College of Professional Studies
Undergraduate Catalog
2015–2016
The University
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 and Fast-Track 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 at the following website, www.cps.neu.edu/admissions/international/when-to-apply.php.

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

MAIL OR DROP-OFF
Mail or drop off supporting documents to the following address:

Northeastern University
College of Professional Studies
Office of Admissions
50 Nightingale Hall
360 Huntington Avenue
Boston, MA 02115-9959

It is important to include “College of Professional Studies” in the address when sending mail or requesting transcripts from previous institutions.

FAX
Fax supporting documents to the following number:
617.373.8574

EMAIL
Email supporting documents to the following email address:
cpsadmissions@neu.edu

Documents we recommend you submit via email include:

- Unofficial transcripts
- Copy of diploma
- Statement of purpose
- Recommendation letters

TRANSCRIPTS
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 COACHING
College of Professional Studies admissions can coach you through the application process using the following contact information:

- 1.877.668.7727
- 617.373.8574 (fax)
- cpsadmissions@neu.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 email cpsadmissions@neu.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 email cpsadmissions@neu.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 at the following website, www.cps.neu.edu/admissions/international/english-language-proficiency.php.

The following programs have additional admissions requirements:
• Bachelor of Science in Leadership—Global Classroom
• Postbaccalaureate Premedical Program
• Fast-Track Bachelor of Science in Finance and Accounting Management
• Fast-Track Bachelor of Science in Health Management
• Fast-Track Bachelor of Science in Information Technology
• Fast-Track Bachelor of Science in Leadership
• Fast-Track Bachelor of Science in Management
• Fast-Track Bachelor of Science in Organizational Communication

Visit the program page at www.cps.neu.edu/degree-programs/undergraduate to learn more.

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 an associate or 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 9 credits, if the contents are determined to be applicable per the program director.

• An associate degree 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 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.
The College of Professional Studies awards transfer credits for eligible courses completed successfully at regionally and programmatically 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 Admissions 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 at www.cps.neu.edu/admissions/undergraduate/transferring-credit/index.php.

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 in 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 2.00 on a 4.0 scale.
- Courses completed on a pass/fail scale are not eligible for transfer.
- Labs must be equivalent to at least 1 quarter hour, by College of Professional Studies standards, to qualify for transfer. Other courses must be equivalent to at least 3 quarter hours, by College of Professional Studies standards, to qualify for transfer.
- Credits earned in science and technology courses are valid for a period of seven years. Credits in these subject areas that were earned more than seven years ago may be applied to satisfy unallocated elective requirements at the discretion of the program director or designee. Courses successfully completed in other subject areas are not subject to timelines.
- Transfer credits also may be earned through:
  - Assessment of Prior Learning (APL).
  - 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.
  - Modern language proficiency examination: Students may be eligible to receive up to 12 quarter hours of credit in a modern language that is part of their particular curriculum. Examinations are currently offered in American Sign Language, French, and Spanish.
- 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 1.777 on a 4.0 scale.
  - If the undergraduate transfer student is only transferring credits earned at another Northeastern University college, he or she completes a minimum of 24 quarter hours (residency) for a bachelor’s degree at the College of Professional Studies.
  - With specified exception, 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 9 quarter 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.

Assessment of Prior Learning (APL)
Undergraduate degree students in good academic standing may earn up to 18 credits of APL credit in specified academic disciplines for knowledge gained through prior learning experiences. Specifically, students may be eligible for APL credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses in the following areas:

- Liberal arts (ART, CMN, ECN, ENG, HST, JRN, MUS, PHL, POL, PSY, SOA, SOC, TCC, and THE)
- Health professions and sciences (BIO, BTC, CHM, HMG, and HSC)
- Information technology (ITC and MIS)
- Business (TRN)
The maximum 18 credits of APL credits are counted toward the total transfer credit award for an undergraduate student.

The primary method for documenting prior learning is through the assessment of a student portfolio. In some cases, entire professional development certificates may be transferred in as electives to the College of Professional Studies through the APL process.

To qualify, students must:

• Have been accepted into a degree program
• Be actively enrolled
• Be in good academic standing

Interested students must submit:

• The appropriate form identifying a College of Professional Studies course(s) for which they are seeking APL credits.
• Portfolio for evaluation, if applicable.
Academic Calendar

The College of Professional Studies undergraduate programs are offered on a quarter calendar consisting of three twelve-week terms and one eight-week term (with the option for six-week and four-week sessions).

For calendar details, visit www.northeastern.edu/registrar/calendars.html.

MyNEU Portal

The myNEU portal is a comprehensive, Web-based service that addresses students’ academic, personal, and recreational needs by providing a single integrated point of access to useful information, people, and processes. Students can access their student email accounts, register for and/or drop courses, confirm course registration, find classroom assignments, access online classes, view billing information, check financial aid application status, apply for a parking permit, view grades and academic history, and apply to graduate.

To activate your myNEU account:

1. Go to myneu.northeastern.edu
2. Click on “How do I get a myNEU username and password?”
3. Click “Activate Account”

If you have trouble accessing your myNEU account, contact the Service Desk at 1.617.373.4357 (HELP), at help@neu.edu, or at the InfoCommons located inside Snell Library on the main Boston campus.

NU Online

NU Online is the access point to the College of Professional Studies’ online, hybrid, and blended courses. Students are strongly encouraged to review an online class demo before beginning any course that requires online instruction: www.northeastern.edu/online/northeastern-online-demo.php.

Students can also access the New Student Online Orientation and program-specific student resource centers via NU Online.

Students may access NU Online via their myNEU account. To access NU Online directly, visit nuonline.neu.edu/webapps/portal/frameset.jsp.

Husky Email

Students have access to their Husky email accounts upon activation of their myNEU account. It is important to check this account regularly as all official college and university correspondence is sent to students’ Husky email accounts, e.g., billing, academic standing, student newsletters, graduation information, important announcements.

Students have the option to:

1. Forward their Husky emails to a preferred email account. This can be done via their myNEU account. Students with a preferred personal email account are encouraged to enter that information in their myNEU account. Instructions are available at www.northeastern.edu/its/services/huskymail.
2. Configure their HuskyMail on a smartphone. Instructions are available at www.northeastern.edu/its/services/huskymail.

New Student Orientation (On-Ground and Online)

All new students are expected to participate in New Student Orientation, which is offered both 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 through degree completion.

Students are encouraged to use the online orientation, accessed via NU Online, as a resource throughout their career at the College of Professional Studies.

For additional information, visit www.cps.neu.edu/student-resources/orientation.php.

International Student Orientation

At the beginning of each term, the International Student and Scholar Institute (ISSI) conducts orientation sessions, events, and activities designed to assure you have completed all U.S. documentation requirements, to assist you with enrollment in your courses, and to provide you with information and support to ease your transition to life in the United States and at Northeastern University. At each session, you will also have the opportunity to meet other international students, learn from shared experiences, and find any assistance you may need.

Orientation week is very important. Make sure you register (this is required for international freshman and transfer students), attend every mandatory session, and attend as many scheduled
events as you can to avoid missing other important information during your first few weeks on campus.

For a schedule of required sessions and other events, see the ISSI website at www.northeastern.edu/issi/schedule.html. You do not need to register for ISSI orientation.

STUDENT REFERENCE GUIDE

In addition to participating in New Student Orientation, students are strongly encouraged to review the Student Reference Guide 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 guide is organized with checklists students may use during different points in their academic career. For more information, visit www.cps.neu.edu/student-resources.

INFORMATION FOR INTERNATIONAL STUDENTS

International Student and Scholar Institute
405 Ell Hall
617.373.2310
617.373.8788 (fax)
www.northeastern.edu/issi

The International Student and Scholar Institute (ISSI) offers a vast array of programs and services to more than 8,500 international students and scholars who represent approximately 140 nations.

The ISSI 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.

The ISSI oversees 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.

Affiliation with the ISSI begins with the orientation program and continues through such initiatives as the ISSI’s two-month cultural festival, International Carnevale, which celebrates the cultural diversity of the entire university community. For a list of ISSI services and programs, visit the website.

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 previously authorized by the ISSI. Note that timely registration for courses is especially important so that they may remain in compliance with current federal regulations.

They should consult with the ISSI if they have questions about their individual status.

Coming to Boston

Preparing to travel to Boston and begin your studies at Northeastern University is exciting, and you have many things to do in preparation for both. When you plan carefully, your travels and arrival in Boston should go smoothly. Here are some of the key things you should do in preparation.

• Obtain your F-1 or J-1 visa from the U.S. Embassy or Consulate in your home country. An interview is required so request an appointment early. More information on the application process is available in this section of the site.

• If you are a transfer student currently studying in the United States on an F-1 or J-1 visa, obtain an I-20 or DS-2019 from Northeastern and a transfer form at www.northeastern.edu/issi/forms.html.

• Understand the medical insurance requirements and purchase health insurance coverage if you are not already covered by a policy that meets Massachusetts state requirements.

Make sure you received the Northeastern Health Report form in your admissions packet. Have your doctor sign the form and make sure you have received all of the immunizations listed on the form. If you have any questions, contact the University Health and Counseling Services in person at 135 Forsyth Building, by calling 617.373.2772 option #2, or by email at UHCS@neu.edu.

Planning Information

As a new international student, you are expected to arrive by the start date of your program stated on the I-20 issued by Northeastern or on the DS-2019 issued by Northeastern or by your sponsoring agency/government.

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

All international students will need to report to the ISSI at their scheduled immigration clearance session during orientation. Check the orientation schedule (www.northeastern.edu/issi/orientation.html) for the date and time of your session.

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 you may refer to if you are seeking housing in the Boston area: www.cps.neu.edu/student-resources/housing.php.

SEVIS Compliance

The ISSI is required to comply with immigration regulations governing your student status and must submit information every term as required by Homeland Security.
The ISSI: Your Resource for SEVIS Advice and Assistance

The ISSI advises students on the complexities of immigration compliance and interfaces with various U.S. government agencies. The ISSI 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 the ISSI whenever you have a question relating to your nonimmigrant student status or any aspect of SEVIS compliance.

Global Student Success

10 Belvidere
617.373.2455
globalss@neu.edu
www.cps.neu.edu/gss

Global Student Success is committed to fostering the acculturation of international students to the Northeastern community and promoting internationalization across the institution. We support international students through cross-cultural, linguistic, and academic support services. We also partner 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@neu.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, send an email to HuskyCard@neu.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 myNEU 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
www.library.neu.edu

The Northeastern University Library is at the hub of campus intellectual life. Resources include over 900,000 print volumes, 206,500 ebooks, 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 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 at www.northeastern.edu/law/library.
Office of Academic Advising
50 Nightingale Hall
617.373.2400
617.373.5545 (fax)
cps-adviser@neu.edu
www.cps.neu.edu/student-services

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, including the postbaccalaureate premedical program, has a designated academic advisor 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. Visit www.cps.neu.edu/student-resources/student-enrichment.php.

For more information about the Office of Academic Advising, visit www.cps.neu.edu/student-resources/oasss.php.

Students are encouraged to communicate regularly with their academic advisors.

TUTORING SERVICES
Tutoring can benefit skilled professionals and beginning students alike. Students enrolled in the College of Professional Studies have access to and are strongly encouraged to make use of the various available tutoring services.

SMARThINKING
Smarthinking is a free online tutoring service accessed through the student’s NU Online account.

Smarthinking provides online tutoring, synchronous or asynchronous, in many different subjects such as writing, reading, basic math through multivariate calculus, business, biology, chemistry, and physics.

For more information, visit www.cps.neu.edu/student-resources/tutoring-services.php.

International Tutoring Center
Basement of Snell Library
617.373.2455
globalss@neu.edu
www.cps.neu.edu/gss

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
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.

Northeastern Math Center
540B Nightingale Hall
617.373.2438

Math tutoring on an individual basis is provided in algebra, precalculus, or calculus. This is a free service for Northeastern students. Students can call or stop by the center for an appointment.

Career Services
103 Stearns Center
617.373.2430
617.373.4231 (fax)
careerservices@neu.edu
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)
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, www.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. See www.mbta.com for more information.

University Health and Counseling Services
Forsyth Building, Suite 135
617.373.2772
UHCS@neu.edu
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.

We Care
104 Ell Hall
617.373.4384
we_care@neu.edu
www.northeastern.edu/wecare

The mission of We Care is to support students who experience unexpected challenges in maintaining their academic progress. We Care works with the student to coordinate assistance among university offices and to offer appropriate on and off campus referrals to support successfully resolving the issue. 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@neu.edu
www.northeastern.edu/spirituallife/index.html

The Center for Spirituality, Dialogue, and Service (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 (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 (SJRC) (106 St. Stephen Street) and supports the Hillel Center, The Foundation for Jewish Life (70 St. Stephen Street), and the Catholic Center (68 St. Stephen Street).

CSDS sponsors over twenty-five 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 Social Justice Resource Center (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 www.neu.edu/spirituallife, call 617.373.2728, email csds@neu.edu, visit 203 Ell Hall.

Office of Student Conduct and Conflict Resolution
202 Ell Hall
617.373.4390
www.northeastern.edu/osccr

The Office of Student Conduct and Conflict Resolution administers the Code of Student Conduct, which is included in this catalog, 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.

Northeastern University Bookstore
Main Campus
Curry Student Center, ground floor
617.373.2286
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
www.campusrec.neu.edu

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 r.nazzaro@neu.edu.
Parking
Student Financial Services
354 Richards Hall
617.373.2366
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 at www.applyweb.com/apply/neup/menu.html.

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
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
Public Safety Division Administrative Offices
100 Columbus Place
617.373.2696
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
www.northeastern.edu/nupd/services-programs

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 www.northeastern.edu/publicsafety.

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 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.

**RAD Self-Defense Courses**
617.373.2696
www.northeastern.edu/nupd/services-programs/ radself-defense-classes

The R.A.D. System of defense will provide women of all ages with the knowledge to make an educated decision about resistance, on the premise that a spontaneous violent attack will stimulate a natural desire to resist on the part of the victim.

**Lost and Found**
www.northeastern.edu/nupd/services-programs/lost-and-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)
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@neu.edu
www.northeastern.edu/infoservices

Information Technology Services (ITS) is the central provider of technology infrastructure, services, and applications for more than 30,000 students, faculty, and staff at Northeastern University. From providing the myNEU portal to secure networks to training on critical applications, ITS partners with stakeholders across the university to equip students, faculty, and staff with the tools necessary to achieve academic excellence. The division serves as a technology partner with the university, evaluating and delivering innovative and collaborative solutions that promote and advance teaching, learning, research, and support for the Northeastern community.

**Services and Resources**
For a complete list of ITS services and resources, visit www.northeastern.edu/its/services-resources-category.

**ITS Service Desk**
Help and Information Desk, Snell Library
617.373.4357 xHELP
help@neu.edu

The ITS Service Desk provides phone-based and walk-up technology support services to students, faculty, and staff. The ITS Service Desk staff also offers support for ITS-managed printers and answers general computing questions. Contact the ITS Service Desk for the following services:

- Troubleshooting Northeastern University-provided accounts and applications, including email.
- Investigating wired and wireless network connection problems.
- Troubleshooting network printer problems.
- Assisting students with myNEU and Blackboard questions.
- Support with ITS-managed labs.
- Access to equipment available for loan, including AV equipment and laptop adapters.
- The ITS Service Desk is located at the Help and Information Desk on the first floor of Snell Library near the InfoCommons and provides assistance on computer-related issues to students, faculty, and staff with a valid Northeastern ID. If it is determined that a student’s computer problem is the result of a hardware failure, the center can arrange for the university’s third-party repair company to fix the equipment.
myNEU

myneu.neu.edu

The online portal for the Northeastern community—myNEU—is a central resource for students, faculty, and staff. Your myNEU username and password provide access to key university platforms, from the myNEU portal to other university systems, including wireless network access, printing, and email.

The myNEU portal offers services tailored based on your role at Northeastern for all academic, personal, and recreational needs. Resources available for students include links to student email, information channels, financial aid, and Blackboard and online course registration. NU ALERT, our real-time university emergency notification system, utilizes the contact information provided within myNEU. It is your responsibility to maintain accurate personal and emergency contact information.

ResNet Resource Center

Speare Commons
617.373.HELP (x4357)
resnet@neu.edu
www.northeastern.edu/resnet

ResNet, a service of Information Technology Services and Housing Services, provides Internet access to all students living in Northeastern residence halls. The ResNet Resource Center, located in Speare Commons, provides students with support for the HuskyCable TV service, mobile devices, gaming systems and other devices, student email, computer troubleshooting, and repair services for Apple and Dell computers.

Printing

The Northeastern printing program provides a limited amount of free printing each year to students, faculty, and staff. Each September, as an active member of the community, you are given a credit of $120 Print Dollars on your Husky Card to use at your discretion at any of the ITS-managed printers located across campus. Print credits do not carry over from one academic year to the next.

Print jobs can be directly sent to the appropriate printer queue from any ITS computer labs or from your own computer by using the Virtual Print Client software to remotely print. When you locate a printer associated with the appropriate printing queue, simply swipe your Husky Card, select your print job, and it will print.

Appropriate Use Policy

The information systems of Northeastern University are intended for the use of authorized members of the community in the conduct of their academic and administrative work. The Appropriate Use Policy (AUP) describes the terms and conditions of Northeastern information systems use. For more information, visit the Appropriate Use Policy page at www.northeastern.edu/aup.

Training Services

Snell Library
617.373.5858
training@neu.edu

Information Technology Services training provides the following instructor-led and Web-based courses to all members of the Northeastern community:

- **Web-based training.** ITS training offers computer training over the Internet, including Mac tutorials; MS Office tutorials; some application-specific training provided by the application vendors; and via Lynda.com, which offers 24/7 access to an extraordinary breadth of training modules. Web-based training is an innovative, self-paced learning method that allows students, faculty, and staff to train anytime or anywhere, using a computer with an Internet connection.

- **Instructor-led training.** Instructors offer classes such as Public Speaking for Presentations, Advanced Excel, SharePoint, Adobe Photoshop, and Blackboard. These workshops are available at no charge to the entire university community.

To register for a class, visit the “Training” section of the ITS website.

Academic Technology Services (ATS)

212 Snell Library
www.ats.neu.edu
ats@neu.edu

For graduate students performing teaching assistant/graduate assistant work, Academic Technology Services (ATS) is a resource for choosing and implementing technological solutions for a wide range of classroom goals. Whether creating online classes or incorporating flipped classroom techniques into on-ground classes, ATS offers consultation and support for implementation. Additionally, ATS manages the Discovery Lab, located on the first floor of Snell Library, which is a space for showcasing ideas and innovations at Northeastern. The Discovery Lab is an area to host both events and exhibitions.
Northeastern University is eager to assist students in developing a plan for financing a Northeastern education. Through a variety of options—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 Office of Student Financial Services on the Web at www.northeastern.edu/financialaid/cps or call 617.373.2897 for additional information.

Federal Financial Aid
The Office of Student Financial Services is committed to working with you to identify federal financial aid options that can help make a Northeastern education affordable. To take advantage of federal financial aid programs, students must submit the Free Application for Federal Student Aid (FAFSA) form.

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

- Be enrolled in at least 6 quarter hours, applicable toward degree program, per term for federal financial aid unless you are enrolled in a full-time stand-alone course listed on www.northeastern.edu/registrar/ref-udc-fulltime.pdf.
  Note: Although some programs may consider students enrolled in 4 credits to have half-time status, in order to qualify for federal financial aid, students must be enrolled in a minimum of 6 credits.
- Be citizens or eligible noncitizens of the United States.
- Be matriculated in a degree-granting program
- Have received a high school diploma or GED and be able to document upon request
- Be registered with Selective Service, if required
- Not be convicted of a drug-related crime in the last year
- Not be in default from previous student loans
- Maintain satisfactory academic progress

How to Apply
File the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Northeastern’s FAFSA school code is 002199.

You will need your Department of Education PIN to electronically sign your FAFSA online. If you do not have one or have forgotten your PIN, go to www.PIN.ed.gov to obtain one before starting the FAFSA online.

Awarding Timelines
For information regarding your financial aid status, visit the myNEU Web Portal (www.myneu.neu.edu), click on the “Self-Service” tab, 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:

<table>
<thead>
<tr>
<th>Term of Entry</th>
<th>Earliest Award Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>May</td>
</tr>
<tr>
<td>Fall</td>
<td>July</td>
</tr>
<tr>
<td>Winter</td>
<td>November</td>
</tr>
<tr>
<td>Spring</td>
<td>February</td>
</tr>
</tbody>
</table>

Returning students will begin receiving award notifications in June. Award notifications are electronic. New students will receive an email to the address provided during the admissions process. Returning students will be contacted at their @husky.neu.edu address.

Federal Loans
All students eligible to be awarded federal aid are awarded a Federal Direct Stafford Loan provided they have not exhausted aggregate loan maximums. Eligibility for a need-based subsidized Stafford Loan is determined by the information provided on the FAFSA and academic level. Students must be registered for at least 6 credits in a 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 attractive 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 private loans is available at www.northeastern.edu/financialaid/loans/supplemental.html. 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; origination, disbursement, or repayment fees; the quality of customer service; and the amount actually needed for borrowing.
Financial Aid Policies
The Office of 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 things such as 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 2.00 GPA and have earned academic credit in 67 percent of the courses attempted. Satisfactory academic progress will be evaluated after the winter quarter. Refer to www.northeastern.edu/financialaid/cps/sap.html 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 course work, or withdrawal from the university. Students should be aware that any change in enrollment status may result in a 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 their Office of Student Financial Services counselor 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 at multiple institutions in recent years. These files will need to be reviewed by financial aid counselors; 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
Federal regulations require that students who have received a high school diploma, GED, or associate degree or higher may be eligible to receive 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 his or her situation, or if family circumstances change during the year, the student should notify his or her Student Financial Services counselor 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 FAFSA. The FAFSA can be completed online at www.fafsa.gov.

Students should not wait to file an income tax return before completing the FAFSA. Estimated information can be used and updates can be done at a later date.

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
Course tuition for College of Professional Studies students is based on the number of quarter hours in each class. Your total tuition due for the quarter is dependent upon the total number of quarter hours in which you are enrolled. Course tuition is assessed just prior to the start of each class. Fees typically are assessed each quarter.

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

Example: The 2015–2016 tuition for an on-campus undergraduate class that is 3 QH is $378 × 3 = $1,134.
Note the different price structure for different types of courses, e.g., lecture vs. lab.

**College of Professional Studies Undergraduate Tuition Rates (2015–2016)**
These tuition rates are for the 2015–2016 academic year beginning on June 30, 2015. 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 Quarter Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate CPS course</td>
<td>$378</td>
</tr>
<tr>
<td>Lab course (science lab or writing lab)</td>
<td>$48</td>
</tr>
</tbody>
</table>

Visit www.cps.neu.edu/tuition-financial-aid for a complete listing of tuition.

**Fees**

- **Student center fee**: An $8.25 fee per quarter will be assessed for all students enrolled at Northeastern University’s Boston Huntington Avenue campus. This fee is for facilities and services at the Curry Student Center.

- **Campus recreation fee**: A $10.00 per quarter 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 future construction of athletic fields and facilities.

**NORTHEASTERN UNIVERSITY STUDENT HEALTH PLAN (NUSHP)**

For general health plan information, visit 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 course work 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@neu.edu.

**Health Insurance Waiver**

Eligible students may waive NUSHP via myNEU 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 www.northeastern.edu/nushp for waiver deadlines.

**BILL PAYMENT**

**Office of Student Financial Services**

354 Richards Hall
617.373.2270
617.373.8222 (fax)
studentaccounts@neu.edu

Full payment of tuition and other related charges is due on the Saturday at the end of the first week of class. (Payment for second-session courses is due by the first Saturday of the second session.) For questions related to underload and overload charges, the billing process, late fees, payment methods, tuition payment plan, and refunds, contact us at the above phone and email address.

**E-Bill**

For e-bill information, visit www.northeastern.edu/financialaid/studentaccounts/e-bill.html.

Northeastern University uses online billing and payment services to provide quick access to billing information and the ability to make payments worldwide seven days a week. There are no checks, envelopes, or stamps needed to make a payment. Additional benefits include viewable billing and payment history as well as convenient access for authorized third-party payers.

**Payment of Tuition**

Full payment of tuition and other related charges is due on the Saturday at the end of the first week of class. (Payment for second-session courses is due by the first Saturday of the second session.) Accepted methods of payment are:
• Electronic check and credit card payments can be made on the Web via NUPAY on myNEU. (MasterCard, Visa, American Express, and Discover accepted.) Check or money order, payable to Northeastern University.
• International Funds Transfer (IFT) through Western Union Business Solutions. This provides international students an alternative method for paying student bills. This payment option allows you to pay your student account balance in the currency of your choice and provides a simple and reliable way of initiating payments electronically through your bank. This method of payment is conveniently available on myNEU.
• Funds wired directly to the university’s bank: Fleet Bank, USA, 100 Federal Street, Boston, MA 02210, USA. Account #9429409686, ABA #026009593. Reference Northeastern University, student’s name, and student account number.
• Through the monthly payment plan. Call 800.635.0120 or visit www.tuitionpayenroll.com.
• Supplemental loans. Review options at www.northeastern.edu/financialaid.

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.

Northeastern’s Monthly Payment Plan
All College of Professional Studies students have the option to enroll in Northeastern’s monthly payment plan. This plan allows students and families to spread their quarterly costs over three monthly payments. For additional information, visit www.northeastern.edu/financialaid/studentaccounts/payment.html.

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 myNEU account.

Tuition Remission/Third-Party Payer
In those situations where the tuition is paid directly to the university by a third party, 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 no later than the end of 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. Mail or in-person: Student Account Operations, 354 Richards Hall, 360 Huntington Avenue, Boston, MA 02115 or Fax: 617.373.7607.

Discrepancies in Your Bill
Discrepancies in your bill should be addressed in writing to the Office of Student Financial Services. Include your name, Northeastern ID, permanent home billing address, Husky email address, dollar amount in question, date of invoice, and any other relevant information. Address all correspondence to Northeastern University Office of Student Financial Services, 354 Richards Hall, 360 Huntington Avenue, Boston, MA 02115, or email studentaccounts@neu.edu from your Husky email address. Responses will be sent to the student’s Husky email address. If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds.

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 for course registration dates: www.northeastern.edu/registrar/calendars.html. Credit balances will be refunded to the student unless otherwise directed by the student or the bill payer. Note the following exception:
• Payment plans—credit balances created from overpayment to the monthly payment plan will be refunded to the bill payer on record unless a letter of authorization, stating that funds may be released directly to the student, is received from that borrower.

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 registrar’s office.

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

Twelve-Week, Eight-Week, and Six-Week Courses
The College of Professional Studies will permit students to drop a twelve-week, eight-week, and six-week course within fourteen days from the start of the term in Eastern Standard Time and receive a 100 percent refund. After the fourteenth day of the term, any student seeking to withdraw from a twelve-week, eight-week, or six-week course will be ineligible for a refund. Should a student decide...
to withdraw from a course, he or she is expected to do so via his or her myNEU account. For specific dates in each term, refer to the academic calendar: www.northeastern.edu/registrar/calendars.html.

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email the Office of the University Registrar at registrar@neu.edu. If it is determined that there is an issue with myNEU access, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu; 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.

Four-Week Courses
The College of Professional Studies will permit students to drop a four-week course within seven days from the start of the session in Eastern Standard Time and receive a 100 percent refund. After the seventh day of the session, any student seeking to withdraw from a four-week course will be ineligible for a refund.

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email the Office of the University Registrar at registrar@neu.edu. If it is determined that there is an issue with myNEU access, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu; 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.

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 the Office of the University Registrar at registrar@neu.edu. If it is determined that there is an issue with myNEU access, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu; 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.

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.
ACADEMIC AND RESEARCH INTTEGRITY

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 depreciates 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. Unexplained absence from class or failure to meet an assignment deadline may seriously affect the student’s academic progress and may result in a final grade of F.

“I Am Here” (IAH) Process

After course registration, students are required to verify their intent to enroll in College of Professional Studies class(es) through their myNEU account during the first week of each class start. This verification process is called “I Am Here.” Students who fail to complete this process on time will be dropped from their class(es), which may impact their financial aid or international student visa eligibility.

Students are responsible for ensuring completion of the “I Am Here” process, which requires that they do not log out of the system early. Students who do not receive a “Successful Completion” message have not reached the end of the procedure and must start again. Sometimes it may take 24 hours before students can restart the procedure.

Students who experience difficulty with the process or have questions should contact CPSIamHere@neu.edu.

Absence Because of Religious Beliefs

Any student who is unable, because of his/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/she may have missed because of such absence on any particular day; provided, however, that such make-up examination or work should not create an unreasonable burden upon such school. 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” on page 22.

Nonattendance
Nonattendance does not constitute official course dropping or withdrawal, which means the student is fully responsible for the academic and financial consequences.

A student who registers for a course and completes the “I Am Here” process but does not officially drop the course by the deadline, regardless of his or her level of participation or attendance/nonattendance, is responsible for paying 100 percent of the tuition charges and applicable fees and the final earned grade. A student in this situation may earn an F grade that will be part of his or her 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.

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 myNEU Web Portal (www.myneu.neu.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 International Student and Scholar Institute 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, completion of requirements, and/or co-op. Medical leave petitions must be initiated at University Health and Counseling Services (UHCS). Students are not allowed to take courses for credit toward their degree at Northeastern while on medical leave of absence. Students can petition their college for an exception to take courses elsewhere based on extenuating circumstances.

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 attend classes on the Northeastern campus 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 www.northeastern.edu/uhcs/access.

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 myNEU Web Portal (www.myneu.neu.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 (see “Official Withdrawal Adjustments” on page 18). 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.

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 ISSI regarding the Student and Exchange Visitor Information System (SEVIS) procedures three to four months prior to anticipated return time.

Students who wish to reenter the university following a medical leave must contact the Medical Leave Team. 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 the Medical Leave Team, it will be reviewed and the student will be notified of the decision. Students must attend classes for the term they wish to return from medical leave of absence.

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 in turn 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 ISSI 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 advisor at the ISSI 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, academic, or health reasons. In the last case, 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 advisor at the ISSI before requesting or after having been placed on withdrawal.

REENTRY TO PROGRAM

Application for reentry into any academic program is required of students whose studies are interrupted voluntarily for a period of one to three years. 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. 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 course work. 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. Contact the Office of Academic Advising for assistance and to complete the appropriate form.
A new admission application is required of students whose studies are interrupted voluntarily for more than three years. Students are expected to meet the requirements of the program curriculum current at the time of the approved re-admission term. If the program into which the student is seeking readmission is no longer offered, the student may apply to another program and must meet the admissions requirements for that program. Contact the Office of Admissions for assistance and to complete the admission application.

If readmitted, transfer credits that a student was previously awarded will be reevaluated. It is at the discretion of the academic program to determine applicability of courses previously completed.

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

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 quarter 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 or F-2 status cannot enroll part-time or full-time; however, they may choose to apply for a change to a status eligible to study 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 twelve-week quarter, with no more than 9 credits per six-week session.

To be eligible for a course overload (more than 18 credits per twelve-week quarter or more than 9 credits per six-week 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 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 academic advisor. 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 International Student and Scholar Institute (ISSI).

International Student Enrollment Requirements

In order to maintain lawful student status in the United States, international students must be mindful of the rules and regulations that govern their nonimmigrant visa classification. Numerous U.S. federal regulations make it especially important for students in the “F” (student) and “J” (exchange visitor) categories to consult regularly with an international student advisor at the ISSI before taking any action that might impact their immigration status and educational endeavors in the United States.

All international students in F or J status must register before each quarter starts. It is strongly recommended that international students register for an appropriate full-time course load at least two weeks before the quarter starts. Any exceptions from full-time registration requirements must be preapproved by the ISSI in accordance with specified regulations.

In the College of Professional Studies, there are four quarters that make up each academic year. There are three twelve-week quarters (term) and one eight-week quarter (term). Each term is made up of parts of term (courses that are scheduled for less than full eight or twelve weeks). Students in F-1 and J-1 status must be enrolled at all times during a full quarter to remain in compliance. International students are not allowed to take courses during only one portion of an academic quarter. Restrictions on course formats apply to international student enrollment requirements.

To achieve full-time status, an undergraduate international student must be enrolled for 12 credits each quarter. For a 12-credit course load, the student must take at least 9 credits of on-ground courses that are held fully on campus or in the blended or hybrid format. Students must be enrolled in at least one on-ground course throughout the full term.

In the final academic term of a student’s program of study, enrollment may be for less than 12 credits, but it must either be on campus or a combination of on campus and online throughout the entire term.

Course Registration

For course registration information, visit 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 myNEU 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. Those who have been absent voluntarily for more than three years must apply for readmission. Once a student is accepted for reentry, he or she will register via myNEU.

• Students interested in taking undergraduate-level courses for personal professional enrichment (PPE) may register using the Express Registration form: prod-web.neu.edu/wasapp/CPSCourseReg/?form=expressReg&_ga=1.107309954.1406740676.1420751399. 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.

• Fast-Track program students do not need to register for courses themselves. The Fast-Track programs register all students enrolled in their programs each term.

• Global program students should consult with their program to determine if they need to register on their own or if the program will register them.

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.

Auditing a Course
Undergraduate students are permitted to audit undergraduate courses, but they must complete the usual registration process and pay regular tuition fees. There is no reduction in fees for auditing.

An auditor may participate in class discussions, complete papers and projects, and take tests and examinations for informal evaluation. Regardless of the amount or quality of work completed, however, no academic credit will be granted for an audited course. In addition, an audited course may not be used in the determination of enrollment status for financial aid purposes and does not count toward program completion.

The student’s decision to audit a course must be communicated in writing to the Office of the University Registrar before the fourth class meeting for twelve-week courses. For four-, six-, and eight-week courses, requests 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.

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 may access their degree audits through their myNEU account or request an audit from their academic advisor.

Degree audits are unofficial records of academic progress. Students are encouraged to consult with their academic advisor 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 myNEU account, students, regardless of matriculation status, should read the course description 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., ENG 1004 and ENG 1014, which are part of the undergraduate written communication core requirement, must be taken at the same time. Before registering for a course through their myNEU 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 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 academic advisor, 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 (www.cps.neu.edu/student-resources/academic-forms.php), 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 Formats and Credits
For information on College of Professional Studies course formats, visit www.cps.neu.edu/class-registration/course-formats.php.

The College of Professional Studies operates on a quarter credit system and offers courses in a variety of formats.

Duration of Courses
Each full fall, winter, and spring term runs for twelve weeks. Each full summer term runs for eight weeks.

Course Add/Drop Policy
Refer to the academic calendar for specific dates: www.northeastern.edu/registrar/calendars.html.

Students may add a four-week or six-week course within the first week of the course. For eight-and twelve-week courses, students may add a course within the first two weeks of the course.

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.

Students must add/drop courses using their myNEU account.

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly email the Office of the University Registrar at registrar@neu.edu. If it is determined that there is an issue with myNEU access, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu; 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 grade-point average 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 myNEU account.

Students who experience difficulty withdrawing from a course should promptly email the Office of the University Registrar (registrar@neu.edu). If it is determined that there is an issue with the student’s myNEU account or access, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.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.

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.
Students in Fast-Track programs who wish to drop or withdraw from a course must contact their academic advisor.

**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 myNEU Web Portal (www.myneu.neu.edu). Courses with a response rate of less than 20 percent of enrolled students will be excluded from the results.

**GRADING SYSTEM**

Grades are officially recorded by letters, evaluated as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Grade</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></td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>Satisfactory achievement</td>
</tr>
<tr>
<td>C–</td>
<td>1.667</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>Poor achievement</td>
</tr>
<tr>
<td>D–</td>
<td>0.667</td>
<td>Failure</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td></td>
<td>In progress</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.

**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 quarter on a Satisfactory/Unsatisfactory (S/U) basis and may not take more than a total of five 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 twelve-week courses.
  - For four-, six-, and eight-week 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.
- Grade equivalents in an S/U system are:
  - S = C– or better
  - U = less than a C–
- 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.

**Clearing an Incomplete or Changing Other Grades**

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 can make up an incomplete grade by satisfying the requirements of the instructor or, if the instructor is absent, the academic program director designee. 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. The period for clearing an incomplete grade and 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.

To clear an incomplete grade, a student must obtain an Incomplete-Grade Contract (www.northeastern.edu/registrar/form-inc-grade.pdf) on which the precise agreement for clearing an incomplete grade is specified and signed by the student and the instructor. The student must make an appointment with the instructor to arrange for clearing the incomplete grade. He or she must then complete the form, sign the agreement, and obtain the instructor’s signature; leave a copy with the instructor, who will...
seek approval from the academic dean’s office before sending to the Office of Academic Advising; and retain a copy as a personal receipt. Any exception to this policy on change of grades must be recommended by the college’s academic standing committee (ASC) and must be forwarded in writing by the ASC to the registrar for implementation. (The agreed-upon course work must be completed within one calendar year from the end of the term in which the course was offered.)

Any grade outstanding for twelve 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 registrar for implementation.

**Calculating Grade-Point Average (GPA)**

To calculate your grade-point average:

1. Convert the letter grades to numerical values using the table above. Note: I, IP, L, NE, W, S, U, and X grades are not included in computing the GPA.
2. Multiply the value of the letter grades by the number of hours taken in each course. For example, if a student earns a C in a 4-credit-hour course, the grade points would be 8.000 (2 grade points times 4 credit hours taken equals 8.000 grade points).
3. Add all the quality points.
4. Add all the hours attempted (except classes with I, IP, W, S, and U).
5. Divide total grade points by total hours attempted. The quotient, truncated to three decimal places, is the GPA.

**ACADEMIC PROGRESSION STANDARDS**

**Faculty Advisor Communication Tool (FACT)**

FACT is a communication tool that provides faculty with a method for providing input to advisors 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**

An undergraduate student must maintain a minimum cumulative grade-point average (GPA) of 2.000 on a 4.000 scale to be in good academic standing at the College of Professional Studies. 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 myNEU 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 twenty working 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 cumulative grade-point average (GPA) is below 2.000 after attempting 12–23 credits at the College of Professional Studies. At this point, the student is strongly encouraged to consult with his or her academic 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 his or her cumulative GPA remains below 2.000 after attempting 24–35 credits at the College of Professional Studies. The student is required to consult with his or her academic 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 after attempting 36 or more credits 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 must make consistent satisfactory academic progress toward his or her program. A student who attempts but does not complete credits and earns one or more I, IP, NE, or W grades for two or more consecutive terms may be placed on academic probation, which may then result in academic dismissal.

A student will be notified about his or her dismissal and has the right to appeal the dismissal decision to the college’s academic standing committee if he or she can provide documented evidence supporting an appeal. The notification will include the appeal deadline.

Students should check their course grades via their myNEU account at the end of each course.

**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 this 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 must be made in writing by submitting the completed Request for Reinstatement form (www.cps.neu.edu/student-resources/academic-forms.php) 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.

COMPLETING PROGRAM REQUIREMENTS

Undergraduate Degree Programs
To earn an undergraduate degree at the College of Professional Studies, students must complete all courses as prescribed in the curriculum, the required number of credits as per the curriculum, and maintain a minimum cumulative GPA of 2.000 or as outlined by the specific program.

Undergraduate Certificate Programs
To earn an undergraduate certificate at the College of Professional Studies, students must complete all courses as prescribed in the curriculum, the required number of credits as per the curriculum, and maintain a minimum cumulative GPA of 2.000 or as outlined by the specific program.

Time Limit on Program Completion
Although there is no set limit for an undergraduate student to complete his or her certificate or degree, there is a limit to how long a course may be used toward program completion. Science and technology courses expire after seven years.

At the time of reentry or readmission for an undergraduate student, the science or technology courses that were completed seven or more years ago cannot be used to satisfy the science or technology requirement for the degree. The student has to retake the course or take a different course in the subject area to satisfy degree requirements. Credits earned for the expired science or technology course may be applied to the open electives requirement in the degree, if applicable.

Note: The College of Professional Studies makes adjustments to its academic program offerings and curricula to stay current and to be able to offer students the most relevant courses and knowledge in the field. Examples of such changes include adding new programs, adding/adjusting course requirements, adding/adjusting courses, and adding/adjusting curriculum requirements.

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.

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 92 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 academic advisor 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) may choose to enroll in a different undergraduate major/program, after consulting with his or her academic advisor. The student then completes the appropriate form and is responsible for meeting all admission requirements for the intended program.

An undergraduate Fast-Track student who would like to switch to a non–Fast-Track program must consult with his or her academic advisor. He or she is responsible for meeting all admission requirements for the intended program and understand that the transfer credit award received will change.

Previous transfer credit awards are subject to change as a result of a major 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 18 but no more than 22 credit hours of undergraduate-level course work, as specified by the individual minor program. A student may choose from among 9 undergraduate minor programs. 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 academic advisor.
• 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 academic advisor. 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 9 quarter hours (QH) 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.
• A student in an undergraduate Fast-Track program is eligible to apply for an undergraduate minor. The Fast-Track student must fulfill all requirements of the degree and minor(s) concurrently, which could result in the student completing more than the minimum credits required for the degree alone. Courses in the undergraduate minors are offered outside the Fast-Track programs and do not adhere to the rules and procedures that are part of the Fast-Track programs.

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 works with students to identify experiential learning opportunities of one to two quarters to facilitate career exploration and transition. This program is an optional component of most degree programs. Students must qualify to participate. Review the website (www.cps.neu.edu/degree-programs/internships-co-ops) for guidelines, academic requirements, and opportunities.

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 9 credits, if the contents are determined to be applicable per the program director.
3. An associate degree 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.
4. 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.

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 quarter hours per twelve-week term)
• 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 72 quarter hours in residence and who meet the following GPA requirements to graduate with honors:

<table>
<thead>
<tr>
<th>Grade-Point Average</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 72 quarter hours 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 24 quarter 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.

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.

*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 myNEU account, the “Expected Graduation Date” (EGD) is the same as the degree conferral date. Northeastern University confers degrees three times each academic year: winter, spring, and fall. The graduation ceremony date is the date that the college hosts the annual graduation ceremony.

To qualify for winter degree conferral, a student must satisfy all degree requirements by the end of the previous fall quarter. To qualify for spring degree conferral, a student must satisfy all degree requirements by the end of the previous winter quarter. To qualify for fall degree conferral, a student must satisfy all degree requirements by the end of the previous spring or summer quarters.

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 myNEU 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 academic advisor.

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 (www.cps.neu.edu/student-resources/academic-forms.php) to their academic advisor in order to have their academic record audited to receive their certificate. Deadlines apply. Students should contact their academic advisor 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 myNEU Web Portal (www.myneu.neu.edu) and may also order official transcripts through myNEU. For further information on transcript requests, visit www.northeastern.edu/registrar/trans_request.html. All questions concerning transcript requests should be directed to 617.373.2199, 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).
STUDENT ACADEMIC APPEALS PROCEDURES

Note: In the academic appeals procedures described herein, “dean” refers to the dean of the appropriate academic program or a designee, and “vice president” refers to the Vice President for Student Affairs or a designee.

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 Catalog, Undergraduate Student Handbook, or Faculty Handbook.

In most cases, students should first discuss their concerns with the faculty member who taught the course to see if it is possible to reach 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 the program director to attempt a program-level resolution of the appeal. If these attempts to informally resolve the issue fail, the student can enter the formal procedure at the college level as follows.

Step 1
A student may appeal an academic determination by submitting a written statement (the Statement). If the appeal concerns academic probation, it is submitted to the college’s academic standing committee. If the appeal concerns a grade or course evaluation, it is submitted to the dean of the academic program in which the course was given. All appeals of grades should be initiated and resolved before the student graduates. If a student wishes to dispute a grade in his or her final term, this must be done within forty-five days of graduation. If the appeal concerns a cooperative education determination, it is submitted to the dean of the academic program in which the student is enrolled. The Statement must specify the details of the action or judgment and the basis for the appeal. (Note: The Statement shall include when the problem occurred, who made the disputed evaluation, the nature of the evaluation, and what resolution the student would like to see.)

All parties shall cooperate and act expeditiously in processing the appeal to completion. 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 appeal procedures. A student may consult with the vice president or the vice provost or their designees 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 problem at any stage of these procedures. The Statement should be submitted within twenty working days (four calendar weeks) of the day when the student learns of the academic determination in question. 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 Institutional Diversity and Inclusion 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 the Office of Institutional Diversity and Inclusion is advised of such alleged prohibited conduct as part of an academic appeal (see below), the appeal shall be pursued and investigated through the Office of Institutional Diversity and Inclusion first. In such cases, the student should submit the appeal to the appropriate dean(s) described in this step, with a copy also given to the Office of Institutional Diversity and Inclusion. 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.

Step 2
The dean shall respond to the student in writing, including specific instructions to the student to seek an informal resolution to the matter, unless such a course of action, as outlined by the student in his or her Statement, is demonstrably futile. The dean’s directions shall include discussing the matter with the person whom the student identifies as involved in the matter. If the student is not satisfied with the informal resolution, the dean shall discuss the matter with the department chair (where one exists) or equivalent supervisor and the dean of the academic program in which the faculty member involved in the matter serves, who shall attempt to effect an informal resolution. The student shall also have the right to discuss the matter with the chair (where one exists) or equivalent supervisor in which department the faculty member involved in the matter serves.

If the appeal involves allegations of prohibited harassment or discrimination, the dean shall consult with the Office of Institutional Diversity and Inclusion before making this response and shall, as part of this response, explain the role that the Office of Institutional Diversity and Inclusion will play in Steps 2 and 3 of this procedure.

A copy of this response shall be sent to the department chair or equivalent supervisor of the appropriate unit.

Step 3
If the appeal cannot be resolved informally within thirty days of the student’s original submission of his or her Statement to the dean, or if he or she is not satisfied with the disposition of the matter at Step 2, the student may proceed with the appeal through his or her college’s established academic appeals procedure. The dean or the academic standing committee, as applicable, must provide the student and the involved faculty member with a written report of his/her/its finding(s) and decision.
• This step involves a review by an academic standing committee making the recommendation to the dean. The student may obtain a copy of the operating rules of the academic standing committee from the dean of the academic program involved.
• In appeals involving allegations of prohibited harassment or discrimination, the dean or academic standing committee shall receive a report of the findings of the investigation of the Office of Institutional Diversity and Inclusion for incorporation into its own report on matters left unresolved by those findings that were referred to it. The dean or committee shall be without authority to reverse or modify the Office of Institutional Diversity and Inclusion finding or resolution.

Step 4
If the student or the involved faculty member is not satisfied with the dean’s disposition of the matter, or if the appeal has not been resolved within thirty days after originally being submitted to the dean pursuant to Step 1 (unless the student or faculty member has filed a grievance regarding the same subject matter at the Office of Institutional Diversity and Inclusion), he or she may further pursue the matter by requesting in writing within fourteen calendar days that the university convene an academic appeals resolution committee to review the issue. Students may obtain information on this process in either the We Care program (104 Ell) or the provost’s office (110 CH). This committee has been designated as the final authority on these matters. This request must be made within ten working days of the finding of the academic standing committee in Step 3.

MASSACHUSETTS BOARD OF HIGHER EDUCATION
A student has the right to submit a complaint or inquiry to the Massachusetts Board of Higher Education regarding his or her experience at Northeastern University. The board “receives and refers complaints/inquiries to the specific college for clarification and response. It is the college’s board of trustees that has responsibilities for establishing and enforcing policies necessary for the management of the institution under its authority” (www.mass.edu/forstudents/complaints/complaintprocess.asp).

A student who resides outside Massachusetts should contact his or her local/state organization.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
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. Students should provide documentation to the DRC at their earliest convenience to allow for sufficient time for review. After the documentation has been reviewed, a disability specialist will contact the student regarding appropriate next steps. For additional information on the DRC, visit their website at www.northeastern.edu/drc or contact staff at 617.373.2675.

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.

Change of Address
Report all address changes via the myNEU Web Portal (www.mynue.neu.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 also report any changes of address to the International Student and Scholar Institute within 10 days in order to ensure compliance with SEVIS requirements.

APPROPRIATE USE OF COMPUTER AND NETWORK RESOURCES POLICY
The information systems of Northeastern University are intended for the use of authorized members of the community in the conduct of their academic and administrative work. Northeastern’s information systems consist of all networking; computing and telecommunications wiring; equipment; networks; security devices; passwords; servers; computer systems; computers; computer laboratory equipment; workstations; Internet connection(s); cable television plant; university-owned mobile communications devices; and all other intermediary equipment, services, and facilities. These assets are the property of the university. This policy describes the terms and conditions of use for Northeastern information systems.

This policy applies to any and all users of these resources, both authorized and unauthorized.

The university’s complete Policy on Appropriate Use of Computer and Network Resources is available through Information Technology Services: www.northeastern.edu/its/policies.
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
• 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.

Northeastern Directory Information:
• College and major
• Dean’s List or other recognition lists
• Graduation degree(s) and honors
• Dates of attendance
• Sports activity participation, such as for soccer, showing weight and height of team members
• A playbill, showing your role in a drama or music production

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 forty-five 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.

5. Information concerning the following items about individual students is public and the offices listed below have the most accurate and up-to-date information:
The University

- **Office of the Registrar**
  (271 Huntington Avenue)
  Full name, major field of study, dates of attendance, class year, degrees and awards received, most recent previous educational institution attended

- **Department of Athletics**
  (219 Cabot Physical Education Center)
  Participation in formally recognized university athletics, weight and height of members of athletic teams

- **Campus Activities**
  (434 Curry Student Center)
  Participation in officially recognized university activities and student organizations

**Additional Information**

Additional information can be obtained at the following website:


or by writing to:

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

**FERPA and the USA Patriot Act**

The USA Patriot Act preempts FERPA, described above. The act provides federal law enforcement agencies access to otherwise confidential student records upon the presentation of specified authority. The act also says that the university cannot notify the individual whose records or information is being sought that the request has been made. All requests for student information made under the authority of the USA Patriot Act are handled by the Office of University Counsel, 115 Churchill Hall.

**STUDENT RIGHT-TO-KNOW ACT**

For information about the Student Right-to-Know Act, visit

www.northeastern.edu/registrar/right-to-know.html.

**STUDENTS’ 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.

**Academic Rights**

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 must recognize certain rights, which are set down in this document. (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 responsibilities 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 “Student Academic Appeals Procedures” on page 31.

**COURSE-RELATED RIGHTS**

**Article 1** Students have the right to instructors who attend scheduled classes on time.

**Article 2** Students have the right to view work they submit to satisfy course requirements after it is graded.

**Article 3** Students have the right to adequate access to instructors.

**Article 4** Students have the right to receive a course outline, which includes a fair and explicit grading policy, at the beginning of each course.

**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 student teacher course evaluations.

**RIGHTS TO UNIVERSITY ACADEMIC SERVICES**

**Article 7** Students have the right to adequate access to effective academic services provided by the university.

**Article 8** Students have the right to an environment conducive to learning. (Because the university operates on a 12-month calendar in an urban environment, many construction, remodeling, renovation, and repair projects must take place while the university is in session and while 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.)

**Article 9** Disabled students have the right to be treated in a nondiscriminatory fashion in accordance with the policies described in university publications and consonant state and federal laws.
SCHEDULING RIGHTS
Article 10 Students have the right to nonconflicting final exam schedules.

Article 11 Students have the right to final exam schedules in accordance with established university policy.

Article 12 Students have the right to be excused from academic commitments for a religious observance.

GENERAL ACADEMIC RIGHTS
Article 13 Students have the right to be informed, in a timely fashion, of proposed or actual university action to be taken against them.

Article 14 Students have the right of access to their academic and financial aid records and maintenance of the privacy of these records, as provided by the Federal Educational Rights and Privacy Act.

Article 15 Students have the right to be free from harassment by other members of the university community.

Article 16 Students have the right to the redress of academic grievances.

Student Responsibilities
It is each student’s responsibility to:

1. Contribute to a climate of open inquiry and honesty in all aspects of the university’s academic life.
2. Commit sufficient time and effort for study and the use of library, studio, and computational facilities in connection with each course.
3. Contribute to the classroom/laboratory/studio learning environment through discussion and active participation.
4. Acquire the necessary prerequisites for full participation in each academic course.
5. Attend scheduled classes regularly and on time.
6. Obtain help with problems encountered in a given course by seeking out faculty and teaching assistants outside class time.
7. Respect the concept of academic freedom of each faculty member.
8. Assist the university in its self-evaluation by responding honestly and conscientiously.
9. Provide permanent and local address information to the university in order to allow for communication.
10. Check their university email address on a frequent and consistent basis in recognition that many communications may be time-critical.

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.
Academic Programs and Curriculum Guide
NU GLOBAL

NU Global is international education at the College of Professional Studies. It provides international students with innovative pathway, language, and global degree programs; world-class resources; a collaborative learning environment; and outstanding faculty.

INTERNATIONAL BACHELOR’S COMPLETION PROGRAMS

BS in Leadership with a Business Minor—18-Month Fast-Track Program at Northeastern in Boston

The Bachelor Degree Completion Program in Boston offers a powerful learning experience that focuses on fundamental leadership skills and gives you the chance to apply them in a professional setting. Topics include management, professional writing, finance, and negotiation and ethical decision-making skills. Upon successful completion, you will have earned a Bachelor of Science in Leadership from a top U.S. university and gained admission to a Northeastern master’s degree program.

Entrance Requirement

The entrance requirement is an associate degree or at least two years of post–high school education equivalent to 60 semester hours.

Program Features

The program is designed to enable the student to:

- Complete the bachelor’s degree in as few as 18 months
- Gain guaranteed access to a wide range of Northeastern master’s degrees upon successful completion of bachelor’s program
- Be part of a supportive cohort group; benefit from peer learning and team building
- Study in Boston, one of the world’s most exciting cities for college students
- Gain practical work experience in Boston-based internships at leading U.S. companies and organizations

BS in Leadership with Minor in Business—Global Classroom Curriculum

Complete all courses listed below unless otherwise indicated.

*Courses marked with an asterisk constitute the minor in business.

**MINIMUM TRANSFER CREDIT REQUIRED** 80 QH

**QUARTER 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1005</td>
<td>College English 2</td>
</tr>
<tr>
<td>ESL 1050</td>
<td>Cases in American Organizations</td>
</tr>
<tr>
<td>or POL 1001</td>
<td>Introduction to Politics</td>
</tr>
<tr>
<td>LDR 1203</td>
<td>Assessing and Building Leadership Capacity</td>
</tr>
</tbody>
</table>

Quarter Total 12 QH
QUARTER 2

ACC 1110* Accounting Basics for Managers 3 QH
ENG 3006 College English Workshop 3 QH
MGT 1001* Dynamics of Business 1 3 QH
MTH 2512 Finite Mathematics 3 QH
Quarter Total 12 QH

QUARTER 3

CMN 2002 Intercultural Communication 3 QH
CMN 2051 Professional Speaking 3 QH
ENG 3550 Writing for the Professions Intensive 6 QH
MGT 1002* Dynamics of Business 2 3 QH
Quarter Total 15 QH

QUARTER 4

COP 3940 Personal and Career Development 3 QH
ECN 1002 Principles of Microeconomics 4 QH
LDR 2720 Evidence-Based Leadership and Decision Making 3 QH
MGT 1503* Managing in a Diverse and Changing World 3 QH
PHL 3010 Logic 3 QH
Quarter Total 16 QH

QUARTER 5

ECN 1001 Principles of Macroeconomics 4 QH
FIN 2110* Finance Basics for Managers 3 QH
LDR 3230 Ethical Decision Making 3 QH
PSY 1010 Introduction to Psychology: Fundamental Issues 3 QH
Quarter Total 13 QH

QUARTER 6

CMN 2154 Negotiation Skills 3 QH
HRM 2101* Organizational Behavior 3 QH
LDR 4995 Practicum 3 QH
PHL 2180 Business Ethics 3 QH
Quarter Total 12 QH

TOTAL GLOBAL CLASSROOM CREDIT 80 QH

BS in Finance and Accounting Management—
21-Month Fast-Track Program
at Northeastern in Boston

The Fast-Track 21-month Bachelor of Science in Finance and Accounting Management Global Classroom is a Global Finance and Accounting Degree Completion Program designed to fit your lifestyle and your higher educational goals. This seven-term format attracts an internationally diverse audience and meets on campus, allowing time for internships and other professional experiences. This program does not include books or meals. Upon successful completion, you will have earned a Bachelor of Science in Finance and Accounting Management from a top U.S. university and gained admission to a Northeastern master’s degree program.

Entrance Requirements

The entrance requirements are an associate degree or at least two years of post–high school education equivalent to 60 semester hours and college algebra or college-level mathematics.

Program Features

The program is designed to enable the student to:

- Complete the bachelor’s degree in as few as 21 months
- Gain guaranteed access to a wide range of Northeastern master’s degrees upon successful completion of a bachelor’s program
- Be part of a supportive cohort group; benefit from peer learning and team building
- Study in Boston, one of the world’s most exciting cities for college students
- Gain practical work experience in Boston-based internships at leading U.S. companies and organizations

BS in Finance and Accounting Management—
Global Classroom Curriculum

Complete all courses listed below unless otherwise indicated.

MINIMUM TRANSFER CREDIT REQUIRED 68 QH

TERM 1

ACC 1003 Financial Accounting (Intensive) 6 QH
ENG 3006 College English Workshop 3 QH
ESL 1050 Cases in American Organizations 3 QH
MGT 1001 Dynamics of Business 1 3 QH
Term Total 15 QH
(12 QH for domestic students)

TERM 2

ACC 1403 Managerial Accounting 3 QH
CMN 2051 Professional Speaking 3 QH
ECN 1002 Principles of Microeconomics 4 QH
ENG 3550 Writing for the Professions Intensive 6 QH
Term Total 16 QH

TERM 3

ACC 2250 Financial Reporting and Analysis (Intensive) 6 QH
ACC 2251 Strategic Cost Analysis (Intensive) 6 QH
Term Total 12 QH

TERM 4

ACC 3102 Financial Reporting and Analysis 3 3 QH
ECN 1001 Principles of Macroeconomics 4 QH
FIN 2850 Financial Management (Intensive) 6 QH
Term Total 13 QH

TERM 5

ACC 4250 Concepts in Taxation (Intensive) 6 QH
ACC 4403 Financial Reporting and Analysis 4 (Capstone) 3 QH
ECN 2050 Statistics (Intensive) 6 QH
Term Total 15 QH
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMN 2002</td>
<td>Intercultural Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>FIN 4503</td>
<td>Financial Institutions and Markets</td>
<td>3 QH</td>
</tr>
<tr>
<td>FIN 4560</td>
<td>International Finance</td>
<td>3 QH</td>
</tr>
<tr>
<td>MGT 3446</td>
<td>International Business and Management</td>
<td>3 QH</td>
</tr>
<tr>
<td>Term Total</td>
<td></td>
<td>12 QH</td>
</tr>
<tr>
<td>MGT 4750</td>
<td>Business Strategy (Intensive)</td>
<td>6 QH</td>
</tr>
<tr>
<td>PHL 2560</td>
<td>Business Ethics and Decision Making</td>
<td>6 QH</td>
</tr>
<tr>
<td>Term Total</td>
<td></td>
<td>12 QH</td>
</tr>
<tr>
<td><strong>TOTAL GLOBAL CLASSROOM CREDIT</strong></td>
<td><strong>95 QH</strong></td>
<td><strong>(92 QH FOR DOMESTIC STUDENTS)</strong></td>
</tr>
</tbody>
</table>

**AMERICAN CLASSROOM PROGRAM**

American Classroom 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. Program benefits include an opportunity to:

- 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 through in-class workshops
- Participate in specialized courses in business, science, and technology
- Receive support every step of the way from our dedicated Global Student Success staff
Global Pathways
The Global Pathways Program offers specialized areas of academic study, intensive English-language training, and academic skills preparation. There are three areas of concentration: business and social sciences; engineering, math, and computer science; and physical and life sciences. Upon successful completion of the program, students are admitted to their chosen undergraduate or graduate degree program.

Entrance Requirements
The entrance requirements are an academic record equivalent to a GPA of at least 2.500 and high-intermediate to advanced level of English equivalent to iBT 65 for undergraduates and iBT 61 for postgraduates.

Program Features
The program is designed to enable the student to:

- 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, online tutoring, and student support services
- Enjoy access to all university facilities
- Choose from a wide range of degree programs
- Be guaranteed entry to a Northeastern University degree program upon successful completion of Global Pathways

US Pathway Program (USPP)
The US Pathway Program (USPP) is a multicomponent program created by the Consortium of North American Universities (CNAU). Through USPP, students are prepared to enter a bachelor’s degree program in one of the CNAU institutions. In USPP, students earn academic credits in a supportive learning environment and receive comprehensive English-language preparation. Upon successful completion of the USPP terms, and if minimum standards are met, students are offered admission to a CNAU member institution without requiring a TOEFL or IELTS score. Students who successfully complete the program can earn up to 33 semester hours of credit, allowing them to matriculate as sophomore students.

The CNAU member institutions are:

- Northeastern University, Boston, Massachusetts
- Baylor University, Waco, Texas
- DePaul University, Chicago, Illinois
- Marist College, Poughkeepsie, New York
- Stevens Institute of Technology, Hoboken, New Jersey
- University of Vermont, Burlington, Vermont

Entrance Requirements
The entrance requirements are:

- High school diploma
- High school GPA 2.500 or above
- Pass USPP entry examination
- Residence in a country where a USPP program is offered

Program Features
The program offers the student:

- A pathway to enrollment at one of seven top U.S. colleges/universities
- A two-term English course and a two-term university preparation course to build skills to a level that will enable students to participate successfully in all facets of academic and college life in the United States
- A Summer Bridge term in the United States as students transition to the academic and social life in an American college/university
- A career and program counseling course to discover education and job options
- Benefit from transition assistance to the destination institution
FOUNDATION YEAR

An innovative, first-year college program, Foundation Year supports City of Boston students as they develop the skills to be successful in any college setting. Launched in 2009, Foundation Year is designed for recent City of Boston high school graduates and GED completers who would benefit from a more structured learning environment. Featuring rigorous academics, extensive support services, real-world experience, and all the privileges that come with being a Northeastern University student, Foundation Year brings together the right resources for each student—maximizing the potential for success.

Accepted students are enrolled in Northeastern University’s College of Professional Studies where they may earn a full year of college credits upon graduation. To foster camaraderie and peer-to-peer learning, the program is built around the cohort model, in which Foundation Year students attend all classes and workshops together.

Upon graduation, students are eligible to:

• Apply for admission to another college or university and transfer first-year credits toward an associate or bachelor’s degree program
• Continue at Northeastern University’s College of Professional Studies in a bachelor’s degree program
• Apply to transfer to another college at Northeastern if admission criteria are met

Academics

Designed with the student in mind, Foundation Year’s intensive curriculum includes courses in English, sociology, mathematics, and history. Students can also focus their studies by choosing from electives in a business, science, or liberal arts track. Foundation Year students can earn 44 quarter hours of credit—equivalent to one year of college credits.

CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN 2051</td>
<td>Professional Speaking</td>
<td>4</td>
</tr>
<tr>
<td>ENG 0910</td>
<td>Foundations of Writing</td>
<td>1.5</td>
</tr>
<tr>
<td>ENG 1004</td>
<td>College English 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1005</td>
<td>College English 2</td>
<td>4</td>
</tr>
<tr>
<td>ENG 3006</td>
<td>College English Workshop</td>
<td>4</td>
</tr>
<tr>
<td>HST 3213</td>
<td>Contemporary America</td>
<td>4</td>
</tr>
<tr>
<td>MTH 0108</td>
<td>Foundations of Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 1001</td>
<td>College Algebra 1</td>
<td>4</td>
</tr>
<tr>
<td>MTH 2002</td>
<td>College Algebra 2</td>
<td>4</td>
</tr>
<tr>
<td>MTH 2101</td>
<td>Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>or MTH 3005</td>
<td>Calculus 1</td>
<td>4</td>
</tr>
<tr>
<td>or MTH 3010</td>
<td>Calculus 2</td>
<td>4</td>
</tr>
<tr>
<td>SOC 1110</td>
<td>Diversity</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: Students are placed into math courses based on proficiency.

ELECTIVES

<table>
<thead>
<tr>
<th>Liberal Arts Course Track</th>
<th>Course Code</th>
<th>Title</th>
<th>QH</th>
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<tbody>
<tr>
<td>ART 1001</td>
<td>Introduction to Art</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHL 1001</td>
<td>Introduction to Philosophy and Ethics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSY 1010</td>
<td>Introduction to Psychology: Fundamental Issues</td>
<td>4</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Science Course Track</th>
<th>Course Code</th>
<th>Title</th>
<th>QH</th>
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</thead>
<tbody>
<tr>
<td>BIO 1010</td>
<td>Biology 1 (Principles)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO 1011</td>
<td>Laboratory for Biology 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIO 1210</td>
<td>Biology 2 (Diversity)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO 1211</td>
<td>Laboratory for Biology 2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIO 1410</td>
<td>Biology 3 (Animal)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO 1411</td>
<td>Laboratory for Biology 3</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Course Track</th>
<th>Course Code</th>
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<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLW 1001</td>
<td>Business Law 1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ECN 1001</td>
<td>Principles of Macroeconomics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ECN 1002</td>
<td>Principles of Microeconomics</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

To help facilitate learning, Foundation Year provides all students with textbooks and laptops to use for the entire school year.

APPLICATION PROCESS

1. Submit your Foundation Year application online. The application can be found at: www.northeastern.edu/foundationyear/apply/index.html.
2. Submit the following documents by fax or email. It is important for these documents to be addressed “Attention: Foundation Year.”
   • Official high school transcript(s) and/or GED report
3. Complete the Free Application for Federal Student Aid (FAFSA) online.

CONTACT INFORMATION

Fax: 617.373.8574
Email: foundationyear@neu.edu
CORE CURRICULUM

College of Professional Studies degrees integrate a core set of course requirements that ensure all of our graduates possess a well-rounded educational background and understanding of the world. The core courses allow students to gain insights into disciplines other than their field of study, as well as develop expertise in written and oral communication and critical thinking. Note: Some majors require specific choices in the core; check your major’s curriculum page.

Core Curriculum

Note: The core curriculum below does not apply to the following engineering technology programs:

- Computer engineering technology
- Electrical engineering technology
- Mechanical engineering technology

These three engineering technology programs use the engineering technology core curriculum, which appears on page 44.

Complete all courses listed below unless otherwise indicated.

WRITTEN COMMUNICATION

ENG 1004 College English 1 3 QH
  with ENG 1014 Writing Lab for ENG 1004 1 QH
ENG 1005 College English 2 3 QH
  Prereq. ENG 1004
  Coreq. ENG 1015
  with ENG 1015 Writing Lab for ENG 1005 1 QH
ENG 3006 College English Workshop 3 QH
  Prereq. ENG 1005
  Coreq. ENG 3007
  with ENG 3007 Writing Lab for ENG 3006 1 QH
  Coreq. ENG 3006

DIVERSITY

Complete one of the following courses:

- CMN 2002 Intercultural Communication 3 QH
- MGT 1503 Managing in a Diverse and Changing World 3 QH
- SOC 1110 Diversity 3 QH
- SOC 1635 Race and Ethnicity 3 QH

INFORMATION LITERACY

Complete one course (3 quarter hours) in the ITC subject area.

One of the following courses is recommended and should be chosen based on the individual student’s existing proficiency with computer productivity tools:

- ITC 1001 Introduction to PC Productivity Tools 3 QH
- ITC 1255 Human-Computer Interaction 3 QH
- ITC 2003 Advanced PC Productivity Tools 3 QH
  Prereq. ITC 1001 or basic skills in word processing, spreadsheets, and presentation software highly recommended
- ITC 2020 Digital Collaboration and Knowledge Management 3 QH
  Prereq. Advanced skills with productivity tools

MATHEMATICS

Complete a minimum of two courses (6 quarter hours). Courses may be chosen from the following list. Higher-level courses in math or statistics (e.g., calculus) may be used to fulfill the credit requirements. Some majors have courses that require specific math prerequisites. Select your two courses depending on program requirements or consult your advisor:

- MTH 1001 College Algebra 1 3 QH
- MTH 2002 College Algebra 2 3 QH
  Prereq. MTH 1001
- MTH 2512 Finite Mathematics 3 QH
  Prereq. MTH 2002 or MTH 2050
- ECN 2001 Statistics 1 3 QH
  Prereq. MTH 2002
- ECN 2002 Statistics 2 3 QH
  Prereq. ECN 2001
ETHICAL AND POLITICAL PERSPECTIVES
Complete one of the following courses:
LDR 3230 Ethical Decision Making 3 QH
    *Prereq. MGT 1503 or MGT 1001*
PHL 1001 Introduction to Philosophy and Ethics 3 QH
PHL 2180 Business Ethics 3 QH

SCIENCE PERSPECTIVES
Complete one course (3 quarter hours) from any of the following subject areas: BIO, BTC, CHM, ESC, or PHY. The following courses are suggested:
BIO 1010 Biology 1 (Principles) 3 QH
BIO 1825 Biology Today: An Issues Approach 3 QH
CHM 2105 Chemistry and the Environment 3 QH
ESC 1525 Energy for Today and Tomorrow 3 QH

HISTORICAL PERSPECTIVES
Complete one course (3 quarter hours) in the HST subject area.
Strongly recommended:
HST 3131 The World: 1945–Present 3 QH
Other suggested choices:
HST 1003 The Civilization of the Modern World 3 QH
HST 2205 Coming to America: The American Immigrant Experience 3 QH
HST 3213 Contemporary America 3 QH

TOTAL CORE CREDIT 33 QH

Core Curriculum, Engineering Technology
Engineering technology degrees in the Lowell Institute School integrate a set of course requirements designed to ensure that all graduates possess a well-rounded background and understanding of the world. The core curriculum for engineering technology below applies to the following programs:
- Computer engineering technology
- Electrical engineering technology
- Mechanical engineering technology

Complete all courses listed below unless otherwise indicated.

WRITTEN COMMUNICATION
ENG 1004 College English 1 3 QH
    *Coreq. ENG 1014*
with ENG 1014 Writing Lab for ENG 1004 1 QH
    *Coreq. ENG 1004*

TECHNICAL LITERACY
ETG 1005 Introduction to Engineering and Technology 4 QH
ETC 1015 Introduction to Computer Organization 3 QH
ETC 1017 Introduction to Computer Hardware 3 QH
    *Prereq. ETC 1015*
ETG 2010 Applications for Data Analysis 3 QH
    *Prereq. ETG 1005*

MATHEMATICS
MTH 1001 College Algebra 1 3 QH
MTH 2002 College Algebra 2 3 QH
    *Prereq. MTH 1001*
MTH 2101 Precalculus 3 QH
    *Prereq. MTH 2002 or MTH 2050*

Note: Students who have passed upper-level math courses, such as calculus, are not required to take the three math courses listed above.

SOCIAL SCIENCE DIVERSITY ELECTIVES
Complete a minimum of 8 quarter hours of course work in any of the following subject areas: ART, ENG, HST, HSV, JRN, MUS, PHL, POL, or SOC.

ETHICAL AND POLITICAL PERSPECTIVES
Complete two of the following courses:
LDR 3230 Ethical Decision Making 3 QH
    *Prereq. MGT 1503 or MGT 1001*
PHL 1001 Introduction to Philosophy and Ethics 3 QH
PHL 2160 Bioethics 3 QH
PHL 2180 Business Ethics 3 QH

TOTAL CORE CREDIT 40 QH
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.

BS in Biological Science
Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**
Complete the undergraduate core curriculum specified on page 43. 33 quarter hours required

**FOUNDATION COURSES**
19 quarter hours required

**Mathematics and Physics Requirement**
MTH 2101  Precalculus  3 QH

PHY 2301  Physics 1  4 QH

with PHY 2302  Laboratory for PHY 2301  1 QH

PHY 2501  Physics 2  4 QH

with PHY 2502  Laboratory for PHY 2501  1 QH

**Social Science Electives**
Complete 6 quarter hours of social science electives in the following subject areas: CJS, CMN, ECN, HST, HSV, POL, PSY, or SOC.

**MAJOR COURSES**
99 quarter hours required

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1010</td>
<td>Biology 1 (Principles)</td>
<td>3 QH</td>
</tr>
<tr>
<td>with BIO 1011</td>
<td>Laboratory for Biology 1</td>
<td>1 QH</td>
</tr>
<tr>
<td>BIO 1210</td>
<td>Biology 2 (Diversity)</td>
<td>3 QH</td>
</tr>
<tr>
<td>with BIO 1211</td>
<td>Laboratory for Biology 2</td>
<td>1 QH</td>
</tr>
<tr>
<td>BIO 1410</td>
<td>Biology 3 (Animal)</td>
<td>3 QH</td>
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<td>with BIO 1411</td>
<td>Laboratory for Biology 3</td>
<td>1 QH</td>
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<tr>
<td>BIO 3010</td>
<td>Microbiology 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>with BIO 3011</td>
<td>Laboratory for Microbiology 1</td>
<td>1 QH</td>
</tr>
<tr>
<td>BIO 3060</td>
<td>Microbiology 2</td>
<td>3 QH</td>
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<tr>
<td>with BIO 3061</td>
<td>Laboratory for Microbiology 2</td>
<td>1 QH</td>
</tr>
<tr>
<td>BIO 3210</td>
<td>Microbiology 3</td>
<td>3 QH</td>
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<tr>
<td>with BIO 3211</td>
<td>Laboratory for Microbiology 3</td>
<td>1 QH</td>
</tr>
<tr>
<td>BIO 3600</td>
<td>Ecology 1</td>
<td>3 QH</td>
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<tr>
<td>BIO 3610</td>
<td>Ecology 2</td>
<td>3 QH</td>
</tr>
<tr>
<td>BIO 3710</td>
<td>Genetics and Molecular Biology 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>BIO 3711</td>
<td>Genetics and Molecular Biology Laboratory</td>
<td>2 QH</td>
</tr>
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<td>BIO 3730</td>
<td>Genetics and Molecular Biology 2</td>
<td>3 QH</td>
</tr>
<tr>
<td>BIO 4240</td>
<td>Cell Biology 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>BIO 4250</td>
<td>Cell Biology 2</td>
<td>3 QH</td>
</tr>
<tr>
<td>BIO 4410</td>
<td>Biochemistry 1</td>
<td>3 QH</td>
</tr>
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</table>
BIO 4525  Cell Biology and Introductory Biochemistry Lab  Prereq. BIO 4250 and BIO 4610  2 QH
BIO 4610  Biochemistry 2  Prereq. BIO 4410  3 QH
BIO 4950  Seminar  Prereq. Senior standing  3 QH
CHM 1011  Chemical Principles 1  Prereq. MTH 1001  3 QH
with CHM 1012  Laboratory for Chemical Principles 1  Prereq. CHM 1011 (which may be taken concurrently)  1 QH
CHM 1015  Chemical Principles 2  Prereq. CHM 1011  3 QH
with CHM 1016  Laboratory for Chemical Principles 2  Prereq. CHM 1015 (which may be taken concurrently)  1 QH
CHM 2010  Organic Chemistry 1  Prereq. CHM 2020  3 QH
with CHM 2011  Laboratory for Organic Chemistry 1  Prereq. CHM 2010 (which may be taken concurrently)  1 QH
CHM 2020  Chemical Principles 3  Prereq. CHM 1015  3 QH
with CHM 2021  Laboratory for Chemical Principles 3  Prereq. CHM 2020 (which may be taken concurrently)  1 QH
CHM 2100  Analytical Chemistry for the Biosciences  Prereq. CHM 2020  3 QH
with CHM 2101  Laboratory for Analytical Chemistry for the Biosciences  Prereq. CHM 2100 (which may be taken concurrently)  1 QH
CHM 3015  Organic Chemistry 2  Prereq. CHM 2010  3 QH
with CHM 3016  Laboratory for Organic Chemistry 2  Prereq. CHM 3015 (which may be taken concurrently) and CHM 2011  1 QH
CHM 3020  Organic Chemistry 3  Prereq. CHM 3015  3 QH
with CHM 3021  Laboratory for Organic Chemistry 3  Prereq. CHM 3020 (which may be taken concurrently) and CHM 3016  1 QH

**BIOTECHNOLOGY SPECIALIZATION**
The biotechnology specialization is optional. *Note:* Fulfilling this specialization requires additional credit beyond the required degree total of 160 quarter hours.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC 2330</td>
<td>Quality Control and Validation Issues</td>
<td>3 QH</td>
</tr>
<tr>
<td>BTC 3110</td>
<td>Introduction to Biotechnology</td>
<td>3 QH</td>
</tr>
<tr>
<td>BTC 3210</td>
<td>Immunology</td>
<td>4 QH</td>
</tr>
<tr>
<td>BTC 4100</td>
<td>Introduction to Genomics, Proteomics, and Bioinformatics</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**OPEN ELECTIVES**
Complete 9 quarter hours of open electives.

**Biology/Biotechnology Electives**
Complete 16 quarter hours of biology/biotechnology electives in the BIO and BTC subject areas.
The Bachelor of Science in Biotechnology prepares 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.

### BS in Biotechnology

Complete all courses listed below unless otherwise indicated.

### CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 43. 33 quarter hours required

### FOUNDATION COURSES

19 quarter hours required

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2101</td>
<td>Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2301</td>
<td>Physics 1</td>
<td>4</td>
</tr>
<tr>
<td>with PHY 2302</td>
<td>Laboratory for PHY 2301 (which may be taken concurrently)</td>
<td>1</td>
</tr>
<tr>
<td>PHY 2501</td>
<td>Physics 2</td>
<td>4</td>
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<tr>
<td>with PHY 2502</td>
<td>Laboratory for PHY 2501 (which may be taken concurrently)</td>
<td>1</td>
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</tbody>
</table>

#### Elective Courses

Complete 6 quarter hours in the following subject areas: CJS, CMN, PSY, or SOC.

### MAJOR COURSES

93 quarter hours required

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1010</td>
<td>Biology 1 (Principles)</td>
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<td>Laboratory for Biology 1 (which may be taken concurrently)</td>
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<tr>
<td>BIO 1210</td>
<td>Biology 2 (Diversity)</td>
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<tr>
<td>with BIO 1211</td>
<td>Laboratory for Biology 2 (which may be taken concurrently) and BIO 1011</td>
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<tr>
<td>BIO 1410</td>
<td>Biology 3 (Animal)</td>
<td>3</td>
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<tr>
<td>with BIO 1411</td>
<td>Laboratory for Biology 3 (which may be taken concurrently) and BIO 1211</td>
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</tr>
<tr>
<td>BIO 3010</td>
<td>Microbiology 1</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 3011</td>
<td>Laboratory for Microbiology 1 (which may be taken concurrently)</td>
<td>1</td>
</tr>
<tr>
<td>BIO 3060</td>
<td>Microbiology 2</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 3061</td>
<td>Laboratory for Microbiology 2 (which may be taken concurrently)</td>
<td>1</td>
</tr>
<tr>
<td>BIO 3210</td>
<td>Microbiology 3</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 3211</td>
<td>Laboratory for Microbiology 3 (which may be taken concurrently) and BIO 3061</td>
<td>1</td>
</tr>
<tr>
<td>BIO 3710</td>
<td>Genetics and Molecular Biology 1</td>
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<tr>
<td>BIO 3711</td>
<td>Genetics and Molecular Biology Laboratory</td>
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<td>BIO 3730</td>
<td>Genetics and Molecular Biology 2</td>
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<tr>
<td>BIO 4240</td>
<td>Cell Biology 1</td>
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<td>BIO 4250</td>
<td>Cell Biology 2</td>
<td>3</td>
</tr>
<tr>
<td>BIO 4410</td>
<td>Biochemistry 1</td>
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<tr>
<td>BIO 4525</td>
<td>Cell Biology and Introductory Biochemistry Lab</td>
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<tr>
<td>BIO 4610</td>
<td>Biochemistry 2</td>
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</tbody>
</table>
BIO 4950 Seminar  
*Prereq. Senior standing*  
3 QH

BTC 3110 Introduction to Biotechnology  
*Prereq. BIO 3730, BIO 4250, and BIO 4610*  
3 QH

BTC 3210 Immunology  
*Prereq. BIO 3730 and BIO 4250*  
4 QH

BTC 4100 Introduction to Genomics, Proteomics, and Bioinformatics  
*Prereq. BIO 3730 and BIO 4610*  
3 QH

CHM 1011 Chemical Principles 1  
*Prereq. MTH 1001*  
3 QH

CHM 1012 Laboratory for Chemical Principles 1  
*Prereq. CHM 1011 (which may be taken concurrently)*  
1 QH

CHM 1015 Chemical Principles 2  
*Prereq. CHM 1011*  
3 QH

CHM 1016 Laboratory for Chemical Principles 2  
*Prereq. CHM 1015 (which may be taken concurrently)*  
1 QH

CHM 2010 Organic Chemistry 1  
*Prereq. CHM 2020*  
3 QH

CHM 2011 Laboratory for Organic Chemistry 1  
*Prereq. CHM 2010 (which may be taken concurrently)*  
1 QH

CHM 2020 Chemical Principles 3  
*Prereq. CHM 1015*  
3 QH

CHM 2021 Laboratory for Chemical Principles 3  
*Prereq. CHM 2020 (which may be taken concurrently)*  
1 QH

CHM 2100 Analytical Chemistry for the Biosciences  
*Prereq. CHM 2020*  
3 QH

CHM 2101 Laboratory for Analytical Chemistry for the Biosciences  
*Prereq. CHM 2100 (which may be taken concurrently)*  
1 QH

CHM 3015 Organic Chemistry 2  
*Prereq. CHM 2010*  
3 QH

CHM 3016 Laboratory for Organic Chemistry 2  
*Prereq. CHM 3015 (which may be taken concurrently) and CHM 2011*  
1 QH

CHM 3020 Organic Chemistry 3  
*Prereq. CHM 3015*  
3 QH

CHM 3021 Laboratory for Organic Chemistry 3  
*Prereq. CHM 3020 (which may be taken concurrently) and CHM 3016*  
1 QH

**Biology/Biotechnology Electives**  
Complete 6 quarter hours of biology/biotechnology electives in the BIO and BTC subject areas.

**SPECIALIZATIONS**  
Specializations in this program are recommended groupings of courses designed to provide additional content focus. Students may complete the regulatory specialization below or may choose to create their own special focus by selecting other courses in the College of Professional Studies.

**Regulatory Specialization**  
Complete two of the following courses:

BTC 2310 Production Regulatory Affairs, Current Good Manufacturing Practice  
*Prereq. BTC 3110*  
3 QH

BTC 2320 R&D Regulatory Affairs, Good Laboratory Practice  
*Prereq. BTC 2310*  
3 QH

BTC 2330 Quality Control and Validation Issues  
*Prereq. BTC 3110*  
3 QH

BTC 2340 Introduction to International Regulatory Affairs  
*Prereq. BTC 3110*  
3 QH

**OPEN ELECTIVES**  
Complete 15 quarter hours of open electives.
The Bachelor of Science in Computer Engineering Technology degree provides students with the opportunity to acquire the knowledge, skills, and strengths to become technicians and technical leaders in the design, implementation, integration, and support of computer-based and network systems that are critical to the achievement of enterprise, project, research, and business goals. In this increasingly interconnected world, technicians with the ability to understand, link, and integrate computer hardware, software, and networks, and who can evolve systems as needs change, are in demand.

This focused bachelor’s degree includes courses in technical literacy, mathematics, engineering graphics, network and data analysis, software development, and electromechanical systems. Program course work will assist students preparing for examinations leading to professional certifications, such as Microsoft Certified System Administrator (MCSA) and Microsoft Certified System Engineer (MCSE).

The Bachelor of Science in Engineering Technology in Computer Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, Inc.

**BSET in Computer Engineering Technology**

Complete all courses listed below unless otherwise indicated.

**ENGINEERING TECHNOLOGY CORE CURRICULUM**

Complete the engineering technology undergraduate core curriculum specified on page 44.

40 quarter hours required

**FOUNDATION COURSES**

59 quarter hours required

**Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>QH</th>
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<tbody>
<tr>
<td>ETC 1101</td>
<td>Introduction to C++ Programming</td>
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<tr>
<td>ETC 1103</td>
<td>C++ Application Development Prereq. ETC 1101</td>
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</tr>
<tr>
<td>ETE 101</td>
<td>Introduction to DC Networks Prereq. ETE 1101</td>
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<tr>
<td>ETE 1103</td>
<td>DC Network Analysis Prereq. ETE 1101</td>
<td>3</td>
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<tr>
<td>ETE 2101</td>
<td>Introduction to AC Networks Prereq. ETE 1103 or ETE 1150</td>
<td>3</td>
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<tr>
<td>ETE 2103</td>
<td>AC Network Analysis Prereq. ETE 2101</td>
<td>3</td>
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<tr>
<td>ETG 1001</td>
<td>Engineering Graphics 1 Prereq. ETG 1005 (which may be taken concurrently)</td>
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<tr>
<td>ETG 2021</td>
<td>Engineering Graphics 2 Prereq. ETG 1001</td>
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**Science**

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<tr>
<td>PHY 2301</td>
<td>Physics 1 Prereq. MTH 2002 or MTH 2050</td>
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<td>Laboratory for PHY 2301 (which may be taken concurrently)</td>
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<td>PHY 2501</td>
<td>Physics 2 Prereq. PHY 2301</td>
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<td>with PHY 2502</td>
<td>Laboratory for PHY 2501 (which may be taken concurrently)</td>
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<tr>
<td>PHY 3101</td>
<td>Physics 3 Prereq. PHY 2501</td>
<td>4</td>
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<td>with PHY 3102</td>
<td>Laboratory for PHY 3101 (which may be taken concurrently)</td>
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</table>

**Mathematics**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MTH 3005</td>
<td>Calculus 1 Prereq. MTH 2101</td>
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<tr>
<td>MTH 3010</td>
<td>Calculus 2 Prereq. MTH 3005</td>
<td>4</td>
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<tr>
<td>MTH 3015</td>
<td>Calculus 3 Prereq. MTH 3010</td>
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**MAJOR COURSES**

40 quarter hours required

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 2101</td>
<td>Introduction to C++/Data Structures Prereq. ETC 1103</td>
<td>3</td>
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<tr>
<td>ETC 2103</td>
<td>Data Structure Applications in C++ Prereq. ETC 2101</td>
<td>3</td>
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<tr>
<td>ETC 3161</td>
<td>Data Communication Protocols Prereq. ETC 2103</td>
<td>3</td>
</tr>
<tr>
<td>ETC 3251</td>
<td>Software Engineering Prereq. ETC 2103</td>
<td>3</td>
</tr>
<tr>
<td>ETC 3271</td>
<td>Introduction to Databases Prereq. ETC 1103</td>
<td>3</td>
</tr>
<tr>
<td>ETC 3465</td>
<td>UNIX Operating System Prereq. ETC 3463</td>
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</tr>
<tr>
<td>ETC 4514</td>
<td>Computer Architecture Prereq. ETC 3121</td>
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</tr>
<tr>
<td>ETC 4522</td>
<td>Systems-Level Programming Prereq. ETC 3161</td>
<td>4</td>
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<tr>
<td>ETE 2331</td>
<td>Introduction to Digital Systems Prereq. ETC 1017</td>
<td>3</td>
</tr>
</tbody>
</table>
### Technical Specialization Electives
27 quarter hours required

Complete a minimum of 27 additional quarter hours of technology electives in one of the following areas of specialization:

**Computer System Administration**
- **ETC 2415** A+ Core Hardware Servicing (Prereq. ETC 1017) 3 QH
- **ETC 2417** A+ Operating Systems Technologies (Prereq. ETC 1017) 3 QH
- **ETC 3311** MCSE Professional Administration (Prereq. ETC 3463) 4 QH
- **ETC 3313** MCSE Server Administration (Prereq. ETC 3311) 4 QH
- **ETC 3315** MCSE Network Administration (Prereq. ETC 3313) 4 QH
- **ETC 3317** MCSE Directory Services Administration (Prereq. ETC 3315) 4 QH
- **ETC 4233** Computer Security (Prereq. ETC 2103) 4 QH

**Digital/Embedded Systems**
- **ETC 3121** Assembly Language (Prereq. ETC 1017 and ETC 1101) 3 QH
- **ETC 4510** Embedded Microcomputer Systems (Prereq. ETC 3121) 4 QH
- **ETE 1211** Introduction to Electrical Measurements (Prereq. ETE 2103) 3 QH
- **ETE 1213** Applied Electrical Measurements (Prereq. ETE 1211) 3 QH
- **ETE 2011** Introduction to Signal Analysis (Prereq. ETE 3123) 4 QH
- **ETE 2013** Digital Communication Systems (Prereq. ETE 2101) 4 QH
- **ETE 2021** Basic Optics and Optical Systems Design (Prereq. ETE 2011) 4 QH
- **ETE 3511** Control Engineering (Prereq. ETE 2103 and MTH 3005) 4 QH
- **ETE 4011** Analog Circuit Simulation (Prereq. ETE 3123) 4 QH
- **ETE 4013** Digital Circuit Simulation (Prereq. ETE 3123) 4 QH

**Electromechanical Systems**
- **ETE 1211** Introduction to Electrical Measurements (Prereq. ETE 2103) 3 QH
- **ETE 1213** Applied Electrical Measurements (Prereq. ETE 1211) 3 QH
- **ETE 2011** Introduction to Signal Analysis (Prereq. ETE 3123) 4 QH
- **ETE 2013** Digital Communication Systems (Prereq. ETE 2101) 4 QH
- **ETE 3511** Control Engineering (Prereq. ETE 2103 and MTH 3005) 4 QH
- **ETE 4011** Analog Circuit Simulation (Prereq. ETE 3123) 4 QH
- **ETE 4013** Digital Circuit Simulation (Prereq. ETE 3123) 4 QH
- **ETE 4520** Industrial Control Systems 1 (Prereq. ETE 3133) 4 QH
- **ETE 4521** Industrial Control Systems 2 (Prereq. ETE 4520 and ETC 1101) 4 QH

**Software Development**
- **ETC 3105** Advanced Visual Basic (Prereq. ETC 1104 or ITC 1243) 3 QH
- **ETC 3121** Assembly Language (Prereq. ETC 1017 and ETC 1101) 3 QH
- **ETC 3311** MCSE Professional Administration (Prereq. ETC 3463) 4 QH
- **ETC 3341** Oracle SQL Programming (Prereq. ETC 3271) 4 QH
- **ETC 3343** Oracle Fundamentals 1 (Prereq. ETC 3341) 4 QH
Bachelor’s Degree Programs and Postbaccalaureate Program

ETC 4233 Computer Security 4 QH
Prereq. ETC 2103

ITC 1255 Human-Computer Interaction 3 QH
ITC 2002 Programming I 3 QH
Prereq. MTH 2550

ITC 2205 Multimedia for the Web 3 QH
Prereq. (a) ITC 1240 and (b) ITC 2002 or ITC 2015

ITC 2307 Programming 2 3 QH
Prereq. ETC 1101, ITC 2001, or ITC 2002

ITC 2811 Advanced Application Development 3 QH
Prereq. ETC 1103, ITC 2305, or ITC 2307

CAPSTONE EXPERIENCES
20 quarter hours required

Note: Capstone is designed to build on skills acquired in earlier courses and to emphasize situations and challenges that exist in the “real world.”

Technology
ETG 3001 Engineering Economy 4 QH
Prereq. MTH 2002

ETG 3041 Technical Communications 4 QH
Prereq. ENG 1004

ETG 4880 Capstone Preparation 2 QH
Prereq. Senior standing

ETG 4955 Capstone Design Project 4 QH
Prereq. ETG 4880

Science Elective
Complete one additional course (3 quarter hours) in one of the following subject areas: BIO, CHM, ESC, GIS, HSC, or PHY.

Business and Entrepreneurship
Complete one additional course (3 quarter hours) in one of the following subject areas: ACC, CMN, ECN, FIN, LDR, MGT, or MKT.

ELECTRICAL ENGINEERING TECHNOLOGY

The Bachelor of Science in Electrical Engineering Technology degree provides students with the opportunity to acquire the knowledge, skills, and analytical tools and techniques to become technologists supporting the design, implementation, integration, analysis, testing, and support of electronic circuits and electrical systems that are critical to the achievement of enterprise, project, research, and business goals.

This focused bachelor’s degree includes courses in mathematics, physics, electric circuit theory, analog and digital circuits and systems, power circuits and systems, and electric circuit and system analysis. The program offers the course work needed to prepare students for examinations leading to professional certifications, such as the NCEES PE exam, as well as continuing academic education, such as graduate school programs.

The Bachelor of Science in Engineering Technology in Electrical Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, Inc.

BSET in Electrical Engineering Technology
Complete all courses listed below unless otherwise indicated.

ENGINEERING TECHNOLOGY CORE CURRICULUM
Complete the engineering technology undergraduate core curriculum specified on page 44.

40 quarter hours required

FOUNDATION COURSES
59 quarter hours required

Technology
ETC 1101 Introduction to C++ Programming 3 QH
ETC 1103 C++ Application Development 3 QH
Prereq. ETC 1101

ETE 1101 Introduction to DC Networks 3 QH
ETE 1103 DC Network Analysis 3 QH
Prereq. ETE 1101

ETE 2101 Introduction to AC Networks 3 QH
Prereq. ETE 1103 or ETE 1150

ETE 2103 AC Network Analysis 3 QH
Prereq. ETE 2101

ETG 1001 Engineering Graphics 1 3 QH
Prereq. ETG 1005 (which may be taken concurrently)

ETG 2021 Engineering Graphics 2 3 QH
Prereq. ETG 1001

ETM 2100 Statics 4 QH
Prereq. MTH 2101 and PHY 2501

ETM 2200 Dynamics 4 QH
Prereq. (a) MTH 3005 (which may be taken concurrently) and (b) ETE 1103 or ETE 2100
Science
PHY 2301  Physics 1  4 QH
   Prereq. MTH 2002 or MTH 2050
with PHY 2302  Laboratory for PHY 2301  1 QH
   Prereq. PHY 2301 (which may be taken concurrently)
PHY 2501  Physics 2  4 QH
   Prereq. PHY 2501
with PHY 2502  Laboratory for PHY 2501  1 QH
   Prereq. PHY 2501 (which may be taken concurrently)
PHY 3101  Physics 3  4 QH
   Prereq. PHY 2501
with PHY 3102  Laboratory for PHY 3101  1 QH
   Prereq. PHY 3101 (which may be taken concurrently)

Mathematics
MTH 3005  Calculus 1  4 QH
   Prereq. MTH 2101
MTH 3010  Calculus 2  4 QH
   Prereq. MTH 3005
MTH 3015  Calculus 3  4 QH
   Prereq. MTH 3010

MAJOR COURSES
38 quarter hours required
ETE 1211  Introduction to Electrical Measurements  3 QH
   Prereq. ETE 2103
ETE 1213  Applied Electrical Measurements  3 QH
   Prereq. ETE 1211
ETE 2121  Introduction to Linear Circuits  3 QH
   Prereq. ETE 2103
ETE 2123  Applied Linear Circuits  3 QH
   Prereq. ETE 2121
ETE 2331  Introduction to Digital Systems  3 QH
   Prereq. ETC 1017
ETE 2333  Applied Digital Systems  3 QH
   Prereq. ETE 2331
ETE 3031  Engineering Analysis  4 QH
   Prereq. ETE 2103 and MTH 3010
ETE 3121  Analog Electronics  3 QH
   Prereq. ETE 2123 and MTH 3005
ETE 3123  Applied Analog Electronics  3 QH
   Prereq. ETE 3121
ETE 3131  Sequential Digital Systems  3 QH
   Prereq. ETE 2333
ETE 3133  Applied Sequential Digital Systems  3 QH
   Prereq. ETE 3131
ETE 3411  Energy Conversion  4 QH
   Prereq. ETE 2103 and MTH 3005

TECHNICAL SPECIALIZATION ELECTIVES
27 quarter hours required
Complete a minimum of 27 additional quarter hours of technology electives in one of the following areas of specialization:

Analog Systems Specialization
ETE 2011  Introduction to Signal Analysis  4 QH
   Prereq. ETE 3123
ETE 2013  Digital Communication Systems  4 QH
   Prereq. ETE 2111
ETE 2021  Basic Optics and Optical Systems Design  4 QH
   Prereq. ETE 2111
ETE 3401  Introduction to Power Systems  4 QH
   Prereq. ETE 2103 and MTH 3005
ETE 3403  Applied Power Systems  4 QH
   Prereq. ETE 3401
ETE 3421  Introduction to Distributive Systems  3 QH
   Prereq. ETE 3031 and MTH 3005
ETE 3423  Applied Distributive Systems  3 QH
   Prereq. ETE 3421
ETE 4011  Analog Circuit Simulation  4 QH
   Prereq. ETE 3123
ETE 4013  Digital Circuit Simulation  4 QH
   Prereq. ETE 3133

Digital/Embedded Systems Specialization
ETC 3121  Assembly Language  3 QH
   Prereq. ETC 1017 and ETC 1101
ETC 3251  Software Engineering  3 QH
   Prereq. ETC 2103
ETC 4510  Embedded Microcomputer Systems  4 QH
   Prereq. ETC 3121
ETE 2011  Introduction to Signal Analysis  4 QH
   Prereq. ETE 3123
ETE 2013  Digital Communication Systems  4 QH
   Prereq. ETE 2111
ETE 2021  Basic Optics and Optical Systems Design  4 QH
   Prereq. ETE 2111
ETE 3511  Control Engineering  4 QH
   Prereq. ETE 2103 and MTH 3005
ETE 4011  Analog Circuit Simulation  4 QH
   Prereq. ETE 3123
ETE 4013  Digital Circuit Simulation  4 QH
   Prereq. ETE 3133
ETE 4520  Industrial Control Systems 1  4 QH
   Prereq. ETE 2103
ETE 4521  Industrial Control Systems 2  4 QH
   Prereq. ETE 4520 and ETC 1101
### Electromechanical Systems Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETE 2011</td>
<td>Introduction to Signal Analysis</td>
<td>4 QH</td>
<td>Prereq. ETE 3123</td>
</tr>
<tr>
<td>ETE 2013</td>
<td>Digital Communication Systems</td>
<td>4 QH</td>
<td>Prereq. ETE 2011</td>
</tr>
<tr>
<td>ETE 3511</td>
<td>Control Engineering</td>
<td>4 QH</td>
<td>Prereq. ETE 2103 and MTH 3005</td>
</tr>
<tr>
<td>ETE 4011</td>
<td>Analog Circuit Simulation</td>
<td>4 QH</td>
<td>Prereq. ETE 3123</td>
</tr>
<tr>
<td>ETE 4013</td>
<td>Digital Circuit Simulation</td>
<td>4 QH</td>
<td>Prereq. ETE 3133</td>
</tr>
<tr>
<td>ETE 4520</td>
<td>Industrial Control Systems 1</td>
<td>4 QH</td>
<td>Prereq. ETE 2103</td>
</tr>
<tr>
<td>ETE 4521</td>
<td>Industrial Control Systems 2</td>
<td>4 QH</td>
<td>Prereq. ETE 2103 and ETC 1101</td>
</tr>
<tr>
<td>ETF 2011</td>
<td>Computer-Aided Manufacturing 1</td>
<td>4 QH</td>
<td>Prereq. ETG 2021</td>
</tr>
<tr>
<td>ETF 3011</td>
<td>Computer-Aided Manufacturing 2</td>
<td>4 QH</td>
<td>Prereq. ETF 2011</td>
</tr>
<tr>
<td>ETG 3023</td>
<td>AutoCAD Solids Modeling</td>
<td>3 QH</td>
<td>Prereq. ETG 2015 and ETG 2021</td>
</tr>
<tr>
<td>ETG 3031</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3 QH</td>
<td>Prereq. ETG 2015 and ETG 2021</td>
</tr>
<tr>
<td>ETM 3305</td>
<td>Theory of Engineering Measurements and Data Analysis</td>
<td>4 QH</td>
<td>Prereq. MTH 3015 and PHY 3101</td>
</tr>
<tr>
<td>ETM 3306</td>
<td>Lab for ETM 3305 (which is strongly recommended to be taken concurrently)</td>
<td>2 QH</td>
<td>Prereq ETM 3305</td>
</tr>
<tr>
<td>ETM 4501</td>
<td>Mechanical Vibrations</td>
<td>4 QH</td>
<td>Prereq. ETE 2103 or ETM 2150</td>
</tr>
</tbody>
</table>

### Power and Alternative Energy Systems Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETE 2013</td>
<td>Digital Communication Systems</td>
<td>4 QH</td>
<td>Prereq. ETE 2011</td>
</tr>
<tr>
<td>ETE 3401</td>
<td>Introduction to Power Systems</td>
<td>4 QH</td>
<td>Prereq. ETE 2103 and MTH 3005</td>
</tr>
<tr>
<td>ETE 3403</td>
<td>Applied Power Systems</td>
<td>4 QH</td>
<td>Prereq. ETE 3401</td>
</tr>
<tr>
<td>ETE 3423</td>
<td>Applied Distributive Systems</td>
<td>3 QH</td>
<td>Prereq. ETE 3421</td>
</tr>
<tr>
<td>ETM 3101</td>
<td>Engineering Stress Analysis</td>
<td>4 QH</td>
<td>Prereq. ETM 1103 or ETE 2100; EMT 3103 recommended to be taken concurrently</td>
</tr>
<tr>
<td>EMT 3102</td>
<td>Lab for EMT 3101 (which is strongly recommended to be taken concurrently)</td>
<td>2 QH</td>
<td>Prereq. ETM 3101</td>
</tr>
</tbody>
</table>

### CAPSTONE EXPERIENCES

22 quarter hours required

*Note: Capstone is designed to build on skills acquired in earlier courses and to emphasize situations and challenges that exist in the “real world.”*

#### Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETG 3001</td>
<td>Engineering Economy</td>
<td>4 QH</td>
</tr>
<tr>
<td>ETG 3041</td>
<td>Technical Communications</td>
<td>4 QH</td>
</tr>
<tr>
<td>ETG 4880</td>
<td>Capstone Preparation</td>
<td>2 QH</td>
</tr>
<tr>
<td>ETG 4955</td>
<td>Capstone Design Project</td>
<td>4 QH</td>
</tr>
</tbody>
</table>
Science Elective
Complete one additional course (3 quarter hours) in one of the following subject areas: BIO, CHM, ESC, GIS, HSC, or PHY.

Business and Entrepreneurship
Complete two additional courses (5 quarter hours) in any of the following subject areas: ACC, CMN, ECN, FIN, LDR, MGT, or MKT.

ENGLISH

The Bachelor of Science in English fosters an understanding and appreciation of the English language through study of literature and writing in order to promote critical thinking and strong interpersonal communication skills. The program also provides students with a strong background in the liberal arts and science, as well as the opportunity to minor in an area of particular interest.

With strong writing and communications skills and a broad liberal arts and studies background, graduates have the opportunity to pursue careers in areas such as public relations, social media, marketing, and sales in private industry, government agencies, and nonprofits.

BS in English
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

FOUNDATION COURSES
24 quarter hours required

Humanities Electives
Complete 15 quarter hours of humanities electives in the following subject areas: ART, CMN, JRN, PHL, TCC, or a modern foreign language.

Social Science Electives
Complete 6 quarter hours of social science electives in the following subject areas: CJS, ECN, HST, HSV, POL, PSY, or SOC.

History Requirement
Complete one of the following courses:
HST 1001 The Civilization of the Ancient and Medieval World 3 QH
HST 1002 The Civilization of the Early Modern World 3 QH
HST 1003 The Civilization of the Modern World 3 QH

MAJOR COURSES
69 quarter hours required

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2210</td>
<td>English Literature 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2211</td>
<td>English Literature 2</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2212</td>
<td>English Literature 3</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2420</td>
<td>American Literature 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2421</td>
<td>American Literature 2</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2422</td>
<td>American Literature 3</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2521</td>
<td>Backgrounds in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3001</td>
<td>Expository and Persuasive Writing 1 Prereq. ENG 3006</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3002</td>
<td>Expository and Persuasive Writing 2 Prereq. ENG 3001</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3432</td>
<td>Western World Literature 1</td>
<td>3</td>
</tr>
</tbody>
</table>
Bachelor’s Degree Programs and Postbaccalaureate Program

EN 3433 Western World Literature 2 3 QH
EN 4020 Expository Writing Workshop 3 QH
    Prereq. EN 3002
EN 4455 Topics in Shakespeare 3 QH
EN 4950 Seminar 3 QH
    Prereq. Senior standing

**Elective Courses**
Complete 27 quarter hours of English electives.

**NONBUSINESS ELECTIVES**
Complete 9 quarter hours of nonbusiness electives.

**OPEN ELECTIVES**
Complete 25 quarter hours of open electives.

**BACHELOR OF ARTS REQUIREMENTS**
Students wishing to obtain a Bachelor of Arts degree rather than a Bachelor of Science degree must complete 12 quarter hours of elementary modern language course work and 12 quarter hours of intermediate modern language course work.

**ENVIRONMENTAL STUDIES**
The Bachelor of Science in Environmental Studies is an interdisciplinary program that combines an understanding of the science of the environment with the social and political issues that impact environmental policy. The program provides a strong foundation in the disciplines of oceanography, meteorology, and astronomy, supplemented by chemistry and biology. Students also take courses that help prepare them to understand the social and political challenges around environmental policy. By combining science and policy, students have the opportunity to apply scientific and social/political theory and technical knowledge to the understanding of our natural world.

Graduates may pursue careers in government, nonprofits, and private industry, working to address environmental issues through a combination of science and policy.

**BS in Environmental Studies**
Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

**MAJOR COURSES**
55 quarter hours required

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1010</td>
<td>Biology 1 (Principles)</td>
<td></td>
<td>3 QH</td>
</tr>
<tr>
<td>BIO 1825</td>
<td>Biology Today: An Issues Approach</td>
<td></td>
<td>3 QH</td>
</tr>
<tr>
<td>CHM 1011</td>
<td>Chemical Principles 1</td>
<td>Prereq. MTH 1001</td>
<td>3 QH</td>
</tr>
<tr>
<td>ECN 1002</td>
<td>Principles of Microeconomics</td>
<td></td>
<td>4 QH</td>
</tr>
<tr>
<td>ESC 1105</td>
<td>Physical and Historical Geology</td>
<td></td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 1110</td>
<td>Environmental Science</td>
<td></td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 1525</td>
<td>Energy for Today and Tomorrow</td>
<td></td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 1535</td>
<td>Science, Technology, and Society</td>
<td></td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 1845</td>
<td>Environmental Planning</td>
<td>Prereq. ESC 1110</td>
<td>3 QH</td>
</tr>
<tr>
<td>GIS 5101</td>
<td>Introduction to Geographic Information Systems</td>
<td></td>
<td>3 QH</td>
</tr>
<tr>
<td>RMS 5105</td>
<td>Fundamentals of Remote Sensing</td>
<td></td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**Ecology Requirement**
Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC 2120</td>
<td>Wetlands and Coastal Ecology</td>
<td>Prereq. ESC 1110</td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 2121</td>
<td>Urban Ecology</td>
<td>Prereq. ESC 1110</td>
<td>3 QH</td>
</tr>
</tbody>
</table>
### Statistics and Research Methods

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 2001</td>
<td>Statistics 1</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> MTH 2002</td>
<td></td>
</tr>
<tr>
<td>ECN 2002</td>
<td>Statistics 2</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ECN 2001</td>
<td></td>
</tr>
<tr>
<td>SOC 3631</td>
<td>Research Methods: Generating and</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Investigating Research Problems</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ECN 2002</td>
<td></td>
</tr>
</tbody>
</table>

### Electives—General

Complete three of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 1010</td>
<td>Physical Anthropology</td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 2015</td>
<td>Disasters, Nature’s Violence, and the</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Human Threat</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ESC 1105 or ESC 1121</td>
<td></td>
</tr>
<tr>
<td>ESC 2435</td>
<td>Air Quality and Human Respiratory</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Problems</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> CHM 1011 and ESC 1105</td>
<td></td>
</tr>
<tr>
<td>HSC 2101</td>
<td>Health Issues of Environmental Problems</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

### Specializations

23–27 quarter hours required

Complete the specialization in science or the specialization in policy.

#### Specialization in Science

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1011</td>
<td>Laboratory for Biology 1</td>
<td>1 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> BIO 1010 (which may be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>taken concurrently)</td>
<td></td>
</tr>
<tr>
<td>CHM 1012</td>
<td>Laboratory for Chemical Principles 1</td>
<td>1 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> CHM 1011 (which may be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>taken concurrently)</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES**

Complete three of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC 2010</td>
<td>Introduction to Oceanography</td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 2105</td>
<td>Geology of the Boston Area</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ESC 1105</td>
<td></td>
</tr>
<tr>
<td>ESC 3009</td>
<td>Geochemistry of Natural Waters</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ESC 1105</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and ESC 1105</td>
<td></td>
</tr>
<tr>
<td>ESC 3015</td>
<td>Introduction to Hydrology and Related</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Health Issues</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ESC 1105</td>
<td></td>
</tr>
<tr>
<td>ESC 3221</td>
<td>Environmental Geophysics</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> Senior standing</td>
<td></td>
</tr>
<tr>
<td>ESC 3241</td>
<td>Environmental Practices and Applications</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> Senior standing</td>
<td></td>
</tr>
<tr>
<td>ESC 3435</td>
<td>Water Resources Management</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ESC 1105 and ESC 1110</td>
<td></td>
</tr>
<tr>
<td>GIS 5102</td>
<td>Fundamentals of GIS Analysis</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> GIS 5101 (which may be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>taken concurrently)</td>
<td></td>
</tr>
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</table>

**SOCIAL SCIENCE ELECTIVES**

Complete 12 quarter hours of social science electives in the following subject areas: ANT, ECN, HST, HSV, POL, PSY, or SOC.

#### Specialization in Policy

**REQUIRED COURSES**

Complete five of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1210</td>
<td>Biology 2 (Diversity)</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> BIO 1010</td>
<td></td>
</tr>
<tr>
<td>CHM 1015</td>
<td>Chemical Principles 2</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> CHM 1011</td>
<td></td>
</tr>
<tr>
<td>ESC 2010</td>
<td>Introduction to Oceanography</td>
<td>3 QH</td>
</tr>
<tr>
<td>ESC 3435</td>
<td>Water Resources Management</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td><em>Prereq.</em> ESC 1105 and ESC 1110</td>
<td></td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Public Health</td>
<td>3 QH</td>
</tr>
<tr>
<td>HSC 2200</td>
<td>Epidemiology</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCE ELECTIVES**

Complete 12 quarter hours of social science electives in the following subject areas: ANT, ECN, HST, POL, PSY, or SOC.

**OPEN ELECTIVES**

Complete 45–49 quarter hours of open electives.
FINANCE AND ACCOUNTING MANAGEMENT

The Bachelor of Science in Finance and Accounting Management degree program provides students with a broad 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.

BS in Finance and Accounting Management
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43. Note: The BS in Finance and Accounting Management program has a specific requirement to be taken in the core. The following core course is a required choice for this degree:

Ethical and Political Perspectives (3 QH)
PHL 2180 Business Ethics 3 QH

The remaining core curriculum credits are not specified by the BS in Management program and may be selected by the student from any courses within the core curriculum guidelines.

33 quarter hours required

ASSOCIATE-LEVEL COURSE REQUIREMENTS
48 quarter hours required

Required Courses
Complete the following associate degree courses prior to entry to the BS program in finance and accounting management:

ACC 1001 Financial Accounting 1 3 QH
ACC 1002 Financial Accounting 2 3 QH
ACC 1403 Managerial Accounting 3 QH
Prereq. ACC 1002, ACC 1003, ACC 2150, or ACC 2202
ACC 2001 Financial Reporting and Analysis 1 3 QH
Prereq. ACC 1403
ACC 2002 Financial Reporting and Analysis 2 3 QH
Prereq. ACC 2001
ACC 2101 Strategic Cost Analysis 1 3 QH
Prereq. ACC 1403
ACC 2102 Strategic Cost Analysis 2 3 QH
Prereq. ACC 2101

ACC 3102 Financial Reporting and Analysis 3 3 QH
Prereq. ACC 2002
BLW 1001 Business Law 1 3 QH
FIN 2801 Principles of Finance 3 QH
Prereq. ACC 1403 and ECN 1002
FIN 2802 Financial Management 3 QH
Prereq. FIN 2801
FIN 2822 Credit Analysis and Working Capital Management 3 QH
Prereq. FIN 2802
FIN 3210 Investment Principles 3 QH
Prereq. FIN 2802 and junior or senior standing
MGT 1001 Dynamics of Business 1 3 QH
MGT 1002 Dynamics of Business 2 3 QH
Prereq. MGT 1001
PSY 1010 Introduction to Psychology: Fundamental Issues 3 QH

BACHELOR’S DEGREE COURSES
38 quarter hours required

Economics and Statistics Courses
ECN 1001 Principles of Macroeconomics 4 QH
Prereq. ECN 1002
ECN 1002 Principles of Microeconomics 4 QH
ECN 2001 Statistics 1 3 QH
Prereq. MTH 2002
ECN 2002 Statistics 2 3 QH
Prereq. ECN 2001

Communication Studies Course
Complete one of the following courses:
CMN 1010 Organizational Communication 3 QH
CMN 1102 Interpersonal and Group Communication 3 QH
CMN 2051 Professional Speaking 3 QH
CMN 4170 Meeting Dynamics and Communication 3 QH
Prereq. CMN 1010 and CMN 2051

Writing for the Professions
ENG 3003 Writing for the Professions 1 3 QH
Prereq. ENG 3006
ENG 3004 Writing for the Professions 2 3 QH
Prereq. ENG 3003

History Elective
Complete one elective (3 quarter hours) in the HST subject area.

Information Technology Elective
Complete one elective (3 quarter hours) in the ITC subject area. Note: ITC 1001, ITC 1002, and ITC 2750 may not be used to satisfy this requirement.

Psychology Elective
Complete one elective (3 quarter hours) in the PSY subject area.
General Electives
Complete 6 quarter hours of electives in the following subject areas: ECN, HST, LDR, MTH, POL, PSY, or SOC.
Note: MTH 1001, MTH 2002, and MTH 2050 may not be used as mathematics electives in this program.

MAJOR-SPECIFIC COURSES
21 quarter hours required
Management Courses
MGT 3446 International Business and Management 3 QH
Prereq. MGT 1002 or MGT 1003
MGT 4750 Business Strategy (Intensive) 6 QH
Prereq. FIN 2802, ENG 3003, and senior standing

Finance and Accounting Courses
Complete four of the following courses:
ACC 3701 Concepts in Taxation 1 3 QH
Prereq. ACC 3102
ACC 4202 Concepts in Taxation 2 3 QH
Prereq. ACC 3701 and junior or senior standing
ACC 4403 Financial Reporting and Analysis 4 (Capstone) 3 QH
Prereq. (a) ACC 2403 or ACC 3102 and (b) junior or senior standing
FIN 4503 Financial Institutions and Markets 3 QH
Prereq. FIN 2802 and junior or senior standing
FIN 4560 International Finance 3 QH
Prereq. FIN 2802 and junior or senior standing
FIN 4611 Investment Management 3 QH
Prereq. FIN 3210 and junior or senior standing

OPEN ELECTIVES
Complete 23 quarter hours of open electives. Note: MTH 1001, MTH 2002, and MTH 2050 may not be used as electives in this program.

BS in Finance and Accounting Management—Fast-Track
Complete all courses listed below unless otherwise indicated.

MINIMUM TRANSFER CREDIT REQUIRED 80 QH

QUARTER 1
ACC 1403 Managerial Accounting 3 QH
CMN 2051 Professional Speaking 3 QH
ENG 3550 Writing for the Professions (Intensive) 6 QH
Coreq. ENG 3551
ENG 3551 Writing Lab for ENG 3550 1 QH
Coreq. ENG 3550
Quarter total 13 QH

QUARTER 2
ACC 2250 Financial Reporting and Analysis (Intensive) 6 QH
ACC 2251 Strategic Cost Analysis (Intensive) 6 QH
MTH 1001 College Algebra 1 3 QH
Quarter total 15 QH

QUARTER 3
ACC 3102 Financial Reporting and Analysis 3 3 QH
ECN 1001 Principles of Macroeconomics 4 QH
FIN 2850 Financial Management (Intensive) 6 QH
Quarter total 13 QH

QUARTER 4
ACC 4250 Concepts in Taxation (Intensive) 6 QH
ACC 4403 Financial Reporting and Analysis 4 (Capstone) 3 QH
ECN 2050 Statistics (Intensive) 6 QH
Quarter total 15 QH

QUARTER 5
CMN 2002 Intercultural Communication 3 QH
FIN 4503 Financial Institutions and Markets 3 QH
FIN 4560 International Finance 3 QH
MGT 3446 International Business and Management 3 QH
Quarter total 12 QH

QUARTER 6
MGT 4750 Business Strategy (Intensive) 6 QH
PHL 2560 Business Ethics and Decision Making 6 QH
Quarter total 12 QH

TOTAL FAST-TRACK CREDIT 80 QH
The Bachelor of Science in Graphic Design provides students the opportunity to learn how to use visual forms, along with text, to communicate to an audience. The course of study includes the fundamentals of art and design and effective communication of the message, 2D and 3D design, computer graphics, and advanced work in electronic publishing, Web design, and advertising. Throughout the program, students develop communication, technical, and problem-solving skills and compile a portfolio that represents their work in the program. Students have the opportunity to become skilled in the latest technologies in graphic design.

Graduates of the program are prepared for entry into the field of graphic design at one or more of a variety of starting points—production and design relating to Web, mobile, print, advertising, and digital image creation.

BS in Graphic Design
Complete all courses listed below unless otherwise indicated.

Note: Studio courses meet for 3.5 hours per week.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43. Note: The BS in Graphic Design program has specific requirements to be taken in the core. The following core courses are required choices for this degree.

Diversity (3 QH)
Complete one of the following courses:
CMN 2002 Intercultural Communication 3 QH
MGT 1503 Managing in a Diverse and Changing World 3 QH

Information Literacy (3 QH)
ITC 1255 Human-Computer Interaction 3 QH

The remaining core curriculum credits are not specified by the BS in Graphic Design program and may be selected by the student from any courses within the core curriculum guidelines.

33 quarter hours required

FOUNDATION COURSES
15 quarter hours required

ART 1001 Introduction to Art 3 QH
CMN 1101 Fundamentals of Human Communication 3 QH
CMN 2051 Professional Speaking 3 QH
ENG 3003 Writing for the Professions 1 3 QH
Prereq. ENG 3006

Complete one of the following courses:
ENG 3001 Expository and Persuasive Writing 1 3 QH
Prereq. ENG 3006
ENG 3004 Writing for the Professions 2 3 QH
Prereq. ENG 3003
JRN 1050 Writing for the Media 3 QH
Prereq. ENG 3003 or ENG 3550

MAJOR COURSES
54 quarter hours required

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Required Credits</th>
</tr>
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<tbody>
<tr>
<td>ART 1100</td>
<td>Visual Foundations: Two-Dimensional Design (Studio)</td>
<td>3 QH</td>
</tr>
<tr>
<td>ART 1110</td>
<td>Visual Foundations: Color (Studio)</td>
<td>3 QH</td>
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<tr>
<td>ART 2105</td>
<td>Visual Foundations: Three-Dimensional Design (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 1100</td>
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<td></td>
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<tr>
<td>ART 2510</td>
<td>Digital Print Production</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 4142</td>
<td></td>
<td></td>
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<tr>
<td>ART 2601</td>
<td>Introduction to Computer Graphics</td>
<td>3 QH</td>
</tr>
<tr>
<td>ART 2720</td>
<td>Electronic Publishing Design and Systems (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 2601</td>
<td></td>
<td></td>
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<tr>
<td>ART 3010</td>
<td>Creative Imaging: Custom Computer Design (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 2601</td>
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<td></td>
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<tr>
<td>ART 3320</td>
<td>Advanced Computer Illustration (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 3010</td>
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<tr>
<td>ART 4141</td>
<td>Graphic Design 1 (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 1100, ART 1110, and ART 2601</td>
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<tr>
<td>ART 4142</td>
<td>Graphic Design 2 (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 2720 and ART 4141</td>
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<td></td>
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<tr>
<td>ART 4211</td>
<td>Advertising Design (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 4142</td>
<td></td>
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<tr>
<td>ART 4630</td>
<td>Advanced Electronic Publishing Design (Studio)</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 2601, ART 2720, ART 3010, and ART 3320</td>
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<td></td>
</tr>
<tr>
<td>ART 4700</td>
<td>Portfolio Development Workshop (Studio)</td>
<td>3 QH</td>
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<td>Prereq. Senior standing</td>
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Elective Courses
Complete five of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1115</td>
<td>Principles of Drawing (Studio)</td>
<td>3 QH</td>
</tr>
<tr>
<td>ART 1130</td>
<td>Typography 1</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 1100</td>
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<td>ART 1160</td>
<td>Digital Photography 1 (Studio)</td>
<td>3 QH</td>
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<td>ART 2111</td>
<td>Designing Digital Visual Interfaces</td>
<td>3 QH</td>
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<td>ART 2112</td>
<td>Designing Web Graphics 2</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 2111</td>
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<tr>
<td>ART 3130</td>
<td>Typography 2</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ART 1130 and ART 4141</td>
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<tr>
<td>ITC 1120</td>
<td>Website Design</td>
<td>3 QH</td>
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<tr>
<td>Prereq. ITC 1240</td>
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<tr>
<td>MKT 1001</td>
<td>Principles of Marketing</td>
<td>3 QH</td>
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<tr>
<td>Prereq. MKT 1001</td>
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<td></td>
</tr>
</tbody>
</table>

Complete 6 QH from the following subject areas: CMN, ITC, or MKT
NONBUSINESS ELECTIVES
Complete 26 quarter hours of nonbusiness electives.

OPEN ELECTIVES
Complete 26 quarter hours of open electives.

HEALTH MANAGEMENT
The Bachelor of Science in Health Management seeks to foster an understanding of management-related concepts in the health industry. The degree provides students with an opportunity to learn from experienced professionals how to effectively use communication, critical thinking, and problem-solving skills and techniques to establish competency in the principles relating to the operational, financial, and regulatory management of a health setting.

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

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.

BS in Health Management
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

FOUNDATION COURSES
18 quarter hours required

Required Courses
ECN 2001 Statistics 1 3 QH
Prereq. MTH 2002
ECN 2002 Statistics 2 3 QH
Prereq. ECN 2001
POL 1001 Introduction to Politics 3 QH
PSY 1010 Introduction to Psychology: Fundamental Issues 3 QH
SOC 1001 Sociology 1 3 QH
SOC 3631 Research Methods: Generating and Investigating Research Problems 3 QH
Prereq. ECN 2002

MAJOR COURSES
58 quarter hours required

Required Courses—Group 1
ACC 1001 Financial Accounting 1 3 QH
ACC 1002 Financial Accounting 2 3 QH
Prereq. ACC 1001
HMG 1001 Managing Health Services Organizations 1 3 QH
HMG 1002 Managing Health Services Organizations 2 3 QH
Prereq. HMG 1001
HMG 1101 Healthcare Delivery Systems 3 QH
HMG 1201 Health Planning and Regulation 3 QH
Prereq. HMG 1215
Bachelor’s Degree Programs and Postbaccalaureate Program

**BS in Health Management—Fast-Track**

Complete all courses listed below unless otherwise indicated.

**MINIMUM TRANSFER CREDIT REQUIRED** 80 QH

**QUARTER 1**

- ENG 3550  Writing for the Professions (Intensive)  6 QH
  *Coreq. ENG 3551*
- ENG 3551  Writing Lab for ENG 3550  1 QH
  *Coreq. ENG 3550*
- HMG 1103  Managing Health Service Organizations Intensive  6 QH
- PHL 2160  Bioethics  3 QH

Quarter Total  16 QH

**QUARTER 2**

- ACC 1003  Financial Accounting (Intensive)  6 QH
- HMG 1101  Healthcare Delivery Systems  3 QH
- HST 1003  The Civilization of the Modern World  3 QH

Quarter Total  12 QH

**QUARTER 3**

- ECN 2050  Statistics (Intensive)  6 QH
- HMG 3250  Healthcare Financial Management (Intensive)  6 QH
- HSC 2100  Public Health  3 QH

Quarter Total  15 QH

**QUARTER 4**

- CMN 1010  Organizational Communication  3 QH
- HMG 2101  Principles and Practices of Community Health  3 QH
- HMG 2166  Factors Affecting Health Service Management  6 QH

Quarter Total  12 QH

**QUARTER 5**

- HMG 1216  Health Law, Regulation, and Planning  6 QH
- HMG 3122  Quality Assurance in Healthcare Management  4 QH
- SOC 1635  Race and Ethnicity  3 QH

Quarter Total  13 QH

**QUARTER 6**

- BLW 2051  Employment Law—Employee Rights  6 QH
- HMG 3135  Healthcare Operations Management  3 QH
- HMG 4995  Practicum  3 QH

Quarter Total  12 QH

**TOTAL FAST-TRACK CREDIT** 80 QH
HEALTH SCIENCE

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 are combined with courses in the management of healthcare organizations, health law, and public health. Students interested in a medical career may pursue a premed track in the program.

The program provides 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.

BS in Health Science
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

FOUNDATION COURSES
12 quarter hours required

Statistics
ECN 2001  Statistics 1  3 QH
   Prereq. MTH 2002
ECN 2002  Statistics 2  3 QH
   Prereq. ECN 2001

Psychology/Sociology Electives
Complete 6 quarter hours of electives in the PSY or SOC subject areas.

MAJOR COURSES
94 quarter hours required

Required Courses
BIO 1010  Biology 1 (Principles)  3 QH
   with BIO 1011  Laboratory for Biology 1  1 QH
     Prereq. BIO 1010 (which may be taken concurrently)
BIO 1210  Biology 2 (Diversity)  3 QH
   with BIO 1211  Laboratory for Biology 2  1 QH
     Prereq. BIO 1210 (which may be taken concurrently) and BIO 1011
BIO 1410  Biology 3 (Animal)  3 QH
   with BIO 1411  Laboratory for Biology 3  1 QH
     Prereq. BIO 1410 (which may be taken concurrently) and BIO 1211

BIO 2610  Human Anatomy and Physiology 1  3 QH
   with BIO 2611  Laboratory for Human Anatomy and Physiology 1  1 QH
     Prereq. BIO 2610 (which may be taken concurrently)
BIO 2710  Human Anatomy and Physiology 2  3 QH
   with BIO 2711  Laboratory for Human Anatomy and Physiology 2  1 QH
     Prereq. BIO 2710 (which may be taken concurrently) and BIO 2610
BIO 2810  Human Anatomy and Physiology 3  3 QH
   with BIO 2811  Laboratory for Human Anatomy and Physiology 3  1 QH
     Prereq. BIO 2710
BIO 3010  Microbiology 1  3 QH
   with BIO 3011  Laboratory for Microbiology 1  1 QH
     Prereq. BIO 3010 (which may be taken concurrently)
CHM 1011  Chemical Principles 1  3 QH
   with CHM 1012  Laboratory for Chemical Principles 1  1 QH
     Prereq. MTH 1001
CHM 1015  Chemical Principles 2  3 QH
   with CHM 1016  Laboratory for Chemical Principles 2  1 QH
     Prereq. CHM 1011
CHM 2020  Chemical Principles 3  3 QH
   with CHM 2021  Laboratory for Chemical Principles 3  1 QH
     Prereq. CHM 1015
     Prereq. CHM 2020 (which may be taken concurrently)
HMG 1001  Managing Health Services Organizations 1  3 QH
   and HMG 1002  Managing Health Services Organizations 2  3 QH
   or HMG 1103  Managing Health Service Organizations Intensive 6 QH
HMG 1101  Healthcare Delivery Systems 3 QH
HMG 1215  Health Law 3 QH
   Prereq. (a) HMG 1101 and (b) HMG 1002 or HMG 1103
HRM 2325  Training and Development 3 QH
   Prereq. HRM 2101 or MGT 1001
HSC 1101  Basic Pharmacology 3 QH
   Prereq. CHM 2020
Bachelor's Degree Programs and Postbaccalaureate Program

**HSC 2001** Pathophysiology 1  
*Prereq. BIO 2810 and BIO 2811*  
3 QH

**HSC 2002** Pathophysiology 2  
*Prereq. HSC 2001*  
3 QH

**HSC 2100** Public Health  
3 QH

**HSC 2101** Health Issues of Environmental Problems  
*Prereq. BIO 2811*  
3 QH

**HSC 2200** Epidemiology  
3 QH

**HSC 2201** Life Cycle Nutrition  
*Prereq. HSC 1100*  
3 QH

**HSC 4950** Seminar  
*Prereq. Senior standing*  
3 QH

**MGT 1001** Dynamics of Business 1  
3 QH

**Elective Courses**
Complete 12 quarter hours in the following subject areas: BIO, BTC, CHM, HMG, or HSC.

**SPECIALIZATIONS**
Specializations in this program are recommended groupings of courses designed to provide additional content focus. Courses in specializations count toward open electives.

**Specialization in Health Management**
Complete five of the following courses:

- **FIN 2801** Principles of Finance  
  *Prereq. ACC 1403 and ECN 1002*  
  3 QH

- **HMG 1201** Health Planning and Regulation  
  *Prereq. HMG 1215*  
  3 QH

- **HMG 2101** Principles and Practices of Community Health 1  
  *Prereq. HMG 1001 and HMG 1101.*  
  3 QH

- **HMG 2201** Current Issues in Health Services Management  
  *Prereq. HMG 1002 or HMG 1103*  
  3 QH

- **HMG 3135** Healthcare Operations Management  
  *Prereq. (a) HMG 1101 and (b) HMG 1002 or HMG 1103*  
  3 QH

- **MGT 1503** Managing in a Diverse and Changing World  
  3 QH

**Premed Specialization**

- **BIO 4410** Biochemistry 1  
  *Prereq. BIO 3730 and CHM 3020*  
  3 QH

- **BIO 4610** Biochemistry 2  
  *Prereq. BIO 4410*  
  3 QH

- **CHM 2010** Organic Chemistry 1  
  *Prereq. CHM 2020*  
  3 QH

  with **CHM 2011** Laboratory for Organic Chemistry 1  
  *Prereq. CHM 2010 (which may be taken concurrently)*  
  1 QH

- **CHM 3015** Organic Chemistry 2  
  *Prereq. CHM 2010*  
  3 QH

  with **CHM 3016** Laboratory for Organic Chemistry 2  
  *Prereq. CHM 3015 (which may be taken concurrently) and CHM 2011*  
  1 QH

- **CHM 3020** Organic Chemistry 3  
  *Prereq. CHM 3015*  
  3 QH

  with **CHM 3021** Laboratory for Organic Chemistry 3  
  *Prereq. CHM 3020 (which may be taken concurrently) and CHM 3016*  
  1 QH

- **MTH 3005** Calculus 1  
  *Prereq. MTH 2101*  
  4 QH

- **MTH 3010** Calculus 2  
  *Prereq. MTH 3005*  
  4 QH

- **MTH 3015** Calculus 3  
  *Prereq. MTH 3010*  
  4 QH

- **PHY 2301** Physics 1  
  *Prereq. MTH 2002 or MTH 2050*  
  4 QH

  with **PHY 2302** Laboratory for PHY 2301  
  *Prereq. PHY 2301 (which may be taken concurrently)*  
  1 QH

- **PHY 2501** Physics 2  
  *Prereq. PHY 2301*  
  4 QH

  with **PHY 2502** Laboratory for PHY 2501  
  *Prereq. PHY 2501 (which may be taken concurrently)*  
  1 QH

- **PHY 3101** Physics 3  
  *Prereq. PHY 2501*  
  4 QH

  with **PHY 3102** Laboratory for PHY 3101  
  *Prereq. PHY 3101 (which may be taken concurrently)*  
  1 QH

**NONBUSINESS ELECTIVES**
Complete 3 quarter hours of nonbusiness electives.

**OPEN ELECTIVES**
Complete 18 quarter hours of open electives.
The Bachelor of Science in Human Services seeks to prepare students with the knowledge and the communication, critical-thinking, and problem-solving skills needed to serve individuals, groups, organizations, and communities in a global 21st century. The degree provides students with a comprehensive overview of the human service delivery system along with an understanding of the psychology and sociology of human behavior.

Graduates may pursue careers as providers who provide direct and indirect service care. With an emphasis on client-centered caregiving, students have an opportunity to learn to apply interdisciplinary approaches to help improve the lives of people within a variety of contexts. Students completing the program are eligible for initial social work licensure.

**BS in Human Services**

Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**

Complete the undergraduate core curriculum specified on page 43. 

33 quarter hours required

**MAJOR COURSES**

51 quarter hours required

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENG 3003</td>
<td>Writing for the Professions 1</td>
<td>3 QH</td>
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<td>ENG 3004</td>
<td>Writing for the Professions 2</td>
<td>3 QH</td>
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<tr>
<td>HRM 2105</td>
<td>Techniques of Employee Selection</td>
<td>3 QH</td>
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<tr>
<td>HSC 2100</td>
<td>Public Health</td>
<td>3 QH</td>
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<td>HSV 2000</td>
<td>Introduction to Human Services</td>
<td>3 QH</td>
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<tr>
<td>HSV 2001</td>
<td>Legal and Ethical Issues in Health and Human Services</td>
<td>3 QH</td>
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<td>HSV 2230</td>
<td>Human Behavior in the Social Environment</td>
<td>3 QH</td>
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<td>HSV 2660</td>
<td>Social Welfare Past and Present</td>
<td>3 QH</td>
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<td>HSV 4995</td>
<td>Practicum</td>
<td>3 QH</td>
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<td>POL 1001</td>
<td>Introduction to Politics</td>
<td>3 QH</td>
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<td>PSY 1010</td>
<td>Introduction to Psychology: Fundamental Issues</td>
<td>3 QH</td>
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<td>SOC 1001</td>
<td>Sociology 1</td>
<td>3 QH</td>
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<tr>
<td>SOC 2425</td>
<td>Social Problems</td>
<td>3 QH</td>
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**Elective Courses**

Complete four of the following courses:

CJS 1504     | Juvenile Justice                                 | 3 QH    |
CMN 1102     | Interpersonal and Group Communication            | 3 QH    |
CMN 1151     | Listening                                        | 3 QH    |
HMG 2101     | Principles and Practices of Community Health 1    | 3 QH    |
HST 2205     | Coming to America: The American Immigrant Experience | 3 QH |
HST 3213     | Contemporary America                             | 3 QH    |
HSV 2350     | Communications in the Helping Professions in the Twenty-First Century | 3 QH |
HSV 2510     | Social Services Volunteer Practicum              | 3 QH    |
PSY 2325     | Social Psychology                                | 3 QH    |

**SPECIALIZATIONS**

Complete one of the specializations listed below. 

15 quarter hours required

**Specialization in Child and Family Studies**

**REQUIRED COURSE**

SOC 2634     | Family Functions and Dysfunctions                | 3 QH    |

**ELECTIVE COURSES**

Complete four of the following courses:

HSC 2104     | Health Issues for Young Adults                   | 3 QH    |
PSY 2735     | Human Sexuality and Love                         | 3 QH    |
PSY 3420     | Development: Infancy and Childhood               | 3 QH    |
|             | *Prereq. PSY 1210*                              |         |
PSY 3421     | Development: Adolescence                         | 3 QH    |
|             | *Prereq. PSY 1210*                              |         |
SOC 2440     | Gender and Work Roles in Society                 | 3 QH    |

**Specialization in Human Development**

**REQUIRED COURSES**

PSY 1210     | Introduction to Psychology: Psychological Processes | 3 QH |
|             | *Prereq. PSY 1010*                              |       |
PSY 3420     | Development: Infancy and Childhood               | 3 QH    |
|             | *Prereq. PSY 1210*                              |         |
PSY 3422     | Development: Adulthood and Aging                 | 3 QH    |
|             | *Prereq. PSY 1210*                              |         |

**ELECTIVE COURSES**

Complete two of the following courses:

PSY 2100     | Learning                                         | 3 QH    |
|             | *Prereq. PSY 1210*                              |         |
PSY 4145     | Physiological Psychology                         | 3 QH    |
|             | *Prereq. PSY 1210*                              |         |
PSY 4262     | Cognition and Language                           | 3 QH    |
|             | *Prereq. PSY 1210*                              |         |
SOC 2420     | Death and Dying                                  | 3 QH    |
Specialization in Health and Social Issues
Complete five of the following courses:

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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>CJS 2114</td>
<td>Race, Crime, and Justice</td>
<td>3 QH</td>
</tr>
<tr>
<td>HMG 2101</td>
<td>Principles and Practices of Community Health 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>HSC 1100</td>
<td>Basic Nutrition</td>
<td>3 QH</td>
</tr>
<tr>
<td>HSC 2102</td>
<td>Women’s Health Issues</td>
<td>3 QH</td>
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<td>HSC 2103</td>
<td>Men’s Health Issues</td>
<td>3 QH</td>
</tr>
<tr>
<td>HSC 2104</td>
<td>Health Issues for Young Adults</td>
<td>3 QH</td>
</tr>
<tr>
<td>SOC 1635</td>
<td>Race and Ethnicity</td>
<td>3 QH</td>
</tr>
<tr>
<td>SOC 2160</td>
<td>Drugs and Society</td>
<td>3 QH</td>
</tr>
<tr>
<td>SOC 4105</td>
<td>Poverty, Power, and Social Change</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

Prereq. HMG 1001 and HMG 1101

NONBUSINESS ELECTIVES
Complete 24 quarter hours of nonbusiness electives.

OPEN ELECTIVES
Complete 37 quarter hours of open electives.

INFORMATION TECHNOLOGY

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.

BS in Information Technology
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43.

The BS in Information Technology requires the following specific core curriculum courses.

Diversity
MGT 1503 Managing in a Diverse and Changing World 3 QH

Information Literacy
Complete one of the following courses:

ITC 2003 Advanced PC Productivity Tools 3 QH
Prereq. ITC 1001 or basic skills in word processing, spreadsheets, and presentation software highly recommended

ITC 2020 Digital Collaboration and Knowledge Management 3 QH
Prereq. Advanced skills with productivity tools

Mathematics
MTH 1001 College Algebra 1* 3 QH

MTH 2002 College Algebra 2* 3 QH
Prereq. MTH 1001

*Calculus or similar higher-level math courses may be used to fulfill this core requirement.

Ethical and Political Perspectives
PHL 2180 Business Ethics 3 QH
The remaining core curriculum credits are not specified by the BS in Information Technology program and may be selected by the student from any courses within the core curriculum guidelines. 33 quarter hours required

**FOUNDATION COURSES**
21 quarter hours required (beyond the core curriculum)
Complete 6 quarter hours from the following subject areas: ANT, ART, CMN, ECN, ENG, HST, HSV, MTH, POL, PSY, SOC, or science courses.
Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 1252</td>
<td>Network Foundations 2</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 2002</td>
<td>Programming 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 2307</td>
<td>Programming 2</td>
<td>3 QH</td>
</tr>
<tr>
<td>MIS 1245</td>
<td>Network Security and Legal Issues</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 3271</td>
<td>Introduction to Databases</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 3001</td>
<td>Database Management Systems</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**MAJOR COURSES**
52 quarter hours required

**Introductory IT courses**
Complete the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 1101</td>
<td>Structured Systems Analysis and Design 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>MIS 1102</td>
<td>Structured Systems Analysis and Design 2</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 3463</td>
<td>Operating Systems</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 1305</td>
<td>Operating Systems Concepts</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

Complete the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 1240</td>
<td>Web, Mobile, and Emerging Platforms 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 1251</td>
<td>Network Foundations 1</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**Capstone IT Courses**
Taken after completion of advanced IT courses, generally at the end of the student's program. Complete the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 4820</td>
<td>IT Project Management</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 4995</td>
<td>Practicum</td>
<td>4 QH</td>
</tr>
</tbody>
</table>

**ITC SPECIALIZATION/ELECTIVE COURSES**
Complete 15 QH of ITC electives. Students who wish to take a specialization may choose approved non-ITC electives to earn one of the specialization area(s) shown below.

**Specialization in Web and Multimedia**
Complete five of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1001</td>
<td>Introduction to Art</td>
<td>3 QH</td>
</tr>
<tr>
<td>ART 2111</td>
<td>Designing Digital Visual Interfaces</td>
<td>3 QH</td>
</tr>
<tr>
<td>ART 2112</td>
<td>Designing Web Graphics 2</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 1120</td>
<td>Website Design</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 2121</td>
<td>Advanced Website Design</td>
<td>3 QH</td>
</tr>
</tbody>
</table>
ITC 2205 Multimedia for the Web 3 QH
  Prereq. (a) ITC 1240 and (b) ITC 2002 or ITC 2015

ITC 2213 Database Web Sites with PHP/MySQL 3 QH
  Prereq. ITC 1240 and ITC 3001

ITC 2220 Web Services Development 3 QH
  Prereq. ITC 1240 and ITC 3001

**Specialization in Database Technologies**
Complete 15 QH as specified below. If you have been conditionally admitted to the Master of Professional Studies in Informatics degree, consult your advisor about graduate-level courses that you may take to fulfill this specialization.

ETC 2101 Introduction to C++/Data Structures 3 QH
  Prereq. ETC 1103

ETC 2103 Data Structure Applications in C++ 3 QH
  Prereq. ETC 2101

ETC 3343 Oracle Fundamentals 1 4 QH
  Prereq. ETC 3341

ITC 2213 Database Web Sites with PHP/MySQL 3 QH
  Prereq. ITC 1240 and ITC 3001

Complete one of the following courses:

ITC 2320 SQL: Introduction to Structured Query Language 3 QH
  Prereq. ETC 3271 or ITC 3001

ETC 3341 Oracle SQL Programming 4 QH
  Prereq. ETC 3271

**Specialization in Computer Information Infrastructure**
Complete 15 QH as specified below. If you have been conditionally admitted to the Master of Science in Project Management degree or Master of Professional Studies in Informatics degree, consult your advisor about graduate-level courses that you may take to fulfill this specialization.

ETC 1017 Introduction to Computer Hardware 3 QH
  Prereq. ETC 1015

ETC 2415 A+ Core Hardware Servicing 3 QH
  Prereq. ETC 1017

ETC 2417 A+ Operating Systems Technologies 3 QH
  Prereq. ETC 1017

ETC 3311 MCSE Professional Administration 4 QH
  Prereq. ETC 3463

ETC 3313 MCSE Server Administration 4 QH
  Prereq. ETC 3311

ETC 3315 MCSE Network Administration 4 QH
  Prereq. ETC 3313

ETC 3317 MCSE Directory Services Administration 4 QH
  Prereq. ETC 3315

ITC 2610 UNIX System Overview 3 QH
  Prereq. ETC 3463, ITC 1305, or ITC 3305

ITC 2620 UNIX System Administration 3 QH
  Prereq. ETC 3465 or ITC 2610

or ETC 3465 UNIX Operating System 3 QH
  Prereq. ETC 3463

**Specialization in Applications Development**
Complete five of the following courses:

ETC 1101 Introduction to C++ Programming 3 QH
  Prereq. ETC 1101

ETC 1103 C++ Application Development 3 QH
  Prereq. ETC 1101

ETC 2101 Introduction to C++/Data Structures 3 QH
  Prereq. ETC 1103

ETC 2103 Data Structure Applications in C++ 3 QH
  Prereq. ETC 2101

ETC 3121 Assembly Language 3 QH
  Prereq. ETC 1017 and ETC 1101

ITC 1230 PC Database Software 3 QH

ITC 2213 Database Web Sites with PHP/MySQL 3 QH
  Prereq. ITC 1240 and ITC 3001

ITC 2220 Web Services Development 3 QH
  Prereq. ITC 1240 and ITC 3001

ETC 2320 SQL: Introduction to Structured Query Language 3 QH
  Prereq. ETC 3271 or ITC 3001

or ETC 3341 Oracle SQL Programming 4 QH
  Prereq. ETC 3271

**Specialization in Business Systems**
Complete five of the following courses:

CMN 2051 Professional Speaking 3 QH

HRM 2101 Organizational Behavior 3 QH
  Prereq. MGT 1001 or MGT 1503

LDR 1201 Assessing Your Leadership Capability 3 QH

MGT 1001 Dynamics of Business 1 3 QH

MGT 1002 Dynamics of Business 2 3 QH
  Prereq. MGT 1001

MIS 1255 Electronic Commerce Systems 3 QH

OPM 1130 Basics of Supply Chain Management 3 QH

TRN 1002 Logistics 3 QH

**Minor Option for Specialization in Business Systems**
Students who choose HRM 2101, MGT 1001, and MGT 1002 may wish to consider earning a minor in business. Students who choose LDR 1201, MGT 1001, and MGT 1002 may wish to consider earning a minor in management. Check with your academic advisor for specific information.

**OPEN ELECTIVES**
Complete 39 quarter hours of open electives.
**BS in Information Technology—Fast-Track**

Complete all courses listed below unless otherwise indicated.

**MINIMUM TRANSFER CREDIT REQUIRED**  80 QH

**QUARTER 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 3550</td>
<td>Writing for the Professions (Intensive) Coreq. ENG 3551</td>
<td>6 QH</td>
</tr>
<tr>
<td>ENG 3551</td>
<td>Writing Lab for ENG 3550 Coreq. ENG 3550</td>
<td>1 QH</td>
</tr>
<tr>
<td>ITC 2020</td>
<td>Digital Collaboration and Knowledge Management</td>
<td>3 QH</td>
</tr>
<tr>
<td>PHL 2180</td>
<td>Business Ethics</td>
<td>3QH</td>
</tr>
</tbody>
</table>

Quarter total  13 QH

**QUARTER 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1110</td>
<td>Accounting Basics for Managers</td>
<td>3 QH</td>
</tr>
<tr>
<td>FIN 2110</td>
<td>Finance Basics for Managers</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 2425</td>
<td>Information System Design and Development</td>
<td>6 QH</td>
</tr>
<tr>
<td>MGT 1503</td>
<td>Managing in a Diverse and Changing World</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

Quarter total  15 QH

**QUARTER 3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 3006</td>
<td>Systems and Network Administration</td>
<td>4 QH</td>
</tr>
<tr>
<td>ITC 4340</td>
<td>Mobile and Wireless Networks and Applications</td>
<td>6 QH</td>
</tr>
<tr>
<td>MIS 1255</td>
<td>Electronic Commerce Systems</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

Quarter total  13 QH

**QUARTER 4**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 2510</td>
<td>Statistics and Business Decision Models</td>
<td>6 QH</td>
</tr>
<tr>
<td>ITC 4335</td>
<td>Data Warehousing Technologies</td>
<td>6 QH</td>
</tr>
</tbody>
</table>

Quarter total  12 QH

**QUARTER 5**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 2800</td>
<td>Information Security Legal Issues and Risk Management</td>
<td>6 QH</td>
</tr>
<tr>
<td>ITC 4240</td>
<td>Programming for a Digital World</td>
<td>6 QH</td>
</tr>
</tbody>
</table>

Quarter total  12 QH

**QUARTER 6**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 2605</td>
<td>IT Strategy, Management, and Policy</td>
<td>6 QH</td>
</tr>
<tr>
<td>ITC 4820</td>
<td>IT Project Management</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 4950</td>
<td>Seminar</td>
<td>3 QH</td>
</tr>
<tr>
<td>ITC 4995</td>
<td>Practicum</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

Quarter total  15 QH

**TOTAL FAST-TRACK CREDIT**  80 QH

**LEADERSHIP**

The Bachelor of Science in Leadership provides a functional, interdisciplinary curriculum that prepares 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.

**BS in Leadership**

Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**

Complete the undergraduate core curriculum specified on page 43. 33 quarter hours required

**FOUNDATION COURSES**

15 quarter hours required

*Required Courses*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 3003</td>
<td>Writing for the Professions 1 Prereq. ENG 3006</td>
<td>3 QH</td>
</tr>
<tr>
<td>ENG 3004</td>
<td>Writing for the Professions 2 Prereq. ENG 3003</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 1001</td>
<td>Introduction to Politics</td>
<td>3 QH</td>
</tr>
<tr>
<td>PSY 1010</td>
<td>Introduction to Psychology: Fundamental Issues</td>
<td>3 QH</td>
</tr>
<tr>
<td>SOC 1001</td>
<td>Sociology 1</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**MAJOR COURSES**

36 quarter hours required

*Communication Studies Courses*

Complete two of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN 1101</td>
<td>Fundamentals of Human Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 1102</td>
<td>Interpersonal and Group Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 1156</td>
<td>Techniques of Persuasion and Argumentation Prereq. CMN 1010</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2002</td>
<td>Intercultural Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2154</td>
<td>Negotiation Skills Prereq. CMN 2051</td>
<td>3 QH</td>
</tr>
</tbody>
</table>
Management Elective
Complete one of the following courses:

- MGT 1001 Dynamics of Business 1 3 QH
- MGT 1503 Managing in a Diverse and Changing World 3 QH

Required Courses

- ACC 1110 Accounting Basics for Managers 3 QH
- FIN 2110 Finance Basics for Managers 3 QH
- HRM 2101 Organizational Behavior 3 QH
- LDR 1201 Assessing Your Leadership Capability 3 QH
- LDR 2720 Evidence-Based Leadership and Decision Making 3 QH
- LDR 3230 Ethical Decision Making 3 QH
- LDR 4995 Practicum 3 QH
- PHL 3010 Logic 3 QH

NONBUSINESS ELECTIVES
Complete 49 quarter hours of nonbusiness electives.

OPEN ELECTIVES
Complete 27 quarter hours of open electives.

BS in Leadership—Fast-Track
Complete all courses listed below unless otherwise indicated.

MINIMUM TRANSFER CREDIT REQUIRED 80 QH

QUARTER 1
ENG 3550 Writing for the Professions (Intensive) 6 QH
Coreq. ENG 3551
ENG 3551 Writing Lab for ENG 3550 1 QH
Coreq. ENG 3550
LDR 1003 Learning Leadership 6 QH
Quarter Total 13 QH

QUARTER 2
CMN 2201 Business and Professional Speaking and Presentations 6 QH
LDR 1203 Assessing and Building Leadership Capacity 6 QH
LDR 2720 Evidence-Based Leadership and Decision Making 3 QH
Quarter Total 15 QH

QUARTER 3
CMN 2002 Intercultural Communication 3 QH
HRM 2350 Organizational Behavior and Leadership (Intensive) 6 QH
HST 3430 Leadership Themes in U.S. and World History 6 QH
Quarter Total 15 QH

QUARTER 4
ACC 1110 Accounting Basics for Managers 3 QH
FIN 2110 Finance Basics for Managers 3 QH
MGT 1503 Managing in a Diverse and Changing World 6 QH
Quarter Total 12 QH

QUARTER 5
CMN 2210 Organizational Communication and Leadership Issues 6 QH
LDR 2285 Leadership and Ethical Issues in Science, Technology, and Society 6 QH
Quarter Total 12 QH

QUARTER 6
CMN 2157 Negotiation Skills with Project 4 QH
LDR 4995 Practicum 3 QH
POL 3580 International Relations and Organizations 6 QH
Quarter Total 13 QH

TOTAL FAST-TRACK CREDIT 80 QH
Underscoring the concept that liberal arts and business are complementary, the Bachelor of Science in Liberal Arts with a Minor in Business provides students with the benefits of a traditional liberal arts education along with practical business skills and knowledge. Students have the opportunity to enhance their ability to think creatively and analytically while garnering the business perspectives that will help them in their professional lives.

This undergraduate program’s liberal arts courses encompass history, writing, politics, psychology, and sociology. Business courses focus on economics, math, and finance and include electives in accounting, leadership, organizational and consumer behavior, and marketing.

BS in Liberal Arts with Minor in Business
Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**
Complete the undergraduate core curriculum specified on page 43. 33 quarter hours required

**FOUNDATION COURSES**
6 quarter hours required

**History Requirement**
Complete one of the following courses:

- **HST 1001** The Civilization of the Ancient and Medieval World 3 QH
- **HST 1002** The Civilization of the Early Modern World 3 QH
- **HST 1003** The Civilization of the Modern World 3 QH

**Introduction to Liberal Studies**
INT 2305 Introduction to Liberal Studies 3 QH

**MAJOR COURSES**
73–74 quarter hours required

**Economics Requirement**
Complete two of the following courses:

- **ECN 1001** Principles of Macroeconomics 4 QH
  *Prereq. ECN 1002*
- **ECN 1002** Principles of Microeconomics 4 QH
- **ECN 3100** Economic Growth and Development 3 QH
  *Prereq. ECN 1001*

**English Writing Requirement**

- **ENG 3003** Writing for the Professions 1 3 QH
  *Prereq. ENG 3006*
- **ENG 3004** Writing for the Professions 2 3 QH
  *Prereq. ENG 3003*

**English Electives**
Complete 6 quarter hours of English electives.

**Logic**

- **PHL 3010** Logic 3 QH

**Political Science Requirement**
Complete one of the following courses:

- **POL 1001** Introduction to Politics 3 QH
- **POL 1370** Introduction to Comparative Politics 3 QH

**Political Science Electives**
Complete 6 quarter hours in the POL subject area.

**Mathematics/Statistics Electives**
Complete 6 quarter hours in the MTH subject area or from the following list:

- **ECN 2001** Statistics 1 3 QH
  *Prereq. MTH 2002*
- **ECN 2002** Statistics 2 3 QH
  *Prereq. ECN 2001*

**Psychology and Sociology Requirement**

- **PSY 1010** Introduction to Psychology: Fundamental Issues 3 QH
- **SOC 1001** Sociology 1 3 QH

**Psychology Electives**
Complete 6 quarter hours in the PSY subject area.

**Sociology Electives**
Complete 6 quarter hours in the HSV or SOC subject areas.

**History Electives**
Complete five of the following courses:

- **HST 1201** American History 1763–1848 3 QH
- **HST 1202** American History 1848–1917 3 QH
- **HST 1203** American History since 1917 3 QH
- **HST 3130** The World: 1900–1945 3 QH
- **HST 3131** The World: 1945–Present 3 QH

**Senior Project**
INT 4891 Senior Project in Liberal Studies 3 QH
*Prereq. INT 2305 and senior standing*

**MINOR IN BUSINESS**
24 quarter hours required

**Required Courses**

- **MGT 1001** Dynamics of Business 1 3 QH
- **MGT 1002** Dynamics of Business 2 3 QH
  *Prereq. MGT 1001*

**Elective Courses**
Complete six of the following courses:

- **ACC 1001** Financial Accounting 1 3 QH
- **ACC 1002** Financial Accounting 2 3 QH
  *Prereq. ACC 1001*
- **ACC 1403** Managerial Accounting 3 QH
  *Prereq. ACC 1002, ACC 1003, ACC 2150, or ACC 2202*
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.

**BS in Liberal Studies**

Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**

Complete the undergraduate core curriculum specified on page 43.

33 quarter hours required

**MAJOR COURSES**

54 quarter hours required

**Introduction and Senior Project**

INT 2305 Introduction to Liberal Studies 3 QH

INT 4891 Senior Project in Liberal Studies 3 QH

Prereq. INT 2305 and senior standing

**History Course**

Complete one of the following courses:

HST 1001 The Civilization of the Ancient and Medieval World 3 QH

HST 1002 The Civilization of the Early Modern World 3 QH

HST 1003 The Civilization of the Modern World 3 QH

**Humanities Electives**

Complete 21 quarter hours of humanities electives in the following subject areas: ART, CMN, ENG, JRN, PHL, TCC, or a modern foreign language.

**Mathematics and Science Electives**

Complete 9 quarter hours of mathematics and science electives in the following subject areas: BIO, BTC, CHM, ESC, MTH, or PHY.

**Social Science Electives**

Complete 15 quarter hours of social science electives in the following subject areas: CJS, ECN, HST, HSV, POL, PSY, or SOC.

**NONBUSINESS ELECTIVES**

Complete 48 quarter hours of nonbusiness electives.
OPEN AND SPECIALIZATION ELECTIVES
Complete 25 quarter hours of open electives and specialization electives. Note: A program of specialization is identified after the completion of INT 2305.

BACHELOR OF ARTS REQUIREMENTS
Students wishing to obtain a Bachelor of Arts degree rather than a Bachelor of Science degree must complete 12 quarter hours of elementary modern language course work and 12 quarter hours of intermediate modern language course work.

MANAGEMENT

The Bachelor of Science in Management provides students the 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 the 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.

BS in Management
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43. Note: The BS in Management program has a specific requirement to be taken in the core. The following core course is a required choice for this degree.

Ethical and Political Perspectives (3 QH)
PFL 2180 Business Ethics 3 QH

The remaining core curriculum credits are not specified by the BS in Management program and may be selected by the student from any courses within the core curriculum guidelines.

33 quarter hours required

ASSOCIATE-LEVEL COURSE REQUIREMENTS
39 quarter hours required

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 1001</td>
<td>Financial Accounting 1</td>
<td></td>
<td>3 QH</td>
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<tr>
<td>ACC 1002</td>
<td>Financial Accounting 2</td>
<td>Prereq. ACC 1001</td>
<td>3 QH</td>
</tr>
<tr>
<td>ACC 1403</td>
<td>Managerial Accounting</td>
<td>Prereq. ACC 1002, ACC 1003, ACC 2150, or ACC 2202</td>
<td>3 QH</td>
</tr>
<tr>
<td>BLW 1001</td>
<td>Business Law 1</td>
<td></td>
<td>3 QH</td>
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<tr>
<td>FIN 2801</td>
<td>Principles of Finance</td>
<td>Prereq. ACC 1403 and ECN 1002</td>
<td>3 QH</td>
</tr>
<tr>
<td>FIN 2802</td>
<td>Financial Management</td>
<td>Prereq. FIN 2801</td>
<td>3 QH</td>
</tr>
<tr>
<td>HRM 2101</td>
<td>Organizational Behavior</td>
<td>Prereq. MGT 1001 or MGT 1503</td>
<td>3 QH</td>
</tr>
<tr>
<td>MGT 1001</td>
<td>Dynamics of Business 1</td>
<td>Prereq. MGT 1001</td>
<td>3 QH</td>
</tr>
<tr>
<td>MGT 1002</td>
<td>Dynamics of Business 2</td>
<td></td>
<td>3 QH</td>
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</table>
### Bachelor's Degree Programs and Postbaccalaureate Program

### MGT 1503
Managing in a Diverse and Changing World
3 QH

### MKT 1001
Principles of Marketing
Prereq. MGT 1001
3 QH

### PSY 1010
Introduction to Psychology: Fundamental Issues
3 QH

#### Elective Course
Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prereq.</th>
<th>QH</th>
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<tbody>
<tr>
<td>HRM 2010</td>
<td>Human Resources Management</td>
<td></td>
<td>3</td>
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<tr>
<td>MGT 2658</td>
<td>Today's Management Issues</td>
<td></td>
<td>3</td>
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<tr>
<td>MKT 2325</td>
<td>Consumer Behavior</td>
<td>MGT 1001 or PSY 1010</td>
<td>3</td>
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<tr>
<td>OPM 1130</td>
<td>Basics of Supply Chain Management</td>
<td></td>
<td>3</td>
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#### BACHELOR'S DEGREE COURSES
71 quarter hours required

### Economics and Statistics Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prereq.</th>
<th>QH</th>
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<tbody>
<tr>
<td>ECN 1001</td>
<td>Principles of Macroeconomics</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ECN 1002</td>
<td>Principles of Microeconomics</td>
<td></td>
<td>4</td>
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<tr>
<td>ECN 2001</td>
<td>Statistics 1</td>
<td></td>
<td>3</td>
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<tr>
<td>ECN 2002</td>
<td>Statistics 2</td>
<td>ECN 2001</td>
<td>3</td>
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### Communication Studies Course
Complete one of the following courses:

<table>
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<th>Title</th>
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<th>QH</th>
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<tbody>
<tr>
<td>CMN 1010</td>
<td>Organizational Communication</td>
<td></td>
<td>3</td>
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<tr>
<td>CMN 1102</td>
<td>Interpersonal and Group Communication</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CMN 2051</td>
<td>Professional Speaking</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CMN 4170</td>
<td>Meeting Dynamics and Communication</td>
<td>CMN 1010 and CMN 2051</td>
<td>3</td>
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</table>

### Writing for the Professions

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prereq.</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 3003</td>
<td>Writing for the Professions 1</td>
<td>ENG 3006</td>
<td>3</td>
</tr>
<tr>
<td>ENG 3004</td>
<td>Writing for the Professions 2</td>
<td>ENG 3003</td>
<td>3</td>
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</table>

### History Elective
Complete one elective (3 quarter hours) in the HST subject area.

### Information Technology Elective
Complete one elective (3 quarter hours) in the ITC subject area.  
Note: ITC 1001, ITC 1002, and ITC 2750 may not be used to satisfy this requirement.

### Psychology Elective
Complete one elective (3 quarter hours) in the PSY subject area.

### General Electives
Complete 6 quarter hours of electives in the following subject areas: ECN, LDR, POL, PSY, or SOC.

### Business-Related Electives
Complete six of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prereq.</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLW 3304</td>
<td>Employment Law</td>
<td></td>
<td>3</td>
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<tr>
<td>CMN 2050</td>
<td>Advanced Organizational Communication</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CMN 2051</td>
<td>Professional Speaking</td>
<td>CMN 2051</td>
<td>3</td>
</tr>
<tr>
<td>CMN 2154</td>
<td>Negotiation Skills</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDR 1201</td>
<td>Assessing Your Leadership Capability</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDR 1202</td>
<td>Establishing the Framework: What Is Leadership?</td>
<td>HRM 2303 or LDR 1501</td>
<td>3</td>
</tr>
<tr>
<td>MGT 3020</td>
<td>Innovation and Change Management</td>
<td>MGT 1002 or MGT 1003</td>
<td>3</td>
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### Business Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prereq.</th>
<th>QH</th>
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<tbody>
<tr>
<td>MGT 2410</td>
<td>Project Management</td>
<td></td>
<td>3</td>
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<tr>
<td>MGT 3446</td>
<td>International Business and Management</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MGT 4750</td>
<td>Business Strategy (Intensive)</td>
<td>FIN 2802, ENG 3003, and senior standing</td>
<td>6</td>
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<tr>
<td>MIS 2701</td>
<td>Information Systems for Management</td>
<td>Any credit-bearing ITC course</td>
<td>3</td>
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</table>

### OPEN ELECTIVES
Complete 20 quarter hours of open electives.  
Note: MTH 1001, MTH 2002, and MTH 2050 may not be used as electives in this program.
BS in Management—Fast-Track
Complete all courses listed below unless otherwise indicated.

**MINIMUM TRANSFER CREDIT REQUIRED**  80 QH

<table>
<thead>
<tr>
<th>QUARTER 1</th>
<th></th>
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<tbody>
<tr>
<td>ACC 1403</td>
<td>Managerial Accounting</td>
<td>3 QH</td>
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<tr>
<td>ENG 3550</td>
<td>Writing for the Professions (Intensive) Coreq. ENG 3551</td>
<td>6 QH</td>
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<tr>
<td>ENG 3551</td>
<td>Writing Lab for ENG 3550 Coreq. ENG 3550</td>
<td>1 QH</td>
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<tr>
<td>MTH 1001</td>
<td>College Algebra 1</td>
<td>3 QH</td>
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<td>13 QH</td>
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<table>
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<th>QUARTER 2</th>
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<tbody>
<tr>
<td>ECN 1001</td>
<td>Principles of Macroeconomics</td>
<td>4 QH</td>
<td></td>
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<tr>
<td>FIN 2801</td>
<td>Principles of Finance</td>
<td>3 QH</td>
<td></td>
</tr>
<tr>
<td>LDR 1203</td>
<td>Assessing and Building Leadership Capacity</td>
<td>6 QH</td>
<td></td>
</tr>
<tr>
<td>Quarter Total</td>
<td></td>
<td></td>
<td>13 QH</td>
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<table>
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<tr>
<th>QUARTER 3</th>
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</thead>
<tbody>
<tr>
<td>CMN 1103</td>
<td>Organizational and Group Communication</td>
<td>6 QH</td>
<td></td>
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<tr>
<td>ECN 2050</td>
<td>Statistics (Intensive)</td>
<td>6 QH</td>
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<td>12 QH</td>
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<th>QUARTER 4</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>MGT 3446</td>
<td>International Business and Management</td>
<td>3 QH</td>
<td></td>
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<tr>
<td>MGT 4412</td>
<td>Project Management Practices and Application</td>
<td>6 QH</td>
<td></td>
</tr>
<tr>
<td>PHL 2560</td>
<td>Business Ethics and Decision Making</td>
<td>6 QH</td>
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<tr>
<td>Quarter Total</td>
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<td>15 QH</td>
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<tr>
<th>QUARTER 5</th>
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<tbody>
<tr>
<td>CMN 2156</td>
<td>Persuasion, Argue, and Negotiate</td>
<td>6 QH</td>
<td></td>
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<tr>
<td>MIS 2701</td>
<td>Information Systems for Management</td>
<td>3 QH</td>
<td></td>
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<tr>
<td>SOC 2440</td>
<td>Gender and Work Roles in Society</td>
<td>3 QH</td>
<td></td>
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<tr>
<td>Quarter Total</td>
<td></td>
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<td>12 QH</td>
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<table>
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<tr>
<th>QUARTER 6</th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BLW 2051</td>
<td>Employment Law—Employee Rights</td>
<td>6 QH</td>
<td></td>
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<tr>
<td>LDR 4995</td>
<td>Practicum</td>
<td>3 QH</td>
<td></td>
</tr>
<tr>
<td>MGT 4750</td>
<td>Business Strategy (Intensive)</td>
<td>6 QH</td>
<td></td>
</tr>
<tr>
<td>Quarter Total</td>
<td></td>
<td></td>
<td>15 QH</td>
</tr>
</tbody>
</table>

**TOTAL FAST-TRACK CREDIT**  80 QH

The Bachelor of Science in Mechanical Engineering Technology provides students with the opportunity to develop strengths in the analysis, applied design, development, implementation, and oversight of mechanical systems and processes.

Featuring courses in technical literacy, mathematics, physical sciences, chemical principles, mechanics, thermodynamics, materials science, heat transfer, fluid mechanics, energy conversion, and design and manufacturing technology, this, hands-on, experiential undergraduate degree program seeks to provide students with a solid engineering foundation and training needed in order to confront and propose innovative solutions to conventional and contemporary technological challenges within the discipline of mechanical engineering.

Students have the opportunity to acquire knowledge, abilities, and hands-on skills to address technical needs in areas such as energy conversion and utilization, biomedical technology, advanced engineering materials and nanotechnology, innovative vehicular transportation, and advanced manufacturing.

The Bachelor of Science in Engineering Technology in Mechanical Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, Inc.

**BSET in Mechanical Engineering Technology**
Complete all courses listed below unless otherwise indicated.

**ENGINEERING TECHNOLOGY CORE CURRICULUM**
Complete the engineering technology undergraduate core curriculum specified on page 44.

40 quarter hours required

**FOUNDATION COURSES**
59 quarter hours required

**Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETC 1101</td>
<td>Introduction to C++ Programming</td>
<td>3 QH</td>
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<tr>
<td>ETC 1103</td>
<td>C++ Application Development Prereq. ETC 1101</td>
<td>3 QH</td>
</tr>
<tr>
<td>ETE 1101</td>
<td>Introduction to DC Networks</td>
<td>3 QH</td>
</tr>
<tr>
<td>ETE 1103</td>
<td>DC Network Analysis Prereq. ETE 1101</td>
<td>3 QH</td>
</tr>
<tr>
<td>ETE 2101</td>
<td>Introduction to AC Networks Prereq. ETE 1103 or ETE 1150</td>
<td>3 QH</td>
</tr>
<tr>
<td>ETE 2103</td>
<td>AC Network Analysis Prereq. ETE 2101</td>
<td>3 QH</td>
</tr>
<tr>
<td>ETG 1001</td>
<td>Engineering Graphics 1 Prereq. ETG 1005 (which may be taken concurrently)</td>
<td>3 QH</td>
</tr>
</tbody>
</table>
Bachelor's Degree Programs and Postbaccalaureate Program

**Course Descriptions**

**Bachelor's Degree Programs and Postbaccalaureate Program**

**ETG 2021**
Engineering Graphics 2
Prereq. ETG 1001

**ETM 2100**
Statics
Prereq. MTH 2101 and PHY 2501

**ETM 2200**
Dynamics
Prereq. (a) MTH 3005 (which may be taken concurrently) and (b) ETM 1103 or ETM 2100

**Science**

**PHY 2301**
Physics 1
Prereq. MTH 2002 or MTH 2050

**with PHY 2302**
Laboratory for PHY 2301
Prereq. PHY 2301 (which may be taken concurrently)

**PHY 2501**
Physics 2
Prereq. PHY 2301

**with PHY 2502**
Laboratory for PHY 2501
Prereq. PHY 2501 (which may be taken concurrently).

**PHY 3101**
Physics 3
Prereq. PHY 2501

**with PHY 3102**
Laboratory for PHY 3101
Prereq. PHY 3101 (which may be taken concurrently)

**Mathematics**

**MTH 3005**
Calculus 1
Prereq. MTH 2101

**MTH 3010**
Calculus 2
Prereq. MTH 3005

**MTH 3015**
Calculus 3
Prereq. MTH 3010

**MAJOR COURSES**

38 quarter hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>QH</th>
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<tbody>
<tr>
<td>CHM 1011</td>
<td>Chemical Principles 1</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1012</td>
<td>Laboratory for Chemical Principles 1</td>
<td>1</td>
</tr>
<tr>
<td>ETM 3001</td>
<td>Materials</td>
<td>4</td>
</tr>
<tr>
<td>ETM 3101</td>
<td>Engineering Stress Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ETM 3102</td>
<td>Lab for ETM 3101</td>
<td>2</td>
</tr>
<tr>
<td>ETM 3301</td>
<td>Fluid Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ETM 3302</td>
<td>Lab for ETM 3301</td>
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</tr>
<tr>
<td>ETM 3305</td>
<td>Theory of Engineering Measurements and Data Analysis</td>
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<tr>
<td>ETM 3306</td>
<td>Lab for ETM 3305</td>
<td>2</td>
</tr>
<tr>
<td>ETM 3311</td>
<td>Engineering Thermodynamics</td>
<td>4</td>
</tr>
<tr>
<td>ETM 3312</td>
<td>Lab for ETM 3311</td>
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<tr>
<td>ETM 3315</td>
<td>Heat Transfer Engineering</td>
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<tr>
<td>ETM 3316</td>
<td>Lab for ETM 3315</td>
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**TECHNICAL SPECIALIZATION ELECTIVES**

27 quarter hours required

Complete a minimum of 27 additional quarter hours of technology electives in one of the following areas of specialization:

**Computer-Aided Design/Manufacturing Systems Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>QH</th>
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<tbody>
<tr>
<td>ETF 2011</td>
<td>Computer-Aided Manufacturing 1</td>
<td>4</td>
</tr>
<tr>
<td>ETF 3011</td>
<td>Computer-Aided Manufacturing 2</td>
<td>4</td>
</tr>
<tr>
<td>ETG 2011</td>
<td>AutoCAD 1</td>
<td>3</td>
</tr>
<tr>
<td>ETG 2013</td>
<td>AutoCAD 2</td>
<td>3</td>
</tr>
<tr>
<td>ETG 3023</td>
<td>AutoCAD Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ETG 3025</td>
<td>Pro/ENGINEER</td>
<td>4</td>
</tr>
<tr>
<td>ETG 3031</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
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</tbody>
</table>
### Electromechanical Systems Specialization

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>ETE 1211</td>
<td>Introduction to Electrical Measurements</td>
<td>3</td>
<td>ETE 2103</td>
</tr>
<tr>
<td>ETE 1213</td>
<td>Applied Electrical Measurements</td>
<td>3</td>
<td>ETE 1211</td>
</tr>
<tr>
<td>ETE 2011</td>
<td>Introduction to Signal Analysis</td>
<td>4</td>
<td>ETE 3123</td>
</tr>
<tr>
<td>ETE 2013</td>
<td>Digital Communication Systems</td>
<td>4</td>
<td>ETE 2111</td>
</tr>
<tr>
<td>ETE 3511</td>
<td>Control Engineering</td>
<td>4</td>
<td>ETE 3123</td>
</tr>
<tr>
<td>ETE 4011</td>
<td>Analog Circuit Simulation</td>
<td>4</td>
<td>ETE 2103 and MTH 3005</td>
</tr>
<tr>
<td>ETE 4013</td>
<td>Digital Circuit Simulation</td>
<td>4</td>
<td>ETE 3133</td>
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<tr>
<td>ETE 4520</td>
<td>Industrial Control Systems 1</td>
<td>4</td>
<td>ETE 3103</td>
</tr>
<tr>
<td>ETE 4521</td>
<td>Industrial Control Systems 2</td>
<td>4</td>
<td>ETE 3103 and MTH 3101</td>
</tr>
<tr>
<td>ETF 2011</td>
<td>Computer-Aided Manufacturing 1</td>
<td>4</td>
<td>ETF 2021</td>
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<tr>
<td>ETF 3011</td>
<td>Computer-Aided Manufacturing 2</td>
<td>4</td>
<td>ETF 2011</td>
</tr>
<tr>
<td>ETG 3023</td>
<td>AutoCAD Solids Modeling</td>
<td>3</td>
<td>ETG 2013 and ETG 2021</td>
</tr>
<tr>
<td>ETG 3031</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
<td>ETG 2013 and ETG 2021</td>
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<tr>
<td>ETM 4501</td>
<td>Mechanical Vibrations</td>
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<td>ETM 2103 or ETM 2150</td>
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### Mechanical Systems Design Specialization

<table>
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<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>ETF 2011</td>
<td>Computer-Aided Manufacturing 1</td>
<td>4</td>
<td>ETF 2111</td>
</tr>
<tr>
<td>ETF 3011</td>
<td>Computer-Aided Manufacturing 2</td>
<td>4</td>
<td>ETF 2111</td>
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<tr>
<td>ETG 2011</td>
<td>AutoCAD 1</td>
<td>3</td>
<td>ETG 1001 and ETG 2010</td>
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<td>AutoCAD 2</td>
<td>3</td>
<td>ETG 2011</td>
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<tr>
<td>ETG 3023</td>
<td>AutoCAD Solids Modeling</td>
<td>3</td>
<td>ETG 2013 and ETG 2021</td>
</tr>
<tr>
<td>ETG 3025</td>
<td>Pro/ENGINEER</td>
<td>4</td>
<td>ETG 2021</td>
</tr>
<tr>
<td>ETG 3031</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
<td>ETG 2013 and ETG 2021</td>
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</table>

### Power and Alternative Energy Systems Specialization

<table>
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<th>Credits</th>
<th>Prerequisites</th>
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<tr>
<td>ETE 1211</td>
<td>Introduction to Electrical Measurements</td>
<td>3</td>
<td>ETE 2103</td>
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<tr>
<td>ETE 1213</td>
<td>Applied Electrical Measurements</td>
<td>3</td>
<td>ETE 3103</td>
</tr>
<tr>
<td>ETE 3401</td>
<td>Introduction to Power Systems</td>
<td>4</td>
<td>ETF 2013 and MTH 3005</td>
</tr>
<tr>
<td>ETE 3403</td>
<td>Applied Power Systems</td>
<td>4</td>
<td>ETE 2013 and MTH 3005</td>
</tr>
<tr>
<td>ETE 3411</td>
<td>Energy Conversion</td>
<td>4</td>
<td>ETE 2013 and MTH 3005</td>
</tr>
<tr>
<td>ETE 3421</td>
<td>Introduction to Distributive Systems</td>
<td>3</td>
<td>ETE 3031 and MTH 3005</td>
</tr>
<tr>
<td>ETE 3423</td>
<td>Applied Distributive Systems</td>
<td>3</td>
<td>ETE 3031 and MTH 3005</td>
</tr>
<tr>
<td>ETF 4401</td>
<td>Power Generation</td>
<td>4</td>
<td>ETF 3311 or ETF 3313</td>
</tr>
<tr>
<td>ETF 4403</td>
<td>Renewable Energy Power</td>
<td>4</td>
<td>ETF 3311 or ETF 3313</td>
</tr>
<tr>
<td>ETF 4411</td>
<td>Fuel Cells: Principles and Technologies</td>
<td>4</td>
<td>ETF 3311 or ETF 3313</td>
</tr>
<tr>
<td>ETM 4501</td>
<td>Mechanical Vibrations</td>
<td>4</td>
<td>ETF 2103 or ETF 2150</td>
</tr>
</tbody>
</table>
CAPSTONE EXPERIENCES
22 quarter hours required

Note: Capstone is designed to build on skills acquired in earlier courses and to emphasize situations and challenges that exist in the “real world.”

Technology
ETG 3001 Engineering Economy 4 QH
Prereq. MTH 2002
ETG 3041 Technical Communications 4 QH
Prereq. ENG 1004
ETG 4880 Capstone Preparation 2 QH
Prereq. Senior standing
ETG 4955 Capstone Design Project 4 QH
Prereq. ETG 4880

Science Elective
Complete one additional course (3 quarter hours) in one of the following subject areas: BIO, CHM, ESC, GIS, HSC, or PHY.

Business and Entrepreneurship
Complete two additional courses (5 quarter hours) in any of the following subject areas: ACC, CMN, ECN, FIN, LDR, MGT, or MKT.

OPERATIONS TECHNOLOGY
The Bachelor of Science in Operations Technology seeks to develop future leaders in the field of operations, logistics, and supply chain management.

The curriculum provides students with the concepts, theories, methodologies, and tools used in the field of operations management and technology, along with an understanding of accounting and finance fundamentals. Students also have the opportunity to build additional expertise in the social sciences or sciences, developing a greater understanding of the economic, social, and political environment in which they will operate.

Graduates will be trained to use an empirical approach for understanding and utilizing the tools of operations and supply chain management and to apply this knowledge in further study at the graduate level or in the various careers in areas such as supply chain, purchasing, and transportation for which a broad understanding in operations is a necessary foundation.

BS in Operations Technology
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

FOUNDATION COURSES
14 quarter hours required

Statistics and Finite Mathematics
Complete one of the following courses:
ECN 2001 Statistics 1 3 QH
Prereq. MTH 2002
MTH 2512 Finite Mathematics 3 QH
Prereq. MTH 2002 or MTH 2050

Economics
ECN 1001 Principles of Macroeconomics 4 QH
Prereq. ECN 1002
ECN 1002 Principles of Microeconomics 4 QH

Elective
Complete one course (3 quarter hours) in one of the following subject areas: CJS, CMN, PSY, or SOC.

MAJOR COURSES
36 quarter hours required

Required Courses
BLW 1001 Business Law 1 3 QH
MGT 1001 Dynamics of Business 1 3 QH
OPM 1130 Basics of Supply Chain Management 3 QH
OPM 2210 Operations Control and Execution 3 QH
Prereq. OPM 1130
OPM 2315 Detailed Master Planning 3 QH
Prereq. OPM 2444
OPM 2444 Resource Planning and Scheduling
   Prereq. OPM 2210
   3 QH

OPM 2820 Operations Management Policy
   Prereq. OPM 2210 and OPM 2315
   3 QH

Elective Courses
Complete two of the following courses:
MIS 1255 Electronic Commerce Systems
   3 QH
OPM 2451 Purchasing Essentials
   Prereq. OPM 2210 and TRN 1002
   3 QH
OPM 2657 Business Negotiations
   Prereq. OPM 2820
   3 QH
OPM 4352 Advanced Purchasing
   Prereq. TRN 1002
   3 QH
TRN 1002 Logistics
   3 QH

Information Technology Electives
Complete two electives (6 quarter hours) in the ITC subject area.

Finance Elective
Complete one of the following courses:
ACC 1001 Financial Accounting 1
   3 QH
FIN 2110 Finance Basics for Managers
   Prereq. ACC 1001 or ACC 1110;
   not open to students in the BS in
   management or BS in finance and
   accounting management programs
   3 QH

NONBUSINESS ELECTIVES
Complete 72 quarter hours of nonbusiness electives.

OPEN ELECTIVES
Complete 5 quarter hours of open electives.

ORGANIZATIONAL COMMUNICATION

The Bachelor of Science in Organizational Communication provides students the opportunity to obtain the ability to communicate efficiently, effectively, and accurately. Through their course work, students will gain practical experience in effective communication skills by developing both written and oral communication within the context of their professional concentration. These include persuasive presentations, oral and written reports, and communications directed at particular audiences. Students have the opportunity to work with new technologies that are directed toward effective communications.

Graduates of the program may pursue careers in areas such as public relations, print and social media, and marketing and sales. Graduates may also pursue careers in areas within organizations that rely heavily on an understanding of effective communication, such as the management of teams and of human resources.

BS in Organizational Communication
Complete all courses listed below unless otherwise indicated.

Note: “TBD” stands for “to be determined.”

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

FOUNDATION COURSES
36 quarter hours required

Political Science Elective
Complete one elective (3 quarter hours) in the POL subject area.

Psychology/Sociology Elective
Complete one elective (3 quarter hours) in the PSY or SOC subject area.

Required Courses
ENG 3003 Writing for the Professions 1
   Prereq. ENG 3006
   3 QH
ENG 3004 Writing for the Professions 2
   Prereq. ENG 3003
   3 QH
PSY 1010 Introduction to Psychology:
   Fundamental Issues
   3 QH
SOC 1001 Sociology 1
   3 QH

Humansities Electives
Complete 9 quarter hours of humanities electives in the following subject areas: ART, CMN, ENG, JRN, PHL, TCC, or a modern foreign language.

Social Science Electives
Complete 9 quarter hours of social science electives in the following subject areas: ANT, CJS, HST, HSV, POL, PSY, or SOC.
MAJOR COURSES
33 quarter hours required

Required Courses
Note: CMN 4770 is a capstone course:
CMN 1010 Organizational Communication 3 QH
CMN 2050 Advanced Organizational Communication
   Prereq. CMN 1010
CMN 2051 Professional Speaking 3 QH
CMN 2320 Crisis Communication
   Prereq. CMN 1010 and CMN 2051
CMN 2430 Ethical Issues in Organizational Communication
   Prereq. CMN 1010 and LDR 3230
CMN 2440 Intercultural Communication and the Organization
   Prereq. CMN 1010
CMN 2540 Mediated Communication and Media Relations
   Prereq. CMN 1010
CMN 4170 Meeting Dynamics and Communication
   Prereq. CMN 1010 and CMN 2051
CMN 4770 Organizational Communication Measurement and Assessment
   Prereq. CMN 1010 and senior standing

Elective Courses
Complete 6 quarter hours in the CMN subject area.

SPECIALIZATION
12 quarter hours required
Complete either the specialization in corporate and organizational communication or the specialization in public relations.

Specialization in Corporate and Organizational Communication
Complete four of the following courses:
CMN 1156 Techniques of Persuasion and Argumentation
   Prereq. CMN 1010
CMN 2001 Gender and Communication 3 QH
CMN 2080 Emerging Communication Technology 3 QH
CMN 2154 Negotiation Skills
   Prereq. CMN 2051
TCC 2001 Technical Writing 1 3 QH
TCC 4120 Proposal Writing
   Prereq. TCC 2002 or TCC 2050

Specialization in Public Relations
Complete four of the following courses:
CMN 2080 Emerging Communication Technology 3 QH
CMN 3355 Advanced Professional Speaking
   Prereq. CMN 2051 3 QH
CMN 4983 Topics 3 QH
JRN 2000 Public Relations Basics and Practice
   Prereq. MKT 1001 or MGT 1001 3 QH
JRN 2100 Advertising Basics and Practice
   Prereq. MKT 1001 or MGT 1001 3 QH
TCC 2001 Technical Writing 1 3 QH

SECONDARY FOCUS
It is recommended that students use 18 quarter hours of elective credit to augment their major courses in organizational communication with concentrated study in one of the following areas, which the student should select on the basis of interest and career expectations.

Secondary Focus on Criminal Justice
REQUIRED COURSES
CJS 1001 Introduction to Criminal Justice 3 QH
CJS 1003 Criminology 1 3 QH
CJS 1004 Criminology 2
   Prereq. CJS 1003 3 QH
ELECTIVE COURSES
Complete three courses in the CJS subject area.

Secondary Focus on Health Management
REQUIRED COURSES
HMG 1001 Managing Health Services
   Organizations 1 3 QH
HMG 1002 Managing Health Services
   Organizations 2
   Prereq. HMG 1001 3 QH
ELECTIVE COURSES
Complete four courses in the HMG or HSC subject areas.

Secondary Focus on Management
REQUIRED COURSES
MGT 1001 Dynamics of Business 1 3 QH
MGT 1002 Dynamics of Business 2
   Prereq. MGT 1001 3 QH
MGT 1503 Managing in a Diverse and Changing World 3 QH
MGT 3020 Innovation and Change Management
   Prereq. MGT 1002 or MGT 1003 3 QH
MGT 3317 The Business of Consulting 3 QH
ELECTIVE COURSES
Complete one of the following courses:
MGT 2328 The Global Marketplace
   Prereq. MGT 1001 and ENG 3003 3 QH
TBD 3 QH

NORTHEASTERN UNIVERSITY
Secondary Focus on Human Resources Management

REQUIRED COURSES
- HRM 2010 Human Resources Management
  Prereq. HRM 2101 or MGT 1001
- LDR 1202 Establishing the Framework: What Is Leadership?
  Prereq. Not open to students who have completed HRM 2303 or LDR 1501

ELECTIVE COURSES
Complete four courses in the HRM subject area.

Secondary Focus on Political Science

REQUIRED COURSES
- POL 1001 Introduction to Politics
- POL 1250 Introduction to American Government
- POL 1370 Introduction to Comparative Politics

ELECTIVE COURSES
Complete three courses in the POL subject area.

NONBUSINESS ELECTIVES
Complete 12 quarter hours of nonbusiness electives.

OPEN ELECTIVES
Complete 34 quarter hours of open electives.

BS in Organizational Communication—Fast-Track
Complete all courses listed below unless otherwise indicated.

MINIMUM TRANSFER CREDIT REQUIRED 80 QH

QUARTER 1
- CMN 1103 Organizational and Group Communication 6 QH
- ENG 3550 Writing for the Professions (Intensive) 6 QH
- ENG 3551 Writing Lab for ENG 3550
  Coreq. ENG 3550 1 QH

Quarter Total 13 QH

QUARTER 2
- CMN 2050 Advanced Organizational Communication
- CMN 2051 Professional Speaking 4 QH
- LDR 1203 Assessing and Building Leadership Capacity 6 QH

Quarter Total 13 QH

QUARTER 3
- CMN 2156 Persuasion, Argue, and Negotiate 6 QH
- CMN 2430 Ethical Issues in Organizational Communication
- HST 3430 Leadership Themes in U.S. and World History 6 QH

Quarter Total 15 QH

QUARTER 4
- CMN 3040 Intercultural Communication and the Organization
- CMN 3250 Mediated Communication and Media Relations
- HRM 2350 Organizational Behavior and Leadership (Intensive) 6 QH

Quarter Total 12 QH

QUARTER 5
- CMN 2001 Gender and Communication
- CMN 2080 Emerging Communication Technology
- CMN 2320 Crisis Communication
- PHL 2560 Business Ethics and Decision Making 6 QH

Quarter Total 15 QH

QUARTER 6
- CMN 4170 Meeting Dynamics and Communication
- CMN 4770 Organizational Communication Measurement and Assessment
- POL 3580 International Relations and Organizations 6 QH

Quarter Total 12 QH

TOTAL FAST-TRACK CREDIT 80 QH
POLITICAL SCIENCE

The Bachelor of Science in Political Science is designed to help students prepare to address the political, economic, and social issues that face the world today.

Course work encompasses the history of political thought, a global awareness of the interconnectedness of different cultures, and an understanding of government structures and processes nationally and internationally. Courses focus on developing the critical thinking, communication, and problem-solving skills that lead to reflective, informed citizens who participate in political life and have an impact on the future course of events.

Graduates have the opportunity to pursue careers in local, state, national, and international government agencies and non-government agencies, working on the critical policy issues that face us today and in the future.

BS in Political Science
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43. 33 quarter hours required

FOUNDATION COURSES
36 quarter hours required

History Course
Complete one of the following courses:
HST 1001 The Civilization of the Ancient and Medieval World 3 QH
HST 1002 The Civilization of the Early Modern World 3 QH
HST 1003 The Civilization of the Modern World 3 QH

Humanities Electives
Complete 21 quarter hours of humanities electives in the following subject areas: ART, CMN, ENG, JRN, PHL, TCC, or a modern foreign language.

Social Science Electives
Complete 9 quarter hours of social science electives in the following subject areas: CJS, ECN, HST, HSV, POL, or PSY.

Mathematics or Science Elective
Complete one mathematics or science elective (3 quarter hours) in any of the following subject areas: BIO, CHM, ESC, MTH, or PHY.

MAJOR COURSES
57 quarter hours required

Required Courses
ECN 2001 Statistics 1 3 QH
Prereq. MTH 2002
ECN 2002 Statistics 2 3 QH
Prereq. ECN 2001
POL 1001 Introduction to Politics 3 QH
POL 1250 Introduction to American Government 3 QH
POL 1370 Introduction to Comparative Politics 3 QH

Elective Courses—Group 1
Complete three of the following courses:
POL 3100 American Political Thought 3 QH
POL 3110 Political Parties and Pressure Groups 3 QH
POL 3115 State and Local Government 3 QH
POL 3125 The Congress 3 QH
POL 3130 American Constitutional Law 3 QH
POL 3235 Criminal and Civil Due Process 3 QH

Elective Courses—Group 2
Complete three of the following courses:
POL 2500 Comparative Politics 3 QH
POL 2515 Africa Today 3 QH
POL 2520 Government and Politics in the Middle East 3 QH
POL 2805 International Organizations 3 QH
POL 2840 American Foreign Policy 3 QH

Political Science Electives
Complete 12 quarter hours of course work in the POL subject area.

NONBUSINESS ELECTIVES
Complete 11 quarter hours of nonbusiness electives.

OPEN ELECTIVES
Complete 23 quarter hours of open electives.

BACHELOR OF ARTS REQUIREMENTS
Students wishing to obtain a Bachelor of Arts degree rather than a Bachelor of Science degree must complete 12 quarter hours of elementary modern language course work and 12 quarter hours of intermediate modern language course work.
The Bachelor of Science in Psychology provides students with the opportunity to develop an understanding of the science of the brain and the psychology of the mind.

Course work in the program provides students with a strong foundational knowledge within the discipline of psychology, including relevant theory and research. Courses include developmental and social psychology, abnormal psychology, sensation and perception, cognition and language, and learning, along with research methods.

Students completing the program have the opportunity to work in private and nonprofit organizations in all areas of psychology and to pursue graduate work in preparation for professional licensure.

**BS in Psychology**
Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

**FOUNDATION COURSES**
36 quarter hours required

**History Requirement**
Complete one of the following courses:
- HST 1001 The Civilization of the Ancient and Medieval World 3 QH
- HST 1002 The Civilization of the Early Modern World 3 QH
- HST 1003 The Civilization of the Modern World 3 QH

**Humanities Electives**
Complete 21 quarter hours of humanities electives in the following subject areas: ART, CMN, ENG, JRN, PHL, TCC, or a modern foreign language.

**Social Science Electives**
Complete 9 quarter hours of social science electives in the following subject areas: CJS, ECN, HST, HSV, POL, or SOC.

**Mathematics or Science Elective**
Complete one mathematics or science elective (3 quarter hours) in any of the following subject areas: BIO, BTC, CHM, ESC, MTH, or PHY.

**MAJOR COURSES**
69 quarter hours required

**Required Courses**
- ECN 2001 Statistics 1 3 QH
  Prereq. MTH 2002
- ECN 2002 Statistics 2 3 QH
  Prereq. ECN 2001
- PSY 1010 Introduction to Psychology: Fundamental Issues 3 QH

**Elective Courses—Group 1**
Complete two of the following courses:
- PSY 2215 Personality 3 QH
  Prereq. PSY 1410
- PSY 2325 Social Psychology 3 QH
  Prereq. PSY 1410
- PSY 3515 Abnormal Psychology 3 QH
  Prereq. PSY 1410

**Elective Courses—Group 2**
Complete three of the following courses:
- PSY 2100 Learning 3 QH
  Prereq. PSY 1210
- PSY 3765 Sensation and Perception 3 QH
  Prereq. PSY 1210 and PSY 1410
- PSY 4145 Physiological Psychology 3 QH
  Prereq. PSY 1210
- PSY 4262 Cognition and Language 3 QH
  Prereq. PSY 1210

**Elective Courses—General**
Complete 18 quarter hours in the PSY subject area.

**OPEN ELECTIVES**
Complete 22 quarter hours of open electives.

**BACHELOR OF ARTS REQUIREMENTS**
Students wishing to obtain a Bachelor of Arts degree rather than a Bachelor of Science degree must complete 12 quarter hours of elementary modern language course work and 12 quarter hours of intermediate modern language course work.
The Bachelor of Science in Public Affairs is designed to prepare students for careers in the government and private and nonprofit sectors, focusing on public policy issues.

Through specialized course work, students have the opportunity to study the political, socioeconomic, economic, demographic, legal, and ethical issues that confront policymakers. Course work also includes an understanding of government structures and processes at all levels of government—regionally, nationally, and internationally—and how governments interact and intersect with for-profit and nonprofit organizations. Emphasis is placed on developing the communication, critical-thinking, and problem-solving skills needed to address societal issues.

Graduates of the program may pursue careers in all aspects of public policy working for government agencies, nongovernment organizations, and the private sector.

**BS in Public Affairs**

Complete all courses listed below unless otherwise indicated.

**CORE CURRICULUM**

Complete the undergraduate core curriculum specified on page 43.

33 quarter hours required

**FOUNDATION COURSES**

34–35 quarter hours required

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 1001</td>
<td>Principles of Macroeconomics</td>
<td>4 QH</td>
</tr>
<tr>
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<td>Prereq. ECN 1002</td>
<td></td>
</tr>
<tr>
<td>HST 3131</td>
<td>The World: 1945–Present</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 1001</td>
<td>Introduction to Politics</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 1370</td>
<td>Introduction to Comparative Politics</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 3115</td>
<td>State and Local Government</td>
<td>3 QH</td>
</tr>
<tr>
<td>SOC 1001</td>
<td>Sociology 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>SOC 2425</td>
<td>Social Problems</td>
<td>3 QH</td>
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<tr>
<td></td>
<td>Prereq. SOC 1001</td>
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</tr>
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</table>

**Elective Courses**

Complete four of the following courses:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 1002</td>
<td>Principles of Microeconomics</td>
<td>4 QH</td>
</tr>
<tr>
<td>ECN 3100</td>
<td>Economic Growth and Development</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. ECN 1001</td>
<td></td>
</tr>
<tr>
<td>POL 1250</td>
<td>Introduction to American Government</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 2105</td>
<td>Business and Government</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 2230</td>
<td>Civil Liberties</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 3110</td>
<td>Political Parties and Pressure Groups</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**MAJOR COURSES**

21 quarter hours required

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CMN 1010</td>
<td>Organizational Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2051</td>
<td>Professional Speaking</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2320</td>
<td>Crisis Communication</td>
<td>3 QH</td>
</tr>
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<td>Prereq. CMN 1010 and CMN 2051</td>
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</tr>
<tr>
<td>SOC 2001</td>
<td>Sociology 2</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. SOC 1001</td>
<td></td>
</tr>
<tr>
<td>SOC 4105</td>
<td>Poverty, Power, and Social Change</td>
<td>3 QH</td>
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<tr>
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<td>Prereq. SOC 2001</td>
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</table>

**Elective Courses**

Complete two of the following courses:

<table>
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<tr>
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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLW 3304</td>
<td>Employment Law</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. BLW 1001</td>
<td></td>
</tr>
<tr>
<td>CIS 1504</td>
<td>Juvenile Justice</td>
<td>3 QH</td>
</tr>
<tr>
<td>ECN 3110</td>
<td>Comparative Economic Systems</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. ECN 1001</td>
<td></td>
</tr>
<tr>
<td>HMG 1201</td>
<td>Health Planning and Regulation</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. HMG 1215</td>
<td></td>
</tr>
<tr>
<td>PHL 1010</td>
<td>Social and Political Philosophy</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. PHL 1001</td>
<td></td>
</tr>
<tr>
<td>POL 2840</td>
<td>American Foreign Policy</td>
<td>3 QH</td>
</tr>
<tr>
<td>SOC 1635</td>
<td>Race and Ethnicity</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**SPECIALIZATION**

Complete one of the specializations listed below.

*Note: Specializations in this program are recommended groupings of courses designed to provide additional content focus. Students may choose to create their own special focus by selecting other courses in the College of Professional Studies.*

18 quarter hours required

**Specialization in International Affairs**

**ELECTIVES—GROUP 1**

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 3200</td>
<td>Current Political Issues</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 4983</td>
<td>Topics</td>
<td>3 QH</td>
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</table>

**ELECTIVES—GROUP 2**

Complete five of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CMN 2002</td>
<td>Intercultural Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>ECN 3105</td>
<td>European Economic Development</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. ECN 1001</td>
<td></td>
</tr>
<tr>
<td>HST 3131</td>
<td>The World: 1945–Present</td>
<td>3 QH</td>
</tr>
<tr>
<td>HST 3320</td>
<td>Modern Middle East</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 2400</td>
<td>International Relations</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 2500</td>
<td>Comparative Politics</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 2805</td>
<td>International Organizations</td>
<td>3 QH</td>
</tr>
<tr>
<td>POL 2840</td>
<td>American Foreign Policy</td>
<td>3 QH</td>
</tr>
</tbody>
</table>
**Specialization in Justice Studies**

**ELECTIVES—GROUP 1**
Complete one of the following courses:

- POL 3200 Current Political Issues 3 QH
- POL 4983 Topics 3 QH

**ELECTIVES—GROUP 2**
Complete five of the following courses:

- CJS 1001 Introduction to Criminal Justice 3 QH
- CJS 1105 Criminal Procedure 3 QH
- CJS 1110 Introduction to Law 3 QH
- CJS 2104 American Correctional System 3 QH
- HST 3206 American Constitutional History 3 QH
- POL 2525 Religion and Global Terrorism 3 QH
- POL 3235 Criminal and Civil Due Process 3 QH

**Prelaw Specialization**

**ELECTIVES—GROUP 1**
Complete one of the following courses:

- POL 3200 Current Political Issues 3 QH
- POL 4983 Topics 3 QH

**ELECTIVES—GROUP 2**
Complete five of the following courses:

- BLW 1001 Business Law 3 QH
- CJS 1001 Introduction to Criminal Justice 3 QH
- CJS 1105 Criminal Procedure 3 QH
- CJS 1110 Introduction to Law 3 QH
- CJS 1111 Introduction to Law 2 3 QH
- HST 3207 American Constitutional History since 1910 3 QH
- HST 3212 The Making of the American Constitution 3 QH
- POL 3130 American Constitutional Law 3 QH
- POL 3235 Criminal and Civil Due Process 3 QH

**Specialization in Public Administration**

**ELECTIVES—GROUP 1**
Complete one of the following courses:

- LDR 1201 Assessing Your Leadership Capability 3 QH
- MGT 1001 Dynamics of Business 1 3 QH
- POL 3200 Current Political Issues 3 QH
- POL 4983 Topics 3 QH

**ELECTIVES—GROUP 2**
Complete five of the following courses:

- ECN 3360 Managerial Economics 3 QH
- ESC 1535 Science, Technology, and Society 3 QH
- FIN 2110 Finance Basics for Managers 3 QH

**Specialization in Public Health**

**ELECTIVES—GROUP 1**
Complete one of the following courses:

- POL 3200 Current Political Issues 3 QH
- POL 4983 Topics 3 QH

**ELECTIVES—GROUP 2**
Complete five of the following courses:

- BTC 2310 Production Regulatory Affairs, Current Good Manufacturing Practice 3 QH
- HSC 2100 Public Health 3 QH
- HSC 2101 Health Issues of Environmental Problems 3 QH
- HSV 2000 Introduction to Human Services 3 QH
- POL 2100 Politics of Health in International Development 3 QH
- SOC 1110 Diversity 3 QH
- SOC 2160 Drugs and Society 3 QH
- SOC 2420 Death and Dying 3 QH
- SOC 2425 Social Problems 3 QH

**POLITICAL SCIENCE ELECTIVE**
Complete any course (3 quarter hours) in the POL subject area.

**NONBUSINESS ELECTIVES**
Complete 28–29 quarter hours of nonbusiness electives.

**OPEN ELECTIVES**
Complete 25 quarter hours of open electives.
The Bachelor of Science in Technical Communication provides students the opportunity to develop the skills needed to craft scientific, technical, and business communication in diverse formats.

This program is built on a foundation of writing, communication, and technical skills. Courses address effective writing, along with technical communication skills such as proposal writing, writing for the regulatory agencies, and software technical writing. Through required courses and elective courses, students have the opportunity to focus in an area or industry of particular interest to them.

Graduates of the program may pursue careers as technical writers, technical editors, freelance communications specialists, and publications managers.

BS in Technical Communication
Complete all courses listed below unless otherwise indicated.

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 43.
33 quarter hours required

FOUNDATION COURSES
15 quarter hours required

Logic
PHL 3010 Logic 3 QH

Humanities Electives
Complete 9 quarter hours of humanities electives in the following subject areas: ART, CMN, ENG, JRN, PHL, or a modern foreign language.

Social Science Elective
Complete one course (3 quarter hours) in any of the following subject areas: CJS, HST, HSV, POL, PSY, or SOC.

MAJOR COURSES
51 quarter hours required

Required Courses
CMN 1151 Listening 3 QH
ENG 3003 Writing for the Professions 1 3 QH
Prereq. ENG 3006
ENG 3004 Writing for the Professions 2 3 QH
Prereq. ENG 3003
JRN 1050 Writing for the Media 3 QH
Prereq. ENG 3003 or ENG 3550
TCC 2001 Technical Writing 1 3 QH
TCC 2002 Technical Writing 2 3 QH
Prereq. TCC 2001

Elective Courses—Group 1
Complete five of the following courses:
ART 2510 Digital Print Production 3 QH
Prereq. ART 4142
TCC 3010 Technical-Promotional Writing 3 QH
Prereq. TCC 2001
TCC 3115 Writing for the Web 3 QH
Prereq. TCC 2002 or TCC 2050
TCC 3127 Technical Writing for Regulatory Agencies 3 QH
Prereq. TCC 2002 or TCC 2050
TCC 3301 Software Technical Writing 1 3 QH
Prereq. TCC 2001 and ITC 1002
TCC 3302 Software Technical Writing 2 3 QH
Prereq. TCC 3301
TCC 4120 Proposal Writing 3 QH
Prereq. TCC 2002 or TCC 2050
TCC 4130 Writing for the Biotechnology Industry 3 QH
Prereq. TCC 2002 or TCC 2050

Elective Courses—Group 2
Complete three of the following courses:
BIO 1010 Biology 1 (Principles) 3 QH
CHM 1011 Chemical Principles 1 3 QH
Prereq. MTH 1001
ITC 1243 Visual Basic Programming 3 QH
Prereq. ITC 1001
ITC 2002 Programming 1 3 QH
Prereq. MTH 2550
ITC 2012 C++ Programming 3 QH
Prereq. ITC 1001
ITC 2210 Programming Logic 3 QH
Prereq. ITC 1001
ITC 3244 Advanced Visual Basic Programming 3 QH
Prereq. ITC 1243

NONBUSINESS ELECTIVES
Complete 30 quarter hours of nonbusiness electives.

OPEN ELECTIVES
Complete 31 quarter hours of open electives.
**POSTBACCALAUREATE PREMEDICAL PROGRAM**

Designed for students who hold an undergraduate degree in a science discipline and who require all or most of the basic premedical courses, this program offers one-on-one advising, tutoring, and other academic support services to students interested in preparing to apply to medical, dental, osteopathic, or a health professional school.

The program is designed to enhance and build on students’ previous academic record through additional premedical course work, this post baccalaureate program covers concepts in biology, chemistry, and physics. Students will have the opportunity to tailor their learning experience by choosing from optional electives in human anatomy, microbiology, genetics, cell biology, immunology, endocrinology, biochemistry, statistics, and calculus.

**Postbaccalaureate Premedical Course Work**

It is important to note that every postgraduate four-year health professional school will have a different policy regarding the acceptance of transfer credits. Some medical schools may not accept online science courses, especially those with online labs. It is the students’ responsibility to check the requirements for each school to which they are applying.

**REQUIRED COURSES**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIO 1010</td>
<td>Biology 1 (Principles)</td>
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<tr>
<td>BIO 1011</td>
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<td>Prereq. BIO 1010 (which may be taken concurrently)</td>
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<tr>
<td>BIO 1210</td>
<td>Biology 2 (Diversity)</td>
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<td>Prereq. BIO 1210 (which may be taken concurrently)</td>
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<tr>
<td>BIO 1410</td>
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<td>BIO 1411</td>
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<tr>
<td>CHM 1011</td>
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<td></td>
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<td>Prereq. CHM 3015</td>
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**TOTAL REQUIRED CREDIT**

**51 QH**

**ADDITIONAL OPTIONAL COURSES**

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<td>Laboratory for Human Anatomy and Physiology 1</td>
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<td>Human Anatomy and Physiology 2</td>
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<td>Laboratory for Human Anatomy and Physiology 2</td>
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<td>Prereq. BIO 2710 (which may be taken concurrently) and BIO 2611</td>
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<td>BIO 2810</td>
<td>Human Anatomy and Physiology 3</td>
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<td>Laboratory for Human Anatomy and Physiology 3</td>
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<td>Prereq. BIO 2810 (which may be taken concurrently) and BIO 2711</td>
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<td>BIO 3010</td>
<td>Microbiology 1</td>
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<td>Prereq. BIO 1410; BIO 3710 and BIO 3730 recommended for biology majors</td>
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<td>BIO 3710</td>
<td>Genetics and Molecular Biology 1 (Prereq. BIO 1410)</td>
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<td>Genetics and Molecular Biology Laboratory (Prereq. BIO 3730)</td>
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<td>BIO 4025</td>
<td>Endocrinology (Prereq. BIO 4610)</td>
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<td>BIO 4240</td>
<td>Cell Biology 1 (Prereq. BIO 3730 and CHM 2010 (which latter may be taken concurrently))</td>
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<td>BIO 4250</td>
<td>Cell Biology 2 (Prereq. BIO 4240)</td>
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<td>BIO 4410</td>
<td>Biochemistry 1 (Prereq. BIO 3730 and CHM 3020)</td>
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<td>BIO 4525</td>
<td>Cell Biology and Introductory Biochemistry Lab (Prereq. BIO 4250 and BIO 4610)</td>
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<td>Biochemistry 2 (Prereq. BIO 4410)</td>
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<td>BTC 3210</td>
<td>Immunology (Prereq. BIO 3730 and BIO 4250)</td>
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<tr>
<td>CHM 2100</td>
<td>Analytical Chemistry for the Biosciences (Prereq. CHM 2020)</td>
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<td>with CHM 2101</td>
<td>Laboratory for Analytical Chemistry for the Biosciences (Prereq. CHM 2100 (which may be taken concurrently))</td>
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<tr>
<td>ECN 2001</td>
<td>Statistics 1 (Prereq. MTH 2002)</td>
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<td>Statistics 2 (Prereq. ECN 2001)</td>
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<td>MTH 3005</td>
<td>Calculus 1 (Prereq. MTH 2101)</td>
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<td>MTH 3015</td>
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Undergraduate Certificate Programs

**ACCOUNTING**

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.

**Certificate in Accounting**

Students enrolled in the BS in Finance and Accounting degree program are not eligible for this certificate program. A maximum of 9 quarter hours of course work may be transferred into the program.

Complete all courses listed below unless otherwise indicated.

**PREREQUISITE COURSE**

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**REQUIRED COURSES**

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<td>ACC 1002</td>
<td>Financial Accounting 2</td>
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<tr>
<td>ACC 1403</td>
<td>Managerial Accounting</td>
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<td>Prereq. ACC 1002, ACC 1003, ACC 2150, or ACC 2202</td>
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<tr>
<td>ACC 2001</td>
<td>Financial Reporting and Analysis 1</td>
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<td>Prereq. ACC 1403</td>
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<tr>
<td>ACC 2002</td>
<td>Financial Reporting and Analysis 2</td>
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<td>ACC 2101</td>
<td>Strategic Cost Analysis 1</td>
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<td>Prereq. ACC 1403</td>
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<td>ACC 3102</td>
<td>Financial Reporting and Analysis 3</td>
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<td>FIN 2801</td>
<td>Principles of Finance</td>
<td>3</td>
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<td>Prereq. ACC 1403 and ECN 1002</td>
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**TOTAL PROGRAM CREDIT** 24 QH

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**ADVANCED ACCOUNTING**

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 non-accounting 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.

**Certificate in Advanced Accounting**

Students enrolled in the BS in Finance and Accounting degree program are not eligible for this certificate program.

Complete all courses listed below unless otherwise indicated.

**PREREQUISITE COURSES**

Complete the following three courses or their equivalents and complete the specific prerequisites for each required course in the program:

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<td>ACC 1403</td>
<td>Managerial Accounting</td>
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<td>Prereq. ACC 1002, ACC 1003, ACC 2150, or ACC 2202</td>
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<td>ACC 3205</td>
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<tr>
<td>ACC 3701</td>
<td>Concepts in Taxation 1</td>
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**REQUIRED COURSES**

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<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ACC 4202</td>
<td>Concepts in Taxation 2</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. ACC 3701 and junior or senior standing</td>
<td></td>
</tr>
<tr>
<td>ACC 4301</td>
<td>Advanced Accounting 1</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. ACC 1403 and junior or senior standing</td>
<td></td>
</tr>
<tr>
<td>ACC 4302</td>
<td>Advanced Accounting 2</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. ACC 2301 or ACC 4301</td>
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</tr>
<tr>
<td>ACC 4403</td>
<td>Financial Reporting and Analysis 4 (Capstone)</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. (a) ACC 2403 or ACC 3102 and (b) junior or senior standing</td>
<td></td>
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<tr>
<td>ACC 4501</td>
<td>Auditing 1</td>
<td>3 QH</td>
</tr>
<tr>
<td></td>
<td>Prereq. ACC 4403 and junior or senior standing</td>
<td></td>
</tr>
<tr>
<td>ACC 4502</td>
<td>Auditing 2</td>
<td>3 QH</td>
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<tr>
<td></td>
<td>Prereq. ACC 4501 and junior or senior standing</td>
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<tr>
<td>BLW 2050</td>
<td>Business Law (Intensive)</td>
<td>6 QH</td>
</tr>
<tr>
<td><strong>TOTAL PROGRAM CREDIT</strong></td>
<td><strong>45 QH</strong></td>
<td></td>
</tr>
</tbody>
</table>
An undergraduate minor requires a minimum of 18 but no more than 22 quarter hours of undergraduate-level course work. You may choose from 9 undergraduate minors, 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.

The complete list of undergraduate minors appears below. Decide which will best align with your degree and personal interests.

- Biology
- Business
- Information technology
- International affairs
- Management
- Organizational communication
- Political science
- Psychology
- Technical communication

**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 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 9 quarter 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.
- The student in undergraduate Fast-Track programs is eligible to apply for undergraduate minors. The Fast-Track student must fulfill all requirements of the degree and minor(s) concurrently, which could result in the student completing more than the minimum credits required for the degree alone, e.g., a Fast-Track BS student who entered the Fast-Track program with 80 transfer credits, with a major in leadership and minor in international affairs, will need to earn 80 quarter hours to fulfill degree (major) requirements plus 18 quarter hours to fulfill minor requirements.
- Courses in the undergraduate minors are offered outside the Fast-Track programs and do not adhere to the rules and procedures that are part of the Fast-Track programs.
Undergraduate Minors

BIOLOGY

Research basic biology concepts and gain an appreciation for how biological factors influence populations, communities, and ecosystems.

**Minor in Biology**

Complete all courses listed below unless otherwise indicated.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1010  Biology 1 (Principles)</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 1011 Laboratory for Biology 1</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1210  Biology 2 (Diversity)</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 1211 Laboratory for Biology 2</td>
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</tr>
<tr>
<td>BIO 1410  Biology 3 (Animal)</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 1411 Laboratory for Biology 3</td>
<td>1</td>
</tr>
<tr>
<td>BIO 3010  Microbiology 1</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 3011 Laboratory for Microbiology 1</td>
<td>1</td>
</tr>
<tr>
<td>BIO 3600  Ecology 1</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3610  Ecology 2</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDIT**  
22 QH

BUSINESS

Focus on curriculum that includes business law, accounting, finance, and management of the workforce in a constantly changing environment.

**Minor in Business**

Complete all courses listed below unless otherwise indicated.

*Note: Some courses have specific prerequisites.*

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1110  Accounting Basics for Managers</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2110  Finance Basics for Managers</td>
<td>3</td>
</tr>
<tr>
<td>HRM 2101  Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1001  Dynamics of Business 1</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1002  Dynamics of Business 2</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1503  Managing in a Diverse and Changing World</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDIT**  
18 QH
### INFORMATION TECHNOLOGY

Examine how systems are designed and evaluated and have the opportunity to engage in one programming language.

**Minor in Information Technology**

Complete all courses listed below unless otherwise indicated.

*Note:* Some courses have specific prerequisites.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QH</th>
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</thead>
<tbody>
<tr>
<td>ITC 1230</td>
<td>PC Database Software</td>
<td>3</td>
</tr>
<tr>
<td>ITC 1305</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2005</td>
<td>Computer Architecture and Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Programming</td>
<td></td>
</tr>
<tr>
<td>ITC 3001</td>
<td>Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>MIS 1101</td>
<td>Structured Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSE**

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC 2001</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITC 2810</td>
<td>C# (C Sharp) Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDIT**

18 QH

### INTERNATIONAL AFFAIRS

Investigate all aspects of international relations including nation-state, political systems, economic growth, and development.

**Minor in International Affairs**

Complete all courses listed below unless otherwise indicated.

*Note:* Some courses have specific prerequisites.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>QH</th>
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</thead>
<tbody>
<tr>
<td>CMN 2002</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECN 3100</td>
<td>Economic Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>POL 1370</td>
<td>Introduction to Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 2400</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL 2805</td>
<td>International Organizations</td>
<td>3</td>
</tr>
<tr>
<td>POL 2840</td>
<td>American Foreign Policy</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDIT**

18 QH
**Management**

Explore how American businesses operate in a global marketplace. Curriculum is focused on business law, finance, and management of the workforce in a constantly changing environment.

**Minor in Management**

Complete all courses listed below unless otherwise indicated.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1001</td>
<td>Financial Accounting 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>FIN 2110</td>
<td>Finance Basics for Managers</td>
<td>3 QH</td>
</tr>
<tr>
<td>LDR 1201</td>
<td>Assessing Your Leadership Capability</td>
<td>3 QH</td>
</tr>
<tr>
<td>MGT 1001</td>
<td>Dynamics of Business 1</td>
<td>3 QH</td>
</tr>
<tr>
<td>MGT 1002</td>
<td>Dynamics of Business 2</td>
<td>3 QH</td>
</tr>
<tr>
<td>MGT 1503</td>
<td>Managing in a Diverse and Changing World</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**Total Program Credit**

18 QH

**Organizational Communication**

Develop a broad perspective of organizational communication, including communications during negotiations, crisis, and communication across organizations.

**Minor in Organizational Communication**

Complete all courses listed below unless otherwise indicated.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN 1010</td>
<td>Organizational Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2002</td>
<td>Intercultural Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2051</td>
<td>Professional Speaking</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2154</td>
<td>Negotiation Skills</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2320</td>
<td>Crisis Communication</td>
<td>3 QH</td>
</tr>
<tr>
<td>CMN 2430</td>
<td>Ethical Issues in Organizational Communication</td>
<td>3 QH</td>
</tr>
</tbody>
</table>

**Total Program Credit**

18 QH
POLITICAL SCIENCE

Delve into the political landscape both in the United States and abroad, with a focus on the ideology behind politics.

Minor in Political Science
Complete all courses listed below unless otherwise indicated.

REQUIRED COURSES
POL 1001  Introduction to Politics  3 QH
POL 1250  Introduction to American Government  3 QH
POL 1370  Introduction to Comparative Politics  3 QH
POL 2230  Civil Liberties  3 QH
POL 2400  International Relations  3 QH
POL 3003  Introduction to Political Theory  3 QH

TOTAL PROGRAM CREDIT  18 QH

PSYCHOLOGY

Examine the various aspects of psychology on an introductory level with an opportunity to focus on developmental progression during a specific time period.

Minor in Psychology
Complete all courses listed below unless otherwise indicated.

REQUIRED COURSES
PSY 1010  Introduction to Psychology: Fundamental Issues  3 QH
PSY 1210  Introduction to Psychology: Psychological Processes  3 QH
PSY 1410  Introduction to Psychology: Personal Dynamics  3 QH
PSY 3420  Development: Infancy and Childhood  3 QH
PSY 3421  Development: Adolescence  3 QH
PSY 3422  Development: Adulthood and Aging  3 QH

TOTAL PROGRAM CREDIT  18 QH
TECHNICAL COMMUNICATION

Analyze the elements of technical writing and how to develop materials for various mediums, especially the online environment.

Minor in Technical Communication
Complete all courses listed below unless otherwise indicated.

REQUIRED COURSES
TCC 2001  Technical Writing 1  3 QH  
TCC 2002  Technical Writing 2  3 QH  
TCC 2005  Technical Editing  3 QH  
TCC 3010  Technical-Promotional Writing  3 QH  
TCC 3135  Online Documentation  3 QH  
TCC 4120  Proposal Writing  3 QH  

TOTAL PROGRAM CREDIT  18 QH
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University of Massachusetts, Boston, MA

Nancy Pawlyshyn  
Assistant Teaching Professor,  
College of Professional Studies;  
Capella University, PhD

Peter Plourde  
Assistant Academic Specialist,  
College of Professional Studies;  
University of Massachusetts, Lowell, MS
Robert Prior  
Associate Teaching Professor,  
College of Professional Studies;  
Nova Southeastern University,  
EdD

Christopher Unger  
Assistant Teaching Professor,  
College of Professional Studies;  
Harvard University, PhD

Robert Pritchard  
Assistant Teaching Professor,  
College of Professional Studies;  
Northeastern University, PhD

Daniel Urman  
Assistant Teaching Professor,  
College of Professional Studies;  
Harvard University, JD

Karen Reiss Medwed  
Assistant Teaching Professor,  
College of Professional Studies;  
New York University, PhD

Silvani Vejar  
Assistant Academic Specialist,  
College of Professional Studies;  
University of Massachusetts, Lowell, MS

Karl Reynolds  
Associate Teaching Professor,  
International Programs;  
University of Washington, PhD

Erik Voss  
Assistant Teaching Professor,  
International Programs;  
Iowa State University, PhD

Mahtab Rezvani  
Assistant Academic Specialist,  
International Programs;  
California State University, Los Angeles, MA

Natalya Watson  
Assistant Teaching Professor,  
International Programs;  
University of Colorado, PhD

Cordula Robinson  
Associate Teaching Professor,  
College of Professional Studies;  
University College London (United Kingdom), PhD

John Wolfe  
Associate Teaching Professor,  
College of Professional Studies;  
Columbia University, EdD

Tova Sanders  
Assistant Teaching Professor,  
College of Professional Studies;  
George Washington University, EdD

Lydia Young  
Associate Teaching Professor,  
College of Professional Studies;  
Boston College, PhD

Billye Sankofa-Waters  
Assistant Teaching Professor,  
College of Professional Studies;  
University of North Carolina, Chapel Hill, PhD

Carl Zangerl  
Assistant Teaching Professor,  
College of Professional Studies;  
University of Illinois, PhD

Amy Stratman  
Assistant Academic Specialist,  
College of Professional Studies;  
Simmons College, MAT

Balazs Szelenyi  
Associate Teaching Professor,  
International Programs;  
University of California, Los Angeles, PhD

Mary Thompson-Jones  
Professor of the Practice,  
College of Professional Studies;  
University of Pennsylvania, EdD

Esther Tutella  
Assistant Academic Specialist,  
College of Professional Studies;  
Vanderbilt University, MEd

Silvani Vejar  
Assistant Academic Specialist,  
College of Professional Studies;  
University of Massachusetts, Lowell, MS
Northeastern University has maintained its status as a member in good standing of the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education (CIHE) since it was awarded its initial accreditation in 1940. The university was last reviewed by NEASC in 2008 and will be reviewed again in fall 2018.

Northeastern University possesses degree-granting authority in Massachusetts, under the auspices of the Massachusetts Board of Higher Education.

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeastern University</td>
<td>New England Association of Schools and Colleges (NEASC)</td>
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**Bouvé College of Health Sciences**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
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<tbody>
<tr>
<td>BS in Athletic Training</td>
<td>Commission on Accreditation of Athletic Training Education (CAATE)</td>
</tr>
<tr>
<td>MS in Speech-Language Pathology and Audiology</td>
<td>Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA), Massachusetts Board of Education*</td>
</tr>
<tr>
<td>BS in Nursing</td>
<td>Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**</td>
</tr>
<tr>
<td>MS in Physician Assistant Studies</td>
<td>Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)</td>
</tr>
<tr>
<td>MS in Nursing</td>
<td>Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**</td>
</tr>
<tr>
<td>MS in Nursing in Anesthesia</td>
<td>Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**</td>
</tr>
<tr>
<td>Registered Nurse/BSN***</td>
<td>Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**</td>
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</table>

Programs Accredited by Specific Agencies:

- **Post BS Doctor of Nursing Practice**, US Army Program in Anesthesia Nursing (USAGPAN)

- **DPT in Physical Therapy**

- **MS/MBA (two-year program)**

- **MS in Physician Assistant Studies**

- **DPT in Physical Therapy**

- **MS and CAGS in Applied Educational Psychology—School Psychology**

- **MS in Applied Educational Psychology—School Counseling**

- **AuD in Audiology**

- **MPH Master of Public Health in Urban Health**

- **PharmD**

- **PhD in Counseling and School Psychology**

- **College of Arts, Media and Design**

- **Master of Architecture (Urban Architecture)**

- **PhD in Counseling and School Psychology**

- **MPH Master of Public Health in Urban Health**

- **PharmD**

- **American Psychology Association (APA)**

- **National Architectural Accreditation Board (NAAB)**

NORTHEASTERN UNIVERSITY
**D’Amore-McKim School of Business**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
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<tbody>
<tr>
<td>BS in Business Administration</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
</tr>
<tr>
<td>BS and MS in International Business</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
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<tr>
<td>MBA</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
</tr>
<tr>
<td>MS in Finance</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
</tr>
<tr>
<td>MS in Taxation</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
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<tr>
<td>MS in Accounting</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
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<tr>
<td>MS in Accounting/MBA</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
</tr>
<tr>
<td>MS in Finance and Accounting</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
</tr>
<tr>
<td>MS in Engineering/Entrepreneur</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
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**College of Professional Studies**

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
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<tbody>
<tr>
<td>AS and Certificate in Paramedic</td>
<td>Massachusetts Department of Public Health, Office of Emergency Medical Services</td>
</tr>
<tr>
<td>Technology</td>
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</tr>
<tr>
<td>BS in Finance and Accounting Management***</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
</tr>
<tr>
<td>BS in Management***</td>
<td>AACSB International—The Association to Advance Colleges of Business</td>
</tr>
<tr>
<td>BS and AS in Computer Engineering</td>
<td>Accredited by the Technology Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700</td>
</tr>
<tr>
<td>BS and AS in Electrical Engineering</td>
<td>Accredited by the Technology Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700</td>
</tr>
<tr>
<td>BS and AS in Mechanical Engineering</td>
<td>Accredited by the Technology Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700</td>
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<tr>
<td>Education Programs in:</td>
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</tr>
<tr>
<td>Teacher of Biology, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of Chemistry, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of Earth Science, 5–8, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of Mathematics, 5–8, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of Physics, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Elementary Education, 1–6</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of English, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Program</td>
<td>Accrediting Agency</td>
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<tr>
<td>--------------------------------------------------</td>
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<tr>
<td>Teacher of Foreign Language: Spanish, 5–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of History, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of Political Science/Political Philosophy, 8–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>Teacher of Students with Moderate Disabilities Pre-K–8, 5–12</td>
<td>Massachusetts Department of Elementary and Secondary Education</td>
</tr>
<tr>
<td>MS in Leadership with Project Management</td>
<td>Project Management Institute’s Global-Accreditation-Center</td>
</tr>
<tr>
<td>MS in Technology Commercialization</td>
<td>AACSB International—The Association to Advance Collegiate Schools</td>
</tr>
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**College of Social Sciences and Humanities**

<table>
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<tr>
<th>Program</th>
<th>Accrediting Agency</th>
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<tr>
<td>BS in Criminal Justice</td>
<td>Massachusetts Board of Education*</td>
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<tr>
<td>MS in Criminal Justice</td>
<td>Massachusetts Board of Education*</td>
</tr>
<tr>
<td>PhD in Criminal Justice</td>
<td>Massachusetts Board of Education*</td>
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<tr>
<td>Master of Public Administration</td>
<td>National Association of Schools of Public Affairs and Administration</td>
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**School of Law**

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<tr>
<th>Program</th>
<th>Accrediting Agency</th>
</tr>
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<tbody>
<tr>
<td>JD</td>
<td>American Bar Association</td>
</tr>
</tbody>
</table>

*The Massachusetts Board of Education approves (not accredits) programs.
**The Massachusetts Board of Registration in Nursing approves (not accredits) programs.
***Accredited under the aegis of the “sponsoring” full-time college.
****The Association of American Law Schools is an elected membership organization, not an accrediting body.

STATE APPROVALS, AUTHORIZATIONS, AND EXEMPTIONS

Some states require that universities authorized to operate in their state make public disclosures. See the corresponding addendum at www.northeastern.edu/online/about-northeastern-online/state-agreements.php for up-to-date, state-prescribed regulatory information.
The online resources listed below supplement this catalog.

**INSTITUTIONAL CALENDARS**

**University events:**
www.curry.neu.edu

**Academic calendars:**
www.northeastern.edu/registrar/calendars.html

**OTHER ONLINE RESOURCES**

**Course descriptions:**
www.northeastern.edu/registrar/banner-catalog.html

**Class schedules:**
www.northeastern.edu/registrar/banner-schedule.html

**Campus maps:**
www.northeastern.edu/campusmap
The Northeastern University College of Professional Studies Undergraduate Catalog contains the university’s primary statements about these academic programs and degree requirements, as authorized by the president or the Board of Trustees. For information about other academic policies and procedures; student responsibilities; student academic and cocurricular life; faculty rights and responsibilities; or general personnel policies, benefits, and services, please refer to the Undergraduate Student Handbook, Undergraduate Catalog, Graduate Catalog, Cooperative Education Student Handbook, Faculty Handbook, and related procedural guides, as appropriate.

Accreditation. Northeastern University is accredited by the New England Association of Schools and Colleges, 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.

The Northeastern University Undergraduate 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.

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/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, at 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. AM stations WBZ (1030), WILD (1090), and WRKO (680), and FM station WBUR (90.9) are the radio stations authorized to announce the university’s decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Since instructional television courses originate from live or broadcast facilities at the university, neither the classes nor the courier service operates when the university is closed. Please listen to the radio or television to determine whether the university will be closed.

If a storm occurs at night, the announcement of university closing is given to the radio stations at approximately 6 a.m. Classes are generally canceled for that entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations of evening classes may be announced. This announcement is usually made between 2 and 3 p.m.

Equal Opportunity Policy. Northeastern University does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, 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. Handbooks containing the university’s nondiscrimination policies and its grievance procedures are available in the Office of Institutional Diversity and Inclusion, 125 Richards Hall. Inquiries regarding the university’s nondiscrimination policies may be directed to:

Office of Institutional Diversity and Inclusion
125 Richards Hall
Northeastern University
Boston, Massachusetts 02115
617.373.2133

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.

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 printed in the Undergraduate Student Handbook and Graduate Student Handbook and are distributed annually at registration for the university’s colleges and graduate schools.

Cleary 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.

Mission Statement: To educate students for a life of fulfillment and accomplishment. To create and translate knowledge to meet global and societal needs.

NU 09.09.15