Requirements**
All undergraduate students are required to complete the NUpath Requirements (p. 33).

NUpath requirements Creative Expression and Innovation (EI) and Engaging with Natural and Designed World (ND) are not explicitly satisfied by required courses in the curriculum at this time. Students are responsible for satisfying these requirements, and if these are not fulfilled in required major courses, they should use general electives to do so.

**Foundation Courses**
66 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
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</tr>
<tr>
<td>ENG 1105</td>
<td>College Writing 1 and Lab for ENG 1105</td>
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<td>ENG 1106</td>
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<tr>
<td>ENG 1107</td>
<td>College Writing 2 and Lab for ENG 1107</td>
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<td>ENG 1108</td>
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<tr>
<td>ENG 3107</td>
<td>Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107</td>
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</tr>
<tr>
<td>Communication Studies</td>
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<tr>
<td>CMN 1100</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
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<td></td>
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<tr>
<td>ECN 1200</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITC 2016</td>
<td>End-User Data Analysis Tools</td>
<td>3</td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LDR 1200</td>
<td>Assessing Your Leadership Capacity</td>
<td>3</td>
</tr>
<tr>
<td>LDR 3250</td>
<td>Leading Teams Locally and Virtually</td>
<td>3</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2100</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2210</td>
<td>Information within the Enterprise</td>
<td>3</td>
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<tr>
<td>MGT 2220</td>
<td>Supply Chain Management</td>
<td>3</td>
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<tr>
<td>MGT 2310</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2330</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2300</td>
<td>Business Statistics</td>
<td>3</td>
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<tr>
<td>Philosophy</td>
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<tr>
<td>PHL 2100</td>
<td>Business Ethics</td>
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<tr>
<td>Project Management</td>
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<tr>
<td>PJM 1100</td>
<td>Project Management Fundamentals - Project Initiation and Close</td>
<td>3</td>
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<tr>
<td>PJM 1400</td>
<td>Project Planning</td>
<td>3</td>
</tr>
<tr>
<td>Writing</td>
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</tr>
<tr>
<td>ENG 3260</td>
<td>Writing to Inform and Persuade</td>
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</table>

**Major Courses**
21 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Leadership</td>
<td></td>
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</tr>
<tr>
<td>LDR 3400</td>
<td>Evidence-Based Leadership and Decision Making</td>
<td>3</td>
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<tr>
<td>Project Management</td>
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<tr>
<td>PJM 2000</td>
<td>Project Monitoring and Control</td>
<td>3</td>
</tr>
<tr>
<td>PJM 2100</td>
<td>Quality and Risk</td>
<td>3</td>
</tr>
<tr>
<td>PJM 2200</td>
<td>Project Procurement and Contract Management</td>
<td>3</td>
</tr>
<tr>
<td>PJM 3000</td>
<td>Leading Agile Projects</td>
<td>3</td>
</tr>
<tr>
<td>PJM 3100</td>
<td>Principles of Business Analysis Management</td>
<td>3</td>
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<tr>
<td>PJM 4000</td>
<td>Program and Project Portfolio Management</td>
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**Professional Electives**
12 semester hours required

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<th>Code</th>
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<tbody>
<tr>
<td>Complete four of the following:</td>
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**Suggested Industry-Specific Electives**

**Healthcare**

<table>
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<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HMG 2100</td>
<td>Healthcare Operations</td>
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<tr>
<td>HMG 4210</td>
<td>Healthcare Policy</td>
<td>3</td>
</tr>
<tr>
<td>HMG 3225</td>
<td>Public Health</td>
<td>3</td>
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<tr>
<td>PHL 2130</td>
<td>Ethical Issues in Healthcare</td>
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**Management**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2105</td>
<td>Introduction to Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4220</td>
<td>Innovation and Change Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 4230</td>
<td>New Venture Creation</td>
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**Finance**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2200</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2105</td>
<td>Introduction to Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3330</td>
<td>Risk Management and Insurance</td>
<td>3</td>
</tr>
</tbody>
</table>
# Information Technology (Database)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>ITC 2000</td>
<td>Principles of Systems Analysis and Design</td>
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</tr>
<tr>
<td>ITC 2300</td>
<td>Database Management Systems</td>
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<tr>
<td>ITC 2430</td>
<td>E-Commerce Systems</td>
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<tr>
<td>ITC 3320</td>
<td>Data Warehousing Technologies</td>
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# Capstone

<table>
<thead>
<tr>
<th>Code</th>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJM 4850</td>
<td>Capstone</td>
<td>3</td>
</tr>
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</table>

# Electives

Complete a minimum of 18 semester hours to reach 120 semester hours.

**Suggested Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN 2310</td>
<td>Professional Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CMN 3100</td>
<td>Negotiation</td>
<td>3</td>
</tr>
<tr>
<td>CMN 3350</td>
<td>Intercultural Communication</td>
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</tr>
<tr>
<td>CMN 3360</td>
<td>Crisis Communication</td>
<td>3</td>
</tr>
<tr>
<td>HRM 2320</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>HSV 2240</td>
<td>Human Behavior in the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2230</td>
<td>Stress and Its Management</td>
<td>3</td>
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# Plan of Study

**Term 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1105 and ENG 1106</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MTH 1100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CMN 1100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MGT 1100</td>
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**Term 2**

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<th>Hours</th>
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<tbody>
<tr>
<td>ENG 1107 and ENG 1108</td>
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<td>4</td>
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<tr>
<td>MTH 2300</td>
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<td>3</td>
</tr>
<tr>
<td>PJM 1400</td>
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<td>3</td>
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<tr>
<td>ITC 2016</td>
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<td>Total Hours: 13</td>
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**Term 3**

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<tbody>
<tr>
<td>MKT 2100</td>
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<td>3</td>
</tr>
<tr>
<td>PHL 2100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDR 1200</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MGT 2220</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MGT 2310</td>
<td></td>
<td>3</td>
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<td>Total Hours: 15</td>
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**Term 4**

<table>
<thead>
<tr>
<th>Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>ECN 1200</td>
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<td>3</td>
</tr>
<tr>
<td>MGT 2100</td>
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<td>3</td>
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<td>MGT 2210</td>
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<td>3</td>
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<tr>
<td>LDR 3250</td>
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<td>Open Elective</td>
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<td>Total Hours: 15</td>
<td></td>
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</table>

**Total Hours: 120**

# Psychology, BS

The psychology degree at the College of Professional Studies is designed to prepare students with the knowledge, skills, and dispositions needed to serve individuals, groups, organizations, and communities in the 21st century.

The degree provides students with a strong foundational knowledge within the discipline of psychology, including relevant theory and research that promotes social consciousness and intellectual and interpersonal growth. With an emphasis on scientific thinking, ethical behavior, and respect for diversity, students are offered an opportunity to cultivate insight about human behaviors and mental processes and demonstrate concern for the well-being of their surrounding and global communities. Students can opt to major or minor in the degree and choose from specific tracks preparing for careers in applied behavioral analysis and work across a wide range of settings and populations, including educational and clinical settings.

# Program Requirements

Complete all courses listed below unless otherwise indicated.

# University-Wide Requirement

Minimum 120 total semester hours required
Minimum 2.000 GPA required

Students must earn a minimum of 60 Northeastern University semester hours in order to receive a bachelor’s degree.

Note: Individual program requirements may exceed the above minima.

**NUpath Requirements**

All undergraduate students are required to complete the NUpath Requirements (p. 33).

**Foundation Courses**

49 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>English</strong></td>
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</tr>
<tr>
<td>ENG 1105 and ENG 1106</td>
<td>College Writing 1 and Lab for ENG 1105</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1107 and ENG 1108</td>
<td>College Writing 2 and Lab for ENG 1107</td>
<td>4</td>
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<tr>
<td>ENG 3107 and ENG 3108</td>
<td>Writing for the Professions: Business and the Social Sciences and Lab for ENG 3107</td>
<td>4</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<tr>
<td>MTH 1100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
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<td>MTH 2310</td>
<td>Statistics for the Behavioral and Social Sciences</td>
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<tr>
<td><strong>Behavioral and Cognitive Sciences</strong></td>
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<tr>
<td>PSY 1050</td>
<td>Introduction to Behavioral Health Science Professions</td>
<td>3</td>
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<tr>
<td>PSY 1100</td>
<td>Foundations of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHL 2130</td>
<td>Ethical Issues in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2110</td>
<td>Principles of Human Learning</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2230</td>
<td>Stress and Its Management</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3220</td>
<td>Cognition and Language</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMN 1100</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Biology</strong></td>
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<tr>
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<td>Principles of Biology 1 and Lab for BIO 1100</td>
<td>4</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
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<tr>
<td>ITC 2016</td>
<td>End-User Data Analysis Tools</td>
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**Major Required Courses**

27 semester hours required

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td></td>
<td><strong>Human Behavior</strong></td>
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</tr>
<tr>
<td>HSV 2200 or PSY 2500</td>
<td>Introduction to Clinical Practice or Applied Behavioral Analysis 1</td>
<td>3</td>
</tr>
<tr>
<td>HSV 2240</td>
<td>Human Behavior in the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3200</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3210</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 4230</td>
<td>Physiological Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cognition and Development</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 3230</td>
<td>Development across the Life Span</td>
<td>3</td>
</tr>
</tbody>
</table>

**Research**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PSY 3450</td>
<td>Research in Psychology</td>
<td>3</td>
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</tbody>
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**Practicum**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PSY 4600</td>
<td>Advanced Practicum 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY 4700</td>
<td>Advanced Practicum 2</td>
<td>3</td>
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**Professional Tracks**

15 semester hours required

Choose one of the tracks below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Applied Behavioral Analysis Track</strong></td>
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</tr>
<tr>
<td>PSY 2500</td>
<td>Applied Behavioral Analysis 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3330</td>
<td>Autism Spectrum Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3500</td>
<td>Applied Behavioral Analysis 2</td>
<td>3</td>
</tr>
<tr>
<td>PSY 4400</td>
<td>Behavior Assessment and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3700</td>
<td>Behavior Measurement</td>
<td>3</td>
</tr>
<tr>
<td><strong>Clinical Track</strong></td>
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</tr>
<tr>
<td>HSV 2200</td>
<td>Introduction to Clinical Practice</td>
<td>3</td>
</tr>
<tr>
<td>HSV 3200</td>
<td>Techniques in Individual and Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3150</td>
<td>The Opioid Crisis</td>
<td>3</td>
</tr>
<tr>
<td>PSY 4320</td>
<td>Motivation</td>
<td>3</td>
</tr>
<tr>
<td>PSY 4310</td>
<td>Personality</td>
<td>3</td>
</tr>
<tr>
<td><strong>MAT (Education) Track</strong></td>
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</tr>
<tr>
<td>EDU 6104</td>
<td>Child and Adolescent Development, Learning, and Teaching</td>
<td>4</td>
</tr>
<tr>
<td>EDU 6107</td>
<td>Inclusion, Equity, and Diversity</td>
<td>4</td>
</tr>
<tr>
<td>EDU 6051</td>
<td>Culture, Equity, Power, and Influence</td>
<td>4</td>
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<tr>
<td>EDU 6101</td>
<td>Critical Issues in Education: Past and Present</td>
<td>2</td>
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<tr>
<td>EDU 6102</td>
<td>Reflection, Community Engagement, and Agency in Education</td>
<td>2</td>
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<tr>
<td>EDU 6086</td>
<td>Foundations of Literacy Development and Instruction</td>
<td>4</td>
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**Open Electives**

Complete a minimum of 29 semester hours to reach 120 semester hours.

**Plan of Study**

**Term 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 1105 and ENG 1106</td>
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<td>4</td>
</tr>
<tr>
<td>MTH 1100</td>
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<td>3</td>
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<tr>
<td>PSY 1100</td>
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<td>SOC 1100</td>
<td></td>
<td>3</td>
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<td>PSY 2230</td>
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**Term 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 1107 and ENG 1108</td>
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<td>4</td>
</tr>
<tr>
<td>PSY 1050</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CMN 1100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MTH 2310</td>
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</tr>
</tbody>
</table>
Undergraduate Certificate Programs

- Accounting, Undergraduate Certificate (p. 61)
- Advanced Accounting, Undergraduate Certificate (p. 61)
- Leadership, Undergraduate Certificate (p. 62)

Accounting, Undergraduate Certificate

The certificate program in accounting seeks to provide a broad base of knowledge in accounting principles, including how to compile, analyze, and prepare critical business and financial records. The program is well suited for those who are interested in improving their accounting skills for a current management or bookkeeping position or for those who are seeking an entry-level position in the accounting field.

Students enrolled in the Bachelor of Science in Finance and Accounting degree program are not eligible for this certificate program. A maximum of 12 semester hours of course work may be transferred into the program.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Prerequisite

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MTH 1100</td>
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Required Courses

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<tr>
<th>Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
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<td>ACC 2200</td>
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<td>ACC 3103</td>
<td>Cost Accounting</td>
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<tr>
<td>ACC 3201</td>
<td>Financial Reporting and Analysis 1</td>
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<tr>
<td>ACC 3202</td>
<td>Financial Reporting and Analysis 2</td>
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<tr>
<td>FIN 2105</td>
<td>Introduction to Corporate Finance</td>
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</tbody>
</table>

Program Requirement

18 total semester hours required

Advanced Accounting, Undergraduate Certificate

The certificate program in advanced accounting is designed for those individuals who already possess an understanding of accounting principles and would like to prepare for an accounting-related career such as auditing, financial analysis, taxation, budgeting and control, cost accounting, or asset management.

This program can be paired with additional course work to meet the minimum CPA educational requirements for those possessing an approved bachelor’s degree and meeting all other CPA exam requirements. In addition, the certificate provides nonaccounting managers with a solid foundation in accounting practices relative to new legislation that requires executives to be responsible for the financial statements and internal controls of their organizations.

Students enrolled in the Bachelor of Science in Finance and Accounting degree program are not eligible for this certificate program.

Program Requirements

Complete all courses listed below unless otherwise indicated.
Leadership, Undergraduate Certificate

Prerequisite Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACC 2100</td>
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<tr>
<td>ACC 2200</td>
<td>Managerial Accounting</td>
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</tr>
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<td>FIN 2105</td>
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Required Courses

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 3103</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 3201</td>
<td>Financial Reporting and Analysis 1</td>
<td>3</td>
</tr>
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<td>ACC 3202</td>
<td>Financial Reporting and Analysis 2</td>
<td>3</td>
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<tr>
<td>ACC 3410</td>
<td>Principles of Taxation</td>
<td>3</td>
</tr>
<tr>
<td>ACC 4320</td>
<td>Financial Statement Analysis</td>
<td>3</td>
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<tr>
<td>ACC 4330</td>
<td>Principles of Auditing</td>
<td>3</td>
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<td>ACC 4410</td>
<td>Advanced Taxation</td>
<td>3</td>
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<td>Advanced Accounting</td>
<td>3</td>
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<td>MGT 2330</td>
<td>Business Law</td>
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<td>PHL 2100</td>
<td>Business Ethics</td>
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</table>

Program Requirement

30 total semester hours required

Leadership, Undergraduate Certificate

This certificate would serve the current undergraduate population of the College of Professional Studies (CPS) by providing a professional development credential for students who need to update professional knowledge/skills, who wish to investigate a career change that requires a supervisory/managerial role, or for those who are looking for an initial career focus. Employers would be interested in this certificate as a focused professional development pathway for employees. It is anticipated that as the program is developed there may be additional sharing of modules and materials across undergraduate and graduate programs. It is expected that this certificate will also serve as an entry point for students at CPS.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>LDR 1200</td>
<td>Assessing Your Leadership Capacity</td>
<td>3</td>
</tr>
<tr>
<td>LDR 3200</td>
<td>Leading and Managing Change</td>
<td>3</td>
</tr>
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<td>LDR 3250</td>
<td>Leading Teams Locally and Virtually</td>
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</tr>
<tr>
<td>LDR 3300</td>
<td>Innovative Leadership</td>
<td>3</td>
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Program Requirement

12 total semester hours required

Pre-Medical Studies, Post-Baccalaureate Undergraduate Certificate

If you already hold an undergraduate degree in a science discipline and are interested in pursuing a career in medicine, the Postbaccalaureate in Premedical certificate may be ideal for you. Enabling you to enhance your existing academic record by completing premedical courses, this innovative program prepares you to successfully apply to a medical, dental, osteopathic, nursing, or other program to prepare for a career in a health professional field.

Designed for students who require all or most of the basic premedical courses, this program offers one-on-one advising, tutoring, success coaching, and other academic support services.

PROGRAM OBJECTIVES

Designed to enhance and build on your previous academic record through additional premedical course work, this postbaccalaureate certificate covers concepts in biology, chemistry, and physics. You will have the opportunity to tailor your learning experience by choosing from optional electives in human anatomy, microbiology, genetics, cell biology, immunology, endocrinology, biochemistry, statistics, emergency medical technician (EMT) basics, and calculus. As a result of your learning experience, you will be well equipped to apply to medical, dental, osteopathic, or a health professional school.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Students should check with the school(s) and programs of their choice to determine which courses they need to apply for admittance. Additional work in biology, the behavioral sciences, clinical experience, or research experience may be recommended by different schools.

Required Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
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<tr>
<td>MTH 2105</td>
<td>Calculus 2</td>
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<tr>
<td>MTH 2310</td>
<td>Statistics for the Behavioral and Social Sciences</td>
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Biology

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>Principles of Biology 1 and Lab for BIO 1100</td>
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</tr>
<tr>
<td>BIO 1200 and BIO 1201</td>
<td>Principles of Biology 2 and Lab for BIO 1200</td>
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<tr>
<td>BIO 2100 and BIO 2101</td>
<td>Microbiology and Lab for BIO 2100</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2300</td>
<td>Cell Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2500 and BIO 2501</td>
<td>Genetics and Molecular Biology and Lab for BIO 2500</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3100 and BIO 3101</td>
<td>Biochemistry and Lab for BIO 3100</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1600 and BIO 1601</td>
<td>Human Anatomy and Physiology 1 and Lab for BIO 1600</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1700 and BIO 1701</td>
<td>Human Anatomy and Physiology 2 and Lab for BIO 1700</td>
<td>3</td>
</tr>
</tbody>
</table>

Chemistry

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1100 and CHM 1101</td>
<td>General Chemistry 1 and Lab for CHM 1100</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1200 and CHM 1201</td>
<td>General Chemistry 2 and Lab for CHM 1200</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2110 and CHM 2111</td>
<td>Organic Chemistry 1 and Lab for CHM 2110</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2200 and CHM 2201</td>
<td>Organic Chemistry 2 and Lab for CHM 2200</td>
<td>3</td>
</tr>
</tbody>
</table>

Physics
Eligibility Requirements

will need to complete the appropriate minor form in consultation with

If you do not declare a minor at the time of application for admission, you

appear on your academic transcript.

from the undergraduate minors below, and your completed minor will

semester hours of undergraduate-level coursework. You may choose

An undergraduate minor requires a minimum of 15 but no more than 18

Eligibility Requirements for Bachelor's Degree Minors

The student must be accepted or enrolled in a bachelor's degree program.

The program of study for his or her major and minor cannot be

the same where the requirements for the minor are a subset of

requirements in the major, e.g., a BS student with a biology major
cannot enroll in the biology minor; a BS student with a management
major cannot enroll in the business minor.

• The student must fulfill all requirements for the minor and degree
concurrently and may not extend his or her program of study to
complete a minor. However, courses used to fulfill requirements
for the minor may also be used to complete undergraduate degree
requirements.

• The student may declare his or her intent to pursue a minor at time
of application for admission or after acceptance as an enrolled
student, up until the beginning of his or her last term of enrollment.
It is strongly encouraged that a student who wishes to pursue an
undergraduate minor begin planning early and to consult with his or
her designated academic and student support specialist.

• The student may apply to pursue up to two undergraduate minors.

• The student must adhere to the curriculum of the undergraduate
minor(s) for which he or she has been approved. If the student
wishes to request a course substitution to fulfill requirements of an
undergraduate minor, he or she must seek prior approval through
his or her designated academic and student support specialist. If
the student does not complete the courses as prescribed in the
curriculum and did not seek prior approval for an exception, such
actions could lead to the minor not appearing on the student's
transcript.

• The student may apply up to 6 semester hours of transfer credits
 toward an undergraduate minor.

• The student in the BS in Liberal Studies program may choose to
pursue a minor as part of his or her concentration.

• American politics (p. 63)
• Biology (p. 64)
• Business (p. 64)
• Creative writing (p. 64)
• Environmental science (p. 64)
• Graphic communication (p. 65)
• Healthcare Administration (p. 65)
• History (p. 65)
• Information technology (p. 65)
• International relations (p. 65)
• Organizational communication (p. 66)
• Psychology (p. 66)
• Sociology (p. 66)
• Technical communication (p. 66)


Program Requirement

30–64 total semester hours required

Principles of Manufacturing, Undergraduate Certificate

The Certificate in Manufacturing Principles offers students an
opportunity to learn the fundamentals of manufacturing systems and
seeks to prepare them to better succeed in entry-level positions with
the potential for accelerated promotion within a company. The course
work has been developed in partnership with industry partners and is
regularly reviewed and revised by an industry advisory board to ensure
that the curriculum is current with industry standards, workplace needs,
and incorporates real-world applications.

Program Requirements

Complete all courses listed below unless otherwise indicated.

Required Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2120</td>
<td>Technical Math 1</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2500</td>
<td>Statistical Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>GET 1100</td>
<td>Introduction to Engineering and Technology</td>
<td>3</td>
</tr>
<tr>
<td>GET 1150</td>
<td>Foundations of Engineering Graphics and Design</td>
<td>3</td>
</tr>
<tr>
<td>AVM 1150</td>
<td>Fundamentals of Manufacturing Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVM 1200</td>
<td>Fundamentals of Safety, Health, and Environmental Issues</td>
<td>3</td>
</tr>
<tr>
<td>AVM 2200</td>
<td>Composite Materials and Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Requirement

24 total semester hours required

Undergraduate Minors

Eligibility Requirements for Bachelor's Degree Minors

An undergraduate minor requires a minimum of 15 but no more than 18
semester hours of undergraduate-level coursework. You may choose
from the undergraduate minors below, and your completed minor will
appear on your academic transcript.

If you do not declare a minor at the time of application for admission, you
will need to complete the appropriate minor form in consultation with
your designated academic and student support specialist.

Eligibility Requirements

• The student must be accepted or enrolled in a bachelor's degree program.
• The program of study for his or her major and minor cannot be
  the same where the requirements for the minor are a subset of

American Politics, Minor

Students complete an introductory course in American government and
then choose four additional electives courses focused on various aspects
of American government and politics.

Minor Requirements

Complete all courses listed below unless otherwise indicated.

Required Course

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 1300</td>
<td>American Government</td>
<td>3</td>
</tr>
</tbody>
</table>
### Biology, Minor

**Develop a basic understanding of the organization and the processes of life, from molecules and cells through organs and organ systems to populations, species, ecosystems, and evolution.**

**Minor Requirements**

Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1100</td>
<td>Principles of Biology 1 and Lab for BIO 1100</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1200</td>
<td>Principles of Biology 2 and Lab for BIO 1200</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2100</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2300</td>
<td>Cell Biology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective**

Complete 3 semester hours in the following subject areas:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO, BTC</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Requirement**

15 total semester hours required

---

### Elective

Complete 3 semester hours in the following subject areas:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC, FIN, MGT, MKT</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Requirement**

15 total semester hours required

---

### Creative Writing, Minor

Students choose from several creative writing courses based on their particular writing interests. Included in the electives is a course that focuses on how to write for publication.

**Minor Requirements**

Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 3210</td>
<td>Writing for Young Readers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3220</td>
<td>Writing Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3230</td>
<td>Writing Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3240</td>
<td>Writing Nonfiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3260</td>
<td>Writing to Inform and Persuade</td>
<td>3</td>
</tr>
<tr>
<td>ENG 4210</td>
<td>Writing for Publication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Requirement**

18 total semester hours required

---

### Environmental Science, Minor

The minor in environmental science introduces students to the science of the environment along with the social and political issues that impact environmental policy.

**Minor Requirements**

Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC 1100</td>
<td>The Geosphere: Physical and Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>ESC 1150</td>
<td>The Atmosphere</td>
<td>3</td>
</tr>
<tr>
<td>ESC 1200</td>
<td>The Hydrosphere: Oceanography, Ground and Surface Water</td>
<td>3</td>
</tr>
<tr>
<td>ESC 1250</td>
<td>The Environment and Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective**

Complete 3 semester hours in the following subject area:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Requirement**

15 total semester hours required

---

### Business, Minor

Introduces nonbusiness students to key functional areas in business, offering a broad overview of the business world. The minor is not available to management or finance and accounting management students.

**Minor Requirements**

Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 1100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or HMG 1100</td>
<td>Foundations of Healthcare Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2100</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2105</td>
<td>Introduction to Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2310</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective**

Complete 3 semester hours in the following subject area:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Requirement**

15 total semester hours required
Graphic Communication, Minor

This minor introduces students to effective visual communication. Traditional art courses are combined with work in digital media.

**Minor Requirements**
Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2000</td>
<td>Typography: Communicating Content with Form</td>
<td>3</td>
</tr>
<tr>
<td>ART 2100</td>
<td>Foundation in Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>ART 2200</td>
<td>Fundamentals of Graphics and Publishing Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

**Program Requirement**
15 total semester hours required

Healthcare Administration, Minor

The healthcare administration minor introduces students to the principles underlying operational, financial, and regulatory management in a healthcare setting.

**Minor Requirements**
Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMG 1100</td>
<td>Foundations of Healthcare Management</td>
<td>3</td>
</tr>
<tr>
<td>HMG 2100</td>
<td>Healthcare Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

**Program Requirement**
15 total semester hours required

History, Minor

After completing a two-semester sequence in either world history or American history, students choose three elective courses in history.

**Minor Requirements**
Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 1100</td>
<td>History of the World 1: Prehistory to the Renaissance</td>
<td>6</td>
</tr>
<tr>
<td>HST 1150</td>
<td>History of the World 2: From Renaissance to the Present</td>
<td></td>
</tr>
<tr>
<td>HST 1200</td>
<td>American History 1: Precontact to the Civil War</td>
<td></td>
</tr>
<tr>
<td>HST 1250</td>
<td>American History 2: Reconstruction to the Present</td>
<td></td>
</tr>
</tbody>
</table>

**Electives**

**Program Requirement**
15 total semester hours required

Information Technology, Minor

Examine how systems are designed and evaluated and have the opportunity to engage in one programming language.

**Minor Requirements**
Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 1200</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2000</td>
<td>Principles of Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2200</td>
<td>Networking Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

**Program Requirement**
15 total semester hours required

International Relations, Minor

Combining required courses that introduce international relations and comparative politics with electives offers students in the international relations minor an opportunity to develop a global awareness of the interconnectedness of cultures and an understanding of the government structures and processes that impact the international arena.

**Minor Requirements**
Complete all courses listed below unless otherwise indicated.

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 2016</td>
<td>End-User Data Analysis Tools</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2300</td>
<td>Database Management Systems</td>
<td></td>
</tr>
<tr>
<td>ITC 2100</td>
<td>Introduction to Programming (Java)</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2400</td>
<td>Web and Mobile Development</td>
<td></td>
</tr>
<tr>
<td>GET 2100</td>
<td>Computer Engineering Programming and Analysis</td>
<td></td>
</tr>
</tbody>
</table>

**Program Requirement**
15 total semester hours required
Organizational Communication, Minor

Required Courses
- Code: POL 1120, Title: International Relations, Hours: 3
- Code: POL 1200, Title: Comparative Politics, Hours: 3

Electives
Complete 9 semester hours from the following:
- Code: POL 3126, Title: Global Governance
- Code: POL 3135, Title: International Conflict and Negotiation
- Code: POL 3140, Title: International Security
- Code: POL 3220, Title: Democracy in Comparative Politics

Program Requirement
15 total semester hours required

Organizational Communication, Minor

Develop a broad perspective of organizational communication, including communications during negotiations, crisis, and communication across organizations.

Minor Requirements
Complete all courses listed below unless otherwise indicated.

Required Courses
- Code: CMN 1100, Title: Organizational Communication, Hours: 3
- Code: CMN 2310, Title: Professional Speaking, Hours: 3

Electives
Complete 9 semester hours from the following:
- Code: CMN 3220, Title: Introduction to Public Relations
- Code: CMN 3340, Title: Gender and Communication
- Code: CMN 3350, Title: Intercultural Communication
- Code: CMN 3360, Title: Crisis Communication
- Code: CMN 3400, Title: Advanced Organizational Communication

Program Requirement
15 total semester hours required

Technical Communication, Minor

Analyze the elements of technical writing and how to develop materials for various mediums, especially the online environment.

Minor Requirements
Complete all courses listed below unless otherwise indicated.

Required Course
- Code: TCC 2200, Title: Introduction to Technical Writing, Hours: 3

Electives
Complete 12 semester hours from the following:
- Code: TCC 3200, Title: Digital and Social Communication Technologies
- Code: TCC 3210, Title: Technical Editing
- Code: TCC 3220, Title: Technical Promotional Writing
- Code: TCC 3230, Title: Writing for the Biotechnology and Pharmaceutical Industries
- Code: TCC 3240, Title: Proposal and Grant Writing
- Code: TCC 3450, Title: Writing for the Web

Program Requirement
15 total semester hours required
The College of Professional Studies offers a number of bachelor’s/graduate degree programs that allow students to accelerate the attainment of the graduate degree by applying graduate credits taken as an undergraduate toward both the undergraduate and graduate degrees. Degrees are earned sequentially, with the bachelor’s degree attainment followed by coursework to complete the graduate degree. See additional information on accelerated bachelor/graduate degree programs (https://registrar.northeastern.edu/article/plusone-program-accelerated-bachelorgraduate-degree-programs/).

### University Faculty

**Anis Abdulle**  
Assistant Cooperative Education Coordinator, Computer Sciences; Northeastern University, BA

**Mehdi Abedi**  
Assistant Teaching Professor, Mechanical and Industrial Engineering; Northeastern University, PhD

**Margot Abels**  
Assistant Teaching Professor, Women’s, Gender, and Sexuality Studies and Human Services; Northeastern University, PhD

**Emad Aboelela**  
Associate Teaching Professor, Electrical and Computer Engineering; University of Miami, PhD

**Max Abram**  
Associate Professor, Political Science; University of California, Los Angeles, PhD

**Ali Abur**  
Professor, Electrical and Computer Engineering; Ohio State University, PhD

**Daniel Adams**  
Associate Professor, Architecture; Harvard University, MArch

**Libby Adler**  
Professor, Law and Women’s, Gender, and Sexuality Studies; Northeastern University, JD

**Laura Adrienne**  
Assistant Cooperative Education Coordinator, College of Engineering; University of Massachusetts, Boston, MA

**Jeffrey Agar**  
Associate Professor, Chemistry and Chemical Biology and Pharmaceutical Sciences; University of Georgia, PhD

**Rajesh Aggarwal**  
Professor, Finance; Harvard University, PhD

**Christina Agostinelli-Fucile**  
Assistant Teaching Professor, World Languages Center; State University of New York, Buffalo, PhD

**Ruth Aguilera**  
Darla and Frederick Brodsky Trustee Professor in Global Business, International Business and Strategy; Harvard University, PhD

**Michael Ahern**  
Assistant Cooperative Education Coordinator, College of Engineering; Salem State University, MEd

**Amal Ahmed**  
Associate Professor, Computer Sciences; Princeton University, PhD

**Aziza Ahmed**  
Professor, Law; University of California, Berkley, JD

**Jaejun Ahn**  
Assistant Professor, Accounting; University of Oklahoma, PhD

**Laurel Ahnert**  
Visiting Lecturer, Media and Screen Studies; Georgia State University, PhD

**Sophia Ainslie**  
Associate Teaching Professor, Art + Design; School of the Museum of Fine Arts/Tufts University, MFA

**Zeynep Aksehirli**  
Associate Teaching Professor, Management and Organizational Development; University of California, Los Angeles, PhD

**Mohammad Alam**  
Professor, Economics; University of Western Ontario (Canada), PhD

**Noor E. Alam**  
Assistant Professor, Mechanical and Industrial Engineering; University of Alberta (Canada), PhD

**Brian Albrecht**  
Associate Cooperative Education Coordinator, College of Engineering; Carnegie Mellon University, MS

**Daniel Aldrich**  
Professor, Political Science and Public Policy and Urban Affairs; Harvard University, PhD

**Todd M. Alessandro**  
Associate Professor, International Business and Strategy; University of North Carolina, Chapel Hill, PhD

**Jacques Alexis**  
Assistant Teaching Professor, College of Professional Studies; University of Maryland, PhD

**Nicole Aljoe**  
Associate Professor, English and Cultures, Societies, and Global Studies; Tufts University, PhD

**Kristen Allison**  
Assistant Professor, Communication Sciences and Disorders; University of Wisconsin, Madison, PhD

**Michael Allshouse**  
Associate Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

**Meryl Alper**  
Assistant Professor, Communication Studies; University of Southern California, PhD

**Shannon Alpert**  
Assistant Teaching Professor, College of Professional Studies; University of North Carolina, Charlotte, PhD
Akram N. Alshawabkeh
University Distinguished Professor, George A. Snell Professor of Engineering, Civil and Environmental Engineering; Louisiana State University, PhD

Sari Altschuler
Associate Professor, English; City University of New York, PhD

Ismet B. Altunkaynak
Assistant Teaching Professor, Physics; Northeastern University, PhD

Christopher Amato
Assistant Professor, Computer Sciences; University of Massachusetts, Amherst, PhD

Steven Amato
Teaching Professor, College of Professional Studies; Boston College, PhD

Jane Amidon
Professor, Architecture; Harvard University, MLA

Mansoor M. Amiji
University Distinguished Professor, Pharmaceutical Sciences and Chemical Engineering; Purdue University, PhD

Rouzbeh Amini
Associate Professor, Mechanical and Industrial Engineering and Bioengineering; University of Minnesota, PhD

Mahshid Amirabadi
Assistant Professor, Electrical and Computer Engineering; Texas AM University, PhD

Ghita Amor-Tijani
Lecturer, Computer Sciences; George Washington University, PhD

Teiichi Ando
Professor, Mechanical and Industrial Engineering; Colorado School of Mines, PhD

Jonathan Andrew
Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; SIT Graduate Institute, MA

Edwin C. Andrews
Associate Professor, Art + Design; Indiana University, MFA

Nieves Angel
Professor, Cultures, Societies, and Global Studies and History; Cornell University, PhD

Jose Annunziato
Assistant Teaching Professor, Computer Sciences; University of Massachusetts, Amherst, PhD

Javier Apfeld
Assistant Professor, Biology; University of California, San Francisco, PhD

Tsugna Aramaki
Assistant Professor, Physics; Columbia University, PhD

Michael Arnold Mages
Assistant Professor, Art + Design; Carnegie Mellon University, PhD

Cheryl Arruda
Associate Cooperative Education Coordinator, College of Engineering; Northeastern University, MEd

Katherine Ashley
Associate Teaching Professor, Supply Chain and Information Management; University of California, Berkeley, PhD

Lori Ashline
Assistant Teaching Professor, College of Professional Studies; Western New England University, JD

Javed A. Aslam
Professor, Computer Sciences; Massachusetts Institute of Technology, PhD

Anand Asthagiri
Associate Professor, Bioengineering; Massachusetts Institute of Technology, PhD

Jared R. Auclair
Associate Teaching Professor, Biotechnology; University of Massachusetts, PhD

Debra Augustine
Professor, Chemical Engineering; Princeton University, PhD

Earlene Avalon
Assistant Teaching Professor, College of Professional Studies; Simmons College, PhD

Emily Avery-Miller
Assistant Teaching Professor, English; Emerson College, MFA

Hava Avraham
Research Assistant Professor, Center for Drug Discovery; Hebrew University of Jerusalem (Israel), PhD

Joseph L. Ayers
Professor, Marine and Environmental Sciences; University of California, Santa Cruz, PhD

Nathaniel D. Bade
Assistant Teaching Professor, Mathematics; Northeastern University, PhD

Kei Bagley
Associate Clinical Professor, Computer Sciences; University of Massachusetts, Lowell, PhD

Jianqui Bai
Assistant Professor and Gary Gregg Faculty Fellow, Finance; University of Southern California, PhD

Rekha Bai
Assistant Teaching Professor, Mathematics; University of Iowa, PhD

Ruobing Bai
Assistant Professor, Mechanical and Industrial Engineering; Harvard University, PhD

Moya Bailey
Assistant Professor, Cultures, Societies, and Global Studies and Women’s, Gender, and Sexuality Studies; Emory University, PhD

Richard H. Bailey
Professor, Marine and Environmental Sciences; University of North Carolina, Chapel Hill, PhD

Ambika Bajpayee
Assistant Professor, Bioengineering; Massachusetts Institute of Technology, PhD
Kylie Bemis
Lecturer, Computer Sciences; Purdue University, PhD

Sidi Bencherif
Assistant Professor, Chemical Engineering; Carnegie Mellon University, PhD

Jonathan Benda
Associate Teaching Professor, Writing Program; Syracuse University, PhD

Elisabeth Bennett
Associate Teaching Professor, College of Professional Studies; University of Georgia, PhD

James C. Benneyan
Professor, Mechanical and Industrial Engineering; University of Massachusetts, Amherst, PhD

Iris Berent
Professor, Psychology; University of Pittsburgh, PhD

Dionisio Bernal
Professor, Civil and Environmental Engineering; University of Tennessee, PhD

Elena Bernal Mor
Assistant Teaching Professor, Electrical and Computer Engineering; Universitat Politècnica de València (Spain), PhD

Eugene A. Bernstein
Associate Teaching Professor, Pharmaceutical Sciences; Ivanovo Medical Institute (Russia), PhD

Michael Bessette
Assistant Clinical Professor, Physician Assistant Program; Sackler School of Medicine, PhD

Craig T. Bettinson
Director of Cooperative Education, College of Arts, Media and Design; Northeastern University, MEd

Penny Beuning
Professor, Chemistry and Chemical Biology; University of Minnesota, PhD

Peter J. Bex
Professor, Psychology; Cardiff University (United Kingdom), PhD

Rahul Bhargave
Assistant Professor, Journalism and Art + Design; Massachusetts Institute of Technology, MA

Shawn Bhimani
Assistant Professor, Supply Chain and Information Management; Duke University, PhD

Dapeng Bi
Assistant Professor, Physics; Brandeis University, PhD

Timothy Bickmore
Professor, Computer Sciences; Massachusetts Institute of Technology, PhD

Doug Bielmeier
Associate Teaching Professor, Music; Argosy University, PhD

Priyanka Bishnoi
Assistant Cooperative Education Coordinator, Khoury College of Computer Sciences; University of Southern California, MS

Scott Bishop
Professor of the Practice, Architecture; University of Pennsylvania, MArch

Nathan Blake
Associate Teaching Professor, Media and Screen Studies; University of California, PhD

Samuel J. Blank
Professor, Mathematics; Brandeis University, PhD

Robert J. Blaser
Associate Cooperative Education Coordinator, Pharmacy and Health Systems Sciences; Massachusetts College of Pharmacy, MS

Jonathan Blazek
Assistant Professor, Physics; University of California, Berkeley, PhD

John Bleakney
Assistant Cooperative Education Coordinator, Graduate School of Engineering; State University of New York, Albany, MA

Francis Blessington
Professor, English; Brown University, PhD

Aaron Block
Associate Teaching Professor, English; Emerson College, MFA

Elizabeth M. Bloom
Teaching Professor, Law; Georgetown University, JD

Linda Blum
Professor, Sociology and Anthropology; University of California, Berkeley, PhD

Rhonda M. Board
Associate Professor, Nursing; Ohio State University, PhD

Janet Bobcean
Associate Professor, Theatre; Ohio University, MFA

Erika Boeckeler
Associate Professor, English; Harvard University, PhD

Samantha Boehm
Assistant Teaching Professor, Theatre; Brandeis University, MA

Charles Bognanni
Senior Cooperative Education Coordinator, D'Amore-McKim School of Business; Northeastern University, MEd

Christopher Bolick
Assistant Academic Specialist, College of Professional Studies; Western Carolina University, MS

Tamara Bonaci
Lecturer, Computer Sciences; University of Washington, PhD

Lorraine A. Book
Assistant Clinical Professor, Communication Sciences and Disorders; Florida State University, PhD

Raymond G. Booth
Professor, Pharmaceutical Sciences and Chemistry and Chemical Biology; University of California, San Francisco, PhD

Monica Borgida
Assistant Teaching Professor, College of Professional Studies; University of Pisa and Bologna (Italy), PhD
Skylar Borgstrom
Postgraduate Teaching Fellow, Art + Design; State University of New York, Buffalo, MA

Michelle Borkin
Assistant Professor, Computer Sciences; Harvard University, PhD

Natalie Bormann
Teaching Professor, Political Science; University of Newcastle upon Tyne (United Kingdom), PhD

Jeffery A. Born
Professor, Finance; University of North Carolina, Chapel Hill, PhD

Christopher Bosso
Professor, Public Policy and Urban Affairs; University of Pittsburgh, PhD

Ekaterina Botchkovar
Associate Professor, Criminology and Criminal Justice; North Carolina State University, PhD

Kevin Boudreau
Associate Professor, Entrepreneurship and Innovation; Massachusetts Institute of Technology, PhD

Alma Boumanian
Associate Academic Specialist, American Sign Language; Western Maryland College, MS

Stacey Bourns
Professor, World Languages Center; University of Texas, Austin, PhD

Carla Bouwmeester
Associate Clinical Professor, Pharmacy and Health Systems Sciences; Massachusetts College of Pharmacy, PharmD

Jennifer L. Bowen
Associate Professor, Marine and Environmental Sciences; Boston University, PhD

James Boyer
Assistant Academic Specialist, Accounting; Northeastern University, MBA

Nicole M. Boyson
Professor, Finance; Ohio State University, PhD

David Brady
Teaching Professor, Electrical and Computer Engineering; Princeton University, PhD

Anthony Braga
Distinguished Professor, Criminology and Criminal Justice; Rutgers University, PhD

Ontonye Braide-Moncoeur
Associate Teaching Professor, Chemistry and Chemical Biology; University of Florida, PhD

Steven Braun
Visiting Assistant Professor, Art + Design; Yale University, MS

Maxim Braverman
Professor, Mathematics; Tel Aviv University (Israel), PhD

Heather C. Brenhouse
Associate Professor, Psychology; Northeastern University, PhD

Becky A. Briesacher
Associate Professor, Pharmacy and Health Systems Sciences; University of Maryland, Baltimore, PhD

Amy M. Briesch
Associate Professor, Applied Psychology; University of Connecticut, PhD

Elizabeth Britt
Professor, English; Rensselaer Polytechnic Institute, PhD

Kevin Broadbelt
Associate Teaching Professor, Biotechnology; City University of New York, PhD

Mary E. Bronski
Assistant Clinical Professor, Nursing; Northeastern University, PhD

Dana H. Brooks
Research Professor, Electrical and Computer Engineering; Northeastern University, PhD

Cammy Brothers
Associate Professor, Architecture and Art + Design; Harvard University, PhD

Colin Brown
Assistant Teaching Professor, Political Science; Harvard University, PhD

Nicholas Brown
Assistant Teaching Professor, Graduate School of Engineering; University of California, Los Angeles, PhD

Nicholas Brown
Associate Teaching Professor, Architecture and History; University of Illinois, Urbana-Champaign, PhD

Philip M. Brown
University Distinguished Professor, Sociology and Anthropology and Health Sciences; Brandeis University, PhD

Timothy Brown
Professor, History; University of California, Berkeley, PhD

Todd A. Brown
Clinical Instructor, Pharmacy and Health Systems Sciences; Northeastern University, MHP

Maria Brucato
Assistant Teaching Professor, World Languages Center; University of Texas, PhD

Rodney Brunson
Thomas P. O'Neill Jr. Chair of Public Life, Criminology and Criminal Justice and Political Science; University of Illinois, Chicago, PhD

Elizabeth Bucar
Professor, Philosophy and Religion; University of Chicago, PhD

David E. Budil
Associate Professor, Chemistry and Chemical Biology; University of Chicago, PhD

Jamie G. Bunce
Assistant Teaching Professor, Behavioral Neuroscience; University of Connecticut, PhD
Lucy Bunning
Associate Teaching Professor, College of Professional Studies; Lesley University, PhD

Jeffrey Burds
Associate Professor, History; Yale University, PhD

Cheryl A. Burke
Assistant Clinical Professor, Nursing; Massachusetts General Hospital Institute of Health Professions, PhD

Lynn H. Burke
Senior Cooperative Education Coordinator, College of Arts, Media and Design; University of Massachusetts, Amherst, MEd

Margaret A. Burnham
University Distinguished Professor, Law; University of Pennsylvania, LLB

Jose Buscaglia
Professor, Cultures, Societies, and Global Studies; University of Buffalo, PhD

Jeremy Bushnell
Associate Teaching Professor, Writing Program; University of Arizona, Tucson, MFA

Ahmed A. Busnaina
University Distinguished Professor, William Lincoln Smith Professor of Mechanical Engineering, Mechanical and Industrial Engineering; Oklahoma State University, PhD

Bobette Buster
Professor of the Practice, Journalism; Northwestern University, MFA

Michael Butera
Clinical Instructor, Nursing; Northeastern University, MS

Qinghong Cai
Associate Teaching Professor, World Languages Center; University of Kansas, MS

Victoria Cain
Associate Professor, History; Columbia University, PhD

Paula Caligiuri
Distinguished Professor of Global Leadership, International Business and Strategy; Pennsylvania State University, PhD

Lisa M. Campagnoni
Associate Cooperative Education Coordinator, College of Science; Northeastern University, MA

James Campasano
Assistant Teaching Professor, Finance; University of Massachusetts, Amherst, PhD

Octavía Camps
Professor, Electrical and Computer Engineering; University of Washington, PhD

Yanet Canavan
Associate Academic Specialist, World Languages Center; Salem State College, MA

Kristopher Cannon
Associate Teaching Professor, Media and Screen Studies; Georgia State University, PhD

Mira Cantor
Professor, Art + Design; University of Illinois, Urbana-Champaign, MFA

Justin Caouette
Visiting Lecturer, Philosophy and Religion; University of Calgary (Canada), PhD

Luca Caracoglia
Associate Professor, Civil and Environmental Engineering; University of Trieste (Italy), PhD

Benjamin Caras
Lecturer, Art + Design; University of Massachusetts, Amherst, MFA

Peter Cardillo
Assistant Cooperative Education Coordinator, Graduate School of Engineering; Boston College, MS

Alexa A. Carlson
Associate Clinical Professor, Pharmacy and Health Systems Sciences; Butler University, PharmD

Mary Carney
Associate Cooperative Education Coordinator, Bouvé College of Health Sciences; Boston College, MSN

Heather Carpenter-Oliveira
Associate Cooperative Education Coordinator, College of Engineering; Northeastern University, MS

Jonathan Carr
Associate Teaching Professor, Theatre; Columbia University, MFA

Michelle Carr
Senior Lecturer, Communication Studies; Kingston University (United Kingdom), MA

Sara Carr
Assistant Professor, Architecture; University of California, Berkeley, PhD

Rebecca L. Carrier
Professor, Chemical Engineering; Massachusetts Institute of Technology, PhD

Matthew Carroll
Professor of the Practice, Journalism; Northeastern University, BS

Patricia Case
Assistant Teaching Professor, Health Sciences; Harvard University, PhD

Cristian Cassella
Assistant Professor, Electrical and Computer Engineering; Carnegie Mellon University, PhD

N. Fadeke Castor
Assistant Professor, Philosophy and Religion and African and African-American Studies; University of Chicago, PhD

Smajl Cenjic
Assistant Cooperative Education Coordinator, Khoury College of Computer Sciences; Cambridge College, MA

Jana Cephas
Assistant Professor, Architecture; Harvard University, PhD

Robert J. Cersosimo
Associate Professor, Pharmacy and Health Systems Sciences; University of Utah, PharmD
Christopher Cesario
Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Yunrong Chai
Associate Professor, Biology; Cornell University, PhD

Paul M. Champion
Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Chee Chan
Associate Academic Specialist, Marketing; Michigan State University, PhD

Katherine Chan
Assistant Teaching Professor, Music; University of Minnesota, PhD

Raman Chandrasekar
Clinical Professor, Computer Sciences; Tata Institute of Fundamental Research/University of Bombay (India), PhD

Chiu Chang
Associate Teaching Professor, Marketing; Indiana University, PhD

Hsiang Chang
Zelevinsky Research Instructor, Mathematics; Northwestern University, PhD

Changyan Chen
Research Professor, Center for Drug Discovery; Columbia University, PhD

Qin Chen
Professor, Civil and Environmental Engineering and Marine and Environmental Sciences; Old Dominion University, PhD

Esther Chewning
Senior Cooperative Education Coordinator, D’Amore-McKim School of Business; Suffolk University, MS

Cherese Childers-McKee
Assistant Teaching Professor, College of Professional Studies; University of North Carolina, Greensboro, PhD

W. Paul Chiou
Assistant Teaching Professor, Finance; Rutgers University, PhD

David R. Choffnes
Assistant Professor, Computer Sciences; Northwestern University, PhD

Chun-An Chou
Assistant Professor, Mechanical and Industrial Engineering; Rutgers University, PhD

Kaushik Roy Chowdhury
Associate Professor, Electrical and Computer Engineering; University of Cincinnati, MS

Ken Y. Chung
Assistant Teaching Professor, Chemistry and Chemical Biology; Michigan State University, PhD

Myojung Chung
Assistant Professor, Journalism; Syracuse University, PhD

Samuel Chung
Assistant Professor, Bioengineering; Harvard University, PhD

Hillary Chute
Distinguished Professor, English and Art + Design; Rutgers University, PhD

Dawn M. Cisewski
Associate Teaching Professor, Psychology; Indiana University of Pennsylvania, PsyD

Paolo Ciuccarelli
Professor, Art + Design; Politecnico de Milano (Italy), MArch

Bruce H. Clark
Associate Professor, Marketing; Stanford University, PhD

Edmund L. Clark
Associate Academic Specialist, Entrepreneurship and Innovation; Clark University, MBA

Elisha Clark
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Boston University, MBA

Heather Clark
Professor, Bioengineering and Chemistry and Chemical Biology; University of Michigan, PhD

Stephen B. Clark
Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Paul Closas
Assistant Professor, Electrical and Computer Engineering; Universitat Politècnica de Catalunya (Spain), PhD

Emily Clough
Assistant Professor, Political Science and International Affairs; Harvard University, PhD

Robin Codding
Associate Professor, Applied Psychology; Syracuse University, PhD

Mauricio Codesso
Visiting Professor, Accounting; University of Santa Catarina (Brazil), PhD

John D. Coley
Associate Professor, Psychology; University of Michigan, PhD

Greg Collier
Professor of the Practice, Entrepreneurship and Innovation; Eastern Michigan University, MBA

Randall C. Colvin
Associate Professor, Psychology; University of Illinois, Urbana-Champaign, PhD

Sally Conant
Associate Cooperative Education Coordinator, College of Engineering; Salve Regina University, MA

Michael Conley
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Richard Conley
Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; Boston University, JD
Kelly Conn  
Associate Teaching Professor, College of Professional Studies; Boston University, PhD

Thomas Consi  
Teaching Professor, Electrical and Computer Engineering; Columbia University, PhD

Adam I. Cooper  
Associate Teaching Professor, Linguistics; Cornell University, PhD

Seth Cooper  
Assistant Professor, Computer Sciences; University of Washington, PhD

Gene D. Cooperman  
Professor, Computer Sciences; Brown University, PhD

Ryan Cordell  
Associate Professor, English; University of Virginia, PhD

Marie B. Corkery  
Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Felipe Cortes  
Assistant Professor, Finance; Washington University, St. Louis, PhD

Xavier Costa  
Professor, Architecture; University of Pennsylvania, PhD

Hugh G. Courtney  
Professor, International Business and Strategy; Massachusetts Institute of Technology, PhD

Arthur J. Coury  
University Distinguished Professor, Chemical Engineering; University of Minnesota, PhD

Erin J. Cram  
Professor, Biology; University of California, Berkeley, PhD

Frederick Crane  
Senior Academic Specialist, Entrepreneurship and Innovation; Bradford University, PhD

Justin D. Crane  
Assistant Professor, Biology; McMaster University (Canada), PhD

Fiona Creed  
Associate Teaching Professor, College of Professional Studies; University College, Cork (United Kingdom), PhD

William F. Crittenden  
Professor, International Business and Strategy; University of Arkansas, PhD

Maia Cross  
Associate Professor, Political Science and International Affairs; Princeton University, PhD

Robert Cross  
Assistant Teaching Professor, History; Princeton University, PhD

Pedro Miguel Cruz  
Assistant Professor, Art + Design; Universidade de Coimbra (Portugal), PhD

Daniel Cuencar  
Assistant Academic Specialist, World Languages Center; Boston College, MA

Alvaro Cuervo-Cazurra  
Professor and Lloyd Mullen Research Fellow, International Business and Strategy; Massachusetts Institute of Technology, PhD

Carlos Cuevas  
Professor, Criminology and Criminal Justice; Alliant International University, PhD

Meng Cui  
Research Associate Professor, Pharmaceutical Sciences; Jilin University (China), PhD

Janice Cuny  
Professor of the Practice, Computer Sciences; University of Michigan, PhD

Derek Curry  
Assistant Professor, Art + Design; University of California, Los Angeles, MFA

Mary Ellen Cushman  
Professor, English; Rensselaer Polytechnic Institute, PhD

Guohao Dai  
Associate Professor, Bioengineering; Massachusetts Institute of Technology, PhD

Elise J. Dallimore  
Associate Professor, Communication Studies; University of Washington, PhD

James Dana Jr.  
Professor, Economics and International Business and Strategy; Massachusetts Institute of Technology, PhD

Dan Danielsen  
Professor, Law; Harvard University, JD

Luis Dau  
Associate Professor and Robert and Denise DiCenso Endowed Professor, International Business and Strategy; University of South Carolina, PhD

Juliet Davidow  
Assistant Professor, Psychology; Columbia University, PhD

Duncan Davis  
Assistant Teaching Professor, Engineering; North Carolina State University, PhD

Martha Davis  
Professor, Law; University of Chicago, JD
Northeastern University

Nicole Davis
Assistant Clinical Professor, Applied Psychology; Simmons College, MS

Patricia Davis
Associate Professor, Communication Studies; University of California, San Diego, PhD

Theo Davis
Professor, English; Johns Hopkins University, PhD

Richard Daynard
University Distinguished Professor, Law; Massachusetts Institute of Technology, PhD; Harvard University, JD

Anthony P. De Ritis
Professor, Music; University of California, Berkeley, PhD

Michael Dean
Assistant Teaching Professor, College of Professional Studies; Columbia University, PhD

Adenekan (Nick) Dedeke
Lecturer, Supply Chain and Information Management; Technische Universität Kaiserslautern (Germany), PhD

Melissa DeGrandis
Assistant Cooperative Education Coordinator, College of Engineering; Ball State University, MA

Mohammad Dehghanimohammadabadi
Assistant Teaching Professor, Mechanical and Industrial Engineering; Western New England University, PhD

Candice Delmas
Assistant Professor, Philosophy and Religion and Political Science; Boston University, PhD

Emrecan Demirors
Research Assistant Professor, Electrical and Computer Engineering; Northeastern University, PhD

John Dencker
Professor, Management and Organizational Development; Harvard University, PhD

Jack Dennerlein
Professor, Physical Therapy, Movement, and Rehabilitation Sciences; University of California, PhD

Megan Denver
Assistant Professor, Criminology and Criminal Justice; University at Albany, PhD

Alexander DePaoli
Assistant Teaching Professor, Marketing; Stanford University, PhD

Joseph DePasquale
Associate Teaching Professor, Chemistry and Chemical Biology; Drexel University, PhD

Jacob Depue
Assistant Teaching Professor, Communication Studies; University of Minnesota, PhD

Leila F. Deravi
Assistant Professor, Chemistry and Chemical Biology; Vanderbilt University, PhD

Nate Derbinsky
Associate Teaching Professor, Computer Sciences; University of Michigan, Ann Arbor, PhD

Harm Derksen
Professor, Mathematics; University of Basel (Switzerland), PhD

Nishil Desai
Associate Teaching Professor, Pharmaceutical Sciences; Mercer University, PhD

Peter J. Desnoyers
Associate Professor, Computer Sciences; University of Massachusetts, Amherst, PhD

Darcey deSouza
Postdoctoral Teaching Associate, Communication Studies; Rutgers University, PhD

David A. DeSteno
Professor, Psychology; Yale University, PhD

H. William Detrich
Professor, Marine and Environmental Sciences; Yale University, PhD

Darin Detwiler
Assistant Teaching Professor, College of Professional Studies; Northeastern University, PhD

John W. Devlin
Professor, Pharmacy and Health Systems Sciences; University of Toronto (Canada), PharmD

Janet Dewan
Assistant Clinical Professor, Nursing; Northeastern University, PhD

Christa Dhimo
Assistant Clinical Professor, Nursing; Northeastern University, PhD

Michele Di Pierro
Assistant Professor, Physics; University of Rome (Italy), PhD

Panagoula Diamanti-Karanou
Assistant Teaching Professor, International Affairs; Northeastern University, PhD

Jacqueline Diani
Senior Cooperative Education Coordinator, Bouvé College of Health Sciences; University of Virginia, MEd

Martin Dias
Associate Teaching Professor, Supply Chain and Information Management; Bentley University, PhD

Amy DiBattista
Associate Teaching Professor, Psychology; Northeastern University, PhD

William Dickens
Professor, Economics and Public Policy and Urban Affairs; Massachusetts Institute of Technology, PhD

Elizabeth Dillon
Professor, English; University of California, Berkeley, PhD
Charles DiMarzio  
Associate Professor, Electrical and Computer Engineering; Northeastern University, PhD

Aidong A. Ding  
Associate Professor, Mathematics; Cornell University, PhD

Kathleen C. Dioli  
Associate Cooperative Education Coordinator, Chemistry and Chemical Biology; Bowling Green State University, MA

Brandon Dionne  
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of New England, PharmD

Daniel L. Distel  
Research Professor, Marine and Environmental Sciences; University of California, San Diego, PhD

Benjamin Dittbrenner  
Associate Teaching Professor, Marine and Environmental Sciences; University of Washington, PhD

Jenna DiTullio  
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Boston University, MEd

Margarita V. DiVall  
Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Mary Kate Dodgson  
Assistant Professor, Accounting; University of Massachusetts, Amherst, PhD

Lisa Cantwell Doherty  
Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; Northeastern University, MA

Silvia Dominguez  
Associate Professor, Sociology and Anthropology; Boston University, PhD

Jason Donati  
Visiting Associate Teaching Professor, Art + Design; Rochester Institute of Technology, MFA

Hua Dong  
Senior Academic Specialist, World Languages Center; Emerson College, MA

Sijia Dong  
Assistant Professor, Chemistry and Chemical Biology; California Institute of Technology, PhD

Pamela Donlan  
Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, PhD

Larisa Doroshenko  
Postdoctoral Teaching Associate, Communication Studies; University of Wisconsin, Madison, PhD

Brenda Douglas  
Associate Clinical Professor, Nursing; Northeastern University, DNP

Daniel C. Douglass  
Associate Teaching Professor, Marine and Environmental Sciences; University of Wisconsin, PhD

Mark Douglass  
Associate Clinical Professor, Pharmacy and Health Systems Sciences; University of Michigan, PharmD

Kevin Drakulich  
Associate Professor, Criminology and Criminal Justice; University of Washington, PhD

Timothy Dransfield  
Assistant Teaching Professor, Chemistry and Chemical Biology; Harvard University, PhD

Andrea Dropkin  
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Bentley University, MBA

Laura Dudley  
Assistant Clinical Professor, Applied Psychology; Northeastern University, PhD

Lisa Duffy  
Assistant Professor, Nursing; Boston College, DNP

Tara Duffy  
Associate Teaching Professor, Marine and Environmental Sciences; Stony Brook University, PhD

Michael Dukakis  
Distinguished Professor, Political Science; Harvard University, JD

Daniel M. Dulaski  
Teaching Professor, Civil and Environmental Engineering; University of Massachusetts, Amherst, PhD

Evan Dummit  
Assistant Teaching Professor, Mathematics; University of Wisconsin, Madison, PhD

Catherine Dunand  
Assistant Academic Specialist, World Languages Center; Boston University, MA

Jill Dupree  
Assistant Teaching Professor, Economics; University of Colorado, Boulder, PhD

Kathleen Durant  
Assistant Teaching Professor, Computer Sciences; Harvard University, PhD

Jennifer G. Dy  
Professor, Electrical and Computer Engineering; Purdue University, PhD

Rashmi Dyal-Chand  
Professor, Law; Harvard University, JD

Eno Ebong  
Associate Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Stephanie Eby  
Associate Teaching Professor, Marine and Environmental Sciences; Syracuse University, PhD
Rajagopal Echambadi
Professor, Entrepreneurship and Innovation; University of Houston, PhD

Matthew Eckelman
Associate Professor, Civil and Environmental Engineering; Yale University, PhD

Kimberly Eddleston
Professor, Entrepreneurship and Innovation; University of Connecticut, PhD

Laurie Edwards
Associate Teaching Professor, Writing Program; Emerson College, MFA

Jessica Edwards George
Associate Clinical Professor, Applied Psychology; Northeastern University, PhD

Christopher L. Egan
Assistant Cooperative Education Coordinator, College of Science; Boston University, MA

Robert C. Eidson
Assistant Teaching Professor, Psychology; Northeastern University, PhD

Stanley J. Eigen
Professor, Mathematics; McGill University (Canada), PhD

Adam Ekenseair
Assistant Professor, Chemical Engineering; University of Texas, Austin, PhD

Ehsan Elhamifar
Assistant Professor, Computer Sciences; Johns Hopkins University, PhD

Tina Eliaissi-Rad
Associate Professor, Computer Sciences; University of Wisconsin, Madison, PhD

B. Parker Ellen
Assistant Professor, Management and Organizational Development; Florida State University, PhD

Ryan Ellis
Assistant Professor, Communication Studies; University of California, San Diego, PhD

Constance Emerson
Assistant Academic Specialist, College of Professional Studies; Purdue University, West Lafayette, MS

John R. Engen
Distinguished Professor, Chemistry and Chemical Biology and Barnett Institute; University of Nebraska, Lincoln, PhD

Christen Enos
Associate Teaching Professor, Writing Program; Emerson College, MFA

Slava S. Epstein
Professor, Biology; Moscow State University (Russia), PhD

Randall Erb
Associate Professor, Mechanical and Industrial Engineering; Duke University, PhD

Deniz Erdogmus
Professor, Electrical and Computer Engineering; University of Florida, PhD

Ozlem Ergun
Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Cuneyt Eroglu
Associate Professor, Supply Chain and Information Management; Ohio State University, PhD

Bilge Erten
Assistant Professor, International Affairs and Economics; University of Massachusetts, Amherst, PhD

Rhea T. Eskew
Professor, Psychology; Georgia Institute of Technology, PhD

Jonathan Esole
Associate Professor, Mathematics; Leiden University (Netherlands), PhD

Abigail Evans
Lecturer, Computer Sciences; University of Washington, PhD

Sara Ewell
Teaching Professor, College of Professional Studies; University of North Carolina, Chapel Hill, PhD

William Ewell
Associate Teaching Professor, College of Professional Studies; University of North Carolina, Chapel Hill, PhD

Daniel Faber
Professor, Sociology and Anthropology; University of California, Santa Cruz, PhD

Mary Lynn Fahey
Clinical Instructor, Nursing; Simmons College, MS

Olubunmi Faleyede
Professor, Finance; University of Alberta (Canada), PhD

Don Fallis
Professor, Philosophy and Religion and Computer Sciences; University of California, Irvine, PhD

Hui Fang
Assistant Professor, Electrical and Computer Engineering; University of California, Berkeley, PhD

Qianqian Fang
Assistant Professor, Bioengineering; Dartmouth College, PhD

David Fannon
Assistant Professor, Architecture and Civil and Environmental Engineering; University of California, Berkeley, MS

Nasser S. Fard
Associate Professor, Mechanical and Industrial Engineering; University of Arizona, PhD

Amir Farhat
Associate Teaching Professor, Electrical and Computer Engineering; University of Pennsylvania, PhD

Johanna E. Farkas
Assistant Teaching Professor, Biology; Northeastern University, PhD
Amy Farrell
Associate Professor, Criminology and Criminal Justice; Northeastern University, PhD

Yunsi Fei
Professor, Electrical and Computer Engineering; Princeton University, PhD

Adrian E. Feiguin
Associate Professor, Physics; Universidad Nacional de Rosario (Argentina), PhD

Allen G. Feinstein
Teaching Professor, Music; New England Conservatory of Music, MM

Nathan L. Felde
Professor, Art + Design; Massachusetts Institute of Technology, MS

Matthias Felleisen
Trustee Professor, Computer Sciences; Indiana University, PhD

Carol Femia
Clinical Instructor, Nursing; Massachusetts General Hospital Institute of Health Professions, MS

Hicham Fenniri
Professor, Chemical Engineering; Université de Strasbourg (France), PhD

Loretta A. Fernandez
Assistant Professor, Civil and Environmental Engineering and Marine and Environmental Sciences; Massachusetts Institute of Technology, PhD

Melissa Ferrick
Professor of the Practice, Music; Harvard University, MA

Lori Ferrins
Research Assistant Professor, Chemistry and Chemical Biology; Monash University (Australia), PhD

Craig F. Ferris
Professor, Psychology and Pharmaceutical Sciences; New York Medical College, PhD

Kirsten Fertuck
Associate Teaching Professor, Biochemistry; Michigan State University, PhD

Gregory A. Fiete
Professor, Physics; Harvard University, PhD

Susan F. Fine
Clinical Instructor, Communication Sciences and Disorders; New York University, MA

Sarah Finn
Associate Teaching Professor, Writing Program; University of Massachusetts, Amherst, PhD

Jessica Fisher
Assistant Cooperative Education Coordinator, College of Engineering; Bridgewater State University, MEd

Branden Fitelson
Distinguished Professor, Philosophy and Religion; California Institute of Technology, PhD

Brian Fitzgerald
Assistant Professor, Accounting; Texas AM University, PhD

Joan Fitzgerald
Professor, Public Policy and Urban Affairs; Pennsylvania State University, PhD

Diane F. Fitzpatrick
Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Josephine Flanagan
Assistant Cooperative Education Coordinator, College of Engineering; Suffolk University, JD

Julia Flanders
Professor of the Practice, English and Library Systems; Brown University, PhD

Eric Folmar
Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Quinnipiac University, MS

Paul Fombelle
Associate Professor and Thomas E. Moore Faculty Fellow, Marketing; Arizona State University, PhD

Ellen Fontana
Associate Teaching Professor, Communication Studies; University of California, Davis, MA

Murray Forman
Professor, Media and Screen Studies; McGill University (Canada), PhD

Lisa M. Foster
Assistant Cooperative Education Coordinator, Bouvé College of Health Sciences; Northeastern University, MS

Dimitrios Fotiadis
Lecturer, Supply Chain and Information Management; Northeastern University, MS

Charles F. Fountain
Professor, Journalism; Columbia University, MS

James Fox
Lipman Family Professor of Criminology, Law, and Public Policy, Criminology and Criminal Justice and Law and Public Policy; University of Pennsylvania, PhD

Erica P. Frank
Assistant Teaching Professor, Biology; Baylor College of Medicine, PhD

Debra L. Franko
Professor, Applied Psychology; McGill University (Canada), PhD

Peter Fraunholtz
Assistant Teaching Professor, History and International Affairs; Boston College, PhD

Julian M. Fray
Assistant Teaching Professor, Law; Columbia University, JD

Susan Freeman
Teaching Professor, Engineering; Northeastern University, PhD

Clark Freifeld
Lecturer, Computer Sciences; Boston University, PhD
Michael Frengel
Associate Academic Specialist, Music; City University London (United Kingdom), PhD

John H. Friar
Senior Academic Specialist, Entrepreneurship and Innovation; Massachusetts Institute of Technology, PhD

Alex Fronduto
Assistant Teaching Professor, College of Professional Studies; MCPHS University, PhD

Natasha Frost
Professor, Criminology and Criminal Justice; City University of New York, PhD

Yun (Raymond) Fu
Professor, Electrical and Computer Engineering and Computer Sciences; University of Illinois, Urbana-Champaign, PhD

Carolin Fuchs
Teaching Professor, World Languages Center; Justus-Liebig Universität Gießen (Germany), PhD

Brian Fulton
Associate Teaching Professor, Chemistry and Chemical Biology; Iowa State University, PhD

Peter G. Furth
Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD

Laurel Gabard-Durnam
Assistant Professor, Psychology; Columbia University, PhD

Timothy Gagnon
Associate Academic Specialist, Accounting; Sacred Heart University, MBA

Sean Gallagher
Assistant Clinical Professor, College of Professional Studies; Northeastern University, EdD

Susan Gallagher
Clinical Instructor, Nursing; Massachusetts General Hospital Institute of Health Professions, MS

Joshua Gallaway
William O. DiPietro Assistant Professor, Chemical Engineering; Columbia University, PhD

Auroop Ganguly
Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD

Denise Garcia
Associate Professor, Political Science and International Affairs; University of Geneva (Switzerland), PhD

Lori Gardinier
Teaching Professor, Human Services; Northeastern University, PhD

Julie Garey
Assistant Teaching Professor, Political Science; Northeastern University, PhD

Karen Garneau
Associate Teaching Professor, Writing Program; Northeastern University, PhD

Julia Garrett
Associate Teaching Professor, English; University of California, Santa Barbara, PhD

Myles Garvey
Assistant Teaching Professor, Marketing; Rutgers University, PhD

Wolfgang Gatterbauer
Associate Professor, Computer Sciences; Vienna University of Technology (Austria), PhD

Edward Geisinger
Assistant Professor, Biology; New York University, MD, PhD

Prasanth George
Associate Teaching Professor, Mathematics; State University of New York, Buffalo, PhD

Francis Georges
Assistant Teaching Professor, Economics; Boston College, PhD

Siddhartha Ghosh
Assistant Professor, Electrical and Computer Engineering; Carnegie Mellon University, PhD

Joan Giblin
Assistant Teaching Professor, College of Professional Studies; Old Dominion University, PhD

Roger W. Giese
Professor, Pharmaceutical Sciences; Massachusetts Institute of Technology, PhD

Joseph M. Giglio
Senior Academic Specialist, International Business and Strategy; Northeastern University, PhD

Laurance Ginsberg
Assistant Academic Specialist, Accounting; Bentley University, MST

Leonard J. Glick
Senior Academic Specialist, Management and Organizational Development; Harvard University, EdD

Elizabeth Glowacki
Postdoctoral Teaching Associate, Communication Studies; University of Texas, Austin, PhD

Zoltan Gluck
Assistant Professor, Sociology and Anthropology and International Affairs; City University of New York, PhD

Daniel Godfrey
Professor, Music; University of Iowa, PhD

Veronica S. Godoy-Carter
Associate Professor, Biology; Tufts University, PhD

Kevin Gold
Assistant Teaching Professor, Computer Sciences; Yale University, PhD

Stephen Golden
Associate Teaching Professor, Entrepreneurship and Innovation; Suffolk University, MBA
William Goldman
Senior Lecturer, Accounting; Northeastern University, MBA

Ann C. Golub-Victor
Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Edgar D. Goluch
Associate Professor, Chemical Engineering; University of Illinois, Urbana-Champaign, PhD

Kathleen Gonso
Teaching Professor, Writing Program; Emerson College, MFA

Michael J. Gonyeau
Clinical Professor, Pharmacy and Health Systems Sciences; Albany College of Pharmacy, PharmD

Frankie Gonzalez
Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Northeastern University, BS

Gregory Goodale
Associate Professor, Communication Studies; University of Illinois, Urbana-Champaign, PhD

Teresa Goode
Associate Teaching Professor, College of Professional Studies; Columbia University, EdD

Patricia Goodman
Assistant Teaching Professor, College of Professional Studies; George Washington University, EdD

Matthew Goodwin
Associate Professor, Health Sciences and Computer Sciences; University of Rhode Island, PhD

Mark Gooley
Associate Teaching Professor, Finance; Northeastern University, PhD

Samantha Gorman
Assistant Professor, Art + Design; University of Southern California, PhD

Ian Gorton
Professor of the Practice, Computer Sciences; Sheffield Hallam University (United Kingdom), PhD

Gary Goshgarian
Professor, English; University of Wisconsin, Madison, PhD

Tarik C. Gouhier
Associate Professor, Marine and Environmental Sciences; McGill University (Canada), PhD

Thomas Goulding
Professor of the Practice, College of Professional Studies; University of Florida, PhD

Andrew Gouldstone
Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Jonathan H. Grabowski
Professor, Marine and Environmental Sciences; University of North Carolina, Chapel Hill, PhD

Susan Gracia
Assistant Teaching Professor, College of Professional Studies; Boston College, PhD

Jennifer Gradecki
Assistant Professor, Art + Design; University of California, Los Angeles, MFA

Anthony P. Graffeo
Professor of the Practice, Biotechnology; Northeastern University, PhD

Steven Granelli
Assistant Teaching Professor, Communication Studies; Ohio University, PhD

Laura Green
Professor, English; University of California, Berkeley, PhD

Kristin Curry Greenwood
Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, EdD, DPT

Brent Griffin
Assistant Teaching Professor, College of Professional Studies; Northeastern University, PhD

Jacqueline Griffin
Assistant Professor, Mechanical and Industrial Engineering; Georgia Institute of Technology, PhD

Joseph Griffin
Associate Teaching Professor, College of Professional Studies; Gordon Conwell Theological Seminary, PhD

Mary J. Griffin
Associate Clinical Professor, Nursing; University of North Carolina, PhD

John Griffith
Clinical Professor, Health Sciences; Boston University, PhD

Amir Grinstein
Associate Professor and Thomas E. Moore Faculty Fellow, Marketing; Hebrew University of Jerusalem (Israel), PhD

Francesca Grippa
Teaching Professor, College of Professional Studies; University of Salento (Italy), PhD

Tiantian Gu
Assistant Professor, Finance; University of Wisconsin, Madison, PhD

Arjun Guha
Assistant Professor, Computer Sciences; Brown University, PhD

Jennifer Guillemin
Senior Cooperative Education Coordinator, College of Arts, Media and Design; Boston University, MA

Hemanth Gundavaram
Clinical Professor, Law; Boston University, JD

Jason J. Guo
Research Associate Professor, Barnett Institute; University of Connecticut, PhD

Surendra M. Gupta
Professor, Mechanical and Industrial Engineering; Purdue University, PhD
Andrei Guschin  
Assistant Teaching Professor, Graduate School of Engineering; Russian Academy of Sciences (Russian Federation), PhD

Philip Gust  
Clinical Instructor, Computer Sciences; University of Arizona, MS

Barbara Guthrie  
Professor, Nursing; New York University, PhD

Kayoll Gyan  
Assistant Professor, Nursing; University of North Carolina, Chapel Hill, PhD

Mohamed Habibullah  
Assistant Teaching Professor, Supply Chain and Information Management; University of Missouri, Columbia, PhD

Katherine Haenschen  
Assistant Professor, Communication Studies and Political Science; University of Texas, Austin, PhD

David Hagen  
Assistant Teaching Professor, College of Professional Studies; New England School of Law, JD

Michelle Hagopian  
Associate Cooperative Education Coordinator, College of Arts, Media and Design; University of Illinois, MS

Margaret Hahn-Dupont  
Teaching Professor, Law; Georgetown University, JD

Jerome F. Hajjar  
CDM Smith Professor in Civil Engineering, Civil and Environmental Engineering; Cornell University, PhD

Golnoosh Hakimdavar  
Associate Teaching Professor, College of Professional Studies; University of Turin (Italy), PhD

Iva Halacheva  
Zelevinsky Research Instructor, Mathematics; University of Toronto, PhD

Mary Hale  
Assistant Teaching Professor, Architecture; Massachusetts Institute of Technology, MArch

Danielle Haley  
Assistant Professor, Health Sciences; Emory University, PhD

Kristina Hals  
Assistant Cooperative Education Coordinator, College of Engineering; Cornell University, MS

James Halverson  
Assistant Professor, Physics; University of Pennsylvania, PhD

Paul Hand  
Assistant Professor, Mathematics and Computer Sciences; New York University, PhD

Robert N. Hanson  
Matthews Distinguished University Professor, Chemistry and Chemical Biology; University of California, Berkeley, PhD

Matan Harel  
Assistant Professor, Mathematics; Courant Institute, PhD

Sharon Harlan  
Professor, Health Sciences and Sociology and Anthropology; Cornell University, PhD

Kelly Harrington  
Associate Cooperative Education Coordinator, D’Amore-McKim School of Business; Suffolk University, MBA

Shaunna Harrington  
Associate Academic Specialist, College of Professional Studies; Boston University, MA

Vincent Harris  
University Distinguished Professor, William Lincoln Smith Professor of Electrical and Computer Engineering, Electrical and Computer Engineering, Northeastern University, PhD

Vanecia Harrison  
Associate Cooperative Education Coordinator, College of Science; Emmanuel College, MA

Casper Hartevedt  
Associate Professor, Game Design; Delft University of Technology (Netherlands), PhD

Stephanie R. Hartung  
Teaching Professor, Law; Boston College, JD

Woodrow N. Hartzog  
Professor, Law and Computer Sciences; University of North Carolina, Chapel Hill, PhD

Sara Hashmi  
Assistant Professor, Chemical Engineering; Yale University, PhD

Christopher Hasson  
Assistant Professor, Physical Therapy, Movement, and Rehabilitation Sciences; University of Massachusetts, Amherst, PhD

Stephen Hatfield  
Assistant Professor, Pharmaceutical Sciences; Northeastern University, PhD

Heather Hauck  
Senior Cooperative Education Coordinator, D’Amore-McKim School of Business; Northeastern University, MS

Claudia Haupt  
Associate Professor, Law and Political Science; Columbia University, JSD; University of Cologne (Germany), PhD

Thomas Havens  
Professor, History; University of California, Berkeley, PhD

Fareed Hawwa  
Assistant Teaching Professor, College of Professional Studies; Louisiana State University, PhD

Lorna Hayward  
Associate Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Boston University, EdD

Julia Hechtman  
Associate Teaching Professor, Art + Design; University of Illinois, Chicago, MFA
Meghan Heckman  
Assistant Professor, Journalism; Northeastern University, MA

Gretchen Heefner  
Associate Professor, History; Yale University, PhD

Donald E. Heiman  
Professor, Physics; University of California, Irvine, PhD

Amy Helburn  
Lorraine C. Snell Visiting Professor, Health Sciences; University of Massachusetts, PhD

Brian Helmunth  
Professor, Marine and Environmental Sciences and Public Policy and Urban Affairs; University of Washington, PhD

Jason Hemann  
Lecturer, Computer Sciences; Indiana University, PhD

Carlene Hempel  
Associate Teaching Professor, Journalism; University of North Carolina, Chapel Hill, MA

Jamie G. Henzy  
Associate Teaching Professor, Biology; Tufts University School of Medicine, PhD

Dale Herbeck  
Professor, Communication Studies; University of Iowa, PhD

Angela Herbert  
Assistant Academic Specialist, American Sign Language; Northeastern University, BS

David A. Herlihy  
Teaching Professor, Music; Boston College, JD

Catalina Herrera Almanza  
Assistant Professor, Economics and International Affairs; Cornell University, PhD

Richard Herron  
Associate Teaching Professor, Finance; City University of New York, PhD

Carie Hersh  
Associate Teaching Professor, Sociology and Anthropology; Duke University, JD

Kelsey Hersh  
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Northeastern University, MS

Joshua Hertz  
Associate Teaching Professor, Engineering; Massachusetts Institute of Technology, PhD

Benjamin Hescott  
Teaching Professor, Computer Sciences; Boston University, PhD

Ravit Heskiau  
Visiting Lecturer, Management and Organizational Development; University of Toronto (Canada), PhD

Kamber Hetrick  
Assistant Professor, Accounting; University of Illinois, Urbana-Champaign, PhD

Babak Heydari  
Associate Professor, Mechanical and Industrial Engineering; University of California, Berkeley, PhD

Mary J. Hickey  
Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Carlos Hidrovo Chavez  
Assistant Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Matthew Higger  
Lecturer, Computer Sciences; Northeastern University, PhD

Malcolm D. Hill  
Associate Professor, Marine and Environmental Sciences; University of California, Santa Cruz, PhD

Charles H. Hillman  
Professor, Psychology and Health Sciences; University of Maryland, College Park, PhD

Robin Hillyard  
Associate Teaching Professor, Graduate School of Engineering; Cambridge University (United Kingdom), PhD

John Hinson  
Associate Teaching Professor, Theatre; Brandeis University, MFA

Tad Hirsch  
Professor, Art + Design; Massachusetts Institute of Technology, PhD

Hubert Ho  
Assistant Teaching Professor, Music; University of California, Berkeley, PhD

Marie Odile Hobeika  
Visiting Lecturer, Communication Studies; University of Pittsburgh, PhD

Lynda Hodgson  
Associate Teaching Professor, College of Professional Studies; Virginia Commonwealth University, PhD

Timothy Hoff  
Professor, Management and Organizational Development and Public Policy and Urban Affairs; State University of New York, Albany, PhD

Jessica Hoffman  
Associate Professor, Applied Psychology; Lehigh University, PhD

Matthew Hogencamp  
Assistant Professor, Mathematics; University of Virginia, PhD

Uwe Hohgrawe  
Professor of the Practice, College of Professional Studies; University of Wuppertal (Germany), PhD

Udi Hoitash  
Professor and Lillian L. and Harry A. Cowan Research Professor, Accounting; Rutgers University, PhD

Wallace Holohan  
Senior Clinical Specialist, Law; Fitchburg State University, BA

Julia Hopkins  
Assistant Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD
Michael J. Hoppmann
Associate Teaching Professor, Communication Studies; University of Tübingen (Germany), PhD

Emily Hornsby
Assistant Cooperative Education Coordinator, College of Arts, Media and Design; Bowling Green State University, MA

Adam Hosein
Associate Professor, Philosophy and Religion; Massachusetts Institute of Technology, PhD

Jeffrey P. Howe
Associate Professor, Journalism; Boston University, MFA

Valerie Hower
Associate Teaching Professor, Mathematics; University of Georgia, PhD

Anne R. Hughes
Associate Professor, Marine and Environmental Sciences; University of California, Davis, PhD

Francisco Hung
Associate Professor, Chemical Engineering; North Carolina State University, PhD

Matthew Hunt
Professor, Sociology and Anthropology; Indiana University, PhD

Patrick Hurley
Assistant Professor, Accounting; University of Wisconsin, Madison, PhD

Mark Huselid
Distinguished Professor of Workforce Analytics, International Business and Strategy; State University of New York, Buffalo, PhD

Roxana E. Iacob
Research Associate Professor, Chemistry and Chemical Biology; Konstanz University (Germany), PhD

Anthony Iarrobino
Professor, Mathematics; Massachusetts Institute of Technology, PhD

Patricia Illingworth
Professor, Philosophy and Religion; University of California, San Diego, PhD; Boston University, JD

Jennifer Ingemi
Assistant Teaching Professor, Behavioral Neuroscience; University of Massachusetts, PhD

Vinay K. Ingle
Associate Professor, Electrical and Computer Engineering; Rensselaer Polytechnic Institute, PhD

Francesca Inglese
Assistant Professor, Music; Brown University, PhD

Rei Inouye
Teaching Professor, World Languages Center; Temple University, PhD

Stephen S. Intille
Associate Professor, Computer Sciences and Health Sciences; Massachusetts Institute of Technology, PhD

Efstratios Ioannidis
Assistant Professor, Electrical and Computer Engineering; University of Toronto (Canada), PhD

Andreia Ionescu
Assistant Professor, Biology; University of Rochester Medical School, PhD

Roderick Ireland
Distinguished Professor, Criminology and Criminal Justice; Harvard University, LLM; Northeastern University, PhD

Derek M. Isaacs
Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Jacqueline A. Isaacs
Professor, Psychology; University of Pennsylvania, PhD

Michelle L. Israel
Senior Cooperative Education Coordinator, College of Science; Northeastern University, MS

Nathan E. Israeloff
Associate Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Alexander R. Ivanov
Associate Professor, Chemistry and Chemical Biology; Russian Academy of Science, Institute of Bioorganic Chemistry (Moscow), PhD

Julia Ivy
Associate Teaching Professor, International Business and Strategy; Lancaster University (United Kingdom), PhD

Aldan Jackson
Associate Clinical Professor, Computer Sciences; University of Delaware, PhD

Denise Jackson
Associate Professor, Psychology; University of Pittsburgh, PhD

Ellen Jackson
Assistant Teaching Professor, Writing Program; Stanford University, MFA

William J. Jackson
Senior Cooperative Education Coordinator, College of Arts, Media and Design; University of Massachusetts, Boston, MEd

Michelle Jacobs
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of California, San Francisco, PharmD

Bruce Jacoby
Associate Clinical Professor, Law; University of Connecticut, JD

Beverly Jaeger-Helton
Teaching Professor, Mechanical and Industrial Engineering; Northeastern University, PhD

Michael Jaeggli
Associate Teaching Professor, Bioengineering; Clemson University, PhD

Safa Jamali
Assistant Professor, Mechanical and Industrial Engineering; Case Western Reserve University, PhD

David Janero
Visiting Professor, Pharmaceutical Sciences; Yale University, PhD

Caitlyn Jarvis
Postdoctoral Teaching Associate, Communication Studies; Purdue University, PhD
Solomon M. Jekel
Associate Professor, Mathematics; Dartmouth College, PhD

Mason Jenkins
Visiting Assistant Professor, Marketing; Northeastern University, PhD

Qingying Jia
Research Associate Professor, Chemistry and Chemical Biology; Illinois Institute of Technology, PhD

Holly Jimison
Professor of the Practice, Computer Sciences and Nursing; Stanford University, PhD

Xiaoning Jin
Assistant Professor, Mechanical and Industrial Engineering; University of Michigan, PhD

Xuemin Jin
Associate Teaching Professor, Mechanical and Industrial Engineering; University of Maryland, PhD

Donghee Jo
Assistant Professor, Economics; Duke University, MA

Dinesh John
Assistant Professor, Health Sciences; University of Tennessee, PhD

Brooke Johnson
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Boston College, MEd

Deborah L. Johnson
Assistant Teaching Professor, Law; Northeastern University, JD

Steven Johnson
Assistant Cooperative Education Coordinator, College of Engineering; Suffolk University, MS

Vanessa D. Johnson
Associate Professor, Applied Psychology; Western Michigan University, PhD

Akhenaton-Andrew Jones III
Assistant Professor, Chemical Engineering; Massachusetts Institute of Technology, PhD

Rachel Jones
Associate Professor, Nursing; New York University, PhD

Dierdre Jordan
Associate Cooperative Education Coordinator, Bouvé College of Health Sciences; Northeastern University, MS

Josep Jornet
Associate Professor, Electrical and Computer Engineering; Georgia Institute of Technology, PhD

Tiffany Joseph
Associate Professor, Sociology and Anthropology and International Affairs; University of Michigan, PhD

Neel Joshi
Associate Professor, Chemistry and Chemical Biology; University of California, Berkeley, PhD

Jacqueline Josselyn
Assistant Cooperative Education Coordinator, College of Engineering; Northeastern University, MS

Alison Joyce
Assistant Cooperative Education Coordinator, College of Engineering; Ohio University, MEd

Maria Jump
Associate Teaching Professor, Computer Sciences; University of Texas, Austin, PhD

Yung Joon Jung
Professor, Mechanical and Industrial Engineering; Rensselaer Polytechnic Institute, PhD

Jeffrey Juris
Associate Professor, Sociology and Anthropology; University of California, Berkeley, PhD

David R. Kaeli
College of Engineering Distinguished Professor, Electrical and Computer Engineering; Rutgers University, PhD

Jonathan D. Kahn
Professor, Law and Biology; University of California, Berkeley, JD; Cornell University, PhD

Sallyann Kakas
Assistant Cooperative Education Coordinator, Finance; Northeastern University, BS

Sagar V. Kamarthi
Professor, Mechanical and Industrial Engineering; Pennsylvania State University, PhD

John Kane
Lecturer, Art + Design; Yale University, BA

Mary M. Kane
Senior Cooperative Education Coordinator, D’Amore-McKim School of Business; University of Massachusetts, Boston, MEd

Michael Kane
Assistant Professor, Civil and Environmental Engineering; University of Michigan, PhD

Sarah Kanouse
Associate Professor, Art + Design; University of Illinois, Urbana-Champaign, MFA

Carla Kaplan
Davis Distinguished Professor in American Literature, English and Women’s, Gender, and Sexuality Studies; Northwestern University, PhD

Swastik Kar
Associate Professor, Physics; Indian Institute of Physics (India), PhD

Samina Karim
Professor, Entrepreneurship and Innovation; University of Michigan, PhD

Yael Karlinsky Shichor
Assistant Professor, Marketing; Columbia University, PhD

Alain S. Karma
College of Arts and Sciences Distinguished Professor, Physics; University of California, Santa Barbara, PhD
Edward Katz  
Associate Teaching Professor, Computer Sciences; University of Louisiana, Lafayette, PhD

Ralph Katz  
Professor, Entrepreneurship and Innovation; University of Pennsylvania, PhD

Jonathan Kaufman  
Professor, Journalism; Harvard University, MA

Kelsey Kaul  
Assistant Cooperative Education Coordinator, College of Engineering; Harvard Graduate School of Education, MEd

William Kay  
Associate Professor, Political Science; Indiana University, PhD

Bret Keeling  
Teaching Professor, Writing Program; University of Washington, PhD

Maureen Kelleher  
Associate Professor, Sociology and Anthropology; University of Missouri, Columbia, PhD

Karen P. Kelley  
Senior Cooperative Education Coordinator, College of Engineering; Northeastern University, MEd

Thomas M. Kelley  
Associate Teaching Professor, Physics; University of Minnesota, PhD

Kathleen Kelly  
Professor, English; University of North Carolina, Chapel Hill, PhD

Mary Keltin  
Associate Professor, Philosophy and Religion; University of Wisconsin, Madison, PhD

Daniel D. Kennedy  
Associate Professor, Journalism; Boston University, MLA

Sarmann Kennedy  
Assistant Teaching Professor, College of Professional Studies; SKEMA Business School (France), PhD

Aileen Kent Yates  
Assistant Cooperative Education Coordinator, Computer Sciences; University of Massachusetts, Amherst, BA

Heidi Kevoe Feldman  
Associate Professor, Communication Studies; Rutgers University, PhD

Leila Keyvani Someh  
Assistant Teaching Professor, Engineering; Northeastern University, PhD

Ban-An Khaw  
Professor, Pharmaceutical Sciences; Boston College, PhD

Konstantin Khrapko  
Professor, Biology and Pharmaceutical Sciences; Engelhardt Institute of Molecular Biology, Moscow (Russia), PhD

Ilham Khuri-Makdisi  
Associate Professor, History; Harvard University, PhD

Sheri Kiami  
Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Simmons College, DPT

Angela Kilby  
Assistant Professor, Economics; Massachusetts Institute of Technology, PhD

Daniel Kim  
Associate Professor, Health Sciences; University of Toronto (Canada), MD; Harvard University, PhD

Eunsong Kim  
Assistant Professor, English; University of Texas, Austin, PhD

Jonghan Kim  
Assistant Professor, Pharmaceutical Sciences; Ohio State University, PhD

Miso Kim  
Assistant Professor, Art + Design; Carnegie Mellon University, PhD

Somy Kim  
Associate Teaching Professor, Writing Program; University of California, San Diego, PhD

Tiffany Kim  
Assistant Clinical Professor, Nursing; University of Pennsylvania, PhD

Yong-Bin Kim  
Professor, Electrical and Computer Engineering; Colorado State University, PhD

John Kimani  
Associate Teaching Professor, Electrical and Computer Engineering; University of Wisconsin, Milwaukee, PhD

David L. Kimbro  
Associate Professor, Marine and Environmental Sciences; University of California, Davis, PhD

Nancy Kimelman  
Associate Teaching Professor, Economics; Brown University, PhD

Christopher K. King  
Professor, Mathematics; Harvard University, PhD

Stephanie Kirby  
Assistant Cooperative Education Coordinator, College of Engineering; Carnegie Mellon University, PhD

Margaret Kirchoff  
Associate Teaching Professor, College of Professional Studies; George Washington University, EdD

Engin Kirda  
Professor, Computer Sciences and Electrical and Computer Engineering; Technical University of Vienna (Austria), PhD

Rein U. Kirss  
Associate Professor, Chemistry and Chemical Biology; University of Wisconsin, Madison, PhD

Jennifer L. Kirwin  
Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD
Risa Kitagawa  Assistant Professor, Political Science and International Affairs; Stanford University, PhD

Carrie Klaphake  Assistant Cooperative Education Coordinator, College of Engineering; Eastern Illinois University, MS

Karl E. Klare  Matthews Distinguished University Professor, Law; Harvard University, JD

Alan Klein  Professor, Sociology and Anthropology; State University of New York, Buffalo, PhD

Kristian Kloekl  Associate Professor, Art + Design and Architecture; University of Venice (Italy), PhD

Adriana Knouf  Assistant Professor, Art + Design; Cornell University, PhD

Ben Knudsen  Assistant Professor, Mathematics; Northwestern University, PhD

Dami Ko  Assistant Professor, Nursing; University of Wisconsin, Madison, PhD

Thomas Koenig  Professor, Sociology and Anthropology; University of California, Santa Barbara, PhD

Mieczyslaw M. Kokar  Professor, Electrical and Computer Engineering; University of Wroclaw (Poland), PhD

Tali Konry  Assistant Professor, Pharmaceutical Sciences; Ben Gurion University (Israel), PhD

Constantin Konstantopoulos  Associate Teaching Professor, Graduate School of Engineering; Boston University, PhD

Abigail N. Koppes  Assistant Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Ryan Koppes  Assistant Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Ilka Kostka  Associate Teaching Professor, College of Professional Studies; New York University, PhD

Apoorva Koticha  Associate Teaching Professor, Finance; New York University, PhD

Harilaos Koutsopoulos  Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, PhD

Linda Kowalczy  Professor of the Practice, Public Policy and Urban Affairs; Johns Hopkins University, PhD

Arthur F. Kramer  Professor, Psychology; University of Illinois, PhD

Sergey Kravchenko  Professor, Physics; Institute of Solid State Physics (Russia), PhD

Dmitri Krioukov  Associate Professor, Physics; Old Dominion University, PhD

Ganesh Krishnamoorthy  Professor, Accounting; University of Southern California, PhD

Karthik Krishnan  Associate Professor, Finance; Boston College, PhD

Louis J. Kruger  Associate Professor, Applied Psychology; Rutgers University, PsyD

Laura Kuhl  Assistant Professor, Public Policy and Urban Affairs and International Affairs; Tufts University, PhD

Abhishek Kumar  Assistant Teaching Professor, Mechanical and Industrial Engineering; University of Michigan, PhD

Venkat Kuppuswamy  Assistant Professor, Entrepreneurship and Innovation; Harvard Business School, DBA

Jessica Kur  Postdoctoral Teaching Associate, Communication Studies; Pennsylvania State University, PhD

Didem Kurt  Visiting Associate Professor, Marketing; University of Pittsburgh, PhD

Kristina Kutsukos  Assistant Cooperative Education Coordinator, College of Engineering; Northeastern University, MS

John Kwoka  Neal F. Finneegan Distinguished Professor, Economics; University of Pennsylvania, PhD

MiYoung Kwon  Assistant Professor, Psychology; University of Minnesota, PhD

Michelle Laboy  Assistant Professor, Architecture; University of Michigan, MArch

Jamie Ladge  Associate Professor, Management and Organizational Development; Boston College, PhD

Nicole Laffan  Assistant Clinical Professor, Communication Sciences and Disorders; A.T. Still University, Arizona, PhD

Jay Laird  Assistant Teaching Professor, College of Professional Studies; Lesley University, MFA

Charlotte Lam  Assistant Cooperative Education Coordinator, College of Science; California State University, Sacramento, MA
Joan LaMachia
Senior Cooperative Education Coordinator, College of Social Sciences and Humanities; Boston College, MEd

Anna Lamin
Associate Professor, International Business and Strategy; University of Minnesota, PhD

Jason Lancaster
Associate Clinical Professor, Pharmacy and Health Systems Sciences; Massachusetts College of Pharmacy, PharmD

William Lancaster
Senior Lecturer, Communication Studies; Michigan State University, MA

Lucas J. Landherr
Associate Teaching Professor, Chemical Engineering; Cornell University, PhD

Macayla Landi
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of Rhode Island, PhD

Theodore Landsmark
Distinguished Professor, Public Policy and Urban Affairs; Boston University, PhD

David Lang
Assistant Teaching Professor, Mathematics; Boston College, PhD; Northeastern University, PhD

Timothy Lannin
Assistant Teaching Professor, Bioengineering; Cornell University, PhD

Amy Lantinga
Teaching Professor, College of Professional Studies; University of Tennessee, EdD

Philip Larese-Casanova
Associate Professor, Civil and Environmental Engineering; University of Iowa, PhD

Sonya L. Larrieux
Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, PhD

Krista Larsen
Visiting Lecturer, Criminology and Criminal Justice; Suffolk University, JD

Barbara Larson
Associate Academic Specialist, Management and Organizational Development; Harvard Business School, DBA

Elizabeth Larson
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Northeastern University, MBA

Kimberly Larson
Associate Teaching Professor, College of Professional Studies; Drexel University, PhD

Felicia G. Lassk
Associate Professor, Marketing; University of South Florida, PhD

Amanda Reeser Lawrence
Associate Professor, Architecture; Harvard University, PhD

David M. Lazer
University Distinguished Professor, Political Science and Computer Sciences; University of Michigan, Ann Arbor, PhD

Ray LC
Visiting Assistant Professor, Art + Design; University of California, Los Angeles, PhD

Joshua Lea
Assistant Clinical Professor, Nursing; Akron University, PhD

Stefanie E. Leahy
Assistant Teaching Professor, Law; Pepperdine University, JD

Sean Leavey
Visiting Lecturer, Art + Design; Rutgers University, PhD

Carol Lee
Assistant Teaching Professor, Supply Chain and Information Management; University of Massachusetts, Boston, PhD

Cynthia Lee
Professor, Management and Organizational Development; University of Maryland, PhD

Doreen Lee
Associate Professor, Sociology and Anthropology; Cornell University, PhD

Jung Lee
Associate Professor, Philosophy and Religion; Brown University, PhD

Kristen Lee
Associate Teaching Professor, College of Professional Studies; Northeastern University, EdD

Lee-Peng Lee
Assistant Teaching Professor, Mathematics; Massachusetts Institute of Technology, PhD

Matt Lee
Teaching Professor, Human Services; University of Illinois, Urbana-Champaign, PhD

Shun-Yang Lee
Assistant Professor, Marketing; University of Texas, Austin, PhD

Yang W. Lee
Associate Professor, Supply Chain and Information Management; Massachusetts Institute of Technology, PhD

Carolyn W. T. Lee-Parsons
Associate Professor, Chemical Engineering and Chemistry and Chemical Biology; Cornell University, PhD

Chad Lee-Stronach
Assistant Professor, Philosophy and Religion; Australian National University, PhD

Miriam E. Leeser
Professor, Electrical and Computer Engineering; Cambridge University (United Kingdom), PhD

Laurel Leff
Associate Professor, Journalism; Yale University, MA

Lori Lefkovitz
Ruderman Professor of Jewish Studies, Jewish Studies and English; Brown University, PhD
Patrick Legros
Distinguished Professor, Economics; California Institute of Technology, PhD

Bradley M. Lehman
Professor, Electrical and Computer Engineering; Georgia Institute of Technology, PhD

Robert Lentz
Associate Academic Specialist, Entrepreneurship and Innovation; Babson College, MBA

Benjamin Lerner
Assistant Teaching Professor, Computer Sciences; University of Washington, PhD

Neal Lerner
Professor, English; Boston University, EdD

Marina Leslie
Associate Professor, English; Yale University, PhD

Laurent Lessard
Associate Professor, Mechanical and Industrial Engineering; Stanford University, PhD

Hanoch Lev-Ari
Professor, Electrical and Computer Engineering; Stanford University, PhD

Danielle Levac
Assistant Professor, Physical Therapy, Movement, and Rehabilitation Sciences; McMaster University (Canada), PhD

Tatyana Levchenko
Research Assistant Professor, Pharmaceutical Sciences; Academy of Medical Sciences Moscow (Russia), PhD

Yiannis A. Levendis
College of Engineering Distinguished Professor, Mechanical and Industrial Engineering; California Institute of Technology, PhD

Elinor Levine
Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; University of Massachusetts, Amherst, MEd

Erel Levine
Associate Professor, Bioengineering; Weizmann Institute of Science (Israel), PhD

Herbert Levine
University Distinguished Professor, Physics and Bioengineering; Princeton University, PhD

Kim Lewis
University Distinguished Professor, Biology; Moscow University (Russia), PhD

Laura H. Lewis
University Distinguished Professor, Cabot Professor, Chemical Engineering and Mechanical and Industrial Engineering; University of Texas, Austin, PhD

Ang Li
Assistant Professor, Architecture; Princeton University, MArch

Chieh Li
Associate Professor, Applied Psychology; University of Massachusetts, Amherst, EdD

Jiahe Li
Assistant Professor, Bioengineering; Cornell University, PhD

Rui Li
Associate Clinical Professor, Health Sciences; Baylor University, PhD

Yanling Li
Associate Professor, Mechanical and Industrial Engineering; University of Michigan, Ann Arbor, PhD

Zhenyu Liao
Assistant Professor, Management and Organizational Development; National University of Singapore (Singapore), PhD

Robert Lieb
Professor, Supply Chain and Information Management; University of Maryland, DBA

Karl J. Lieberherr
Professor, Computer Sciences; Eidgenössische Technische Hochschule Zürich (Switzerland), PhD

Karlin N. Lifter
Professor, Applied Psychology; Columbia University, PhD

Xue Lin
Assistant Professor, Electrical and Computer Engineering; University of Southern California, PhD

Yingzi Lin
Professor, Mechanical and Industrial Engineering; University of Saskatchewan (Canada), PhD

Alisa K. Lincoln
Professor, Sociology and Anthropology and Health Sciences; Columbia University, PhD

Katherine Lind
Postdoctoral Teaching Associate, Communication Studies; Indiana University, PhD

Margo Lindauer
Associate Clinical Professor, Law; Georgetown University, JD

John J. Lindhe
Associate Teaching Professor, Mathematics; Northeastern University, MA

Jessica Linker
Assistant Professor, History; University of Connecticut, PhD

Gabor P. Lippner
Associate Professor, Mathematics; Eotvos University (Hungary), PhD

James Lipsky
Associate Academic Specialist, American Sign Language; Boston University, MA

Heather A. Littlefield
Teaching Professor, Linguistics; Boston University, PhD

Handan Liu
Associate Teaching Professor, Graduate School of Engineering; Shanghai Jiao Tong University (China), PhD
Kelvin Liu  
Associate Professor, Accounting; University of South Carolina, PhD

Weiling Liu  
Assistant Professor, Finance; Harvard University, PhD

Xiaoping Liu  
Assistant Teaching Professor, Supply Chain and Information Management; University of Massachusetts, Lowell, PhD

Yang Liu  
Assistant Professor, Mechanical and Industrial Engineering; Columbia University, PhD

Yongmin Liu  
Associate Professor, Mechanical and Industrial Engineering and Electrical and Computer Engineering; University of California, Berkeley, PhD

Ioannis Livanis  
Associate Teaching Professor, International Affairs and Political Science; University of Florida, PhD

Carol Livermore  
Associate Professor, Mechanical and Industrial Engineering; Harvard University, PhD

Maider Llaguno-Munitxa  
Assistant Professor, Architecture; Institute of Technology in Architecture, PhD

Martha Loftus  
Assistant Teaching Professor, College of Professional Studies; Harvard University, EdD

Diomedes E. Logothetis  
Professor, Pharmaceutical Sciences; Harvard University, PhD

Fabrizio Lombardi  
International Test Conference Professor, Electrical and Computer Engineering; University of London (United Kingdom), PhD

Georgia Looney  
Assistant Cooperative Education Coordinator, College of Engineering; Boston College, MBA

Melinda Lopez  
Professor of the Practice, Theatre; Boston University, MA

Steven A. Lopez  
Assistant Professor, Chemistry and Chemical Biology; University of California, Los Angeles, PhD

Sara Lopez-Pintado  
Professor, Health Sciences; Universidad Carlos III de Madrid (Spain), PhD

Connie Lorette  
Assistant Clinical Professor, Nursing; Boston College, PhD

Ralph H. Loring  
Associate Professor, Pharmaceutical Sciences; Cornell University, PhD

Daniel Lothian  
Visiting Scholar, Journalism; American University, MA

Kathleen E. Lotterhos  
Assistant Professor, Marine and Environmental Sciences; Florida State University, PhD

Salim A. Lotuff III  
Teaching Professor, Communication Studies; Northeastern University, MA

Deirdre Loughridge  
Assistant Professor, Music; University of Pennsylvania, PhD

Psiche Loui  
Assistant Professor, Music; University of California, Berkeley, PhD

Jennifer O. Love  
Associate Academic Specialist, Engineering; University of Iowa, MS

Timothy Love  
Associate Professor, Architecture; Harvard University, MArch

William Lovely  
Assistant Academic Specialist, International Business and Strategy; Northeastern University, DLP

Amy Shirong Lu  
Assistant Professor, Communication Studies and Health Sciences; University of North Carolina, Chapel Hill, PhD

Long Lu  
Assistant Professor, Computer Sciences; Georgia Institute of Technology, PhD

Lucy Siying Lu  
Assistant Professor, Bioengineering; Baylor College of Medicine, PhD

Razvan Lungeanu  
Assistant Professor, Entrepreneurship and Innovation; Northwestern University, PhD

Katherine Luongo  
Associate Professor, History and International Affairs; University of Michigan, Ann Arbor, PhD

Steven Lustig  
Associate Professor, Chemical Engineering; Purdue University, PhD

David E. Luzzi  
Professor, Mechanical and Industrial Engineering; Northwestern University, PhD

Vasiliki Lykourinou  
Assistant Teaching Professor, Chemistry and Chemical Biology; University of South Florida, PhD

Jun Ma  
Associate Professor, Economics; University of Washington, PhD

Kayse Maass  
Assistant Professor, Mechanical and Industrial Engineering; University of Michigan, PhD

Patricia A. Mabrouk  
Professor, Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Robin Macllroy  
Assistant Cooperative Education Coordinator, College of Engineering; Harvard Graduate School of Education, MEd
Andrew Mackie  
Assistant Clinical Professor, Physician Assistant Program; University of Nebraska, MS

Jeanne Madden  
Associate Professor, Pharmacy and Health Systems Sciences; Harvard University, PhD

Kristin Madison  
Professor, Law and Health Sciences; Stanford University, PhD; Yale Law School, JD

Bala Maheswaran  
Teaching Professor, Engineering; Northeastern University, PhD

Debra Mahfouz  
Associate Clinical Professor, Pharmacy and Health Systems Sciences; University of Rhode Island, PharmD

Elizabeth Mahler  
Associate Teaching Professor, College of Professional Studies; George Washington University, EdD

Luigia Maiellaro  
Teaching Professor, World Languages Center; Russian State University for the Humanities (Russia), PhD

Jean-Claude Makolo  
Assistant Teaching Professor, Finance; Brandeis University, PhD

Lee Makowski  
Professor, Bioengineering and Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Purnima Makris  
Professor, Electrical and Computer Engineering; Massachusetts Institute of Technology, PhD

Alexandros Makriyannis  
George D. Behrakis Chair and Professor, Center for Drug Discovery and Chemistry and Chemical Biology; University of Kansas, PhD

Michael Malamas  
Research Associate Professor, Center for Drug Discovery and Chemistry and Chemical Biology; University of Pennsylvania, PhD

Mario Maletta  
Professor, Accounting; University of Massachusetts, Amherst, PhD

Shiti Malhotra  
Assistant Teaching Professor, Linguistics; University of Maryland, College Park, PhD

Veronika Maliborska  
Associate Teaching Professor, College of Professional Studies; Purdue University, PhD

Andrew Mall  
Assistant Professor, Music; University of Chicago, PhD

Carol R. Mallory  
Associate Teaching Professor, Law; Northeastern University, JD

Craig E. Maloney  
Associate Professor, Mechanical and Industrial Engineering; University of California, Santa Barbara, PhD

Roman Manetsch  
Associate Professor, Chemistry and Chemical Biology and Pharmaceutical Sciences; University of Basel (Switzerland), PhD

Swapnil Maniar  
Professor of the Practice, Health Sciences; Johns Hopkins University, PhD

Justin Manjourides  
Assistant Professor, Health Sciences; Harvard University, PhD

Emily Mann  
Teaching Professor, Human Services; University of Wisconsin, Madison, PhD

Moira Mannix Votel  
Associate Cooperative Education Coordinator, Bouvé College of Health Sciences; Columbia University, MA

Peter Manolios  
Professor, Computer Sciences; University of Texas, Austin, PhD

Valentina Marano  
Assistant Professor, International Business and Strategy; University of South Carolina, PhD

Janice Maras  
Assistant Teaching Professor, Health Sciences; Northeastern University, EdD

Krassimir Marchev  
Professor of the Practice, College of Professional Studies; Northeastern University, PhD

Edwin Marengo Fuentes  
Associate Professor, Electrical and Computer Engineering; Northeastern University, PhD

Alina Marian  
Professor, Mathematics; Harvard University, PhD

Tucker Marion  
Associate Professor, Entrepreneurship and Innovation; Pennsylvania State University, PhD

Helen Markewich  
Assistant Teaching Professor, Bioengineering; Cornell University, PhD

Robert S. Markiewicz  
Professor, Physics; University of California, Berkeley, PhD

Alycia Markowski  
Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Joseph Marks  
Associate Teaching Professor, Finance; University of Illinois, Urbana-Champaign, PhD

Mindy Marks  
Associate Professor, Economics; Washington University, PhD

Julius Marpaung  
Associate Teaching Professor, Electrical and Computer Engineering; Oklahoma State University, PhD

Stacy Marsella  
Professor, Computer Sciences and Psychology; Rutgers University, PhD
Ineke Marshall  
Professor, Sociology and Anthropology and Criminology and Criminal Justice; Bowling Green State University, PhD

Elizabeth Martin  
Assistant Clinical Professor, Communication Sciences and Disorders; McGill University (Canada), MS

Dayna L. Martinez  
Assistant Teaching Professor, Mechanical and Industrial Engineering; University of South Florida, Tampa, PhD

Ramiro Martinez  
Professor, Criminology and Criminal Justice and Sociology and Anthropology; Ohio State University, PhD

José Angel Martinez-Lorenzo  
Associate Professor, Mechanical and Industrial Engineering and Electrical and Computer Engineering; Universidad de Vigo (Spain), PhD

Alexander Martsinovsky  
Associate Professor, Mathematics; Brandeis University, PhD

David Massey  
Professor, Mathematics; Duke University, PhD

Jude E. Mathews  
Associate Teaching Professor, Chemistry and Chemical Biology; Clemson University, PhD

Kay Mathiesen  
Associate Professor, Philosophy and Religion; University of California, Irvine, PhD

Kristen Mathieu Gonzalez  
Clinical Instructor, Nursing; University of Phoenix, MS

Daniele Mathras  
Associate Teaching Professor, Marketing; Arizona State University, PhD

Thomas M. Matta  
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Xavier University of Louisiana, PharmD

Jonathan Matthis  
Assistant Professor, Biology; Rensselaer Polytechnic University, PhD

Carla Mattos  
Professor, Chemistry and Chemical Biology; Massachusetts Institute of Technology, PhD

Lucy Maulsby  
Associate Professor, Architecture; Columbia University, PhD

Ernest Mauritshene  
Associate Cooperative Education Coordinator, D’Amore-McKim School of Business; Hardin-Simmons University, MBA

Bruce Maxwell  
Visiting Professor, Computer Sciences; Carnegie Mellon University, PhD

Jessica Maxwell  
Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Boston University, PhD; Massachusetts General Hospital Institute of Health Professions, DPT

William Mayer  
Professor, Political Science; Harvard University, PhD

Mary Mayville  
Assistant Clinical Professor, Nursing; Northeastern University, DNP

Dori P. Mazor  
Associate Cooperative Education Coordinator, College of Arts, Media and Design; Brandeis University, MBA

Laurie McCadden  
Clinical Instructor, Nursing; University of Massachusetts, Lowell, MSN

Paulette McCarty  
Associate Teaching Professor, Management and Organizational Development; University of Tennessee, PhD

Jane McCool  
Assistant Clinical Professor, Nursing; University of Rhode Island, PhD

Victoria D. McCoy Dunkley  
Assistant Teaching Professor, Law; Vanderbilt University, JD

John McDevitt  
Professor of the Practice, Criminology and Criminal Justice and College of Professional Studies; Northeastern University, PhD

Eileen McDonagh  
Professor, Political Science; Harvard University, PhD

Ann McDonald  
Associate Professor, Art + Design; Yale University, MFA

Matthew McDonald  
Associate Professor, Music; Yale University, PhD

Brianne McDonough  
Assistant Cooperative Education Coordinator, Khoury College of Computer Sciences; Salem State University, MS

Melissa McElligott  
Associate Teaching Professor, Biology; Northeastern University, PhD

Kayla McEwen  
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Northeastern University, MS

Nicol E. McGruder  
Professor, Electrical and Computer Engineering; Michigan State University, PhD

Jean McGuire  
Professor of the Practice, Health Sciences; Brandeis University, PhD

Hugh McManus  
Associate Teaching Professor, Mechanical and Industrial Engineering; Stanford University, PhD

Cristine McMartin-Miller  
Associate Teaching Professor, College of Professional Studies; Purdue University, PhD

Cassandra McMillan  
Assistant Professor, Sociology and Anthropology and Criminology and Criminal Justice; Pennsylvania State University, MA

Joseph McNabb  
Professor of the Practice, College of Professional Studies; Northeastern University, PhD
Robert C. McOwen
Professor, Mathematics; University of California, Berkeley, PhD

Frances Nelson McSherry
Teaching Professor, Theatre; New York University, MFA

Daniel S. Medwed
University Distinguished Professor, Law; Harvard University, JD

Iraz Mehdi
Associate Cooperative Education Coordinator, College of Engineering; California State University, Long Beach, MS

Emanuel S. Melachrinoudis
Professor, Mechanical and Industrial Engineering; University of Massachusetts, Amherst, PhD

Waleed Meleis
Associate Professor, Electrical and Computer Engineering; University of Michigan, PhD

Justin Melette
Visiting Lecturer, English; Pennsylvania State University, PhD

Susan L. Mello
Assistant Professor, Communication Studies; University of Pennsylvania, PhD

Tina J. Mello
Associate Cooperative Education Coordinator, College of Science; Boston College, MA

Alice Mello da Fonseca
Assistant Teaching Professor, College of Professional Studies; Tufts University, PhD

Richard H. Melloni Jr.
Professor, Psychology; University of Massachusetts, PhD

Tommaso Melodia
William Lincoln Smith Professor of Electrical and Computer Engineering, Electrical and Computer Engineering; Georgia Institute of Technology, PhD

Michael Meltsner
Matthews Distinguished University Professor, Law; Yale University, JD

Jose Menendez
Postgraduate Teaching Fellow, Art + Design; Rhode Island School of Design, MA

Latika Menon
Associate Professor, Physics; Tata Institute of Fundamental Research, Bombay (India), PhD

Francisco Mesch
Assistant Cooperative Education Coordinator, Khoury College of Computer Sciences; Washington State University, MS

Hameed Metghalchi
Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, ScD

Laura Meyer
Assistant Cooperative Education Coordinator, Graduate School of Engineering; Cleveland State University, MEd

Marc H. Meyer
Robert J. Shillman Professor of Entrepreneurship and Matthews Distinguished University Professor, Entrepreneurship and Innovation; Massachusetts Institute of Technology, PhD

Amy Meyers
Assistant Cooperative Education Coordinator, Computer Sciences; Salem State University, MS

Ningfang Mi
Associate Professor, Electrical and Computer Engineering; University of Texas, Dallas, MS

Vidoje Mihajlovikj
Lecturer, Computer Sciences; Clarkson University, PhD

Lara Milane
Assistant Teaching Professor, Pharmaceutical Sciences; Northeastern University, PhD

William Miles
Professor, Political Science; Tufts University, PhD

Danielle M. Miller
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Edward Miller
Associate Teaching Professor, College of Professional Studies; Boston College, PhD

Emily Miller
Assistant Cooperative Education Coordinator, College of Science; New York University, MA

Matthew Miller
Professor, Health Sciences; Yale University, MD; Harvard University, ScD

Maura Miller
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Providence College, BS

Renee Miller
Distinguished Professor, Computer Sciences; University of Wisconsin, Madison, PhD

Ennio Mingolla
Professor, Communication Sciences and Disorders; University of Connecticut, PhD

Mona Minkara
Assistant Professor, Bioengineering; University of Florida, PhD

Marilyn L. Minus
Professor, Mechanical and Industrial Engineering; Georgia Institute of Technology, PhD

Alan Mislove
Associate Professor, Computer Sciences; Rice University, PhD

Cheryl Mitteness
Associate Academic Specialist, Entrepreneurship and Innovation; University of Louisville, PhD

Nancy Mizzoni
Clinical Instructor, Nursing; Northeastern University, MS
Anahit Mkrtchyan
Assistant Professor, Finance; Pennsylvania State University, PhD

Sarah Mockler
Assistant Cooperative Education Coordinator, College of Engineering; Boston College, MA

Alicia Modestino
Associate Professor, Public Policy and Urban Affairs and Economics; Harvard University, PhD

Valentine Moghadam
Professor, International Affairs; American University, PhD

Mohsen Moghaddam
Assistant Professor, Mechanical and Industrial Engineering; Purdue University, PhD

Shan Mohammed
Associate Clinical Professor, Health Sciences; Case Western Reserve University, MD

Alexander C. Moll
Zelevinsky Research Instructor, Mathematics; Massachusetts Institute of Technology, PhD

Beth Molnar
Associate Professor, Health Sciences; Harvard University, ScD

James Monaghan
Associate Professor, Biology; University of Kentucky, PhD

Yasmil Montes
Assistant Cooperative Education Coordinator, Khoury College of Computer Sciences; Cambridge College, MS

Robert M. Mooradian
Professor, Finance; University of Pennsylvania, PhD

Elizabeth Moore
Assistant Teaching Professor, International Business and Strategy; Northeastern University, PhD

Rebekah Moore
Visiting Assistant Professor, Music; Indiana University, PhD

Katherine Morelli
Visiting Assistant Teaching Professor, English; Arizona State University, PhD

Enrique F. Moreno
Associate Teaching Professor, Physics; Universidad Nacional de La Plata (Argentina), PhD

Kimberly Moreno
Professor, Accounting; University of Massachusetts, Amherst, PhD

Joanne Morreale
Associate Professor, Media and Screen Studies; Temple University, PhD

Mounira Morris
Assistant Teaching Professor, College of Professional Studies; University of Massachusetts, Amherst, EdD

Kristen Morse
Assistant Cooperative Education Coordinator, Bouvé College of Health Sciences; Ithaca College, DPT

Hossein Mosallaei
Professor, Electrical and Computer Engineering; University of California, Los Angeles, PhD

Mohammad Moshref-Javadi
Visiting Assistant Professor, Supply Chain and Information Management; Purdue University, PhD

Rashid Mosley
Assistant Teaching Professor, College of Professional Studies; George Washington University, PhD

Edward Moss
Associate Teaching Professor, Writing Program; Emerson College, MFA

Lorraine Ann Mountain
Senior Cooperative Education Coordinator, College of Engineering; Tufts University, MS

Amy Mueller
Assistant Professor, Civil and Environmental Engineering and Marine and Environmental Sciences; Massachusetts Institute of Technology, PhD

Sinan Muftu
Professor, Mechanical and Industrial Engineering; University of Rochester, PhD

Tania Muino
Associate Academic Specialist, World Languages Center; University of Barcelona (Spain), MA

Constantine Mukasa
Assistant Teaching Professor, Engineering; Florida Atlantic University, PhD

Sanjeev Mukerjee
Distinguished Professor, Chemistry and Chemical Biology; Texas AM University, PhD

Saptarshi Mukherjee
Assistant Professor, Finance; New York University, PhD

Jay Mulki
Associate Professor, Marketing; University of South Florida, PhD

Anthony Mullen
Associate Teaching Professor, Computer Sciences; University of Groningen (Netherlands), PhD

Patrick Mullen
Associate Professor, English; University of Pittsburgh, PhD

Seth Mulliken
Associate Teaching Professor, Media and Screen Studies; North Carolina State University, PhD

Samuel E. Munoz
Assistant Professor, Marine and Environmental Sciences and Civil and Environmental Engineering; University of Wisconsin, Madison, PhD

Kellianne Murphy
Senior Cooperative Education Coordinator, College of Arts, Media and Design; Northeastern University, MA

Robert Murray
Associate Academic Specialist, Supply Chain and Information Management; Harvard Business School, MBA
Vincent Muscolino  
Lecturer, Finance; Babson College, MBA

Hande Musdal Ondemir  
Assistant Teaching Professor, Mechanical and Industrial Engineering; Northeastern University, PhD

Cecelia Musselman  
Associate Teaching Professor, Writing Program; Columbia University, PhD

Shakir Mustafa  
Teaching Professor, World Languages Center; Boston University, PhD

Mark Muzere  
Visiting Associate Professor, Finance; Washington University, St. Louis, PhD

Andrew Myers  
Associate Professor, Civil and Environmental Engineering; Stanford University, PhD

David Myers  
Associate Teaching Professor, Finance; University of Washington, PhD

Laura Mylott  
Clinical Professor, Nursing; Boston College, PhD

Florian Naef  
Zelevinsky Research Instructor, Mathematics; University of Geneva (Switzerland), PhD

Thomas K. Nakayama  
Professor, Communication Studies; University of Iowa, PhD

Laurie Nardone  
Associate Teaching Professor, English; Emory University, PhD

Tareq Nasralah  
Visiting Assistant Professor, Supply Chain and Information Management; Dakota State University, PhD

Pran Nath  
Matthews Distinguished University Professor, Physics; Stanford University, PhD

Hamid Nayeb-Hashemi  
Professor, Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Collette Ncube  
Assistant Professor, Health Sciences; University of Pittsburgh, PhD

Brent Nelson  
Professor, Physics; University of California, Berkeley, PhD

Carl W. Nelson  
Associate Professor, International Business and Strategy; University of Manchester (United Kingdom), PhD

Laura Nelson  
Assistant Professor, Sociology and Anthropology; University of California, Berkeley, PhD

Huy Nguyen  
Assistant Professor, Computer Sciences; Princeton University, PhD

Julie Nguyen  
Assistant Cooperative Education Coordinator, College of Engineering; Columbia University, MA

Jared Nicholson  
Associate Clinical Professor, Law; Harvard University, JD

Sandy Nickel  
Assistant Teaching Professor, College of Professional Studies; University of Iowa, PhD

Mark J. Niedre  
Associate Professor, Bioengineering; University of Toronto (Canada), PhD

Spyridon Nikas  
Research Associate Professor, Center for Drug Discovery; Aristotle University (Greece), PhD

Matthew Nippins  
Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Massachusetts General Hospital Institute of Health Professions, DPT

Matthew C. Nisbet  
Professor, Communication Studies; Cornell University, PhD

Cristina Nita-Rotaru  
Professor, Computer Sciences; Johns Hopkins University, PhD

Daniel Noemi Voionmaa  
Associate Professor, Cultures, Societies, and Global Studies; Yale University, PhD

Alison Nogueira  
Senior Cooperative Education Coordinator, College of Engineering; Suffolk University, MEd

David Nolan  
Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Massachusetts General Hospital Institute of Health Professions, DPT

Kimberly Nolan  
Associate Teaching Professor, College of Professional Studies; University of Vermont, EdD

Carey Noland  
Associate Professor, Communication Studies; Ohio University, PhD

Ellen Noonan  
Associate Teaching Professor, Writing Program; Emerson College, MFA

Matthew Noonan  
Associate Teaching Professor, Writing Program; Massachusetts College of Art, MFA

Farzard Noubary  
Associate Clinical Professor, Health Sciences; Harvard University, PhD

Guevara Noubir  
Professor, Computer Sciences; Swiss Federal Institute of Technology, Lausanne (Switzerland), PhD

Gilbert Nyaga  
Associate Professor and Joe Dichiocchio Faculty Fellow, Supply Chain and Information Management; Michigan State University, PhD
Jessica Oakes  
Assistant Professor, Bioengineering; University of California, San Diego, PhD

Antonio Ocampo-Guzman  
Associate Professor, Theatre; York University (Canada), MFA

Abigail Ochengco  
Assistant Cooperative Education Coordinator, College of Engineering; Harvard University, MEd

Curtis Odom  
Assistant Teaching Professor, Management and Organizational Development; Pepperdine University, EdD

Mikhail Oet  
Associate Teaching Professor, College of Professional Studies; Case Western Reserve University, PhD

Dietmar Offenhuber  
Associate Professor, Art + Design and Public Policy and Urban Affairs; Massachusetts Institute of Technology, PhD

Marvin Onabajo  
Associate Professor, Electrical and Computer Engineering; Texas AM University, PhD

Mary Jo Ondrechen  
Professor, Chemistry and Chemical Biology; Northwestern University, PhD

Annalisa Onnis-Hayden  
Teaching Professor, Civil and Environmental Engineering; University of Cagliari (Italy), PhD

Alina Oprea  
Associate Professor, Computer Sciences; Carnegie Mellon University, PhD

Toyoko J. Orimoto  
Associate Professor, Physics; University of California, Berkeley, PhD

Jessica Ormsby  
Assistant Cooperative Education Coordinator, College of Engineering; University of Massachusetts, Boston, MEd

Andrew Orr-Skirvin  
Associate Clinical Professor, Pharmacy and Health Systems Sciences; University of Texas, Austin, PharmD

Sarah Ostadabbas  
Assistant Professor, Electrical and Computer Engineering; University of Texas, Dallas, PhD

Timothy Ouillette  
Associate Teaching Professor, Communication Studies; Art Institute of Boston, MFA

Jane Owens  
Associate Professor, Pharmacy and Health Systems Sciences; Pennsylvania State University, PhD

Oyindasola O. Oyelaran  
Teaching Professor, Chemistry and Chemical Biology; Harvard University, PhD

Yusuf Ozbek  
Associate Teaching Professor, Graduate School of Engineering; Northeastern University, PhD

Daniel O’Brien  
Associate Professor, Public Policy and Urban Affairs and Criminology and Criminal Justice; Binghamton University, PhD

Brian O’Connell  
Assistant Teaching Professor, Engineering; Tufts University, PhD

Sean O’Connell  
Assistant Academic Specialist, College of Professional Studies; Northeastern University, PhD

Catherine O’Connor  
Clinical Instructor, Nursing; Boston College, MS

George A. O’Doherty  
Professor, Chemistry and Chemical Biology; Ohio State University, PhD

Russ O’Haver  
Senior Academic Specialist, Accounting; University of New York, PhD

Peggy L. O’Kelly  
Principal Lecturer, Accounting; University of Michigan, MBA

Donald M. O’Malley  
Associate Professor, Biology; Harvard University, PhD

Donica O’Malley  
Postdoctoral Teaching Associate, Communication Studies; University of Pittsburgh, PhD

Therese M. O’Neill-Pirozzi  
Associate Professor, Communication Sciences and Disorders; Boston University, ScD

Taskin Padir  
Associate Professor, Electrical and Computer Engineering; Purdue University, PhD

Robert K. Painter  
Associate Teaching Professor, Linguistics; State University of New York, Buffalo, PhD

Himlona Palikhe  
Associate Teaching Professor, Graduate School of Engineering; Texas Tech University, PhD

Costas Panagopoulos  
Professor, Political Science; New York University, PhD

Kwamina Panford  
Associate Professor, Cultures, Societies, and Global Studies; Northeastern University, PhD

Themis Papageorge  
Associate Clinical Professor, Computer Sciences; Massachusetts Institute of Technology, PhD

Demetra Paparounas  
Lecturer, Supply Chain and Information Management; Northeastern University, PhD

Harikrishnan Parameswaran  
Assistant Professor, Bioengineering; Boston University, PhD

Serena Parekh McGushin  
Associate Professor, Philosophy and Religion; Boston College, PhD
Jason Parente  
Assistant Clinical Professor, Physician Assistant Program; Northeastern University, MS

Melissa Parenti  
Assistant Teaching Professor, College of Professional Studies; University of Southern California, EdD

Chanyun Park  
Assistant Professor, Pharmacy and Health Systems Sciences; University of Texas, Austin, PhD

John Park  
Clinical Instructor, Computer Sciences; Stanford University, MS

Quannah Parker-McGowan  
Assistant Teaching Professor, College of Professional Studies; University of Minnesota, PhD

Wendy E. Parmet  
Matthews Distinguished University Professor, Law; Harvard University, JD

Christopher Parsons  
Associate Professor, History; University of Toronto (Canada), PhD

Nikos Passas  
Professor, Criminology and Criminal Justice; University of Edinburgh (Scotland), PhD

Rupal Patel  
Professor, Communication Sciences and Disorders and Computer Sciences; University of Toronto (Canada), PhD

Dipu Patel-Junankar  
Assistant Clinical Professor, Physician Assistant Program; University of Nebraska, MPAS

Mark R. Patterson  
Professor, Marine and Environmental Sciences and Civil and Environmental Engineering; Harvard University, PhD

Jeremy R. Paul  
Professor, Law; Harvard University, JD

Koen Pauwels  
Distinguished Professor, Marketing; University of California, Los Angeles, PhD

Michael Pavel  
Professor of the Practice, Computer Sciences and Health Sciences; New York University, PhD

Spiro Pavlopoulos  
Research Associate Professor, Center for Drug Discovery; Victorian College of Pharmacy, Melbourne (Australia), PhD

Virgiliu Pavlu  
Associate Teaching Professor, Computer Sciences; Northeastern University, PhD

Kara Pavone  
Assistant Professor, Nursing; University of Pennsylvania, PhD

Karen Pawelek  
Assistant Clinical Professor, Nursing; Northeastern University, PhD

Nancy Pawlyshyn  
Associate Teaching Professor, College of Professional Studies; Capella University, PhD

Sarah Peacock  
Assistant Teaching Professor, Biology; University of Missouri Medical School, PhD

Celia Pearce  
Associate Professor, Game Design; University of the Arts London (United Kingdom), PhD

Neal J. Pearlmuter  
Associate Professor, Psychology; Massachusetts Institute of Technology, PhD

Melissa Pearson  
Assistant Teaching Professor, Writing Program; University of South Carolina, PhD

Alyssa Peckham  
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of Rhode Island, PhD

Jinxiang Pei  
Assistant Teaching Professor, Mechanical and Industrial Engineering; Northwestern University, PhD

Lei Pei  
Assistant Professor, Marketing; University of California, Los Angeles, PhD

Melissa Peiken  
Associate Cooperative Education Coordinator, Khoury College of Computer Sciences; Emerson College, MEd

Matej Penciak  
Zelevinsky Research Instructor, Mathematics; University of Illinois, Urbana-Champaign, PhD

Russell Pensyl  
Professor, Art + Design; Western Michigan University, MFA

Diane Perez  
Assistant Academic Specialist, College of Professional Studies; Salem State University, MEd

Laura Perovich  
Assistant Professor, Art + Design; Massachusetts Institute of Technology, PhD

Ivan Petkov  
Assistant Professor, Economics; Boston College, PhD

Courtney Pfluger  
Assistant Teaching Professor, Chemical Engineering; Northeastern University, PhD

David M. Phillips  
Professor, Law; Columbia University, JD

Susan E. Picillo  
Senior Lecturer, Communication Studies; Cambridge College, MEd

Kelsey Pieper  
Assistant Professor, Civil and Environmental Engineering; Virginia Polytechnic Institute and State University, PhD
Sara Pintado-Lopez
Associate Professor, Health Sciences; Universidad Carlos III de Madrid (Spain), PhD

Ameet Pinto
Assistant Professor, Civil and Environmental Engineering; Virginia Polytechnic Institute and State University, PhD

Maricla Pirozzi
Assistant Cooperative Education Coordinator, Graduate School of Engineering; European School of Economics (Italy), MBA

Leigh Plant
Research Associate Professor, Pharmaceutical Sciences; University of Leeds (United Kingdom), PhD

Harlan D. Platt
Professor, Finance; University of Michigan, PhD

Marjorie Platt
Professor, Accounting; University of Michigan, PhD

Robert Platt Jr.
Assistant Professor, Computer Sciences; University of Massachusetts, Amherst, PhD

Mya Poe
Associate Professor, English; University of Massachusetts, Amherst, PhD

Hermine Poghosyan
Assistant Professor, Nursing; University of Massachusetts, Boston, PhD

Ann Polcari
Associate Clinical Professor, Nursing; Boston College, PhD

Stephanie Pollack
Professor of the Practice, Public Policy and Urban Affairs; Harvard Law School, JD

Michael P. Pollastri
Professor, Chemistry and Chemical Biology; Brown University, PhD

Marius Popescu
Associate Teaching Professor, Finance; Virginia Polytechnic Institute and State University, PhD

Hilary Poriss
Associate Professor, Music; University of Chicago, PhD

Gary Porter
Assistant Teaching Professor, Finance; University of South Carolina, PhD

Richard D. Porter
Professor, Mathematics; Yale University, PhD

Veronica L. Porter
Associate Professor, Cooperative Education, College of Science; Northeastern University, MEd

Lindsay Portnoy
Associate Teaching Professor, College of Professional Studies; Fordham University, PhD

John Portz
Professor, Political Science; University of Wisconsin, Madison, PhD

Mary-Susan Potts-Santone
Teaching Professor, Biology; University of New Hampshire, PhD

Michael J. Power
Lecturer, Supply Chain and Information Management; Northeastern University, MBA

Edward Powers
Professor of the Practice, College of Professional Studies; Northeastern University, EdD

Susan G. Powers-Lee
Professor, Biology; University of California, Berkeley, PhD

Silvia Prina
Associate Professor, Economics; Boston University, PhD

Robert Prior
Associate Teaching Professor, College of Professional Studies; Nova Southeastern University, EdD

Mark Prokosch
Associate Teaching Professor, Psychology; University of California, Davis, PhD

Sheila M. Puffer
Professor and University Distinguished Professor, International Business and Strategy; University of California, Berkeley, PhD

Zhenyun Qian
Research Assistant Professor, Electrical and Computer Engineering; Northeastern University, PhD

Karen Quigley
Professor, Psychology; Ohio State University, PhD

Simon Rabinovitch
Associate Professor, History and Jewish Studies; Brandeis University, PhD

Gordana Rabrenovic
Associate Professor, Sociology and Anthropology; State University of New York, Albany, PhD

John Rachlin
Assistant Teaching Professor, Computer Sciences; Boston University, PhD

Srinivasan Radhakrishnan
Assistant Teaching Professor, Mechanical and Industrial Engineering; Northeastern University, PhD

Predrag Radivojac
Professor, Computer Sciences; Temple University, PhD

Stephanie Raible
Assistant Teaching Professor, Entrepreneurship and Innovation; Northeastern University, EdD

Rajmohan Rajaraman
Professor, Computer Sciences; University of Texas, Austin, PhD

Ravi Ramamurti
University Distinguished Chair Professor, International Business and Strategy; Harvard University, DBA

Valeria Ramdin
Assistant Clinical Professor, Nursing; Northeastern University, DNSc

Alireza Ramezani
Assistant Professor, Electrical and Computer Engineering; University of Michigan, PhD
Deborah A. Ramirez  
Professor, Law; Harvard University, JD

Sumientra Rampersad  
Research Assistant Professor, Electrical and Computer Engineering; Radboud University (Netherlands), PhD

Janet Randall  
Professor, English; University of Massachusetts, Amherst, PhD

Aanjhan Ranganathan  
Assistant Professor, Computer Sciences; ETH Zurich (Switzerland), PhD

Manish Ranjit  
Assistant Teaching Professor, Mechanical and Industrial Engineering; Texas Tech University, PhD

Carey M. Rappaport  
College of Engineering Distinguished Professor, Electrical and Computer Engineering; Massachusetts Institute of Technology, ScD

K. J. Rawson  
Associate Professor, English and Women’s, Gender, and Sexuality Studies; Syracuse University, PhD

Andrea Raynor  
Teaching Professor, Art + Design; School of Visual Arts, MFA

Desislava Raytcheva  
Associate Teaching Professor, Biology; Northeastern University, PhD

Leena Razzaq  
Assistant Teaching Professor, Computer Sciences; Worcester Polytechnic Institute, PhD

Joseph Reagle  
Associate Professor, Communication Studies; New York University, PhD

Lynn Reede  
Associate Clinical Professor, Nursing; Northeastern University, PhD

Debra J. Reid  
Associate Clinical Professor, Pharmacy and Health Systems Sciences; Northeastern University, PharmD

Imke Reimers  
Assistant Professor, Economics; University of Minnesota, PhD

Karen Reiss Medwed  
Associate Teaching Professor, College of Professional Studies; New York University, PhD

Marketa Rejtar  
Assistant Clinical Professor, Nursing; Massachusetts General Hospital Institute of Health Professions, PhD

John R. Reynolds  
Professor, Pharmacy and Health Systems Sciences; Duquesne University, PharmD

Lesley A. Ricci  
Associate Teaching Professor, Psychology; Northeastern University, PhD

Milda Richardson  
Associate Teaching Professor, Art + Design; Boston University, PhD

Megan Richmond  
Assistant Cooperative Education Coordinator, D’Amore-McKim School of Business; Boston College, MEd

Janet S. Rico  
Associate Clinical Professor, Nursing; Northeastern University, PhD

Mirek Riedwald  
Associate Professor, Computer Sciences; University of California, Santa Barbara, PhD

Christoph Riedl  
Associate Professor, Supply Chain and Information Management and Computer Sciences; Technische Universität München (Germany), PhD

Justin B. Ries  
Professor, Marine and Environmental Sciences; Johns Hopkins University, PhD

Matteo Rinaldi  
Associate Professor, Electrical and Computer Engineering; University of Pennsylvania, PhD

Christie Rizzo  
Assistant Professor, Applied Psychology; University of Southern California, Los Angeles, PhD

Christina Roberts  
Associate Cooperative Education Coordinator, D’Amore-McKim School of Business; Simmons College, MBA

Christopher J. Robertson  
Professor, International Business and Strategy; Florida State University, PhD

Craig M. Robertson  
Associate Professor, Media and Screen Studies; University of Illinois, Urbana-Champaign, PhD

William Robertson  
Associate Professor, Computer Sciences and Electrical and Computer Engineering; University of California, Santa Barbara, PhD

Hilary C. Robinson  
Associate Professor, Law and Sociology and Anthropology; Massachusetts Institute of Technology, PhD; Harvard University, JD

Tracy L. Robinson Wood  
Professor, Applied Psychology; Harvard University, EdD

Brian Robson  
Assistant Teaching Professor, Music; Cornell University, DMA

David Rochefort  
Distinguished Professor, Political Science; Brown University, PhD

Rachel Rodgers  
Associate Professor, Applied Psychology; Université de Toulouse-Le Mirail (France), PhD

Kirsten Rodine Hardy  
Associate Professor, Political Science; University of California, Berkeley, PhD

Rudy Rodsphon  
Zelevinsky Research Instructor, Mathematics; Université Lyon 1 (France), PhD
Northeastern University

Sonia Rolland
Professor, Law; Cambridge University (United Kingdom), PhD; University of Michigan, JD

Bruce Ronkin
Professor, Music; University of Maryland, DMA

Tayla Rose
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of Connecticut, PharmD

Rachel E. Rosenbloom
Professor, Law; New York University, JD

Rebecca B. Rosengaus
Associate Professor, Marine and Environmental Sciences; Boston University, PhD

James R. Ross
Associate Professor, Journalism; American University, MA

Aaron Roth
Associate Teaching Professor, Biology; Northeastern University, PhD

Alexandra Roth
Associate Academic Specialist, International Business and Strategy; University of Frankfurt (Germany), PhD

Sara Rouhanifard
Assistant Professor, Bioengineering; Yeshiva University, PhD

James V. Rowan
Professor, Law; Duke University, JD

Jeffrey W. Ruberti
Professor, Bioengineering; Tulane University, PhD

Michael Ruff
Assistant Teaching Professor, Accounting; Bentley University, PhD

Timothy J. Rupert
Professor, Accounting; Pennsylvania State University, PhD

Ivan Rupnik
Associate Professor, Architecture; Harvard University, PhD

Elizabeth Russet
Assistant Clinical Professor, Nursing; Northeastern University, PhD

Hanai Sadaka
Associate Teaching Professor, Mathematics; Northeastern University, PhD

J. Timothy Sage
Associate Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Bhawesh Sah
Visiting Assistant Professor, Supply Chain and Information Management; State University of New York, Binghamton, PhD

Vinod Sahney
University Distinguished Professor, Mechanical and Industrial Engineering; University of Wisconsin, Madison, PhD

Blaine Saito
Assistant Professor, Law; Harvard University, JD

Iman Salama
Associate Teaching Professor, Electrical and Computer Engineering; Virginia Polytechnic Institute and State University, PhD

Masoud Salehi
Associate Professor, Electrical and Computer Engineering; Stanford University, PhD

Carmel Salhi
Assistant Professor, Health Sciences; Harvard University, PhD

William Sanchez
Associate Professor, Applied Psychology; Boston University, PhD

Nada Sanders
Distinguished Professor of Supply Chain Management, Supply Chain and Information Management; Ohio State University, PhD

Tova Sanders
Associate Teaching Professor, College of Professional Studies; George Washington University, EdD

Ronald Sandler
Professor, Philosophy and Religion; University of Wisconsin, Madison, PhD

Erica Sands
Assistant Cooperative Education Coordinator, D'Amore-McKim School of Business; Northeastern University, MS

John Sangster
Assistant Teaching Professor, Engineering; Virginia Polytechnic Institute and State University, PhD

Claudia Santelices
Research Assistant Professor, Institute of Health Equity and Social Justice Research Center; University of Connecticut, PhD

Jody Santos
Visiting Assistant Teaching Professor, Journalism; Northeastern University, MA

Ravi Sarathy
Professor, International Business and Strategy; University of Michigan, PhD

Mehrdad Sasani
Professor, Civil and Environmental Engineering; University of California, Berkeley, PhD

Ajay B. Satpute
Assistant Professor, Psychology; University of California, Los Angeles, PhD

Behrooz (Barry) Satvat
Associate Teaching Professor, Chemical Engineering; Massachusetts Institute of Technology, ScD

Stephen S. Savitsky
Assistant Cooperative Education Coordinator, College of Science; Marquette University, MA

Kevin Scanlon
Professor of the Practice, Entrepreneurship and Innovation; University of London (United Kingdom), PhD
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Samuel V. Scarpino</td>
<td>Assistant Professor, Marine and Environmental Sciences and Physics; University of Texas, Austin, PhD</td>
<td></td>
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<tr>
<td>Carmen Sceppa</td>
<td>Professor, Health Sciences; Francisco Marroquin University (Guatemala), MD; Tufts University, PhD</td>
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<tr>
<td>Martin Schedlbauer</td>
<td>Associate Clinical Professor, Computer Sciences; University of Massachusetts, PhD</td>
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<tr>
<td>Gunar Schirmer</td>
<td>Associate Professor, Electrical and Computer Engineering; University of California, Irvine, PhD</td>
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<tr>
<td>Ralf W. Schlosser</td>
<td>Professor, Communication Sciences and Disorders; Purdue University, PhD</td>
<td></td>
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<tr>
<td>Walter Schnyder</td>
<td>Associate Teaching Professor, Computer Sciences; Swiss Federal Institute of Technology (Switzerland), PhD</td>
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<tr>
<td>Egon Schulte</td>
<td>Professor, Mathematics; University of Dortmund (Germany), PhD</td>
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<tr>
<td>Kathryn Schulte Grahame</td>
<td>Associate Teaching Professor, Engineering; Columbia University, PhD</td>
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<tr>
<td>Joseph Schwartz</td>
<td>Associate Teaching Professor, Communication Studies; University of Iowa, PhD</td>
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<tr>
<td>Martin Schwarz Jr.</td>
<td>Associate Professor, Mathematics; Courant Institute, PhD</td>
<td></td>
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<tr>
<td>Cody Scott</td>
<td>Assistant Professor, Computer Sciences; University of Maryland, PhD</td>
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<tr>
<td>Douglass Scott</td>
<td>Associate Teaching Professor, Art + Design; Yale University, MFA</td>
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<tr>
<td>Steven Scyphers</td>
<td>Assistant Professor, Marine and Environmental Sciences; University of South Alabama, PhD</td>
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<tr>
<td>Max Sederer</td>
<td>Assistant Cooperative Education Coordinator, College of Engineering; Tufts University, MEd</td>
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<tr>
<td>Magy Seif El-Nasr</td>
<td>Associate Professor, Computer Sciences and Art + Design; Northeastern University, PhD</td>
<td></td>
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<tr>
<td>Ethan Selinger</td>
<td>Assistant Cooperative Education Coordinator, Khoury College of Computer Sciences; University of Massachusetts, Lowell, MS</td>
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<tr>
<td>Sarah Sellke</td>
<td>Assistant Teaching Professor, Computer Sciences; Purdue University, PhD</td>
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<tr>
<td>Shubhro Sen</td>
<td>Visiting Professor, Marketing; University of California, Berkeley, PhD</td>
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<tr>
<td>Laura Senier</td>
<td>Associate Professor, Sociology and Anthropology and Health Sciences; Brown University, PhD</td>
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<tr>
<td>Sumi Seo</td>
<td>Assistant Teaching Professor, Mathematics; University of Missouri, Columbia, PhD</td>
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<tr>
<td>Bahram Shafai</td>
<td>Professor, Electrical and Computer Engineering; George Washington University, ScD</td>
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<td>Michael Shah</td>
<td>Lecturer, Computer Sciences; Tufts University, PhD</td>
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<td>Rebecca M. Shansky</td>
<td>Associate Professor, Psychology; Yale University, PhD</td>
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<td>Harvey Shapiro</td>
<td>Clinical Professor, College of Professional Studies; Hebrew Union College, PhD</td>
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<tr>
<td>Ali Sharifkhani</td>
<td>Assistant Professor, Finance; University of Toronto (Canada), PhD</td>
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<tr>
<td>William T. Sharp</td>
<td>Associate Teaching Professor, Psychology; Boston Graduate School of Psychoanalysis, PhD</td>
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<td>Gavin M. Shatkin</td>
<td>Professor, Public Policy and Urban Affairs and Architecture; Rutgers University, PhD</td>
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<td>Dennis R. Shaughnessy</td>
<td>Senior Academic Specialist, Entrepreneurship and Innovation; University of Maryland, JD</td>
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<tr>
<td>Margaret Shea</td>
<td>Associate Cooperative Education Coordinator, D'Amore-McKim School of Business; Boston University, BLS</td>
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<tr>
<td>Thomas C. Sheahan</td>
<td>Professor, Civil and Environmental Engineering; Massachusetts Institute of Technology, ScD</td>
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<tr>
<td>Sandra Shefelbine</td>
<td>Professor, Mechanical and Industrial Engineering and Bioengineering; Stanford University, PhD</td>
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<tr>
<td>Abhi Shelat</td>
<td>Associate Professor, Computer Sciences; Massachusetts Institute of Technology, PhD</td>
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<tr>
<td>Paxton Sheldahl</td>
<td>Assistant Teaching Professor, Architecture; Harvard University, MArch</td>
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<tr>
<td>H. David Sherman</td>
<td>Professor, Accounting; Harvard University, DBA</td>
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<tr>
<td>Amit Shesh</td>
<td>Associate Teaching Professor, Computer Sciences; University of Minnesota, Twin Cities, PhD</td>
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<tr>
<td>Shiaoming Shi</td>
<td>Assistant Teaching Professor, Bioengineering; University of Pittsburgh, PhD</td>
<td></td>
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<tr>
<td>Craig Shillaber</td>
<td>Assistant Teaching Professor, Civil and Environmental Engineering; Virginia Polytechnic Institute and State University, MS</td>
<td></td>
</tr>
</tbody>
</table>
Ji-Yong Shin  
Assistant Professor, Computer Sciences; Cornell University, PhD

Jennifer Shire  
Assistant Cooperative Education Coordinator, Khoury College of Computer Sciences; Columbia University, MBA

Olin Shivers  
Professor, Computer Sciences; Carnegie Mellon University, PhD

Mariya Shyiko  
Associate Professor, Applied Psychology; City University of New York, PhD

Katy Shorey  
Assistant Teaching Professor, Philosophy and Religion; University of Missouri, PhD

Catherine Showalter  
Assistant Teaching Professor, College of Professional Studies; University of Utah, PhD

Aatmesh Shrivastava  
Assistant Professor, Electrical and Computer Engineering; University of Virginia, Charlottesville, PhD

Milad Siami  
Assistant Professor, Electrical and Computer Engineering; Lehigh University, PhD

Stephanie Sibicky  
Assistant Clinical Professor, Pharmacy and Health Systems Sciences; University of Rhode Island, PhD

Brandon Sichling  
Assistant Teaching Professor, Art + Design; Emerson College, MFA

Mary Lou Siefert  
Associate Clinical Professor, Nursing; Yale University, PhD

Jose Sierra  
Associate Teaching Professor, Computer Sciences; Universidad Carlos III de Madrid (Spain), PhD

Robert Sikes  
Associate Professor, Physical Therapy, Movement, and Rehabilitation Sciences; University of Texas, Houston, PhD

Jessica M. Silbey  
Professor, Law; University of Michigan, PhD, JD

Michael B. Silevitch  
Robert Black Professor of Engineering and College of Engineering Distinguished Professor, Electrical and Computer Engineering; Northeastern University, PhD

Robert A. Silversmith  
Zelevinsky Research Instructor, Mathematics; University of Michigan, PhD

Peter Simon  
Teaching Professor, Economics; Northern Illinois University, PhD

Simon Singer  
Professor, Criminology and Criminal Justice; University of Pennsylvania, PhD

Hanumant Singh  
Professor, Electrical and Computer Engineering and Mechanical and Industrial Engineering; Massachusetts Institute of Technology, PhD

Rifat Sipahi  
Professor, Mechanical and Industrial Engineering; University of Connecticut, PhD

Michail V. Sitkovsky  
Eleanor W. Black Chair in Immunophysiology and Pharmaceutical Biotechnology and Professor, Institute for Tissue Damage and Biology; Moscow State University (Russia), PhD

Mark Sivak  
Associate Teaching Professor, Art + Design and Engineering; Northeastern University, PhD

Hazel Sive  
Professor, Biology; Rockefeller University, PhD

Louise A. Skinnari  
Assistant Professor, Physics; University of California, Berkeley, PhD

Adrienne Slaughter  
Lecturer, Computer Sciences; University of Washington, PhD

Nikolai Slavov  
Assistant Professor, Bioengineering; Princeton University, PhD

Rory Smead  
Ronald L. and Linda A. Rossetti Professor for the Humanities, Philosophy and Religion; University of California, Irvine, PhD

Daryl Smith  
Visiting Assistant Teaching Professor, Art + Design; Rhode Island School of Design, MFA

David A. Smith  
Assistant Professor, Computer Sciences; Johns Hopkins University, PhD

Henry Smith  
Assistant Teaching Professor, Physics; Northeastern University, PhD

Keith Smith  
Assistant Professor, Marketing; University of Georgia, PhD

Matthew Smith  
Associate Professor, Philosophy and Religion; University of North Carolina, Chapel Hill, PhD

Molly Smith  
Assistant Teaching Professor, College of Professional Studies; Boston College, PhD

Ronald Bruce Smith  
Associate Professor, Music; University of California, Berkeley, PhD

Wendy A. Smith  
College of Arts and Sciences Distinguished Professor, Biology; Duke University, PhD

Eugene S. Smotkin  
Professor, Chemistry and Chemical Biology; University of Texas, Austin, PhD

Bridget Smyser  
Associate Teaching Professor, Mechanical and Industrial Engineering; Worcester Polytechnic Institute, PhD
Nancy P. Snyder  
Associate Teaching Professor, Psychology; Harvard University, EdD

Dani Snyder-Young  
Assistant Professor, Theatre; New State University, PhD

Isabel Sobral Campos  
Assistant Teaching Professor, English; City University of New York, PhD

Claudia Sokol  
Associate Teaching Professor, World Languages Center; University of Buenos Aires (Argentina), MD

Eduardo Sontag  
University Distinguished Professor, Electrical and Computer Engineering and Bioengineering; University of Florida, PhD

Maria Sorenson  
Visiting Clinical Instructor, Nursing; Northeastern University, MSN

Nikolaos S. Soukos  
Associate Teaching Professor, Physics and Biology; University of Munich (Germany), PhD

Bert A. Spector  
Associate Professor, International Business and Strategy; University of Missouri, PhD

Denise Spencer  
Senior Lecturer, Supply Chain and Information Management; Boston College, PhD

Emily A. Spieler  
Edwin W. Hadley Professor, Law; Yale University, JD

Karen M. Spikes  
Assistant Teaching Professor, Psychology; Cornell University, PhD

Jay Spitulnik  
Associate Teaching Professor, Computer Sciences and Health Sciences; Walden University, PhD

Bryan Q. Spring  
Assistant Professor, Physics; University of Illinois, Urbana-Champaign, PhD

Sheila Springer  
Postdoctoral Teaching Associate, Communication Studies; University of Arizona, PhD

Srinivas Sridhar  
University Distinguished Professor, Physics; California Institute of Technology, PhD

Kuppuswamy Srikrishna  
Associate Teaching Professor, Entrepreneurship and Innovation; University of California, Berkeley, PhD

Kandarp Srinivasan  
Assistant Professor, Finance; Washington University, St. Louis, PhD

Cristina Stanica  
Visiting Lecturer, Public Policy and Urban Affairs; University of Delaware, PhD

Thomas Starr  
Professor, Art + Design; Yale University, MFA

Joshua Stefanik  
Assistant Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Boston University, PhD

Mary Steffel  
Assistant Professor, Marketing; Princeton University, PhD; University of Florida, PhD

Leslie Stein  
Assistant Teaching Professor, College of Professional Studies; United States International University, EdD

Armen B. Stepanyants  
Professor, Physics; University of Rhode Island, PhD

Jennie Stephens  
Professor, Public Policy and Urban Affairs; California Institute of Technology, PhD

Dagmar Sternad  
University Distinguished Professor, Biology and Electrical and Computer Engineering; University of Connecticut, PhD

Sebastian Stockman  
Associate Teaching Professor, Writing Program; Emerson College, MFA

Milica Stojanovic  
Professor, Electrical and Computer Engineering; Northeastern University, PhD

Michael Stone  
Associate Teaching Professor, Economics; University of Connecticut, PhD

Jacob Stowell  
Associate Professor, Criminology and Criminal Justice; State University of New York, Albany, PhD

Laney Strange  
Associate Teaching Professor, Computer Sciences; Dartmouth College, PhD

Heather Streets-Salter  
Professor, History; Duke University, PhD

Aron P. Stubbins  
Associate Professor, Marine and Environmental Sciences and Civil and Environmental Engineering and Chemistry and Chemical Biology; Newcastle University (United Kingdom), PhD

Jacob Stump  
Assistant Teaching Professor, Philosophy and Religion; University of Toronto (Canada), PhD

Lili Su  
Assistant Professor, Electrical and Computer Engineering; University of Illinois, Urbana-Champaign, PhD

Ming Su  
Professor, Chemical Engineering; Northwestern University, PhD

Fernando Suarez  
Jean C. Tempel Professor, Entrepreneurship and Innovation; Massachusetts Institute of Technology, PhD

Alexandru I. Suciu  
Professor, Mathematics; Columbia University, PhD
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annemarie C. Sullivan</td>
<td>Clinical Instructor, Health Sciences; Northeastern University, MS</td>
</tr>
<tr>
<td>Denis Sullivan</td>
<td>Professor, Political Science and International Affairs; University of Michigan, PhD</td>
</tr>
<tr>
<td>Fareena Sultan</td>
<td>Professor, Marketing; Columbia University, PhD</td>
</tr>
<tr>
<td>Hao Sun</td>
<td>Assistant Professor, Civil and Environmental Engineering; Columbia University, PhD</td>
</tr>
<tr>
<td>Hongwei Sun</td>
<td>Professor, Mechanical and Industrial Engineering; Chinese Academy of Sciences (China), PhD</td>
</tr>
<tr>
<td>Nian-Xiang Sun</td>
<td>Professor, Electrical and Computer Engineering; Stanford University, PhD</td>
</tr>
<tr>
<td>Ravi Sundaram</td>
<td>Professor, Computer Sciences; Massachusetts Institute of Technology, PhD</td>
</tr>
<tr>
<td>Daniel Sunderland</td>
<td>Professor of the Practice, Accounting; University of Chicago, MBA</td>
</tr>
<tr>
<td>Alexander Susienka</td>
<td>Assistant Cooperative Education Coordinator, College of Science; Western Michigan University, MA</td>
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<tr>
<td>Gloria Sutton</td>
<td>Associate Professor, Art + Design; University of California, Los Angeles, PhD</td>
</tr>
<tr>
<td>Kara Swanson</td>
<td>Professor, Law; Harvard University, PhD; University of California, Berkley, JD</td>
</tr>
<tr>
<td>Richard S. Swasey Jr.</td>
<td>Principal Lecturer, Finance; University of Virginia, MBA</td>
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<tr>
<td>Jacqueline F. Sweeney</td>
<td>Senior Cooperative Education Coordinator, College of Arts, Media and Design; Northeastern University, MS</td>
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<tr>
<td>Meredith O. Sweeney</td>
<td>Assistant Teaching Professor, Biology; Brandeis University, PhD</td>
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<tr>
<td>Nina Sylvanus</td>
<td>Associate Professor, Sociology and Anthropology; Ecole des Hautes Etudes en Sciences Sociales, Paris (France), PhD</td>
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<tr>
<td>Balazs Szelenyi</td>
<td>Associate Teaching Professor, College of Professional Studies; University of California, Los Angeles, PhD</td>
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<tr>
<td>Mario Sznaier</td>
<td>Dennis Picard Trustee Professor, Electrical and Computer Engineering; University of Washington, PhD</td>
</tr>
<tr>
<td>Srinivas Tadigadapa</td>
<td>Professor, Electrical and Computer Engineering; Cambridge University (United Kingdom), PhD</td>
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<tr>
<td>Paul Tagliamonte</td>
<td>Lecturer, Supply Chain and Information Management; Boston College, MS</td>
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<tr>
<td>David Tamés</td>
<td>Associate Teaching Professor, Art + Design; Massachusetts College of Art and Design, MFA</td>
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<tr>
<td>Xiaoyu Tang</td>
<td>Assistant Professor, Mechanical and Industrial Engineering; Princeton University, PhD</td>
</tr>
<tr>
<td>Aysen Tanyeri-Abur</td>
<td>Associate Teaching Professor, Economics; Texas AM University, PhD</td>
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<tr>
<td>Peter Tarasewich</td>
<td>Assistant Teaching Professor, Supply Chain and Information Management; University of Connecticut, PhD</td>
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<tr>
<td>Mohammad E. Taslim</td>
<td>Professor, Mechanical and Industrial Engineering; University of Arizona, PhD</td>
</tr>
<tr>
<td>Tomasz R. Taylor</td>
<td>Professor, Physics; University of Warsaw (Poland), PhD</td>
</tr>
<tr>
<td>John Terpinas</td>
<td>Professor of the Practice, College of Professional Studies; California Western School of Law, JD</td>
</tr>
<tr>
<td>Kate Terrado</td>
<td>Visiting Assistant Teaching Professor, Art + Design; Northeastern University, MFA</td>
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<td>Philip Thai</td>
<td>Associate Professor, History; Stanford University, PhD</td>
</tr>
<tr>
<td>Ganesh Thakur</td>
<td>Associate Professor, Pharmaceutical Sciences; Institute of Chemical Technology (India), PhD</td>
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<td>Adam Thomas</td>
<td>Associate Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, PhD</td>
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<td>Corliss Thompson</td>
<td>Associate Teaching Professor, College of Professional Studies; University of North Carolina, Chapel Hill, PhD</td>
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<tr>
<td>Troy Thompson</td>
<td>Visiting Lecturer, American Sign Language; Gallaudet University, MA</td>
</tr>
<tr>
<td>Caitlin Thornbrugh</td>
<td>Visiting Assistant Teaching Professor, English; University of Kansas, MA</td>
</tr>
<tr>
<td>Jamal Thorne</td>
<td>Assistant Teaching Professor, Art + Design; Northeastern University, MFA</td>
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<tr>
<td>George Thrush</td>
<td>Professor, Architecture; Harvard University, MArch</td>
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<tr>
<td>Jonathan L. Tilly</td>
<td>University Distinguished Professor, Biology; Rutgers University, PhD</td>
</tr>
<tr>
<td>Jodi Tims</td>
<td>Professor of the Practice, Computer Sciences; University of Pittsburgh, PhD</td>
</tr>
<tr>
<td>Frank Tip</td>
<td>Professor, Computer Sciences; University of Amsterdam (Netherlands), PhD</td>
</tr>
</tbody>
</table>
Lisa J. Tison-Thomas  
Assistant Cooperative Education Coordinator, College of Science;  
Emmanuel College, MA

Devesh Tiwari  
Assistant Professor, Electrical and Computer Engineering; North Carolina  
State University, PhD

Yustianto Tjiptowidjojo  
Assistant Teaching Professor, Mechanical and Industrial Engineering;  
Mississippi State University, PhD

Gordana G. Todorov  
Professor, Mathematics; Brandeis University, PhD

Alessio Tognetti  
Associate Academic Specialist, World Languages Center; University of  
Washington, MA

Valerio Toledano Laredo  
Professor, Mathematics; University of Cambridge (United Kingdom), PhD

Michael Tolley  
Associate Professor, Political Science; Johns Hopkins University, PhD

Jacqueline Tolosko  
Assistant Clinical Professor, Nursing; Boston College, MSN

Peter Y. Topalov  
Professor, Mathematics; Moscow State University (Russia), PhD

Vladimir P. Torchilin  
University Distinguished Professor, Pharmaceutical Sciences; Moscow  
State University (Russia), PhD, DSc

Ali Touran  
Professor, Civil and Environmental Engineering; Stanford University, PhD

Emery A. Trahan  
Professor, Finance; State University of New York, Albany, PhD

Robert Triest  
Professor, Economics; University of Wisconsin, Madison, PhD

Stavros Tripakis  
Associate Professor, Computer Sciences; Joseph Fourier University  
(France), PhD

Andrew Trotman  
Assistant Professor, Accounting; Bond University (Australia), PhD

Geoffrey C. Trussell  
Professor, Marine and Environmental Sciences; College of William and  
Mary, PhD

Kumiko Tsuji  
Associate Teaching Professor, World Languages Center; Georgetown  
University, PhD

Nathaniel Tuck  
Lecturer, Computer Sciences; University of Massachusetts, Lowell, PhD

Lori D. Tully  
Associate Teaching Professor, Law; Boston College, JD

Eugene Tunik  
Associate Professor, Physical Therapy, Movement, and Rehabilitation  
Sciences; Rutgers University, PhD

Berna Turam  
Professor, International Affairs and Sociology and Anthropology; McGill  
University (Canada), PhD

Esther Tutella-Chen  
Assistant Academic Specialist, College of Professional Studies;  
Vanderbilt University, MEd

Jonathan Ullman  
Assistant Professor, Computer Sciences; Harvard University, PhD

Annique Un  
Associate Professor, International Business and Strategy; Massachusetts  
Institute of Technology, PhD

Christopher Unger  
Teaching Professor, College of Professional Studies; Harvard University,  
EdD

Mariko Uno  
Assistant Teaching Professor, World Languages Center; Georgetown  
University, PhD

Steven R. Untersee  
Associate Teaching Professor, Biology; Tufts University, PhD

Moneesh Upmanyu  
Professor, Mechanical and Industrial Engineering; University of Michigan,  
PhD

Steven Vallas  
Professor, Sociology and Anthropology; Rutgers University, PhD

Jenny A. Van Amburgh  
Clinical Professor, Pharmacy and Health Systems Sciences; Albany  
College of Pharmacy, PharmD

Jan-Willem Van De Meent  
Assistant Professor, Computer Sciences; Leiden University (Netherlands),  
PhD

Anne L. Van De Ven-Moloney  
Research Assistant Professor, Physics; Rice University, PhD

Maria Van Pelt  
Associate Clinical Professor, Nursing; Villanova University, DNSc

Kathleen Vander Laan  
Associate Cooperative Education Coordinator, Khoury College of  
Computer Sciences; Salem State University, MBA

Elaine Vejar  
Assistant Academic Specialist, College of Professional Studies;  
University of Massachusetts, Lowell, MS

Oana Veliche  
Associate Teaching Professor, Mathematics; Purdue University, PhD

Venkata Vemuri  
Research Assistant Professor, Pharmaceutical Sciences; Osmania  
University (India), PhD

Vivek Venkatachalam  
Assistant Professor, Physics; Harvard University, PhD

Madhavi Venkatesan  
Assistant Teaching Professor, Economics; Vanderbilt University, PhD
Anand Venkateswaran
Associate Professor, Finance; Georgia State University, PhD

Ferdinand Vesely
Lecturer, Computer Sciences; Swansea University (United Kingdom), PhD

Alessandro Vespignani
Sternberg Family Distinguished University Professor, Physics and Health Sciences and Computer Sciences; University of Rome La Sapienza (Italy), PhD

Gustavo Vicentini
Associate Teaching Professor, Economics; Boston University, PhD

Thomas Vicino
Professor, Political Science and Public Policy and Urban Affairs; University of Maryland, PhD

Ilya Vidrin
Postdoctoral Teaching Associate, Theatre; Harvard University, MA

Emanuele Viola
Associate Professor, Computer Sciences; Harvard University, PhD

Jan Vitek
Professor, Computer Sciences; University of Geneva (Switzerland), PhD

Olga Vitek
Sy and Laurie Sternberg Interdisciplinary Associate Professor, Computer Sciences; Purdue University, PhD

Steven V. Vollmer
Associate Professor, Marine and Environmental Sciences; Harvard University, PhD

Robert J. Volpe
Associate Professor, Applied Psychology; Lehigh University, PhD

Sara Wadia-Fascetti
Professor, Civil and Environmental Engineering; Stanford University, PhD

Nancy Waggener
Associate Cooperative Education Coordinator, Pharmaceutical Sciences; Suffolk University, JD

Thomas Wahl
Associate Professor, Computer Sciences; University of Texas, Austin, PhD

Ari E. Waldman
Professor, Law and Computer Sciences; Columbia University, PhD; Harvard University, JD

Thomas E. Wales
Research Associate Professor, Chemistry and Chemical Biology; Duke University, PhD

Jacob Walker
Associate Cooperative Education Coordinator, College of Engineering; Northeastern University, MS

Louise Walker
Associate Professor, History; Yale University, PhD

Byron Wallace
Assistant Professor, Computer Sciences; Tufts University, PhD

Rachel Walsh
Associate Cooperative Education Coordinator, College of Engineering; Suffolk University, MS

Suzanna Walters
Professor, Women's, Gender, and Sexuality Studies and Sociology and Anthropology; City University of New York, PhD

Richard Wamai
Associate Professor, Cultures, Societies, and Global Studies; University of Helsinki (Finland), PhD

Kai-tak Wan
Professor, Mechanical and Industrial Engineering; University of Maryland, College Park, PhD

He Wang
Assistant Teaching Professor, Mathematics; Northeastern University, PhD

Lu Wang
Assistant Professor, Computer Sciences; Cornell University, PhD

Ming Wang
College of Engineering Distinguished Professor, Civil and Environmental Engineering; University of New Mexico, PhD

Qi Wang
Assistant Professor, Civil and Environmental Engineering; Virginia Polytechnic Institute and State University, PhD

Shuyang Wang
Assistant Professor, Accounting; University of Illinois, Urbana-Champaign, PhD

Yanzhi Wang
Assistant Professor, Electrical and Computer Engineering; University of Southern California, PhD

Meni Wanunu
Associate Professor, Physics; Weizmann Institute of Science (Israel), PhD

Robert J. Ward
Lecturer, Music; University of California, San Diego, MA

Oliver Wason
Visiting Assistant Teaching Professor, Theatre; Yale University, MFA

Gregory Wassall
Associate Professor, Economics; Rutgers University, PhD

Barbara L. Waszczak
Professor, Pharmaceutical Sciences; University of Michigan, PhD

Maureen Watkins
Assistant Clinical Professor, Physical Therapy, Movement, and Rehabilitation Sciences; Northeastern University, DPT

Natayla Watson
Associate Teaching Professor, College of Professional Studies; University of Colorado, Denver, PhD

Thomas J. Webster
Arthur W. Zafiropoulo Professor, Chemical Engineering; Rensselaer Polytechnic Institute, PhD

Vanessa Wei
Assistant Teaching Professor, World Languages Center; University of Pittsburgh, EdD
University Faculty

Nikki Weichum
Postdoctoral Teaching Associate, Communication Studies; University of Illinois, Urbana-Champaign, PhD

Moira Weigel
Assistant Professor, Communication Studies; Yale University, PhD

Liza Weinstein
Associate Professor, Sociology and Anthropology; University of Chicago, PhD

Michael Weintraub
Associate Clinical Professor, Computer Sciences; Ohio State University, PhD

Melissa Weiss
Postgraduate Teaching Fellow, Art + Design; Rhode Island School of Design, MA

Jonathan Weitsman
Robert G. Stone Professor, Mathematics; Harvard University, PhD

Brooke Welles
Associate Professor, Communication Studies; Northwestern University, PhD

Mark Wells
Visiting Lecturer, Philosophy and Religion; Bowling Green State University, PhD

Amanda Welsh
Professor of the Practice, College of Professional Studies; Harvard University, PhD

Brandon Welsh
Professor, Criminology and Criminal Justice; University of Cambridge (United Kingdom), PhD

Edward G. Wertheim
Associate Professor, Management and Organizational Development; Yeshiva University, PhD

Richard West
Associate Professor, Chemical Engineering; University of Cambridge (United Kingdom), PhD

Alan West-Duran
Associate Professor, Cultures, Societies, and Global Studies; New York University, PhD

Rebecca Westerling
Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; Boston College, MA

Richard Whalen
Teaching Professor, Engineering; Northeastern University, PhD

Maggie Whitehead
Assistant Cooperative Education Coordinator, Computer Sciences; Boston University, MEd

Susan Whitfield-Gabrieli
Professor, Psychology; University of California, Berkeley, PhD

Paul C. Whitford
Associate Professor, Physics; University of California, San Diego, PhD

John Whitney
Assistant Professor, Mechanical and Industrial Engineering; Harvard University, PhD

Lori Whynot
Teaching Professor, American Sign Language; Macquarie University, Sydney (Australia), PhD

Daniel Wichs
Assistant Professor, Computer Sciences; New York University, PhD

Peter H. Wiedspahn
Associate Professor, Architecture; Harvard University, MArch

John Wihbey
Assistant Professor, Journalism; Columbia University, MS

Ronald J. Willey
Professor, Chemical Engineering; University of Massachusetts, Amherst, PhD

Kristy H. Williams
Assistant Clinical Professor, Nursing; Gardner-Webb University, PhD

Lucy A. Williams
Professor, Law; University of Chicago, JD

Mark C. Williams
Professor, Physics; University of Minnesota, PhD

Patricia J. Williams
University Distinguished Professor, Law and Philosophy and Religion; Harvard Law School, JD

Stephen Williams
Associate Cooperative Education Coordinator, College of Social Sciences and Humanities; Suffolk University, JD

Christo Wilson
Assistant Professor, Computer Sciences; University of California, Santa Barbara, PhD

Sheila Winborne
Associate Teaching Professor, Philosophy and Religion; Harvard University, PhD

Eric Winter
Assistant Cooperative Education Coordinator, College of Social Sciences and Humanities; Northeastern University, MS

Frederick Wiseman
Professor, Supply Chain and Information Management; Cornell University, PhD

Pamela Wojnar
Assistant Teaching Professor, College of Professional Studies; United States Sports Academy, EdD

John Wolfe
Associate Teaching Professor, College of Professional Studies; Columbia University, EdD

Lok Sang (Lawson) Wong
Assistant Professor, Computer Sciences; Massachusetts Institute of Technology, PhD

Margaret Y. Woo
Professor, Law; New York University, JD
Appendix

Daniel Zedek  
Professor of the Practice, Journalism; Columbia University, BA

Ibrahim Zeid  
Professor, Mechanical and Industrial Engineering; University of Akron, PhD

David P. Zgarrick  
Professor, Pharmacy and Health Systems Sciences; Ohio State University, PhD

Jie Zhang  
Assistant Teaching Professor, Mechanical and Industrial Engineering; Virginia Polytechnic Institute and State University, PhD

Ke Zhang  
Associate Professor, Chemistry and Chemical Biology; Washington University, St. Louis, PhD

Yang Zhang  
Professor, Civil and Environmental Engineering; University of Iowa, PhD

Yue May Zhang  
Associate Professor, Accounting; University of Pittsburgh, PhD

Qianqian Zhang-Wu  
Assistant Teaching Professor, English; Lynch School of Education, Boston College, PhD

Kungcheng Zheng  
Assistant Professor, Finance; University of Michigan, PhD

Yi Zheng  
Associate Professor, Mechanical and Industrial Engineering; Columbia University, PhD

Ting Zhou  
Associate Professor, Mathematics; University of Washington, PhD

Xiaomu Zhou  
Assistant Teaching Professor, College of Professional Studies; University of Michigan, PhD

Zhao Hui S. Zhou  
Professor, Chemistry and Chemical Biology, Scripps Research Institute, PhD

Hongli Zhu  
Assistant Professor, Mechanical and Industrial Engineering; South China University of Technology (China), PhD

Xuwen Zhu  
Assistant Professor, Mathematics; Massachusetts Institute of Technology, PhD

Sali Ziane  
Teaching Professor, World Languages Center; University of Paris XIII (France), PhD

Nathanial Ziegler  
Associate Cooperative Education Coordinator, College of Engineering; Indiana University of Pennsylvania, MEd

Katherine S. Zieme  
Professor, Chemical Engineering; West Virginia University, PhD

Emily Zimmerman  
Assistant Professor, Communication Sciences and Disorders; University of Kansas, PhD

Gregory Zimmerman  
Associate Professor, Criminology and Criminal Justice; State University of New York, Albany, PhD

Kathrin Zippel  
Professor, Sociology and Anthropology; University of Wisconsin, Madison, PhD

Steven Zoloth  
Professor, Health Sciences; University of Pennsylvania, PhD

Rose Zoltek-Jick  
Associate Teaching Professor, Law; Osgoode Hall Law School (Canada), LLB

Elizabeth Zulick  
Assistant Teaching Professor, College of Professional Studies; Boston University, PhD

Ronald Zullo  
Senior Lecturer, Accounting; Bentley University, MS

Günther K. H. Zupanc  
Professor, Biology; University of California, San Diego, PhD; University of Tübingen (Germany), Dr. rer. nat. habil.

Alexander Zvonok  
Research Assistant Professor, Pharmaceutical Sciences; Belarusian State University (Belarus), PhD

Nikolai Zvonok  
Research Assistant Professor, Pharmaceutical Sciences; Russian Academy of Sciences (Russia), PhD

Appendix

• University Leadership (p. 108)
• Governing Boards and Officers of Northeastern (p. 109)
• Statements of Accreditation and State Authorization (p. 110)
• Major CIP Codes (p. 111)
• Resources (p. 128)
• General Information (p. 128)

University Leadership

Senior Leadership

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David Madigan, BA, PhD, Provost and Senior Vice President for Academic Affairs

Ken Henderson, BS, PhD, Chancellor and Senior Vice President for Learning

Michael A. Armini, BA, MA, Senior Vice President for External Affairs

Nicholas Bradley, BA, JD, Chief of Staff and Counsel

Bruce Haymes, BA, JD, Chief Partnership Officer

Diane Nishigaya MacGillivray, BA, MA, Senior Vice President for University Advancement

Ralph C. Martin II, BA, JD, Senior Vice President and General Counsel

Thomas Nedell, BA, MBA, Senior Vice President for Finance and Treasurer
Academic Deans
Jacqueline Isaacs, BS, PhD, Interim Dean of the College of Engineering
Carla E. Brodley, BA, MS, PhD, Dean of the Khoury College of Computer Sciences
Raj Echambadi, BS, MBA, PhD, Dean of the D’Amore-McKim School of Business
Hazel L. Sive, BSc, BScHons., PhD, Dean of the College of Science
Elizabeth Hudson, BA, MA, PhD, Dean of the College of Arts, Media and Design
Mary Loeffelholz, BA, MA, PhD, Dean of the College of Professional Studies
Uta Poiger, BA, MA, PhD, Dean of the College of Social Sciences and Humanities
Carmen L. Sceppa, BS, MD, PhD, Dean of the Bouvé College of Health Sciences

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Alan S. McKim, Vice Chair

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Richard P. Chapman, Vice Chair Emeritus
H. Patricia Hanna, Vice Chair Emerita
Frederic T. Hersey, Vice Chair Emeritus
Robert C. Marini, Vice Chair Emeritus
Katherine S. McHugh, Vice Chair Emerita
Richard C. Ockerbloom, Vice Chair Emeritus
Carole J. Shapazian, Vice Chair Emerita
Jean C. Tempel, Vice Chair Emerita
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Melina Travlos
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Richard P. Chapman Jr.
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Harry T. Daniels
Edmond J. English
Neal F. Finnegan
W. Kevin Fitzgerald
H. Patricia Hanna
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HONORARY TRUSTEES
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Kuntoro Mangkusubroto
Accreditation
Northeastern University has maintained its status as a member in good standing of the New England Commission of Higher Education, Inc. (NECHE), previously New England Association of Schools and Colleges (NEASC), since it was awarded its initial accreditation in 1940. The university was last reviewed by NECHE in 2018 and will be reviewed again in fall 2028.

Northeastern University possesses degree-granting authority in Massachusetts, under the auspices of the Massachusetts Board of Higher Education.

**Bouvé College of Health Sciences**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
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<tbody>
<tr>
<td>BS Health Science</td>
<td>Council on Education for Public Health (CEPH)</td>
</tr>
<tr>
<td>MPH Public Health</td>
<td>Council on Education for Public Health (CEPH)</td>
</tr>
<tr>
<td>BSN Nursing</td>
<td>Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing²</td>
</tr>
<tr>
<td>BSN Nursing, Accelerated Program for Second-Degree Students²</td>
<td>Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing²</td>
</tr>
<tr>
<td>BSN Nursing, Accelerated Program for Second-Degree Students³</td>
<td>Commission on Collegiate Nursing Education (CCNE) and North Carolina Board of Nursing³</td>
</tr>
<tr>
<td>MS Nursing</td>
<td>Commission on Collegiate Nursing Education (CCNE)</td>
</tr>
<tr>
<td>MS Nursing Anesthesia</td>
<td>Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE)</td>
</tr>
<tr>
<td>DNP Nursing Practice with Concentration in Nurse Anesthesia</td>
<td>Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE)</td>
</tr>
<tr>
<td>DNP Nursing Practice (Post-Master's)</td>
<td>Commission on Collegiate Nursing Education (CCNE)</td>
</tr>
<tr>
<td>MS Physician Assistant Studies</td>
<td>Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)</td>
</tr>
<tr>
<td>DPT Physical Therapy</td>
<td>Commission on Accreditation of Physical Therapy Education (CAPTE)</td>
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</table>

**College of Arts, Media and Design**

<table>
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<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Master of Architecture</td>
<td>National Architectural Accreditation Board (NAAB)</td>
</tr>
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</table>

**D’Amore-McKim School of Business**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
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</thead>
<tbody>
<tr>
<td>BSBA Business Administration</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>BSIB International Business, MSIB International Business</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>MBA</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>MSF Finance</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>MST Taxation</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>MSA Accounting</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>MSAMBA Accounting and Business Administration</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>MSFMBA Finance and Business Administration</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
</tbody>
</table>

1 The Massachusetts Board of Education approves (not accredits) programs.
2 The Massachusetts Board of Registration in Nursing approves (not accredits) programs.
3 The North Carolina Board of Nursing approves (not accredits) programs.
MS Technological Entrepreneurship

**College of Engineering Program**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCompE Computer Engineering</td>
<td>Accredited by the Engineering Accreditation Commission of ABET, <a href="http://www.abet.org">http://www.abet.org</a></td>
</tr>
<tr>
<td>BSCHEN Chemical Engineering</td>
<td>Accredited by the Engineering Accreditation Commission of ABET, <a href="http://www.abet.org">http://www.abet.org</a></td>
</tr>
<tr>
<td>BSCE Civil Engineering</td>
<td>Accredited by the Engineering Accreditation Commission of ABET, <a href="http://www.abet.org">http://www.abet.org</a></td>
</tr>
<tr>
<td>BSEE Electrical Engineering</td>
<td>Accredited by the Engineering Accreditation Commission of ABET, <a href="http://www.abet.org">http://www.abet.org</a></td>
</tr>
<tr>
<td>BSIE Industrial Engineering</td>
<td>Accredited by the Engineering Accreditation Commission of ABET, <a href="http://www.abet.org">http://www.abet.org</a></td>
</tr>
<tr>
<td>BSME Mechanical Engineering</td>
<td>Accredited by the Engineering Accreditation Commission of ABET, <a href="http://www.abet.org">http://www.abet.org</a></td>
</tr>
</tbody>
</table>

**College of Science Program**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Biochemistry</td>
<td>American Society for Biochemistry and Molecular Biology (ASBMB)</td>
</tr>
</tbody>
</table>

**College of Professional Studies Program**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Finance and Accounting Management</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>BS Management</td>
<td>AASCB International—The Association to Advance Collegiate Schools of Business</td>
</tr>
<tr>
<td>BSET Computer Engineering Technology</td>
<td>Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700</td>
</tr>
<tr>
<td>BSET Electrical Engineering Technology</td>
<td>Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700</td>
</tr>
<tr>
<td>BSET Mechanical Engineering Technology</td>
<td>Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700</td>
</tr>
</tbody>
</table>

**Education Programs in:**

- Elementary Education, 1-6: Massachusetts Department of Elementary and Secondary Education
- Teacher of Biology, 8-12: Massachusetts Department of Elementary and Secondary Education

**College of Social Sciences and Humanities Program**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS American Sign Language</td>
<td>Commission on Collegiate Interpreter Education</td>
</tr>
<tr>
<td>MPA Public Administration</td>
<td>Network of Schools of Public Policy, Affairs, and Administration</td>
</tr>
</tbody>
</table>

**School of Law Program**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>JD Law</td>
<td>American Bar Association; Association of American Law Schools</td>
</tr>
</tbody>
</table>

1 Accredited under the aegis of the “sponsoring” full-time college.

**State Approvals, Authorizations, and Exemptions**

Some states require that universities authorized to operate in their state make public disclosures. See the corresponding addendum on the Online and Graduate Professional Degree Programs website (http://www.northeastern.edu/online/about-northeastern-online/state-agreements.php) for up-to-date, state-prescribed regulatory information applicable to all degree levels.

**Major CIP Codes**

The following is a list of Northeastern University majors for programs accepting new students during the 2020-2021 catalog year, along with
Major CIP Codes

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<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Major Transcript Title</th>
<th>Major CIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-CERTG-3DAN: 3-D Animation, Graduate Certificate</td>
<td>3-D Animation</td>
<td>100304</td>
</tr>
<tr>
<td>MSA-ACCT: Accounting, Undergraduate Certificate</td>
<td>Accounting</td>
<td>520301</td>
</tr>
<tr>
<td>P-CERTU-ACCT: Accounting, Undergraduate Certificate</td>
<td>Accounting</td>
<td>520301</td>
</tr>
<tr>
<td>CERTG-ACFD: Accounting and Financial Decision Making, Graduate Certificate</td>
<td>Accounting/Financial Decisions</td>
<td>520899</td>
</tr>
<tr>
<td>CERTG-ACFD-O: Accounting and Financial Decision Making, Graduate Certificate—Online</td>
<td>Accounting/Financial Decisions</td>
<td>520899</td>
</tr>
<tr>
<td>P-CERTU-AACT: Advanced Accounting, Undergraduate Certificate</td>
<td>Advanced Accounting</td>
<td>520301</td>
</tr>
<tr>
<td>P-BS-AVMS: Advanced Manufacturing Systems, BS</td>
<td>Advanced Manufacturing Systems</td>
<td>150613</td>
</tr>
<tr>
<td>BA-AFCS: Africana Studies, BA</td>
<td>Africana Studies</td>
<td>050201</td>
</tr>
<tr>
<td>BS-AFCS: Africana Studies, BS</td>
<td>Africana Studies</td>
<td>050201</td>
</tr>
<tr>
<td>P-CERTG-APM: Agile Project Management, Graduate Certificate</td>
<td>Agile Project Management</td>
<td>520211</td>
</tr>
<tr>
<td>P-BS-ANLY: Analytics, BS</td>
<td>Analytics</td>
<td>110802</td>
</tr>
<tr>
<td>P-MPS-ANLY: Analytics, MPS</td>
<td>Analytics</td>
<td>110802</td>
</tr>
<tr>
<td>P-CERTG-APAN: Applied Analytics, Graduate Certificate</td>
<td>Applied Analytics</td>
<td>307101</td>
</tr>
<tr>
<td>CAGS-ABA: Applied Behavior Analysis, CAGS</td>
<td>Applied Behavior Analysis</td>
<td>422814</td>
</tr>
<tr>
<td>CERTG-ABA: Applied Behavior Analysis, Graduate Certificate</td>
<td>Applied Behavior Analysis</td>
<td>422814</td>
</tr>
<tr>
<td>MS-ABA: Applied Behavior Analysis, MS</td>
<td>Applied Behavior Analysis</td>
<td>422814</td>
</tr>
<tr>
<td>P-MPS-APMI: Applied Machine Intelligence, MPS</td>
<td>Applied Machine Intelligence</td>
<td>521301</td>
</tr>
<tr>
<td>CERTG-AMTH: Applied Mathematics, Graduate Certificate</td>
<td>Applied Mathematics</td>
<td>270301</td>
</tr>
<tr>
<td>MS-AMTH: Applied Mathematics, MS</td>
<td>Applied Mathematics</td>
<td>270301</td>
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<td>P-MS-APNU: Applied Nutrition, MS</td>
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<td>MS-APEN: Applied Physics and Engineering, MS</td>
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<td>BS-ARSD: Architectural Studies and Design, BS</td>
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<td>MARCH-ARCH3: Master of Architecture—Three-Year Program</td>
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<td>MARCH-ARCH3A: Master of Architecture—Three-Year Program—Advanced Degree Entrance</td>
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<td>MARCH-ARCH2: Master of Architecture—Two-Year Program</td>
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<td>BA-ARTS: Art, BA</td>
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<td>MS-ARIN: Artificial Intelligence</td>
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<td>MS-AMCE: Arts Administration and Cultural Entrepreneurship, MS</td>
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<tr>
<td>CERTG-ARAD: Arts Administration, Graduate Certificate</td>
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<td>BS-ASHU: American Sign Language and Human Services, BS</td>
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<td>BS-ASPS: American Sign Language and Psychology, BS</td>
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<td>BS-ASLN: American Sign Language and Linguistics, BS</td>
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<td>BS-BIOC: Biochemistry, BS</td>
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<td>BSBIOE-BEBC: Bioengineering and Biochemistry, BSBIOE</td>
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<td>BS-BIOL: Biology, BS</td>
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<tr>
<td>BS-BENG: Biology and English, BS</td>
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<tr>
<td>BS-BIMA: Biology and Mathematics, BS</td>
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<tr>
<td>BS-BIPO: Biology and Political Science, BS</td>
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<td>BS-BIMP: Biomedical Physics, BS</td>
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<td>BS-CSCJ: Computer Science and Criminal Justice, BS</td>
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<tr>
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<td>BS-CSME: Computer Science and Media Arts, BS</td>
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<td>CAGS-COPS: Counseling Psychology, CAGS</td>
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<td>422803</td>
<td>MSCP-COPS: Counseling Psychology, MSCP</td>
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<td>PHD-COPS-MSE: Counseling Psychology, PhD</td>
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<td>509999</td>
<td>MS-CPLD: Creative Practice Leadership, MS</td>
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<tr>
<td>430104</td>
<td>BS-CRJS: Criminal Justice, BS</td>
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<td>P-MS-CRJS: Criminal Justice, MS</td>
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<tr>
<td>430104</td>
<td>BS-CRJO: Criminal Justice and Journalism, BS</td>
<td>Criminal Justice/ Journalism</td>
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<td>430104</td>
<td>BS-CJPH: Criminal Justice and Philosophy, BS</td>
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<td>430104</td>
<td>BS-CRPO: Criminal Justice and Political Science, BS</td>
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<td>MS-CRCJ: Criminal Justice and Criminal Justice, MS</td>
<td>Criminology &amp; Criminal Justice</td>
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<td>P-CERTG-CCC: Cross-Cultural Communication, Graduate Certificate</td>
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<td>451101</td>
<td>BA-CUAN: Cultural Anthropology, BA</td>
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<td>140903</td>
<td>MS-CYPS: Cyber-Physical Systems, MS</td>
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<td>111003</td>
<td>BS-CYBS: Cybersecurity, BS</td>
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<td>110802</td>
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<td>Program Code</td>
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<td>BS-DSBC:</td>
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<td>BS-DSEC:</td>
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<td>Digital Communication &amp; Media</td>
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<td>CERTG-DHUM:</td>
<td>Digital Humanities, Graduate Certificate</td>
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<td>P-MPS-DGME:</td>
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<td>P-CERTG-DGVD:</td>
<td>Digital Video, Graduate Certificate</td>
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<td>CERTG-EINT:</td>
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<td>BS-ECON:</td>
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<td>MSECE-ELEE:</td>
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<td>Machine Learning, and Algorithms, MSECE</td>
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<td>Program Name</td>
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<td>MSECE-ELEE: Electrical and Computer Engineering with Concentration in</td>
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<tr>
<td>Electromagnetics, Plasma, and Optics, MSECE</td>
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<td>MSECE-ELEE: Electrical and Computer Engineering with Concentration in Hardware</td>
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<td>and Software for Machine Intelligence, MSECE</td>
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<td>BSEE-ELEE: Electrical Engineering, BSEE</td>
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<td>PHD-ELEE: Electrical Engineering, PhD</td>
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<td>PHD-ELEE-A: Electrical Engineering, PhD—Advanced Entry</td>
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<td>MSENES-AL: Energy Systems, MSENES-Academic Link Program</td>
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<td>CERTG-ENBU: Engineering Business, Graduate Certificate</td>
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<td>CERTG-EEDM: Engineering Economic Decision Making, Graduate Certificate</td>
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<td>CERTG-ENLR: Engineering Leadership, Graduate Certificate</td>
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<td>CERTG-ENGM: Engineering Management, Graduate Certificate</td>
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<td>MSEM-ENGM: Engineering Management, MSEM</td>
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<td>MS-ENPP</td>
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<td>Environmental Science &amp; Policy</td>
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<td>MS-EXSC-PAPH</td>
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<td>Experience Design</td>
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<td>Master of Design for Sustainable Urban Environments—One-Year Program</td>
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The following online resources supplement this catalog:

- **Online Resources**

### Resources

**MDES-SUEN: Master of Design for Sustainable Urban Environments—Two-Year Program**  
Sustainable Urban Environments  
040401

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- **General Information**

The *Northeastern University Catalog* contains the university’s primary statements about approved academic programs and degree requirements, as authorized by the president or the Board of Trustees.

The *Northeastern University Catalog* contains current information about the university calendar, admissions, degree requirements, fees, and regulations; however, such information is not intended and should not be regarded to be contractual.

**Accreditation.** Northeastern University is accredited by the New England Commission of Higher Education, Inc.

**Delivery of Services.** Northeastern 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.

Northeastern University reserves the sole right to promulgate and change rules and regulations and to make changes of any nature in its program; calendar; admissions policies, procedures, and standards; degree requirements; fees; and academic schedule whenever necessary or desirable, including, without limitation, changes in course content and class schedule, the cancellation of scheduled classes and other academic activities, and the substitution of alternatives for scheduled classes and other academic activities. In any such case, the university will give whatever notice is reasonably practical.

Northeastern University will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual’s academic career and professional advancement upon completion of a degree or program are largely dependent on his or her own abilities, commitment, and effort. In many professions and occupations, there are also requirements imposed by federal and state statutes and regulatory agencies for certification or entry into a particular field. These requirements may change while a student is enrolled in a program and may vary from state to state or country to country. Although the university stands ready to help its students find out about requirements and changes in them, it is the student’s responsibility to initiate the inquiry.

**Tuition Default Policy.** In cases where the student defaults on his or her tuition, the student shall be liable for the outstanding tuition and all reasonable associated collection costs incurred by the university, including attorneys’ fees.

**Emergency Closing of the University.** Northeastern University posts emergency announcements, including news of weather-related closings, on its homepage (http://www.northeastern.edu) and notifies members of the community individually through the NU ALERT system. In addition, the university has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather. Additional information on the university’s emergency information systems can be
found on the university's (https://www.northeastern.edu/emergency-information/)Emergency Information website.

**Equal Opportunity Policy.** Northeastern University does not discriminate on the basis of race, color, religion, genetic information, sex, gender, gender identity, sexual orientation, age, national origin, ancestry, disability, or veteran 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. Links to the university’s nondiscrimination policies and its grievance procedures are available at the Office for University Equity and Compliance (https://www.northeastern.edu/ouec/). Inquiries regarding the university’s nondiscrimination policies may be directed to:

Office for University Equity and Compliance (https://www.northeastern.edu/ouec/)
125 Richards Hall
Northeastern University
Boston, Massachusetts 02115
617.373.4644
ouec@northeastern.edu

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

Regional Director
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

**Title IX.** Reports of Title IX prohibited offenses (sexual harassment, sexual assault, domestic violence, intimate partner violence, dating violence, stalking, or retaliation) involving students are addressed by the university’s Policy on Rights and Responsibilities Under Title IX and separate procedures referenced in that policy that outline the investigation and resolution of claims of prohibited offenses. Reports of prohibited offenses can be submitted directly to the Title IX coordinator and the Office for University Equity and Compliance (OUEC) (https://www.northeastern.edu/ouec/) by completing the form available at Reporting to OUEC (https://cm.maxient.com/reportingform.php?NortheasternUniv/#38;layout_id=7) or through any of the contact options listed below. OUEC’s policy, as well as other helpful information, can be found at the OUEC website (https://www.northeastern.edu/ouec/).

Office for University Equity and Compliance (https://www.northeastern.edu/ouec/)
125 Richards Hall
Northeastern University
Boston, Massachusetts 02115
617.373.4644
ouec@northeastern.edu

**Disability Resource Center.** The Disability Resource Center provides a variety of disability-related services and accommodations to Northeastern University’s students and employees with disabilities.

Northeastern University’s compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are coordinated by the senior director of the Disability Resource Center. Persons requiring information regarding the Disability Resource Center should contact the center at 617.373.2675 or, if using TTY, via Relay 711.

**Family Educational Rights and Privacy Act.** In accordance with the Family Educational Rights and Privacy Act of 1974, Northeastern University permits its students to inspect their records wherever appropriate and to challenge specific parts of them when they feel it is necessary to do so. Specific details of the law as it applies to Northeastern are discussed in this section of the catalog (http://catalog.northeastern.edu/graduate/academic-policies-procedures/ferpa/).

**Clergy Act.** Northeastern is committed to assisting all members of the university community in providing for their own safety and security. Information regarding campus security and personal safety, including topics such as crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedures, is available upon request from the Northeastern University Director of Public Safety, 360 Huntington Avenue, Boston, MA 02115, or by calling 617.373.2696.

**Persistence Rates under the Student Right-to-Know Act.** In the fall of 2019, the persistence rate for undergraduate students who entered in the fall 2018 cohort was 96.2 percent.

**Mission Statement:**
To educate students for a life of fulfillment and accomplishment.
To create and translate knowledge to meet global and societal needs.
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