Northeastern University

College of Professional Studies Undergraduate Catalog 2014–2015

General Admission and Transfer Credit

ADMISSION

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

Please 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. Please 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
- Bachelor of Science in Liberal Studies, Specialization: Teacher Preparation for Paraprofessionals (Bridge to Teaching)
- 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.
- An associate degree earned at the College of Professional Studies may be used to satisfy the requirements of a second associate 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.
- 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.

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TRANSFER CREDIT POLICY

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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.

Transfer credits earned at institutions outside the United States are considered 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, please 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 for credits earned through college-level proficiency examinations.

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

- The minimum course grade acceptable for transfer credit is C, or 2.000 on a 4.000 scale.
- Courses completed on a pass/fail scale are not eligible for transfer.
- 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.
  - Challenge examinations in areas such as medical terminology.
  - 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 4.000 scale.
  - If the undergraduate transfer student is only transferring credits earned at another Northeastern University college, he or she completes a minimum of 24 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 transferring into an undergraduate certificate program may transfer up to 9 credits, depending on the specific certificate program.
- 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, HIA, HMG, and HSC)
- Information technology (ITC and MIS)
- Business (RET and 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.

Information for Entering Students

ACADEMIC CALENDAR

The College of Professional Studies undergraduate programs are offered on a quarter calendar consisting of twelve weeks (with the option for eight-week, six-week, and four-week sessions as well).

For calendar details, please 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, please 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, please 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/infoservices/?page_id=1953.
2. Configure their HuskyMail on a smartphone. Instructions are available at www.northeastern.edu/resnet/?cat=5.

NEW STUDENT ORIENTATION (ON-GROUND AND ONLINE)

All new students are expected to attend the on-ground orientation or participate in online orientation. The purpose of New Student Orientation is to provide information and tools for each student's success from the point of program entry to degree completion.

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, please 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. Please 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, please see the ISSI website at www.northeastern.edu/issi/schedule.html. You do not need to register for ISSI orientation.

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 6,500 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.

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, please 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. Please allow more time for international mail.

ACADEMIC RESOURCES

Libraries

Northeastern University Libraries
617.373.8778
www.library.northeastern.edu

Snell Library is the university's primary research library, with collections and services supporting research and teaching across disciplines. Holdings are extensive, with a large proportion available digitally. Collections include more than 800,000 print volumes, over 360,000 e-books, 70,000 serial subscriptions, 60,000 licensed e-journals, and more than 6,000 feet of archival and manuscript collections. Additionally, Northeastern University Libraries is a selective federal depository, maintaining a collection of materials (mostly online) published and distributed by the federal government.

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

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

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

Office of Academic and Student Support Services

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 and Student Support Services 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.

SMARTHINKING

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

The College of Professional Studies partners with Smarthinking to offer online tutoring, synchronous or asynchronous, in many different subjects such as writing, reading, basic math through multivariate calculus, business, biology, chemistry, and physics.

Global Student Success

10 Belvedere
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.

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

405 Lake Hall
617.373.4540
617.373.2509 (fax)
www.northeastern.edu/english/writing-center

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
www.math.neu.edu/undergraduate-program/
    mathematics-tutoring-services

Math tutoring on an individual basis is provided in algebra, precalculus, or calculus. Students can sign up through their myNEU account for a half-hour or hour-long appointment, with the tutor of their choice and for a time that fits their schedule. This is a **free service** for Northeastern students.

CAMPUS RESOURCES

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 do student referrals to prospective employers regarding job openings.

Office of the Registrar

120 Hayden Hall
617.373.2300
617.373.5360 (TTY)
www.northeastern.edu/registrar

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

The registrar's office utilizes the myNEU Web portal (www.myneu.neu.edu) and public campus computers to provide students convenient access to information and services, including class schedules and registration, most recent grades, and unofficial transcripts. Additional information is available at www.northeastern.edu/registrar.

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 quarter in which they are enrolled and attending classes, as long as they have requested and paid the campus recreation fee. Please 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.

Tours and enrollment information are available at the center or by emailing r.nazzaro@neu.edu.

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

We Care is a program that assists students experiencing unexpected challenges maintaining their academic progress. We Care works with the student to coordinate among university offices and to offer appropriate on- and off-campus referrals to support successfully resolving issues.

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, or connect online at www.facebook.com/NEUInterfaith or Twitter @NEUInterfaith

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.

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

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 Escort Service
617.373.2121
www.northeastern.edu/publicsafety/services/escort.html

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 the campus to their residence after dark. The only destination this service will take you to is your residence. A van stops at Snell Library and the Ruggles Public Safety Substation on the hour from 7:00 p.m. to 6:00 a.m. to pick up students.

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

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

Rape Aggression Self-Defense System (RAD)

Public Safety Division Headquarters
716 Columbus Avenue, Suite 100
(617) 373-2697
www.northeastern.edu/publicsafety/classes/selfdefense.html

Rape Aggression Self-Defense System (RAD) is a comprehensive program designed to teach women how to avoid being raped and to defend themselves against an attack.

Lost and Found

www.northeastern.edu/publicsafety/services/lostandfound.html

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, please return it to our headquarters located at 100 Columbus Place.

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.

To share your ideas about the Curry Student Center or participate in its governance, contact the Student Center Governing Board at 617.373.2663.

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.

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 centralized technology resource for students, faculty, and staff. ITS provides secure, high-speed Internet access through the on-campus networks NUnet and ResNet; wireless Internet connectivity through NUwave; centralized computer labs—the InfoCommons and the Digital Media Commons (DMC)—with the latest software; on-site and remote printing; access to the Blackboard learning management system; a vast array of software applications for Windows and Mac; access to myNEU, Northeastern's online portal; on-site and online training on popular software; and high-performance research computing.

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 and the 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.

College Expenses

Student Financial Services

354 Richards Hall
617.373.2897 (College of Professional Studies)
617.373.5714 (TTY)
sfs@neu.edu
www.northeastern.edu/financialaid/cps

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 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:

Term of Entry	Earliest Award Availability
Summer	May
Fall	July
Winter	November
Spring	February

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.

GENERAL FINANCIAL AID POLICIES AND PROCEDURES

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, S, or F in at least one course for the term; students who receive all unsuccessful grades for a term (NE, W, I, U) will be considered unofficially withdrawn from the term. For unofficial withdrawals, the withdrawal date used for aid recalculation is the midpoint of the term.

Satisfactory Academic Progress (SAP)

To continue receiving financial aid, undergraduate students must have a 2.000 GPA and have earned academic credit in 67 percent of the courses attempted. Satisfactory academic progress will be evaluated after the winter quarter. Please refer to www.northeastern.edu/financialaid/policies/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 change in a planned period of 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

Beginning in the 2013–2014 academic year, 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 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 2014–2015 tuition for an on-campus undergraduate class that is 3 QH is $369 × 3 = $1,107.

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

College of Professional Studies Undergraduate Tuition Rates (2014–2015)

These tuition rates are for the 2014–2015 academic year beginning on June 30, 2014. Tuition and fees are subject to revision by the president and Board of Trustees at any time.

Course Type	Tuition per Quarter Hour
On campus	$369
Northeastern University Online	369
Lowell Institute School	369
Lab courses (science labs and writing labs)	535
Fast-Track 18-month bachelor's degree completion programs—online and fully on-campus programs	369

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.

HEALTH INSURANCE

For general health insurance information, please 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.

Please 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, please 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.tuitionpay.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, please 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

Some companies and organizations will pay students for their educational expenses prior to the students completing a course. Please confirm with your human resources department to see if you qualify and to see what specific charges are covered, e.g., tuition only or tuition and fees. If you need help, please contact Billing, Payments, and Third-Party Billing at 617.373.2674; thirdparty@neu.edu.

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, please 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. Please 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. Please 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 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, please 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, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu.

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 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, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu.

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 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, he or she needs to contact the Service Desk at 617.373.4357 (HELP); help@neu.edu.

Please 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 Policies and Procedures

ACADEMIC AND RESEARCH INTEGRITY

Essential to the mission of Northeastern University is the commitment to the principles of intellectual honesty and integrity. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from the educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and 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, which includes self-plagiarism, fabrication, plagiarism, unauthorized collaboration, participation in academically dishonest activities, and facilitating academic dishonesty.

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

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

The university's complete Academic Integrity Policy is available through the Office of Student Conduct and Conflict Resolution: www.northeastern.edu/osccr/academicintegrity/index.html.

Students unclear as to whether or not a source requires citation should speak with their instructor; consult a writing resource (e.g., Writing Center, University Library); and/or utilize the Interactive Academic Integrity Checklist at nuonline.adobeconnect.com/_a833303360/academicintegritychecklist.

ATTENDANCE REQUIREMENTS

Class participation is essential to success no matter the course format or its delivery.

Attendance requirements vary. It is the student's responsibility to ascertain what each instructor requires. If a student will be absent, it is his or her responsibility to inform the instructor and to abide by the attendance requirements as explained in the course syllabus. 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 Illness

A student who is absent from school for an extended period of time must inform the college by letter, message, or telephone.

Absence Because of Religious Beliefs

Northeastern University maintains the following guidelines regarding student absences because of religious beliefs:

"Any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement shall be provided with an opportunity to make up such examination, study, or work requirement that he or she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of availing him- or herself of the provisions of this section." (Massachusetts General Laws, Chapter 151C, Section 2B, 1985)

Absence Because of Jury Duty

A student who misses class(es) or cannot meet assignment deadlines or exams because of this obligation must notify his or her instructors in writing, explaining which class(es), assignment(s), or exam(s) will be missed on which days. Each instructor will work with the student to make up missed assignments or exams. Upon completion of his or her jury duty, he

or she must bring a copy of the documentation of his or her service to the appropriate instructors. A student involved in a co-op or internship is expected to inform his or her supervisor if called to jury duty.

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 and Student Support Services 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 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 on the Northeastern campus for the term they wish to return from medical leave of absence.

More specific information about the medical leave and 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. A student should consult with his or her designated student success specialist for support and guidance to petition for an emergency leave.

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. 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 the Official Withdrawal adjustments. Financial aid recipients must contact their financial aid counselor to understand the effects on aid received.

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

International students must make an appointment with the International Student and Scholar Institute to discuss leave of absence procedures in accordance with federal regulations.

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 and Student Support Services 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 for International Students

International students must make an appointment with the International Student and Scholar Institute to discuss leave of absence procedures in accordance with federal regulations.

University Withdrawal

Students seeking to withdraw from the university for any reason, other than medical, should contact their designated student success specialist or academic program designee.

Students may be withdrawn from the university for financial, disciplinary, academic, or health reasons. In a case that involves health reasons, a committee will review the recommendations of the director of health services to determine whether the student should withdraw. The student has an opportunity to present his or her case to the committee. Withdrawals are made only when it is determined that the student is a danger to him- 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.

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. Please contact the Office of Academic and Student Support Services for assistance and to complete the appropriate form.

READMISSION TO PROGRAM

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. Please 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.

FULL-TIME STATUS

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.

Please 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, please 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 designated student success specialist. 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. Each twelve-week quarter (term) is made up of parts of term (courses that are scheduled for less than twelve weeks). Some courses are scheduled for the entire twelve weeks of a quarter, while others are scheduled for either the first six weeks or the last six weeks. Students in F-1 and J-1 status must remain registered at all times during a quarter to remain in compliance. International students are not allowed to take courses during only one-half 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 courses that are held on campus or in the blended or hybrid format. Students may not take classes on campus for just the first or second six weeks of a twelve-week quarter and then take only online courses during the other six weeks.

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, please 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 and Student Support Services. Those who have been absent voluntarily for more than three years must apply for readmission.
- Students interested in taking undergraduate-level courses for personal professional enrichment (PPE) may register using the Express Registration and Reentry form: prod-web.neu.edu/webapp6/CPSCourseReg/?form=expressReg. They must understand they:
  - 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 at any time 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.

If approved, 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 student success specialist. Degree audits are unofficial records of academic progress. Students are encouraged to consult with their student success specialist 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 designated student success specialist, who will work with the academic program for review.

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. To request independent study, a student must submit a study proposal for the program director's approval. The proposal needs to include a detailed outline of the objectives and plan of study and a supporting statement from the faculty member under whose direction the study is intended to take place.

A degree student may take up to two independent studies.

Directed Study

Directed study is an opportunity for a degree student to enroll in a standard course that is part of his or her program of study under special instruction and arrangements. Typically, a directed study is requested when a student is in his or her last term of study and needs a course that is not offered.

A degree student may take up to two directed studies.

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.

An undergraduate degree student may request to waive up to four courses.

Course Formats and Credits

For information on College of Professional Studies course formats, please 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 durations are as follows:

- During the fall, winter, and spring terms, courses are scheduled for either six or twelve weeks.
- Some undergraduate science courses are offered in four-week sessions during the spring and summer terms.
- During the summer term, courses are scheduled for four, six, or eight weeks.

Course Delivery

The following course delivery methods are used:

- On campus (on ground): Classes meet every week at a physical Northeastern University campus location (e.g., main Boston, downtown Boston, graduate campus) for face-to-face contact between students and instructors.
- Blended (six weeks only): Classes meet every week at a physical Northeastern University campus location and require online participation. In-person class time varies according to the number of credits for the course. Online course content and discussions equivalent to the remainder of the course contact time augment the in-class instruction.
- Online: Lectures, lessons, and exercises are completed solely online over the course of the term. View demo of an online course: www.northeastern.edu/online/ northeastern-online-demo.php.
- Hybrid: Classes combine on-campus and online instruction. Classes do not meet on campus every week; instead, they meet on campus during selected weeks of the term as determined by the instructor. The majority of classes are held on campus. The rest of the instruction is delivered online.

Course Add/Drop Policy

Please 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 or dropping 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.

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

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.

Course Withdrawal Policy

Please 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.

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

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 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 student success specialist.

FINAL EXAMINATIONS AND RELATED POLICIES ON OTHER EXAMS AND FINAL TERM PAPERS/PROJECTS

- Final exams are normally two hours in length and must be held when and where scheduled. Final examinations are held during a designated final exam period at the end of the semester. An examination schedule is posted at the beginning of each semester at www.northeastern.edu/registrar/finexsched.html.
- Students are responsible for knowing the time and location of their examinations. Final exam schedules are available to students online via myNEU under "My Schedule" in the "Self Service" tab approximately the fourth week of the term.
- Students who have two examinations scheduled at the same time or three exams on the same day may complete and submit the Final Exam Conflict form by the posted deadline. Forms are available at www.northeastern.edu/registrar/ form-finex-conflict.pdf.
- Instructors may not give more than thirty total minutes of examinations during the eight calendar days prior to the start of the final exam period.
- Students who have concerns about exams scheduled during the eight calendar days prior to the start of the final exam period, rescheduling of final examinations, or conduct during an examination should report their concerns to their college academic student services office.

- All final examinations, term papers, or projects must be returned to the student or be retained by the department for a period of one year.

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:

Letter Grade	Numerical Equivalent	Explanation
A	4.000	Outstanding achievement
A–	3.667	
B+	3.333	
B	3.000	Good achievement
B–	2.667	
C+	2.333	
C	2.000	Satisfactory achievement
C–	1.667	
D+	1.333	
D	1.000	Poor achievement
D–	0.667	
F	0.000	Failure
I		Incomplete
IP		In progress
NE		Not enrolled
NG		Grade not reported by faculty
S		Satisfactory (pass/fail basis; counts toward total degree requirements)
U		Unsatisfactory (pass/fail basis)
X		Incomplete (pass/fail basis)
L		Audit (no credit given)
T		Transfer
W		Course withdrawal

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 but 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 and Student Support Services; 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.)

Commencing with grades given in the fall quarter of 1986, the university policy is that 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. Please 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.

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ACADEMIC PROGRESSION STANDARDS

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Faculty Advisor Communication Tool (FACT)

FACT is an early warning tool that provides faculty with a method for providing feedback to advisors and students for early intervention, coaching, and assistance. Faculty members are expected to submit warnings 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 probation for low academic performance for the first time if his or her cumulative grade-point average (GPA) is below 2.000 after he or she attempts 12 credits at the College of Professional Studies. At this point, the student is strongly encouraged to consult with his or her student success specialist 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 for the second time if his or her cumulative GPA is below 2.000 after he or she attempts 24 credits at the College of Professional Studies. The student is required to consult with his or her student success specialist to develop an individualized education plan 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 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 academic progress via their myNEU account at the end of each course.

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REINSTATEMENT AFTER ACADEMIC DISMISSAL

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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 one-plus 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 and Student Support Services.

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.

Please 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 designated student success specialist 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 designated student success specialist. 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 designated student success specialist. 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 11 undergraduate minor programs. The completed undergraduate minor appears on the student's official record.

The following rules apply:

• An undergraduate 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 student success specialist.

- 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 student success specialist. Deviation from the minor requirements without prior approval will result in nullifying the minor on a student's record.
- A student may use up to 9 quarter hours (QH) of transfer credits to be applied 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 makes every effort to work 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. Please 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 an associate or 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. An associate degree earned at the College of Professional Studies may be used to satisfy the requirements of a second associate 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.
5. 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:0

- 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 the required credits of work, i.e., residency (see "Residency" section, below), at the College of Professional Studies and who meet the following GPA requirements to graduate with honors:

Grade-Point Average	Honor Conferred
3.500–3.699	Graduate with honor (cum laude)
3.700–3.849	Graduate with high honor (magna cum laude)
3.850–4.000	Graduate with highest honor (summa cum laude)

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

Residency

With specified exceptions, i.e., bachelor's degree students who transferred from a qualifying college at Northeastern University, students must complete a minimum of 72 credits at the College of Professional Studies to satisfy the residency requirement to graduate with honors.

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.

Please 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. If your EGD is not correct, please contact your designated student success specialist.

Diploma

Information that will be printed on diplomas includes:

* Degree
* 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 the same time degrees are conferred each year: 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 student success specialist in order to have their academic record audited to receive their certificate. Deadlines apply. 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, please 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).

<div style="background:red;color:white">**STUDENT ACADEMIC APPEALS PROCEDURES**</div>

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 dean of the academic program in which the student is enrolled. 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 semester, 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.

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/infoservices/?page_id=97.

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.myneu.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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA for Students—General Information

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

- Access to their education records
- An opportunity to seek to have the records amended
- 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, 120 Hayden Hall.

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, 120 Hayden Hall, 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:
   - **Office of the Registrar**
     (120 Hayden Hall)
     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:

www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

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, please 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

Specialized Programs

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; 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

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

MINIMUM TRANSFER CREDIT REQUIRED   80 QH

QUARTER 1

ENG 1005	College English 2	3 QH
ESL 1050	Cases in American Organizations	3 QH
or POL 1001	Introduction to Politics	3 QH
LDR 1203	Assessing and Building Leadership Capacity	6 QH
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 1001	Introduction to Psychology	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 book 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 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

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 *For international students only*	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

TERM 6

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
Term Total		12 QH

TERM 7

MGT 4750	Business Strategy (Intensive)	6 QH
PHL 2560	Business Ethics and Decision Making	6 QH
Term Total		12 QH

**TOTAL GLOBAL CLASSROOM CREDIT   95 QH
(92 QH FOR DOMESTIC STUDENTS)**

AMERICAN CLASSROOM PROGRAM

The American Classroom combines advanced English-language training with Northeastern University credit-bearing academic courses. Students may enter the program at one of three different levels depending on language proficiency. Successful completion of Phase 3 allows you to waive the TOEFL language test requirement for admission.

<div style="background:red;color:white">**PATHWAY PROGRAMS**</div>

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 52 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 semesters 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 in China and Nigeria 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
- George Mason University, Fairfax, Virginia
- 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 China or Nigeria

Program Features

The program offers the student:

- A pathway to enrollment at one of seven top U.S. colleges/universities
- A two-semester English course for students in China and a two-semester 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 can 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

CMN 2051	Professional Speaking	4 QH
ENG 0910	Foundations of Writing	1.5 CEU
ENG 1004	College English 1	3 QH
ENG 1005	College English 2	4 QH
ENG 3006	College English Workshop	4 QH
HST 3213	Contemporary America	4 QH
MTH 0108	Foundations of Mathematics	4 QH
MTH 1001	College Algebra 1	4 QH
MTH 2002	College Algebra 2	4 QH
MTH 2101	Precalculus	4 QH
or MTH 3005	Calculus 1	4 QH
or MTH 3010	Calculus 2	4 QH
SOC 1110	Diversity	4 QH

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

ELECTIVES

Liberal Arts Course Track

ART 1001	Introduction to Art	4 QH
PHL 1001	Introduction to Philosophy and Ethics	4 QH
PSY 1010	Introduction to Psychology: Fundamental Issues	4 QH

Science Course Track

BIO 1010	Biology 1 (Principles)	3 QH
BIO 1011	Laboratory for Biology 1	1 QH
BIO 1210	Biology 2 (Diversity)	3 QH
BIO 1211	Laboratory for Biology 2	1 QH
BIO 1410	Biology 3 (Animal)	3 QH
BIO 1411	Laboratory for Biology 3	1 QH

Business Course Track

BLW 1001	Business Law 1	4 QH
ECN 1001	Principles of Macroeconomics	4 QH
ECN 1002	Principles of Microeconomics	4 QH

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

Application

ENTRANCE REQUIREMENTS

To be considered for Foundation Year, students must be:

- High school graduates and students holding GED completion certificates who live in Boston
- Motivated and willing to work hard to achieve their goals and earn a college degree
- Willing to commit to a full-time experience

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
   - Teacher evaluation, available at: www.northeastern.edu/foundationyear/pdfs/2014_15%20FY%20Teacher%20Evaluation.pdf
   - Guidance counselor report, including senior year attendance information, available at: www.northeastern.edu/foundationyear/pdfs/2014_15%20FY%20GC%20Report.pdf
3. Complete the Free Application for Federal Student Aid (FAFSA) online.

CONTACT INFORMATION

Fax: 617.373.8574
Email: foundationyear@neu.edu

WORLD LANGUAGES CENTER

The World Languages Center (WLC) is a cooperative venture between the College of Social Sciences and Humanities and the College of Professional Studies. As Northeastern University continues to become more globally engaged and integrated, the study of languages becomes significantly more valued and more important to the success of our students.

Increasingly, Northeastern students want to know how other communities view the world, encode their realities, and express their values and traditions. Northeastern students realize that understanding the rich mosaic of different ways of being in this world and understanding other languages of the world are critical to becoming well-educated, fulfilled citizens.

To respond to the growing student demand for languages and to increase the number of languages that we offer, the World Languages Center was created. The primary goal of the World Languages Center is to offer an expanding array of languages in a variety of instructional formats for Northeastern students and to ensure that students are able to take at least two years of instruction (six semesters) in any language offered by the WLC.

Bachelor's Degree Programs and Postbaccalaureate Program

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 45.

WRITTEN COMMUNICATION

Complete the following three courses:

ENG 1004	College English 1	3 QH
	Coreq. ENG 1014	
with ENG 1014	Writing Lab for ENG 1004	1 QH
	Coreq. ENG 1004	
ENG 1005	College English 2	3 QH
	Prereq. ENG 1004	
	Coreq. ENG 1015	
with ENG 1015	Writing Lab for ENG 1005	1 QH
	Coreq. ENG 1005	
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 Microsoft Office	
ITC 2020	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 1001 or MGT 1503	
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

WRITTEN COMMUNICATION

Complete the following courses:

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

Complete the following courses:

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

Complete the following courses:

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 1001 or MGT 1503	
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

<div style="background:red;color:white;padding:4px">**BIOLOGICAL SCIENCE**</div>

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 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. In addition, the program offers the mathematical, chemical, and physical background necessary for understanding biology and the practical scientific skills associated with each of these areas.

BS in Biological Science

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 44.
33 quarter hours required

FOUNDATION COURSES
19 quarter hours required

Mathematics and Physics Requirement
Complete the following courses:

MTH 2101	Precalculus	3 QH
	Prereq. MTH 2002 or MTH 2050	
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 2301	
with PHY 2502	Laboratory for PHY 2501	1 QH
	Prereq. PHY 2501 (which may be taken concurrently)	

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
Complete the following 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
	Prereq. BIO 1010	
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
	Prereq. BIO 1210	
with BIO 1411	Laboratory for Biology 3	1 QH
	Prereq. BIO 1410 (which may be taken concurrently) and BIO 1211	
BIO 3010	Microbiology 1	3 QH
	Prereq. BIO 1410; BIO 3710 and BIO 3730 recommended for biology majors	
with BIO 3011	Laboratory for Microbiology 1	1 QH
	Prereq. BIO 3010 (which may be taken concurrently)	
BIO 3060	Microbiology 2	3 QH
	Prereq. BIO 3010	
with BIO 3061	Laboratory for Microbiology 2	1 QH
	Prereq. BIO 3060 (which may be taken concurrently) and BIO 3011	
BIO 3210	Microbiology 3	3 QH
	Prereq. BIO 3060	
with BIO 3211	Laboratory for Microbiology 3	1 QH
	Prereq. BIO 3210 (which may be taken concurrently) and BIO 3061	
BIO 3600	Ecology 1	3 QH
BIO 3610	Ecology 2	3 QH
	Prereq. BIO 3600	
BIO 3710	Genetics and Molecular Biology 1	3 QH
	Prereq. BIO 1410	
BIO 3711	Genetics and Molecular Biology Laboratory	2 QH
	Prereq. BIO 3730	
BIO 3730	Genetics and Molecular Biology 2	3 QH
	Prereq. BIO 3710	
BIO 4240	Cell Biology 1	3 QH
	Prereq. BIO 3730 and CHM 2010 (which latter may be taken concurrently)	
BIO 4250	Cell Biology 2	3 QH
	Prereq. BIO 4240	
BIO 4410	Biochemistry 1	3 QH
	Prereq. BIO 3730 and CHM 3020	
BIO 4525	Cell Biology and Introductory Biochemistry Lab	2 QH
	Prereq. BIO 4250 and BIO 4610	
BIO 4610	Biochemistry 2	3 QH
	Prereq. BIO 4410	
BIO 4950	Seminar	3 QH
	Prereq. Senior standing	
CHM 1011	Chemical Principles 1	3 QH
	Prereq. MTH 1001	
with CHM 1012	Laboratory for Chemical Principles 1	1 QH
	Prereq. CHM 1011 (which may be taken concurrently)	

CHM 1015	Chemical Principles 2	3 QH
	Prereq. CHM 1011	
with CHM 1016	Laboratory for Chemical Principles 2	1 QH
	Prereq. CHM 1015 (which may be taken concurrently)	
CHM 2010	Organic Chemistry 1	3 QH
	Prereq. CHM 2020	
with CHM 2011	Laboratory for Organic Chemistry 1	1 QH
	Prereq. CHM 2010 (which may be taken concurrently)	
CHM 2020	Chemical Principles 3	3 QH
	Prereq. CHM 1015	
with CHM 2021	Laboratory for Chemical Principles 3	1 QH
	Prereq. CHM 2020 (which may be taken concurrently)	
CHM 2100	Analytical Chemistry for the Biosciences	3 QH
	Prereq. CHM 2020	
with CHM 2101	Laboratory for Analytical Chemistry for the Biosciences	1 QH
	Prereq. CHM 2100 (which may be taken concurrently)	
CHM 3015	Organic Chemistry 2	3 QH
	Prereq. CHM 2010	
with CHM 3016	Laboratory for Organic Chemistry 2	1 QH
	Prereq. CHM 3015 (which may be taken concurrently) and CHM 2011	
CHM 3020	Organic Chemistry 3	3 QH
	Prereq. CHM 3015	
with CHM 3021	Laboratory for Organic Chemistry 3	1 QH
	Prereq. CHM 3020 (which may be taken concurrently) and CHM 3016	

Biology/Biotechnology Electives

Complete 16 quarter hours of biology/biotechnology electives in the BIO and BTC subject areas.

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

Complete the following courses:

BTC 2330	Quality Control and Validation Issues	3 QH
	Prereq. BTC 3110	
BTC 3110	Introduction to Biotechnology	3 QH
	Prereq. BIO 3730, BIO 4250, and BIO 4610	
BTC 3210	Immunology	4 QH
	Prereq. BIO 3730 and BIO 4250	
BTC 4100	Introduction to Genomics, Proteomics, and Bioinformatics	3 QH
	Prereq. BIO 3730 and BIO 4610	

OPEN ELECTIVES

Complete 9 quarter hours of open electives.

BIOTECHNOLOGY

The undergraduate biotechnology degree program at the Northeastern University College of Professional Studies 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

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
33 quarter hours required

FOUNDATION COURSES

19 quarter hours required

Required Courses

Complete the following courses:

MTH 2101	Precalculus	3 QH
	Prereq. MTH 2002 or MTH 2050	
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 2301	
with PHY 2502	Laboratory for PHY 2501	1 QH
	Prereq. PHY 2501 (which may be taken concurrently)	

Elective Courses

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

MAJOR COURSES

93 quarter hours required

Required Courses

Complete the following 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) *Prereq. BIO 1010*	3 QH
with BIO 1211	Laboratory for Biology 2 *Prereq. BIO 1210 (which may be taken concurrently) and BIO 1011*	1 QH
BIO 1410	Biology 3 (Animal) *Prereq. BIO 1210*	3 QH
with BIO 1411	Laboratory for Biology 3 *Prereq. BIO 1410 (which may be taken concurrently) and BIO 1211*	1 QH
BIO 3010	Microbiology 1 *Prereq. BIO 1410; BIO 3710 and BIO 3730 recommended for biology majors*	3 QH
with BIO 3011	Laboratory for Microbiology 1 *Prereq. BIO 3010 (which may be taken concurrently)*	1 QH
BIO 3060	Microbiology 2 *Prereq. BIO 3010*	3 QH
with BIO 3061	Laboratory for Microbiology 2 *Prereq. BIO 3060 (which may be taken concurrently) and BIO 3011*	1 QH
BIO 3210	Microbiology 3 *Prereq. BIO 3060*	3 QH
with BIO 3211	Laboratory for Microbiology 3 *Prereq. BIO 3210 (which may be taken concurrently) and BIO 3061*	1 QH
BIO 3710	Genetics and Molecular Biology 1 *Prereq. BIO 1410*	3 QH
BIO 3711	Genetics and Molecular Biology Laboratory *Prereq. BIO 3730*	2 QH
BIO 3730	Genetics and Molecular Biology 2 *Prereq. BIO 3710*	3 QH
BIO 4240	Cell Biology 1 *Prereq. BIO 3730 and CHM 2010 (which latter may be taken concurrently)*	3 QH
BIO 4250	Cell Biology 2 *Prereq. BIO 4240*	3 QH
BIO 4410	Biochemistry 1 *Prereq. BIO 3730 and CHM 3020*	3 QH
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
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
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

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	3 QH
	Prereq. BTC 3110	
BTC 2320	R & D Regulatory Affairs, Good Laboratory Practice	3 QH
	Prereq. BTC 2310	
BTC 2330	Quality Control and Validation Issues	3 QH
	Prereq. BTC 3110	
BTC 2340	Introduction to International Regulatory Affairs	3 QH
	Prereq. BTC 3110	

OPEN ELECTIVES

Complete 15 quarter hours of open electives.

COMPUTER ENGINEERING TECHNOLOGY

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. Specializations are available in computer system administration and digital/embedded 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.

ABET, Inc.
111 Market Place, Suite 1050
Baltimore, MD 21202-4012
Phone: 410-347-7700
Email: asac@abet.org
Website: www.abet.org

BSET in Computer Engineering Technology

ENGINEERING TECHNOLOGY CORE CURRICULUM

Complete the engineering technology undergraduate core curriculum specified on page 45.
40 quarter hours required

FOUNDATION COURSES

59 quarter hours required

Technology

Complete the following courses:

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 100 (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) ETM 1103 or	
	ETM 2100 and	
	(b) MTH 3005 (which may be taken	
	concurrently)	

Science

Complete the following courses:

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 2301	
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

Complete the following courses:

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

40 quarter hours required
Complete the following courses:

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 3161	Data Communication Protocols	3 QH
	Prereq. ETC 2103	
ETC 3251	Software Engineering	3 QH
	Prereq. ETC 2103	
ETC 3271	Introduction to Databases	3 QH
	Prereq. ETC 1103	
ETC 3465	UNIX Operating System	3 QH
	Prereq. ETC 3463	
ETC 4514	Computer Architecture	3 QH
	Prereq. ETC 3121	
ETC 4522	Systems-Level Programming	4 QH
	Prereq. ETC 3161	

ETE 2331	Introduction to Digital Systems	3 QH
	Prereq. ETC 1017	
ETE 2333	Applied Digital Systems	3 QH
	Prereq. ETE 2331	
ETE 3131	Sequential Digital Systems	3 QH
	Prereq. ETE 2333	
ETE 3133	Applied Sequential Digital Systems	3 QH
	Prereq. ETE 3131	
MTH 2512	Finite Mathematics	3 QH
	Prereq. MTH 2002 or MTH 2050	

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	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	
ETC 4233	Computer Security	4 QH
	Prereq. ETC 2103	

Digital/Embedded Systems

ETC 3121	Assembly Language	3 QH
	Prereq. ETC 1017 and ETC 1101	
ETC 4510	Embedded Microcomputer Systems	4 QH
	Prereq. ETC 3121	
ETE 1211	Introduction to Electrical Measurements	3 QH
	Prereq. ETE 2103	
ETE 1213	Applied Electrical Measurements	3 QH
	Prereq. ETE 1211	
ETE 2011	Introduction to Signal Analysis	4 QH
	Prereq. ETE 3123	
ETE 2013	Digital Communication Systems	4 QH
	Prereq. ETE 2011	
ETE 2021	Basic Optics and Optical Systems Design	4 QH
	Prereq. ETE 2011	
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. ETC 1101 and ETE 4520	

Electromechanical Systems

ETE 1211	Introduction to Electrical Measurements	3 QH
	Prereq. ETE 2103	
ETE 1213	Applied Electrical Measurements	3 QH
	Prereq. ETE 1211	
ETE 2011	Introduction to Signal Analysis	4 QH
	Prereq. ETE 3123	
ETE 2013	Digital Communication Systems	4 QH
	Prereq. ETE 2011	
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. ETC 1101 and ETE 4520	
ETF 2011	Computer-Aided Manufacturing 1	4 QH
	Prereq. ETG 2021	
ETF 3011	Computer-Aided Manufacturing 2	4 QH
	Prereq. ETF 2011	
ETG 3023	AutoCAD Solids Modeling	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETG 3031	Geometric Dimensioning and Tolerancing	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETM 3305	Theory of Engineering Measurement and Data Analysis	4 QH
	Prereq. MTH 3015 and PHY 3101	
ETM 3306	Lab for ETM 3305	2 QH
	Prereq. ETM 3305 (which is strongly recommended to be taken concurrently)	
ETM 4501	Mechanical Vibrations	4 QH
	Prereq. ETM 2103 or ETM 2150	

Software Development

ETC 3105	Advanced Visual Basic	3 QH
	Prereq. ETC 1104 or ITC 1243	
ETC 3121	Assembly Language	3 QH
	Prereq. ETC 1017 and ETC 1101	
ETC 3311	MCSE Professional Administration	4 QH
	Prereq. ETC 3463	
ETC 3341	Oracle SQL Programming	4 QH
	Prereq. ETC 3271	

ETC 3343	Oracle Fundamentals 1	4 QH
	Prereq. ETC 3341	
ETC 4233	Computer Security	4 QH
	Prereq. ETC 2103	
ITC 1255	Human-Computer Interaction	3 QH
ITC 2002	Programming 1	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

Complete the following courses:

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

We have temporarily suspended new enrollments to the Bachelor of Science in Electrical Engineering Technology and are not accepting applications for admission at this time. If you are a student enrolled in this program, our advising staff will work with you to complete all degree course work.

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. Specializations are available in analog systems, digital and embedded systems, electromechanical systems, and power and alternative energy systems. The program also 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.

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Website: www.abet.org

BSET in Electrical Engineering Technology

ENGINEERING TECHNOLOGY CORE CURRICULUM

Complete the engineering technology undergraduate core curriculum specified on page 45.
40 quarter hours required

FOUNDATION COURSES

59 quarter hours required

Technology

Complete the following courses:

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) ETM 1103 or ETM 2100 and (b) MTH 3005 (which may be taken concurrently)	

Science

Complete the following courses:

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 2301	
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

Complete the following courses:

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
Complete the following courses:

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 2011	
ETE 2021	Basic Optics and Optical Systems Design	4 QH
	Prereq. ETE 2011	
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 2011	
ETE 2021	Basic Optics and Optical Systems Design	4 QH
	Prereq. ETE 2011	

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. ETC 1101 and ETE 4520	

Electromechanical Systems Specialization

ETE 2011	Introduction to Signal Analysis	4 QH
	Prereq. ETE 3123	
ETE 2013	Digital Communication Systems	4 QH
	Prereq. ETE 2011	
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. ETC 1101 and ETE 4520	
ETF 2011	Computer-Aided Manufacturing 1	4 QH
	Prereq. ETG 2021	
ETF 3011	Computer-Aided Manufacturing 2	4 QH
	Prereq. ETF 2011	
ETG 3023	AutoCAD Solids Modeling	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETG 3031	Geometric Dimensioning and Tolerancing	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETM 3305	Theory of Engineering Measurement and Data Analysis	4 QH
	Prereq. MTH 3015 and PHY 3101	
ETM 3306	Lab for ETM 3305	2 QH
	Prereq ETM 3305 (which is strongly recommended to be taken concurrently)	
ETM 4501	Mechanical Vibrations	4 QH
	Prereq. ETM 2103 or ETM 2150	

Power and Alternative Energy Systems Specialization

ETE 2013	Digital Communication Systems	4 QH
	Prereq. ETE 2011	
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 3423	Applied Distributive Systems	3 QH
	Prereq. ETE 3421	

ETM 3101	Engineering Stress Analysis	4 QH
	Prereq. ETM 1103 or ETM 2100; ETM 3103 recommended to be taken concurrently	
ETM 3102	Lab for ETM 3101	2 QH
	Prereq. ETM 3101 (which is strongly recommended to be taken concurrently)	
ETM 3301	Fluid Mechanics	4 QH
	Prereq. (a) ETM 2103 or ETM 2200 and (b) MTH 3005; ETM 3303 recommended to be taken concurrently	
ETM 3302	Lab for ETM 3301	2 QH
	Prereq. ETM 3301 (which is strongly recommended to be taken concurrently)	
ETM 3305	Theory of Engineering Measurement and Data Analysis	4 QH
	Prereq. MTH 3015 and PHY 3101	
ETM 3306	Lab for ETM 3305	2 QH
	Prereq. ETM 3305 (which is strongly recommended to be taken concurrently)	
ETM 3311	Engineering Thermodynamics	4 QH
	Prereq. MTH 3010 and PHY 2501	
ETM 3312	Lab for ETM 3311	2 QH
	Prereq. ETM 3311 (which is strongly recommended to be taken concurrently)	
ETM 3315	Heat Transfer Engineering	4 QH
	Prereq. ETM 3311 and MTH 3015	
ETM 3316	Lab for ETM 3315	2 QH
	Prereq. ETM 3315 (which is strongly recommended to be taken concurrently)	
ETM 4401	Power Generation	4 QH
	Prereq. ETM 3311 or ETM 3313	
ETM 4403	Renewable Energy Power	4 QH
	Prereq. ETM 3311 or ETM 3313	
ETM 4411	Fuel Cells: Principles and Technologies	4 QH
	Prereq. (a) CHM 1011 and (b) ETM 3311 or ETM 3313 and (c) PHY 3101	
ETM 4501	Mechanical Vibrations	4 QH
	Prereq. ETM 2103 or ETM 2150	

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

Complete the following courses:

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.

<div style="color:white;background:red">**ENGLISH**</div>

The English degree at the College of Professional Studies 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 degree empowers students to effectively use language for intellectual, professional, and personal challenges and is offered in two academic tracks: Bachelor of Science and Bachelor of Arts.

BS in English

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 44. 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
Complete the following courses:

ENG 2210	English Literature 1	3 QH
ENG 2211	English Literature 2	3 QH
ENG 2212	English Literature 3	3 QH
ENG 2420	American Literature 1	3 QH
ENG 2421	American Literature 2	3 QH
ENG 2422	American Literature 3	3 QH
ENG 2521	Backgrounds in Literature	3 QH
ENG 3001	Expository and Persuasive Writing 1 *Prereq. ENG 3006*	3 QH
ENG 3002	Expository and Persuasive Writing 2 *Prereq. ENG 3001*	3 QH
ENG 3432	Western World Literature 1	3 QH

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

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.

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ENVIRONMENTAL STUDIES

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The environmental science program strives to provide students from all disciplines an opportunity to be introduced to the methods and language of modern science, encouraging them to apply theory and technical knowledge to the understanding of our natural world. Drawing upon the disciplines of geology, oceanography, meteorology, and astronomy, supplemented by chemistry and biology, we generate a practical appreciation for the interconnections between human society and nature. We endeavor to create a foundation for continued or specialized study, the desire for lifelong learning among these disciplines, and community engagement. Effective problem-solving skills and critical thinking that is applicable to all disciplines and careers is inculcated.

BS in Environmental Studies

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
33 quarter hours required

MAJOR COURSES

55 quarter hours required

Required Courses

Complete all of the following courses:

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

Ecology Requirement

Complete one of the following courses:

ESC 2120	Wetlands and Coastal Ecology	3 QH
	Prereq. ESC 1110	
ESC 2121	Urban Ecology	3 QH
	Prereq. ESC 1110	

Statistics and Research Methods

Complete the following courses:

ECN 2001	Statistics 1	3 QH
	Prereq. MTH 2002	
ECN 2002	Statistics 2	3 QH
	Prereq. ECN 2001	
SOC 3631	Research Methods: Generating and Investigating Research Problems	3 QH
	Prereq. ECN 2002	

Electives—General

Complete three of the following courses:

ANT 1010	Physical Anthropology	3 QH
ESC 2015	Disasters, Nature's Violence, and the Human Threat	3 QH
	Prereq. ESC 1105 or ESC 1121	
ESC 2435	Air Quality and Human Respiratory Problems	3 QH
	Prereq. CHM 1011 and ESC 1105	
HSC 2101	Health Issues of Environmental Problems	3 QH

SPECIALIZATIONS

23–27 quarter hours required
Complete the specialization in science or the specialization in policy.

Specialization in Science

REQUIRED COURSES

Complete the following courses:

BIO 1011	Laboratory for Biology 1	1 QH
	Prereq. BIO 1010 (which may be taken concurrently)	
CHM 1012	Laboratory for Chemical Principles 1	1 QH
	Prereq. CHM 1011 (which may be taken concurrently)	

ELECTIVE COURSES

Complete three of the following courses:

ESC 2010	Introduction to Oceanography	3 QH
ESC 2105	Geology of the Boston Area	3 QH
	Prereq. ESC 1105	
ESC 3009	Geochemistry of Natural Waters	3 QH
	Prereq. CHM 1011 and ESC 1105	
ESC 3015	Introduction to Hydrology and Related Health Issues	3 QH
	Prereq. ESC 1105	
ESC 3221	Environmental Geophysics	3 QH
	Prereq. Senior standing	
ESC 3241	Environmental Practices and Applications	3 QH
	Prereq. Senior standing	
ESC 3435	Water Resources Management	3 QH
	Prereq. ESC 1105 and ESC 1110	
GIS 5102	Fundamentals of GIS Analysis	3 QH
	Prereq. GIS 5101 (which may be taken concurrently)	

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:

BIO 1210	Biology 2 (Diversity)	3 QH
	Prereq. BIO 1010	
CHM 1015	Chemical Principles 2	3 QH
	Prereq. CHM 1011	
ESC 2010	Introduction to Oceanography	3 QH
ESC 3435	Water Resources Management	3 QH
	Prereq. ESC 1105 and ESC 1110	
HSC 2100	Public Health	3 QH
HSC 2200	Epidemiology	3 QH

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.

The Bachelor of Science in Finance and Accounting Management degree program is designed to prepare graduates to help organizations to better leverage assets, manage budgets, gain efficiencies, and maximize investments.

In order to maintain accreditation with the Association to Advance Collegiate Schools of Business (AACSB), the faculty at the College of Professional Studies has adopted a systematic and sustainable process of Assessment of Learning. Faculty defines learning objectives for the BS in Finance and Accounting Management and periodically conduct assessments to monitor student learning outcomes for each learning objective and to identify opportunities for curriculum improvements.

BS in Finance and Accounting Management

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. *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
	Prereq. ACC 1001	
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

Complete the following 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
	Prereq. CMN 1010	
CMN 4170	Meeting Dynamics and Communication	3 QH
	Prereq. CMN 1010 and CMN 2051	

Writing for the Professions

Complete the following courses:

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

Complete the following courses:

MGT 3446	International Business and Management	3 QH
	Prereq. MGT 1002 or MGT 1003	
MGT 4750	Business Strategy (Intensive)	6 QH
	Prereq. ENG 3003, FIN 2802, 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

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
ENG 3551	Writing Lab for ENG 3550	1 QH
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	Principles of 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	6 QH
PHL 2560	Business Ethics and Decision Making	6 QH
Quarter total		12 QH

TOTAL FAST-TRACK CREDIT   80 QH

GRAPHIC DESIGN

The Bachelor of Science in Graphic Design degree at the College of Professional Studies encompasses the breadth of what is happening in the field today. It provides the opportunity to learn the foundations of design, practice developing skills, and compile a portfolio for entry to the field 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

Note: Studio courses meet for 3.5 hours per week.

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
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
MGT1503	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
Complete the following courses:

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 *Prereq. ENG 3006*	3 QH

Complete one of the following courses:

ENG 3001	Expository and Persuasive Writing 1 *Prereq. ENG 3001*	3 QH
ENG 3004	Writing for the Professions 2 *Prereq. ENG 3003*	3 QH
JRN 1050	Writing for the Media *Prereq. ENG 3003 or ENG 3550*	3 QH

MAJOR COURSES

54 quarter hours required

Required Courses
Complete the following courses:

ART 1100	Visual Foundations: Two-Dimensional Design (Studio)	3 QH
ART 1110	Visual Foundations: Color (Studio)	3 QH

ART 2105	Visual Foundations: Three-Dimensional Design (Studio)	3 QH
	Prereq. ART 1100	
ART 2510	Digital Print Production	3 QH
	Prereq. ART 4142	
ART 2601	Introduction to Computer Graphics (Studio)	3 QH
ART 2720	Electronic Publishing Design and Systems (Studio)	3 QH
	Prereq. ART 2601	
ART 3010	Creative Imaging: Custom Computer Design (Studio)	3 QH
	Prereq. ART 2601	
ART 3320	Advanced Computer Illustration (Studio)	3 QH
	Prereq. ART 3010	
ART 4141	Graphic Design 1 (Studio)	3 QH
	Prereq. ART 1100, ART 1110, and ART 2601	
ART 4142	Graphic Design 2 (Studio)	3 QH
	Prereq. ART 2720 and ART 4141	
ART 4211	Advertising Design (Studio)	3 QH
	Prereq. ART 4142	
ART 4630	Advanced Electronic Publishing Design (Studio)	3 QH
	Prereq. ART 2601, ART 2720, ART 3010, and ART 3320	
ART 4700	Portfolio Development Workshop (Studio)	3 QH
	Prereq. Senior standing	

Elective Courses

Complete five of the following courses:

ART 1115	Principles of Drawing (Studio)	3 QH
ART 1130	Typography	3 QH
	Prereq. ART 1100	
ART 1160	Digital Photography 1 (Studio)	3 QH
ART 2111	Designing Digital Visual Interfaces	3 QH
ART 2112	Designing Web Graphics 2	3 QH
	Prereq. ART 2111	
ART 3130	Typography 2 (Studio)	3 QH
	Prereq. ART 1130 and ART 4141	
ITC 1120	Website Design	3 QH
	Prereq. ITC 1240	
MKT 1001	Principles of Marketing	3 QH
	Prereq. MGT 1001	

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 degree program at the College of Professional Studies 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.

BS in Health Management

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 33 quarter hours required

FOUNDATION COURSES

18 quarter hours required

Required Courses

Complete the following 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

Complete the following courses:

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	
HMG 1215	Health Law	3 QH
	Prereq. (a) HMG 1101 and (b) HMG 1002 or HMG 1103	
HMG 2101	Principles and Practices of Community Health 1	3 QH
	Prereq. HMG 1001 and HMG 1101	

HMG 2115	Patients' Impact on Decision Making	3 QH
	Prereq. HMG 1001 and HMG 1101	
HMG 2201	Current Issues in Health Services Management	3 QH
	Prereq. HMG 1002 or HMG 1103.	
HMG 4995	Practicum	3 QH
	Prereq. Senior standing	

Required Courses—Group 2

Complete the following courses:

ACC 1403	Managerial Accounting	3 QH
	Prereq. ACC 1002, ACC 1003,	
	ACC 2150, or ACC 2202	
ECN 1002	Principles of Microeconomics	4 QH
FIN 2801	Principles of Finance	3 QH
	Prereq. ACC 1403 and ECN 1002	
FIN 2802	Financial Management	3 QH
	Prereq. FIN 2801	
HMG 3135	Healthcare Operations Management	3 QH
	Prereq. (a) HMG 1101 and	
	(b) HMG 1002 or HMG 1103	

Health Science Courses

Complete the following courses:

| HSC 2100 | Public Health | 3 QH |
| HSC 2200 | Epidemiology | 3 QH |

Marketing Elective

Complete one of the following courses:

MKT 1001	Principles of Marketing	3 QH
	Prereq. MGT 1001	
MKT 2325	Consumer Behavior	3 QH
	Prereq. MGT 1001 or PSY 1010	

NONBUSINESS ELECTIVES

Complete 48 quarter hours of nonbusiness electives.

OPEN ELECTIVES

Complete 3 quarter hours of open electives.

BS in Health Management—Fast-Track

MINIMUM TRANSFER CREDIT REQUIRED   80 QH

QUARTER 1

ENG 3550	Writing for the Professions Intensive	6 QH
ENG 3551	Writing Lab for ENG 3550	1 QH
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 1	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

<div style="color:white; background:red">**HEALTH SCIENCE**</div>

The Bachelor of Science in Health Science degree seeks to help develop competent professionals within the health disciplines, foster their interest in lifelong learning, and develop an appreciation for the changing realities of healthcare. The program provides preparation for a health-related profession or graduate school for advanced training in areas such as medicine, nursing, and public health. Students are able to specialize in health management or premed requirements.

BS in Health Science

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 33 quarter hours required

FOUNDATION COURSES

12 quarter hours required

Statistics

Complete the following courses:

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

Complete the following 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
	Prereq. BIO 1010	
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
	Prereq. BIO 1210	
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
	Prereq. BIO 2610	
with BIO 2711	Laboratory for Human Anatomy and Physiology 2	1 QH
	Prereq. BIO 2710 (which may be taken concurrently) and BIO 2611	
BIO 2810	Human Anatomy and Physiology 3	3 QH
	Prereq. BIO 2710	
with BIO 2811	Laboratory for Human Anatomy and Physiology 3	1 QH
	Prereq. BIO 2810 (which may be taken concurrently) and BIO 2711	
BIO 3010	Microbiology 1	3 QH
	Prereq. BIO 1410; BIO 3710 and BIO 3730 recommended for biology majors	
with BIO 3011	Laboratory for Microbiology 1	1 QH
	Prereq. BIO 3010 (which may be taken concurrently)	
CHM 1011	Chemical Principles 1	3 QH
	Prereq. MTH 1001	
with CHM 1012	Laboratory for Chemical Principles 1	1 QH
	Prereq. CHM 1011 (which may be taken concurrently)	
CHM 1015	Chemical Principles 2	3 QH
	Prereq. CHM 1011	
with CHM 1016	Laboratory for Chemical Principles 2	1 QH
	Prereq. CHM 1015 (which may be taken concurrently)	
CHM 2020	Chemical Principles 3	3 QH
	Prereq. CHM 1015	
with CHM 2021	Laboratory for Chemical Principles 3	1 QH
	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
	Prereq. HMG 1001	
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	
HSC 2001	Pathophysiology 1	3 QH
	Prereq. BIO 2810 and BIO 2811	
HSC 2002	Pathophysiology 2	3 QH
	Prereq. HSC 2001	
HSC 2100	Public Health	3 QH

HSC 2101	Health Issues of Environmental Problems	3 QH
HSC 2200	Epidemiology	3 QH
HSC 2201	Life Cycle Nutrition	3 QH
	Prereq. HSC 1100	
HSC 4950	Seminar	3 QH
	Prereq. Senior standing	
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	3 QH
	Prereq. ACC 1403 and ECN 1002	
HMG 1201	Health Planning and Regulation	3 QH
	Prereq. HMG 1215	
HMG 2101	Principles and Practices of Community Health 1	3 QH
	Prereq. HMG 1001 and HMG 1101.	
HMG 2201	Current Issues in Health Services Management	3 QH
	Prereq. HMG 1002 or HMG 1103	
HMG 3135	Healthcare Operations Management	3 QH
	Prereq. (a) HMG 1101 and	
	(b) HMG 1002 or HMG 1103	
MGT 1503	Managing in a Diverse and Changing World	3 QH

Premed Specialization

Complete the following courses:

BIO 4410	Biochemistry 1	3 QH
	Prereq. BIO 3730 and CHM 3020	
BIO 4610	Biochemistry 2	3 QH
	Prereq. BIO 4410	
CHM 2010	Organic Chemistry 1	3 QH
	Prereq. CHM 2020	
with CHM 2011	Laboratory for Organic Chemistry 1	1 QH
	Prereq. CHM 2010 (which may be taken concurrently)	
CHM 3015	Organic Chemistry 2	3 QH
	Prereq. CHM 2010	
with CHM 3016	Laboratory for Organic Chemistry 2	1 QH
	Prereq. CHM 3015 (which may be taken concurrently) and CHM 2011	
CHM 3020	Organic Chemistry 3	3 QH
	Prereq. CHM 3015	
with CHM 3021	Laboratory for Organic Chemistry 3	1 QH
	Prereq. CHM 3020 (which may be taken concurrently) and CHM 3016	

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	
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 2301	
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)	

NONBUSINESS ELECTIVES

Complete 3 quarter hours of nonbusiness electives.

OPEN ELECTIVES

Complete 18 quarter hours of open electives.

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HISTORY

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There is no substitute for studying the richness and diversity of cultures through the historical span of time. It instills within an individual a depth of completeness by which a student's life becomes enriched with greater meaning and purpose to life in general. By constructing an accurate portrayal of human development, from ancient life forward, students not only enhance their skills of critical evaluation, investigation, and interpretation, they also learn to develop their own effective language skills with which to express their findings from investigation and analysis.

BS in History

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 33 quarter hours required

FOUNDATION COURSES

27 quarter hours required

Humanities Electives

Complete 15 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 12 quarter hours of social science electives in the following subject areas: ANT, CJS, HSV, POL, PSY, or SOC.

MAJOR COURSES

60 quarter hours required

Required Courses

Complete the following courses:

ECN 2001	Statistics 1	3 QH
	Prereq. MTH 2002	
ECN 2002	Statistics 2	3 QH
	Prereq. ECN 2001	
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
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 2202	The Historian's Craft	3 QH
HST 2465	Introduction to Public History	3 QH
HST 2625	Historical Geography	3 QH
HST 4100	Senior Seminar/Project	3 QH
	Prereq. SOC 3631 and senior standing	
SOC 3631	Research Methods: Generating and Investigating Research Problems	3 QH
	Prereq. ECN 2002	

Elective Courses

Complete 21 quarter hours of history electives.

NONBUSINESS ELECTIVES

Complete 15 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.

HUMAN SERVICES

The human services degree at the College of Professional Studies seeks to prepare students with the knowledge, skills, and dispositions 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, preparing them as caring, capable professionals who are equipped to 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

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
33 quarter hours required

MAJOR COURSES

51 quarter hours required

Required Courses

Complete the following courses:

ENG 3003	Writing for the Professions 1	3 QH
	Prereq. ENG 3006	
ENG 3004	Writing for the Professions 2	3 QH
	Prereq. ENG 3003	
HRM 2015	Techniques of Employee Selection	3 QH
HSC 2100	Public Health	3 QH
HSV 2000	Introduction to Human Services	3 QH
HSV 2001	Legal and Ethical Issues in Health and Human Services	3 QH
	Prereq. HSV 2000	
HSV 2230	Human Behavior in the Social Environment	3 QH
HSV 2660	Social Welfare Past and Present	3 QH
HSV 4995	Practicum	3 QH
	Prereq. HSV 2001 and senior standing	
POL 1001	Introduction to Politics	3 QH
PSY 1010	Introduction to Psychology: Fundamental Issues	3 QH
SOC 1001	Sociology 1	3 QH
SOC 2425	Social Problems	3 QH
	Prereq. SOC 1001	

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
	Prereq. HMG 1001 and HMG 1101	
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
	Prereq. PSY 1410	

SPECIALIZATIONS

Complete one of the specializations listed below.
15 quarter hours required

Specialization in Child and Family Studies

REQUIRED COURSE
Complete the following 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
Complete the following 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:

CJS 2114	Race, Crime, and Justice	3 QH
HMG 2101	Principles and Practices of Community Health 1	3 QH
	Prereq. HMG 1001 and HMG 1101	
HSC 1100	Basic Nutrition	3 QH
HSC 2102	Women's Health Issues	3 QH

HSC 2103	Men's Health Issues	3 QH
HSC 2104	Health Issues for Young Adults	3 QH
SOC 1635	Race and Ethnicity	3 QH
SOC 2160	Drugs and Society	3 QH
SOC 4105	Poverty, Power, and Social Change	3 QH
	Prereq. SOC 2001	

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 provides a quality education that focuses on the skills and knowledge needed by a diverse group of students in order 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.

The information technology programs offered through CPS provide students with 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. In addition, the curricula include courses focused on key business areas needed to integrate and manage technology and technology projects in the workplace.

Students in the program have the opportunity to acquire knowledge, abilities, and hands-on skills that are valuable to employers. Through concentration areas, students can focus on skills used in the professional areas of applications development, Web and multimedia design, systems and network administration, database administration, and business analysis.

Information Technology Curriculum Overview

Students enrolling in the IT program at the College of Professional Studies are required to successfully complete a total of 160 quarter credit hours (QH) in order to qualify for graduation from the Bachelor of Science in Information Technology. Credit hours (QH) of the program are divided into categories. The IT categories are staged to provide increasing depth in the core discipline areas in IT through foundation, introductory, and advanced material. Other categories provide for related skills and for student specializations.

A.	Core curriculum	33 QH
	(see below for more details in this category.)	
B.	Foundation courses	21 QH
C.	Introductory IT courses	30 QH
D.	Advanced IT courses	15 QH
E.	Capstone courses	7 QH
F.	IT specialization/elective courses	15 QH
G.	Open electives	39 QH
TOTAL		**160 QH**

BS in Information Technology

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.

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
ITC 2020	Digital Collaboration and Knowledge Management	3 QH

Mathematics

MTH 1001	College Algebra 1*	3 QH
MTH 2002	College Algebra 2*	3 QH

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

Ethical and Political Perspectives

PHL2180	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:

ACC 1001	Financial Accounting 1	3 QH
ACC 1110	Accounting Basics for Managers *Prereq. Not open to students in the BS in Management or BS in Finance and Accounting Management programs*	3 QH

Complete the following courses:

ENG 3003	Writing for the Professions 1 *Prereq. ENG 3006*	3 QH
FIN2110	Financial Basics for Managers *Prereq. ACC 1001 or ACC 1110*	3 QH
ITC 1255	Human Computer Interaction	3 QH
MTH 2550	Technology and Applications of Discrete Mathematics	3 QH

MAJOR COURSES

52 quarter hours required

REQUIRED COURSES

Introductory IT courses

Complete the following courses:

MIS 1101	Structured Systems Analysis and Design 1 *Prereq. ITC 1002, ITC 2003, or ITC 2020*	3 QH
MIS 1102	Structured Systems Analysis and Design 2 *Prereq. MIS 1101*	3 QH

Complete one of the following courses:

ETC 3463	Operating Systems *Prereq. ETC 2103*	3 QH
ITC 1305	Operating Systems Concepts	3 QH

Complete all of the following courses:

ITC 1240	Web, Mobile, and Emerging Platforms 1 *Prereq. ITC 1235 or MIS 1102 (which may be taken concurrently)*	3 QH
ITC 1251	Network Foundations 1 *Prereq. (a) ETC 3463, ITC 1305, ITC 2005, or ITC 3305 and (b) MIS 1102 (which may be taken concurrently)*	3 QH
ITC 1252	Network Foundations 2 *Prereq. ITC 1251*	3 QH
ITC 2002	Programming 1 *Prereq. MTH 2550*	3 QH
ITC 2307	Programming 2 *Prereq. ETC 1101, ITC 2001, or ITC 2002*	3 QH
MIS 1245	Net Security and Legal Issues *Prereq. MIS 1102, MIS 2701, or MIS 3701*	3 QH

Complete one of the following courses:

ETC 3271	Introduction to Databases *Prereq. ETC 1103*	3 QH
ITC 3001	Database Management Systems *Prereq. MIS 1102 and MTH 2550*	3 QH

Advanced IT Courses

Complete all of the following courses:

ITC 2253	Network Security *Prereq. ITC 1252 and MIS 1245 (which latter may be taken concurrently)*	3 QH
ITC 2254	Web, Mobile, and Emerging Platforms 2 *Prereq. ITC 1240 and ITC 1252*	3 QH
ITC 2811	Advanced Applications Development *Prereq. ETC 1103, ITC 2305, or ITC 2307*	3 QH
ITC 3020	Advanced Database Technologies *Prereq. ETC 3271 or ITC 3001*	3 QH
ITC 3256	Information Security Management *Prereq. ITC 2253*	3 QH

Capstone IT Courses

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

ITC 4820	IT Project Management *Prereq. ITC 2254, ITC 2810, ITC 3020, ITC 3256, and senior standing*	3 QH
ITC 4995	Practicum	4 QH

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:

ART 1001	Introduction to Art	3 QH
ART 2111	Designing Digital Visual Interfaces	3 QH
ART 2112	Designing Web Graphics 2	3 QH
	Prereq. ART 2111	
ITC 1120	Website Design	3 QH
	Prereq. ITC 1240	
ITC 2121	Advanced Website Design	3 QH
	Prereq. ITC 1120	
ITC 2205	Multimedia for the Web	3 QH
	Prereq. (a) ITC 1240 and	
	(b) ITC 2002 or ITC 2015	
ITC 2213	Database Websites 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	Data Structures C++	3 QH
	Prereq. ETC 1103 or ITC 2307	
ETC 2103	Data Structure Applications in C++	3 QH
	Prereq. ETC 2101	
ETC 3343	Oracle Fundamentals 1	3 QH
	Prereq. ETC 3341	
ITC 2213	Database Websites with PHP/MySQL	3 QH
	Prereq. ITC 1240 and ITC 3001	

Complete one of the following courses:

ITC 2320	SQL Programming	3 QH
	Prereq. ETC 3271 or ITC 3001	
ETC 3341	Oracle SQL Programming	3 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. (a) ETC 1015 or	
	MTH 2550 and (b) ITC 1305 or	
	ITC 2005 or ITC 3305	
ETC 2415	A+ Core Hardware Servicing	3 QH
	Prereq. ETC 1017	
ETC 2417	A+ Operating Systems Technology	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 Overview	3 QH
	Prereq. ETC 3463, ITC 1305, or	
	ITC 3305	
ITC 2620	UNIX Administration	3 QH
	Prereq. ETC 3465 or ITC 2610	
or ETC 3465	UNIX Operating Systems	3 QH
	Prereq. ETC 3463	

Specialization in Applications Development

Complete five of the following courses:

ETC 1101	Introduction to C++ Programming	3 QH
ETC 1103	C++ Applications 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 Websites with PHP/MySQL	3 QH
	Prereq. ITC 1240 and ITC 3001	
ITC 2220	Web Services Development	3 QH
	Prereq. ITC 1240 and ITC 3001	
ITC 2320	SQL Programming	3 QH
	Prereq. ETC 3271 or ITC 3001	
or ETC 3341	Oracle SQL Programming	3 QH
	Prereq. ETC 3271 or ITC 3001	

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. Please check with your academic advisor for specific information.

OPEN ELECTIVES

Complete 39 quarter hours of open electives.

BS in Information Technology—Fast-Track

MINIMUM TRANSFER CREDIT REQUIRED   80 QH

QUARTER 1

ENG 3550	Writing for the Professions Intensive	6 QH
ENG 3551	Writing Lab for ENG 3550	1 QH
ITC 2020	Digital Collaboration and Knowledge Management	3 QH
PHL 2180	Business Ethics	3QH
Quarter total		13 QH

QUARTER 2

ACC 1110	Accounting Basics for Managers	3 QH
FIN 2110	Finance Basics for Managers	3 QH
ITC 2425	Information Systems Design and Development	6 QH
MGT 1503	Managing in a Diverse and Changing World	3 QH
Quarter total		15 QH

QUARTER 3

ITC 3006	Systems and Network Administration	4 QH
ITC 4340	Mobile and Wireless Networks and Applications	6 QH
MIS 1255	Electronic Commerce Systems	3 QH
Quarter total		13 QH

QUARTER 4

ECN 2510	Statistics and Business Decision Models	6 QH
ITC 4335	Data Warehousing Technologies	6 QH
Quarter total		12 QH

QUARTER 5

ITC 2800	Information Security, Legal Issues and Risk Management	6 QH
ITC 4240	Programming for a Digital World	6 QH
Quarter total		12 QH

QUARTER 6

ITC 2605	IT Strategy, Management, and Policy	6 QH
ITC 4820	IT Project Management	3 QH
ITC 4950	Seminar	3 QH
ITC 4995	Practicum	3 QH
Quarter total		15 QH

TOTAL FAST-TRACK CREDIT   80 QH

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.

BS in Leadership

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 33 quarter hours required

FOUNDATION COURSES

15 quarter hours required

Required Courses

Complete the following courses:

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

MAJOR COURSES

36 quarter hours required

Communication Studies Courses

Complete two of the following courses:

CMN 1101	Fundamentals of Human Communication	3 QH
CMN 1102	Interpersonal and Group Communication	3 QH
CMN 1156	Techniques of Persuasion and Argumentation	3 QH
	Prereq. CMN 1010	
CMN 2002	Intercultural Communication	3 QH
CMN 2154	Negotiation Skills	3 QH
	Prereq. CMN 2051	

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

Complete the following courses:

ACC 1110	Accounting Basics for Managers	3 QH
	Prereq. Not open to students in the BS in Management or BS in Finance and Accounting Management programs	
FIN 2110	Finance Basics for Managers	3 QH
	Prereq. ACC 1001 or ACC 1110; not open to students in the BS in Management or BS in Finance and Accounting Management programs	
HRM 2101	Organizational Behavior	3 QH
	Prereq. MGT 1001 or MGT 1503	
LDR 1201	Assessing Your Leadership Capability	3 QH
LDR 1202	Establishing the Framework: What Is Leadership?	3 QH
	Prereq. Not open to students who have completed HRM 2303 or LDR 1501	
LDR 2720	Evidence-Based Leadership and Decision Making	3 QH
LDR 3230	Ethical Decision Making	3 QH
	Prereq. MGT 1001 or MGT 1503	
LDR 4995	Practicum	3 QH
	Prereq. Senior standing	
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

MINIMUM TRANSFER CREDIT REQUIRED   80 QH

QUARTER 1

ENG 3550	Writing for the Professions Intensive	6 QH
ENG 3551	Writing Lab for ENG 3550	1 QH
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

<div style="background:#cc0000;color:white;padding:4px;">**LIBERAL ARTS WITH MINOR IN BUSINESS**</div>

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. As a result of their comprehensive learning experience, students may 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

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 44. 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
Complete the following course:

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
Complete the following courses:

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
Complete the following course:

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
Complete the following courses:

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

or any HST course numbered HST 3100 or higher

Senior Project
Complete the following course:

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

MINOR IN BUSINESS
24 quarter hours required

Required Courses
Complete the following 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	
BLW 1001	Business Law 1	3 QH
FIN 2110	Finance Basics for Managers	3 QH
	Prereq. ACC 1001 or ACC 1110;	
	not open to students in the BS in	
	Management or BS in Finance and	
	Accounting Management programs	
HRM 2101	Organizational Behavior	3 QH
	Prereq. MGT 1001 or MGT 1503	
LDR 1202	Establishing the Framework: What Is	3 QH
	Leadership?	
	Prereq. Not open to students who	
	have completed HRM 2303 or	
	LDR 1501	
MGT 1503	Managing in a Diverse and Changing	3 QH
	World	
MKT 1001	Principles of Marketing	3 QH
	Prereq. MGT 1001	
MKT 2325	Consumer Behavior	3 QH
	Prereq. MGT 1001 or PSY 1010	

NONBUSINESS ELECTIVES

Complete 23–24 quarter hours of nonbusiness electives.

LIBERAL STUDIES

The liberal studies degree at the College of Professional Studies is an innovative program designed for students seeking a curriculum reflective of their academic passions and strengths, within the framework of a liberal studies education. Students have the unique opportunity to choose an area of academic specialization while engaging with the diverse array of disciplines (including history, music, philosophy, literature, math, science, psychology, etc.) 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, effective written communication, and respect for the content and methodology of a variety of disciplines. The degree is offered in two academic tracks: bachelor of science and bachelor of arts.

The Bachelor of Arts in Liberal Studies has additional language requirements.

BS in Liberal Studies

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
33 quarter hours required

MAJOR COURSES

54 quarter hours required

Introduction and Senior Project
Complete the following courses:

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	3 QH
	Medieval World	
HST 1002	The Civilization of the Early Modern	3 QH
	World	
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.

LIBERAL STUDIES—TEACHER PREPARATION FOR PARAPROFESSIONALS SPECIALIZATION

Within the liberal studies bachelor's degree, students can elect to follow a specialized Bridge to Teaching track. Bridge to Teaching is designed for teacher assistants and instructional paraprofessionals who are currently in practice, have earned an associate degree (or its equivalent), and wish to enter the teaching force. Graduates of the program receive a Bachelor of Science in Liberal Studies and the preparation for initial licensure, according to Massachusetts Department of Elementary and Secondary Education state guidelines.

BS in Liberal Studies with Bridge to Teaching

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 33 quarter hours required

MAJOR COURSES

57 quarter hours required

Introduction to Education/Supervised Teaching Practicum
Complete the following courses. *Note:* EDU 1101 can be used to fulfill the INT 2305 requirement for the BS in Liberal Studies. A program of specialization is identified after the completion of EDU 1101. EDU 4818 can be used to fulfill the INT 4891 requirement for the BS in Liberal Studies.

EDU 1101	Introduction to Education	3 QH
EDU 4818	Supervised Teaching Practicum	6 QH

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: ANT, CJS, ECN, HST, HSV, POL, PSY, or SOC.

BRIDGE TO TEACHING ELECTIVES

25 quarter hours required
Select either the specialization in elementary education or the specialization in secondary education.

Specialization in Elementary Education

REQUIRED COURSES

Complete the following courses:

EDU 1031	Inclusion, Equity, and Diversity	3 QH
	Prereq. EDU 1101	
EDU 1101	Introduction to Education	3 QH
EDU 2004	Learning and Accomplished Practice	4 QH
	Prereq. EDU 1101	
EDU 3300	Race and Urban Education	3 QH
	Prereq. EDU 1101	
EDU 3400	Inquiry in Mathematics and Science	4 QH
	Prereq. EDU 2004	
EDU 3405	Inquiry in Humanities and Social Science	4 QH
	Prereq. EDU 2004	
EDU 3414	Literacy Development and Instruction	4 QH
	Prereq. EDU 2004	

Specialization in Secondary Education

Note: Students who select the specialization in secondary education must select up to 21 quarter hours from nonbusiness electives in one of the following disciplines (in addition to the specialization course requirements): biology, chemistry, English, history, mathematics, and political science.

REQUIRED COURSES

Complete the following courses:

EDU 1031	Inclusion, Equity, and Diversity	3 QH
	Prereq. EDU 1101	
EDU 1101	Introduction to Education	3 QH
EDU 2004	Learning and Accomplished Practice	4 QH
	Prereq. EDU 1101	
EDU 3300	Race and Urban Education	3 QH
	Prereq. EDU 1101	
EDU 3413	Curriculum Design and Assessment	4 QH
	Prereq. EDU 2004	
EDU 3416	Language, Culture, and Literature in the Middle and High School	4 QH
	Prereq. EDU 2004	

SUBJECT AREA COURSE

Based on desired teaching discipline, and consultation with program advisor, select one of the following courses:

EDU 4417	Teaching History and Social Studies	4 QH
	Prereq. EDU 2004	
EDU 4418	Teaching Language Arts	4 QH
	Prereq. EDU 2004	
EDU 4419	Pedagogy for Teaching Science	4 QH
	Prereq. EDU 2004	
EDU 4420	Pedagogy for Teaching Mathematics	4 QH
	Prereq. EDU 2004	

NONBUSINESS ELECTIVES

Complete 45 quarter hours of nonbusiness 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.

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MANAGEMENT

</div>

This program 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.

     In order to maintain accreditation with the Association to Advance Collegiate Schools of Business (AACSB), the faculty at the College of Professional Studies has adopted a systemic and sustainable process of Assessment of Learning. The faculty defines learning objectives and periodically conducts assessments to monitor student learning outcomes for each learning objective to identify opportunities for curriculum improvements.

BS in Management

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
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)

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

39 quarter hours required

Required Courses

Complete 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	
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	
HRM 2101	Organizational Behavior	3 QH
	Prereq. MGT 1001 or MGT 1503	
MGT 1001	Dynamics of Business 1	3 QH
MGT 1002	Dynamics of Business 2	3 QH
	Prereq. MGT 1001	
MGT 1503	Managing in a Diverse and Changing World	3 QH

MKT 1001	Principles of Marketing	3 QH
	Prereq. MGT 1001	
PSY 1010	Introduction to Psychology: Fundamental Issues	3 QH

Elective Course

Complete one of the following courses:

HRM 2010	Human Resources Management	3 QH
	Prereq. HRM 2101 or MGT 1001	
MGT 2658	Today's Management Issues	3 QH
	Prereq. MGT 1002 or MGT 1003	
MKT 2325	Consumer Behavior	3 QH
	Prereq. MGT 1001 or PSY 1010	
OPM 1130	Basics of Supply Chain Management	3 QH

BACHELOR'S DEGREE COURSES

71 quarter hours required

Economics and Statistics Courses

Complete the following 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

Complete the following courses:

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, LDR, POL, PSY, or SOC.

Business-Related Electives

Complete six of the following courses:

BLW 3304	Employment Law	3 QH
	Prereq. BLW 1001	
CMN 2050	Advanced Organizational Communication	3 QH
	Prereq. CMN 1010	
CMN 2051	Professional Speaking	3 QH
CMN 2154	Negotiation Skills	3 QH
	Prereq. CMN 2051	
LDR 1201	Assessing Your Leadership Capability	3 QH
LDR 1202	Establishing the Framework: What Is Leadership?	3 QH
	Prereq. Not open to students who have completed HRM 2303 or LDR 1501	
MGT 3020	Innovation and Change Management	3 QH
	Prereq. MGT 1002 or MGT 1003	

Business Requirements

Complete the following courses:

MGT 2410	Project Management	3 QH
	Prereq. MGT 1002 or MGT 1003	
MGT 3446	International Business and Management	3 QH
	Prereq. MGT 1002 or MGT 1003	
MGT 4750	Business Strategy (Intensive)	6 QH
	Prereq. ENG 3003, FIN 2802, and senior standing	
MIS 2701	Information Systems for Management	3 QH
	Prereq. Any credit-bearing ITC course	

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

MINIMUM TRANSFER CREDIT REQUIRED   80 QH

QUARTER 1

ACC 1403	Managerial Accounting	3 QH
ENG 3550	Writing for the Professions Intensive	6 QH
ENG 3551	Writing Lab for ENG 3550	1 QH
MTH 1001	College Algebra 1	3 QH
Quarter Total		13 QH

QUARTER 2

ECN 1001	Principles of Macroeconomics	4 QH
FIN 2801	Principles of Finance	3 QH
LDR 1203	Assessing and Building Leadership Capacity	6 QH
Quarter Total		13 QH

QUARTER 3

CMN 1103	Organizational and Group Communication	6 QH
ECN 2050	Statistics Intensive	6 QH
Quarter Total		12 QH

QUARTER 4

MGT 3446	International Business and Management	3 QH
MGT 4412	Project Management Practices and Application	6 QH
PHL 2560	Business Ethics and Decision Making	6 QH
Quarter Total		15 QH

QUARTER 5

CMN 2156	Persuasion, Argue, and Negotiate	6 QH
MIS 2701	Information Systems for Management	3 QH
SOC 2440	Gender and Work Roles in Society	3 QH
Quarter Total		12 QH

QUARTER 6

BLW 2051	Employment Law—Employee Rights	6 QH
LDR 4995	Practicum	3 QH
MGT 4750	Business Strategy Intensive	6 QH
Quarter Total		15 QH

TOTAL FAST-TRACK CREDIT   80 QH

<div style="background:#c8102e;color:white;padding:8px;display:inline-block">**MECHANICAL ENGINEERING TECHNOLOGY**</div>

G. FRED LOPEZ, PHD
Program Coordinator

The Bachelor of Science in Mechanical Engineering Technology (MET) program 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 in the MET program at the College of Professional Studies 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, advanced manufacturing, and other similar areas of mechanical engineering technology of current and future national and global societal interest and need.

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

ABET, Inc.
111 Market Place, Suite 1050
Baltimore, MD 21202-4012
Phone: 410-347-7700
Email: asac@abet.org
Website: www.abet.org

Mechanical Engineering Technology Curriculum and Graduation Requirements

Students enrolling in the MET program are required to successfully complete a total of 186 quarter credit hours (QH) in order to qualify for graduation from the Bachelor of Science in Mechanical Engineering Technology. Credit hours (QH) of the MET curriculum are currently distributed in five academic categories as follows:

A.	General competencies and literacy courses (see "Core Curriculum, Engineering Technology," page 45)	40 QH
B.	Engineering technology foundation courses	59 QH
C.	Major courses of the mechanical engineering technology discipline	38 QH
D.	Elective courses of technical specialization	27 QH
E.	Experiential capstone courses	22 QH
TOTAL		**186 QH**

BSET in Mechanical Engineering Technology

ENGINEERING TECHNOLOGY CORE CURRICULUM

Complete the engineering technology undergraduate core curriculum specified on page 45.
40 quarter hours required

FOUNDATION COURSES

59 quarter hours required

Technology
Complete the following courses:

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) ETM 1103 or ETM 2100 and (b) MTH 3005 (which may be taken concurrently)	

Science
Complete the following courses:

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 2301	
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

Complete the following courses:

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

Complete the following courses:

CHM 1011	Chemical Principles 1	3 QH
	Prereq. MTH 1001	
with CHM 1012	Laboratory for Chemical Principles 1	1 QH
	Prereq. CHM 1011 (which may be taken concurrently)	
ETM 3001	Materials	4 QH
	Prereq. ETM 1103 or ETM 1150	
ETM 3101	Engineering Stress Analysis	4 QH
	Prereq. ETM 1103 or ETM 2100; ETM 3103 recommended to be taken concurrently	
ETM 3102	Lab for ETM 3101	2 QH
	Prereq. ETM 3101 (which is strongly recommended to be taken concurrently)	
ETM 3301	Fluid Mechanics	4 QH
	Prereq. (a) ETM 2103 or ETM 2200 and (b) MTH 3005; ETM 3303 recommended to be taken concurrently	
ETM 3302	Lab for ETM 3301	2 QH
	Prereq. ETM 3301 (which is strongly recommended to be taken concurrently)	
ETM 3305	Theory of Engineering Measurement and Data Analysis	4 QH
	Prereq. MTH 3015 and PHY 3101	
ETM 3306	Lab for ETM 3305	2 QH
	Prereq. ETM 3305 (which is strongly recommended be taken concurrently)	
ETM 3311	Engineering Thermodynamics	4 QH
	Prereq. MTH 3010 and PHY 2501	
ETM 3312	Lab for ETM 3311	2 QH
	Prereq. ETM 3311 (which is strongly recommended to be taken concurrently)	
ETM 3315	Heat Transfer Engineering	4 QH
	Prereq. ETM 3311 and MTH 3015	
ETM 3316	Lab for ETM 3315	2 QH
	Prereq. ETM 3315 (which is strongly recommended to be taken concurrently)	

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

ETF 2011	Computer-Aided Manufacturing 1	4 QH
	Prereq. ETG 2021	
ETF 3011	Computer-Aided Manufacturing 2	4 QH
	Prereq. ETF 2011	
ETG 2011	AutoCAD 1	3 QH
	Prereq. ETG 1001 and ETG 2010	
ETG 2013	AutoCAD 2	3 QH
	Prereq. ETG 2011	
ETG 3023	AutoCAD Solids Modeling	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETG 3025	Pro/ENGINEER	4 QH
	Prereq. ETG 2021	
ETG 3031	Geometric Dimensioning and Tolerancing	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETM 4115	Mechanical Design	4 QH
	Prereq. (a) ETM 3101 and ETM 3102 or (b) ETM 3103	
ETM 4501	Mechanical Vibrations	4 QH
	Prereq. ETM 2103 or ETM 2150	

Electromechanical Systems Specialization

ETE 1211	Introduction to Electrical Measurements	3 QH
	Prereq. ETE 2103	
ETE 1213	Applied Electrical Measurements	3 QH
	Prereq. ETE 1211	
ETE 2011	Introduction to Signal Analysis	4 QH
	Prereq. ETE 3123	
ETE 2013	Digital Communication Systems	4 QH
	Prereq. ETE 2011	
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. ETC 1101 and ETE 4520	
ETF 2011	Computer-Aided Manufacturing 1	4 QH
	Prereq. ETG 2021	
ETF 3011	Computer-Aided Manufacturing 2	4 QH
	Prereq. ETF 2011	
ETG 3023	AutoCAD Solids Modeling	3 QH
	Prereq. ETG 2013 and ETG 2021	

ETG 3031	Geometric Dimensioning and Tolerancing	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETM 4501	Mechanical Vibrations	4 QH
	Prereq. ETM 2103 or ETM 2150	

Mechanical Systems Design Specialization

ETF 2011	Computer-Aided Manufacturing 1	4 QH
	Prereq. ETG 2021	
ETF 3011	Computer-Aided Manufacturing 2	4 QH
	Prereq. ETF 2011	
ETG 2011	AutoCAD 1	3 QH
	Prereq. ETG 1001 and ETG 2010	
ETG 2013	AutoCAD 2	3 QH
	Prereq. ETG 2011	
ETG 3023	AutoCAD Solids Modeling	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETG 3025	Pro/ENGINEER	4 QH
	Prereq. ETG 2021	
ETG 3031	Geometric Dimensioning and Tolerancing	3 QH
	Prereq. ETG 2013 and ETG 2021	
ETM 3321	Heating, Ventilation, and Air Conditioning	4 QH
	Prereq. ETM 3311	
ETM 4113	Roark and Young Stress Analysis	4 QH
	Prereq. ETM 3101 or ETM 3103	
ETM 4115	Mechanical Design	4 QH
	Prereq. (a) ETM 3101 and ETM 3102 or (b) ETM 3103	
ETM 4401	Power Generation	4 QH
	Prereq. ETM 3311 or ETM 3313	
ETM 4417	Heat Exchanger and Pump Engineering	4 QH
	Prereq. ETM 3315 or ETM 3317	
ETM 4501	Mechanical Vibrations	4 QH
	Prereq. ETM 2103 or ETM 2150	
ETM 4512	Hybrid Vehicle Technologies and Design	4 QH
	Prereq. (a) ETM 1211 and (b) ETM 3103 or ETM 3150 and (c) ETM 3313	

Power and Alternative Energy Systems Specialization

ETE 1211	Introduction to Electrical Measurements	3 QH
	Prereq. ETE 2103	
ETE 1213	Applied Electrical Measurements	3 QH
	Prereq. ETE 1211	
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 3411	Energy Conversion	4 QH
	Prereq. ETE 2103 and MTH 3005	

ETE 3421	Introduction to Distributive Systems	3 QH
	Prereq. ETE 3031 and MTH 3005	
ETE 3423	Applied Distributive Systems	3 QH
	Prereq. ETE 3421	
ETM 4401	Power Generation	4 QH
	Prereq. ETM 3311 or ETM 3313	
ETM 4403	Renewable Energy Power	4 QH
	Prereq. ETM 3311 or ETM 3313	
ETM 4411	Fuel Cells: Principles and Technologies	4 QH
	Prereq. (a) CHM 1011 and (b) ETM 3311 or ETM 3313 and (c) PHY 3101	
ETM 4501	Mechanical Vibrations	4 QH
	Prereq. ETM 2103 or ETM 2150	

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

Complete the following courses:

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 mission of the undergraduate program in operations technology is to educate a diverse local and international student population about the concepts, theories, methodologies, and tools used in the field of operations management and technology. 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 for which a broad understanding in operations is a necessary foundation. This program seeks to develop future leaders in the field of operations, logistics, and supply chain management.

BS in Operations Technology

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
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

Complete the following courses:

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

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

Elective Courses

Complete two of the following courses:

MIS 1255	Electronic Commerce Systems	3 QH
OPM 2451	Purchasing Essentials	3 QH
	Prereq. OPM 2210 and TRN 1002	
OPM 2657	Business Negotiations	3 QH
	Prereq. OPM 2820	
OPM 4352	Advanced Purchasing	3 QH
	Prereq. TRN 1002	
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	3 QH
	Prereq. ACC 1001 or ACC 1110;	
	not open to students in the BS in	
	Management or BS in Finance and	
	Accounting Management programs	

NONBUSINESS ELECTIVES

Complete 72 quarter hours of nonbusiness electives.

OPEN ELECTIVES

Complete 5 quarter hours of open electives.

<div style="color:red">**ORGANIZATIONAL COMMUNICATION**</div>

The most significant challenge students and professionals face is the ability to communicate efficiently, effectively, and accurately. This program addresses these challenges. Students will gain practical experience in effective communication skills by developing both written and oral communication within the context of their professional concentration. Knowledge attained and skills acquired either online, in class, or both, simulate those encountered in "real world" organizational situations. These include but are not limited to persuasive presentations, oral and written reports, and communications directed at multiple, but specific, audiences. The program utilizes new technologies all directed toward effective communications.

BS in Organizational Communication

Note: "TBD" stands for "to be determined."

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 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

Complete the following courses:

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

Humanities 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

Complete the following courses. *Note:* CMN 4770 is a capstone course:

CMN 1010	Organizational Communication	3 QH
CMN 2050	Advanced Organizational Communication	3 QH
	Prereq. CMN 1010	
CMN 2051	Professional Speaking	3 QH
	Prereq. CMN 1010	
CMN 2320	Crisis Communication	3 QH
	Prereq. CMN 1010 and CMN 2051	
CMN 2430	Ethical Issues in Organizational Communication	3 QH
	Prereq. CMN 1010 and LDR 3230	
CMN 3040	Intercultural Communication and the Organization	3 QH
	Prereq. CMN 1010	
CMN 3250	Mediated Communication and Media Relations	3 QH
	Prereq. CMN 1010	
CMN 4170	Meeting Dynamics and Communication	3 QH
	Prereq. CMN 1010 and CMN 2051	
CMN 4770	Organizational Communication Measurement and Assessment	3 QH
	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	3 QH
	Prereq. CMN 1010	
CMN 2001	Gender and Communication	3 QH
CMN 2080	Emerging Communication Technology	3 QH
CMN 2154	Negotiation Skills	3 QH
	Prereq. CMN 2051	
TCC 2001	Technical Writing 1	3 QH
TCC 4120	Proposal Writing	3 QH
	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	3 QH
	Prereq. CMN 2051	

CMN 4983	Topics	3 QH
JRN 2000	Public Relations Basics and Practice	3 QH
	Prereq. MGT 1001 or MKT 1001	
JRN 2100	Advertising Basics and Practice	3 QH
	Prereq. MGT 1001 or MKT 1001	
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

Complete the following courses:

CJS 1001	Introduction to Criminal Justice	3 QH
CJS 1003	Criminology 1	3 QH
CJS 1004	Criminology 2	3 QH
	Prereq. CJS 1003	

ELECTIVE COURSES

Complete three courses in the CJS subject area.

Secondary Focus on Health Management

REQUIRED COURSES

Complete the following courses:

HMG 1001	Managing Health Services Organizations 1	3 QH
HMG 1002	Managing Health Services Organizations 2	3 QH
	Prereq. HMG 1001	

ELECTIVE COURSES

Complete four courses in the HMG or HSC subject areas.

Secondary Focus on Management

REQUIRED COURSES

Complete the following courses:

MGT 1001	Dynamics of Business 1	3 QH
MGT 1002	Dynamics of Business 2	3 QH
	Prereq. MGT 1001	
MGT 1503	Managing in a Diverse and Changing World	3 QH
MGT 3020	Innovation and Change Management	3 QH
	Prereq. MGT 1002 or MGT 1003	
MGT 3317	The Business of Consulting	3 QH

ELECTIVE COURSES

Complete one of the following courses:

MGT 2328	The Global Marketplace	3 QH
	Prereq. ENG 3003 and MGT 1001	
TBD		3 QH

Secondary Focus on Human Resources Management

REQUIRED COURSES

Complete the following courses:

HRM 2010	Human Resources Management	3 QH
	Prereq. HRM 2101 or MGT 1001	
LDR 1202	Establishing the Framework: What Is Leadership?	3 QH
	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

Complete the following courses:

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

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

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	1 QH
Quarter Total		13 QH

QUARTER 2

CMN 2050	Advanced Organizational Communication	3 QH
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	3 QH
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	3 QH
CMN 3250	Mediated Communication and Media Relations	3 QH
HRM 2350	Organizational Behavior and Leadership Intensive	6 QH
Quarter Total		12 QH

QUARTER 5

CMN 2001	Gender and Communication	3 QH
CMN 2080	Emerging Communication Technology	3 QH
CMN 2320	Crisis Communication	3 QH
PHL 2560	Business Ethics and Decision Making	6 QH
Quarter Total		15 QH

QUARTER 6

CMN 4170	Meeting Dynamics and Communication	3 QH
CMN 4770	Organizational Communication Measurement and Assessment	3 QH
POL 3580	International Relations and Organizations	6 QH
Quarter Total		12 QH

TOTAL FAST-TRACK CREDIT   80 QH

POLITICAL SCIENCE

The political science degree at the College of Professional Studies is designed to prepare students for future careers and/or graduate programs by facilitating the development of the skills and knowledge needed in a wide range of academic, professional, and personal contexts. This includes a grasp of 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. In particular, training in critical thinking and writing is emphasized to foster the habits of mind needed for reflective, informed citizens to participate in political life and have an impact on the future course of events.

BS in Political Science

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 44.
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
Complete the following 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
POL 2400	International Relations	3 QH
POL 3003	Introduction to Political Theory	3 QH

POL 4950	Seminar	3 QH
	Prereq. SOC 3631 and senior	
	standing	
SOC 3631	Research Methods: Generating and	3 QH
	Investigating Research Problems	
	Prereq. ECN 2002	

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 psychology degree at the College of Professional Studies supports students in becoming equipped with the knowledge, skills, and dispositions needed within a broad range of fields in a global 21st century. The degree provides students with a strong foundational knowledge within the discipline of psychology, including relevant theory and research that promotes intellectual and interpersonal growth. With an emphasis on scientific thinking, ethical behavior, and respect for diversity, students cultivate insight about human behavior and mental processes and demonstrate concern for the well-being of their surrounding and global communities. Students can opt to major or minor in the degree.

BS in Psychology

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 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

Complete the following 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

PSY 1210	Introduction to Psychology: Psychological Processes	3 QH
	Prereq. PSY 1010	
PSY 1410	Introduction to Psychology: Personal Dynamics	3 QH
	Prereq. PSY 1010	
PSY 4920	Research in Psychology 1	3 QH
	Prereq. ECN 2002, PSY 1210, and PSY 1410	
PSY 4930	Research in Psychology 2	3 QH
	Prereq. PSY 4920	
PSY 4950	Seminar	3 QH
	Prereq. PSY 4930 and senior standing	
SOC 3631	Research Methods: Generating and Investigating Research Problems	3 QH
	Prereq. ECN 2002	

Development Requirement
Complete the following courses:

PSY 3420	Development: Infancy and Childhood	3 QH
	Prereq. PSY 1210	
PSY 3421	Development: Adolescence	3 QH
	Prereq. PSY 1210	
PSY 3422	Development: Adulthood and Aging	3 QH
	Prereq. PSY 1210	

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.

PUBLIC AFFAIRS

The public affairs degree at the College of Professional Studies is designed to prepare students for future careers and/or graduate programs by facilitating the development of the skills and knowledge needed in a wide range of professional, nonprofit, business, and academic situations. This includes a grasp of the political, socioeconomic, economic, demographic, legal, and ethical issues and inputs that are necessary to consider and evaluate when developing and implementing public policy. This 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. Training in effective communication skills, including critical thinking and writing, is emphasized to stimulate creative minds to participate in public affairs and have a positive influence on public policies.

BS in Public Affairs

CORE CURRICULUM
Complete the undergraduate core curriculum specified on page 44.
33 quarter hours required

FOUNDATION COURSES
34–35 quarter hours required

Required Courses
Complete the following courses:

ECN 1001	Principles of Macroeconomics	4 QH
	Prereq. ECN 1002	
HST 3131	The World: 1945–Present	3 QH
POL 1001	Introduction to Politics	3 QH
POL 1370	Introduction to Comparative Politics	3 QH
POL 3115	State and Local Government	3 QH
SOC 1001	Sociology 1	3 QH
SOC 2425	Social Problems	3 QH
	Prereq. SOC 1001	

Elective Courses
Complete four of the following courses:

ECN 1002	Principles of Microeconomics	4 QH
ECN 3100	Economic Growth and Development	3 QH
	Prereq. ECN 1001	
POL 1250	Introduction to American Government	3 QH
POL 2105	Business and Government	3 QH
POL 2230	Civil Liberties	3 QH
POL 3110	Political Parties and Pressure Groups	3 QH

MAJOR COURSES
21 quarter hours required

Required Courses
Complete the following courses:

CMN 1010	Organizational Communication	3 QH
CMN 2051	Professional Speaking	3 QH
	Prereq. CMN 1010	

CMN 2320	Crisis Communication	3 QH
	Prereq. CMN 1010 and CMN 2051	
SOC 2001	Sociology 2	3 QH
	Prereq. SOC 1001	
SOC 4105	Poverty, Power, and Social Change	3 QH
	Prereq. SOC 2001	

Elective Courses

Complete two of the following courses:

BLW 3304	Employment Law	3 QH
	Prereq. BLW 1001	
CJS 1504	Juvenile Justice	3 QH
ECN 3110	Comparative Economic Systems	3 QH
	Prereq. ECN 1001	
HMG 1201	Health Planning and Regulation	3 QH
	Prereq. HMG 1215	
PHL 1010	Social and Political Philosophy	3 QH
	Prereq. PHL 1001	
POL 2840	American Foreign Policy	3 QH
SOC 1635	Race and Ethnicity	3 QH

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:

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

ELECTIVES—GROUP 2

Complete five of the following courses:

CMN 2002	Intercultural Communication	3 QH
ECN 3105	European Economic Development	3 QH
	Prereq. ECN 1001	
HST 3131	The World: 1945–Present	3 QH
HST 3320	Modern Middle East	3 QH
POL 2400	International Relations	3 QH
POL 2500	Comparative Politics	3 QH
POL 2805	International Organizations	3 QH
POL 2840	American Foreign Policy	3 QH

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
	Prereq. CJS 1100	
CJS 1110	Introduction to Law 1	3 QH
CJS 2104	American Correctional System	3 QH
CJS 2114	Race, Crime, and Justice	3 QH
HST 3206	American Constitutional History 1835–1910	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 1	3 QH
CJS 1001	Introduction to Criminal Justice	3 QH
CJS 1105	Criminal Procedure	3 QH
	Prereq. CJS 1100	
CJS 1110	Introduction to Law 1	3 QH
CJS 1111	Introduction to Law 2	3 QH
	Prereq. CJS 1110	
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
	Prereq. ECN 1001	
ESC 1535	Science, Technology, and Society	3 QH
FIN 2110	Finance Basics for Managers	3 QH
	Prereq. ACC 1001 or ACC 1110; not open to students in the BS in Management or BS in Finance and Accounting Management programs	

HMG 1001	Managing Health Services Organizations 1	3 QH
HRM 2010	Human Resources Management *Prereq. HRM 2101 or MGT 1001*	3 QH
HST 3213	Contemporary America	3 QH
LDR 1202	Establishing the Framework: What Is Leadership? *Prereq. Not open to students who have completed HRM 2303 or LDR 1501*	3 QH
MGT 1002	Dynamics of Business 2 *Prereq. MGT 1001*	3 QH
POL 3130	American Constitutional Law	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 *Prereq. BTC 3110*	3 QH
ESC 2015	Disasters, Nature's Violence, and the Human Threat *Prereq. ESC 1105 or ESC 1121*	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 *Prereq. SOC 1001*	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.

SOCIOLOGY

The sociology degree at the College of Professional Studies supports students in becoming equipped with the knowledge, skills, and dispositions needed within a broad range of fields in a global 21st century. The degree provides students with a comprehensive overview of the discipline of sociology, focusing upon the dynamic interplay between individual choice and social influence. By exploring dynamics of culture, social structure, institutions, and inequality, students cultivate a "sociological imagination," demonstrating insight about the human condition from multiple perspectives. Students have an opportunity to learn to apply knowledge and skills in research, community service, the labor market, and everyday living. Students can opt to major or minor in the degree.

BS in Sociology

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44.
33 quarter hours required

FOUNDATION COURSES

42 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 15 quarter hours of social science electives in the following subject areas: CJS, 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

54 quarter hours required

Required Courses

Complete the following courses:

ANT 1010	Physical Anthropology	3 QH
ANT 1020	Cultural Anthropology: Kinship Societies	3 QH
ANT 1025	Cultural Anthropology: State Societies	3 QH
ECN 2001	Statistics 1 *Prereq. MTH 2002*	3 QH
ECN 2002	Statistics 2 *Prereq. ECN 2001*	3 QH

SOC 1001	Sociology 1	3 QH
SOC 2001	Sociology 2	3 QH
	Prereq. SOC 1001	
SOC 2301	Sociology 3	3 QH
	Prereq. SOC 2001 or SOC 2050	
SOC 3100	Social Theory 1	3 QH
	Prereq. SOC 2001 and junior	
	standing	
SOC 3600	Social Theory 2	3 QH
	Prereq. SOC 3100	
SOC 3631	Research Methods: Generating and	3 QH
	Investigating Research Problems	
	Prereq. ECN 2002	
SOC 4302	Social Theory 3	3 QH
	Prereq. SOC 3600	
SOC 4333	Advanced Research Methods	3 QH
	Prereq. SOC 3631	
SOC 4950	Seminar	3 QH
	Prereq. SOC 3631, SOC 4302, and	
	senior standing	

Sociology-Anthropology Electives

Complete 12 quarter hours of course work in the ANT or SOC subject areas.

NONBUSINESS ELECTIVES

Complete 3 quarter hours of nonbusiness electives.

OPEN ELECTIVES

Complete 28 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.

TECHNICAL COMMUNICATION

The undergraduate technical communication degree program at the College of Professional Studies gives students an opportunity to practice and master the skills needed to craft scientific, technical, and business communication, in diverse formats, from start to finish. Building on a foundation of English-language skills, students can choose from market-driven, real-world specialty courses that can prepare them for positions such as technical writer, technical editor, freelance communications specialist, and publications manager.

BS in Technical Communication

CORE CURRICULUM

Complete the undergraduate core curriculum specified on page 44. 33 quarter hours required

FOUNDATION COURSES

15 quarter hours required

Logic

Complete the following course:

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

Complete the following 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	
TCC 2005	Technical Editing	3 QH
	Prereq. TCC 2001	
TCC 3130	Documentation Development and	3 QH
	Completion	
	Prereq. (a) TCC 2002 or	
	TCC 2050 and (b) senior standing	
TCC 3135	Online Documentation	3 QH
	Prereq. TCC 2001	

Elective Courses—Group 1

Complete five of the following courses:

ART 2510	Graphic Communication and 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. ITC 1002 and TCC 2001	
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 pre-medical courses, this program offers one-on-one advising, tutoring, success coaching, and other academic support services.

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, emergency medical technician (EMT) basics, and calculus. As a result of their learning experience, students will be well equipped to apply to medical, dental, osteopathic, or a health professional school.

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

Complete the following 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
	Prereq. BIO 1010	
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
	Prereq. BIO 1210	
with BIO 1411	Laboratory for Biology 3	1 QH
	Prereq. BIO 1410 (which may be taken concurrently) and BIO 1211	
CHM 1011	Chemical Principles 1	3 QH
	Prereq. MTH 1001	
with CHM 1012	Laboratory for Chemical Principles 1	1 QH
	Prereq. CHM 1011 (which may be taken concurrently)	
CHM 1015	Chemical Principles 2	3 QH
	Prereq. CHM 1011	
with CHM 1016	Laboratory for Chemical Principles 2	1 QH
	Prereq. CHM 1015 (which may be taken concurrently)	

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 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
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

TOTAL REQUIRED CREDIT   51 QH

ADDITIONAL OPTIONAL COURSES

BIO 2610	Human Anatomy and Physiology 1	3 QH
with BIO 2611	Laboratory for Human Anatomy and Physiology 1 *Prereq. BIO 2610 (which may be* *taken concurrently)*	1 QH
BIO 2710	Human Anatomy and Physiology 2 *Prereq. BIO 2610*	3 QH
with BIO 2711	Laboratory for Human Anatomy and Physiology 2 *Prereq. BIO 2710 (which may be* *taken concurrently) and BIO 2611*	1 QH

BIO 2810	Human Anatomy and Physiology 3 *Prereq. BIO 2710*	3 QH
with BIO 2811	Laboratory for Human Anatomy and Physiology 3 *Prereq. BIO 2810 (which may be* *taken concurrently) and BIO 2711*	1 QH
BIO 3010	Microbiology 1 *Prereq. BIO 1410; BIO 3710 and* *BIO 3730 recommended for biology* *majors*	3 QH
with BIO 3011	Laboratory for Microbiology 1 *Prereq. BIO 3010 (which may be* *taken concurrently)*	1 QH
BIO 3060	Microbiology 2 *Prereq. BIO 3010*	3 QH
with BIO 3061	Laboratory for Microbiology 2 *Prereq. BIO 3060 (which may be* *taken concurrently) and BIO 3011*	1 QH
BIO 3210	Microbiology 3 *Prereq. BIO 3060*	3 QH
with BIO 3211	Laboratory for Microbiology 3 *Prereq. BIO 3210 (which may be* *taken concurrently) and BIO 3061*	1 QH
BIO 3710	Genetics and Molecular Biology 1 *Prereq. BIO 1410*	3 QH
BIO 3711	Genetics and Molecular Biology Laboratory *Prereq. BIO 3730*	2 QH
BIO 3730	Genetics and Molecular Biology 2 *Prereq. BIO 3710*	3 QH
BIO 4025	Endocrinology *Prereq. BIO 4610*	3 QH
BIO 4240	Cell Biology 1 *Prereq. BIO 3730 and* *CHM 2010 (which latter may be* *taken concurrently)*	3 QH
BIO 4250	Cell Biology 2 *Prereq. BIO 4240*	3 QH
BIO 4410	Biochemistry 1 *Prereq. BIO 3730 and CHM 3020*	3 QH
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
BTC 3210	Immunology *Prereq. BIO 3730 and BIO 4250*	4 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
ECN 2001	Statistics 1 *Prereq. MTH 2002*	3 QH
ECN 2002	Statistics 2 *Prereq. ECN 2001*	3 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

Undergraduate Certificate Programs

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.

PREREQUISITE COURSE

Complete the following course:

ECN 1002	Principles of Microeconomics	4 QH

REQUIRED COURSES

Complete 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	
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 3102	Financial Reporting and Analysis 3	3 QH
	Prereq. ACC 2002	
FIN 2801	Principles of Finance	3 QH
	Prereq. ACC 1403 and ECN 1002	

TOTAL PROGRAM CREDIT   24 QH

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.

PREREQUISITE COURSES

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

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	

REQUIRED COURSES

Complete the following courses:

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	
ACC 3205	Accounting Information Systems	3 QH
	Prereq. ACC 2001	
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 4301	Advanced Accounting 1	3 QH
	Prereq. (a) ACC 1403 and (b) junior or senior standing	
ACC 430	Advanced Accounting 2	3 QH
	Prereq. ACC 2301 or ACC 4301	
ACC 4403	Financial Reporting and Analysis 4 (Capstone)	3 QH
	Prereq. (a) ACC 2403 or ACC 3102 and (b) junior or senior standing	
ACC 4501	Auditing 1	3 QH
	Prereq. ACC 4403 and junior or senior standing	
ACC 4502	Auditing 2	3 QH
	Prereq. ACC 4501 and junior or senior standing	
BLW 2050	Business Law (Intensive)	6 QH

TOTAL PROGRAM CREDIT   **45 QH**

Undergraduate Minors

ELIGIBILITY REQUIREMENTS FOR BACHELOR'S DEGREE MINORS

An undergraduate minor requires a minimum of 18 but no more than 22 quarter hours of undergraduate-level course work. You may choose from 11 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
- History
- Information technology
- International affairs
- Management
- Organizational communication
- Political science
- Psychology
- Sociology
- 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 use up to 9 quarter hours of transfer credits to be applied 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.

BIOLOGY

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

Minor in Biology

REQUIRED COURSES

Complete the following courses:

BIO 1010	Biology 1 (Principles)	3 QH
with BIO 1011	Laboratory for Biology 1	1 QH
BIO 1210	Biology 2 (Diversity)	3 QH
with BIO 1211	Laboratory for Biology 2	1 QH
BIO 1410	Biology 3 (Animal)	3 QH
with BIO 1411	Laboratory for Biology 3	1 QH
BIO 3010	Microbiology 1	3 QH
with BIO 3011	Laboratory for Microbiology 1	1 QH
BIO 3600	Ecology 1	3 QH
BIO 3610	Ecology 2	3 QH

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

Note: Some courses have specific prerequisites.

REQUIRED COURSES

Complete the following courses:

ACC 1110	Accounting Basics for Managers	3 QH
FIN 2110	Finance Basics for Managers	3 QH
HRM 2101	Organizational Behavior	3 QH
MGT 1001	Dynamics of Business 1	3 QH
MGT 1002	Dynamics of Business 2	3 QH
MGT 1503	Managing in a Diverse and Changing World	3 QH

TOTAL PROGRAM CREDIT   18 QH

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HISTORY

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Explore history in the broad context from ancient to modern times. There is a focus on American history from 1848 to today.

Minor in History

REQUIRED COURSES

Complete the following courses:

HST 1001	The Civilization of the Ancient and Medieval World	3 QH
HST 1201	American History 1763–1848	3 QH
HST 2205	Coming to America: The American Immigrant Experience	3 QH

CIVILIZATION ELECTIVE

Complete one of the following courses:

HST 1002	The Civilization of the Early Modern World	3 QH
HST 1003	The Civilization of the Modern World	3 QH

AMERICAN HISTORY ELECTIVE

Complete one of the following courses:

HST 1202	American History 1848–1917	3 QH
HST 1203	American History since 1917	3 QH

HISTORIAN'S CRAFT/PUBLIC HISTORY ELECTIVE

Complete one of the following courses:

HST 2202	The Historian's Craft	3 QH
HST 2465	Introduction to Public History	3 QH

TOTAL PROGRAM CREDIT   **18 QH**

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INFORMATION TECHNOLOGY

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

Minor in Information Technology

Note: Some courses have specific prerequisites.

REQUIRED COURSES

Complete the following courses:

ITC 1230	PC Database Software	3 QH
ITC 1305	Operating Systems Concepts	3 QH
ITC 2005	Computer Architecture and Systems Programming	3 QH
ITC 3001	Database Management Systems	3 QH
MIS 1101	Structured Systems Analysis and Design 1	3 QH

ELECTIVE COURSE

Complete one of the following courses:

ITC 2001	Java Programming	3 QH
ITC 2810	C# (C Sharp) Programming	3 QH

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

Note: Some courses have specific prerequisites.

REQUIRED COURSES

Complete the following courses:

CMN 2002	Intercultural Communication	3 QH
ECN 3100	Economic Growth and Development	3 QH
POL 1370	Introduction to Comparative Politics	3 QH
POL 2400	International Relations	3 QH
POL 2805	International Organizations	3 QH
POL 2840	American Foreign Policy	3 QH

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

REQUIRED COURSES

Complete the following courses:

ACC 1001	Financial Accounting 1	3 QH
FIN 2110	Finance Basics for Managers	3 QH
LDR 1201	Assessing Your Leadership Capability	3 QH
MGT 1001	Dynamics of Business 1	3 QH
MGT 1002	Dynamics of Business 2	3 QH
MGT 1503	Managing in a Diverse and Changing World	3 QH

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

REQUIRED COURSES

Complete the following courses:

CMN 1010	Organizational Communication	3 QH
CMN 2002	Intercultural Communication	3 QH
CMN 2051	Professional Speaking	3 QH
CMN 2154	Negotiation Skills	3 QH
CMN 2320	Crisis Communication	3 QH
CMN 2430	Ethical Issues in Organizational Communication	3 QH

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

REQUIRED COURSES

Complete the following 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

REQUIRED COURSES

Complete the following 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**

SOCIOLOGY

Inspect how culture influences the world we live in with a focus on the aspects of kinship and state societies.

Minor in Sociology

REQUIRED COURSES

Complete the following courses:

SOC 1001	Sociology 1	3 QH
SOC 2001	Sociology 2	3 QH
SOC 2301	Sociology 3	3 QH

ELECTIVE COURSES

Complete three of the following courses:

SOC 1110	Diversity	3 QH
SOC 1635	Race and Ethnicity	3 QH
SOC 2160	Drugs and Society	3 QH
SOC 2420	Death and Dying	3 QH
SOC 2440	Gender and Work Roles in Society	3 QH

TOTAL PROGRAM CREDIT   **18 QH**

<div style="background-color:red; color:white">**TECHNICAL COMMUNICATION**</div>

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

Minor in Technical Communication

REQUIRED COURSES

Complete the following 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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Code of Student Conduct

www.osccr.neu.edu

Adopted November 12, 1971; last revised in March 2013. The purpose of the Code of Student Conduct is to set forth the university's expectations of behavior that promote the safety and welfare of the Northeastern University community. The university seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those instances where violations of the behavioral expectations occur, Northeastern University has developed policies and procedures to protect the interests of members of the university community, individually and collectively.

HONOR CODE

On my honor, I pledge to uphold the values of honesty, integrity, and respect that are expected of me as a Northeastern student .

APPLICABILITY OF THE CODE ON AND OFF CAMPUS/ JURISDICTION OF THE CODE

The Code of Student Conduct applies to all registered Northeastern University students at all levels of study, in all colleges and programs, locally or abroad, who are enrolled at Northeastern University, as well as all student groups and organizations.

The Code of Student Conduct applies on campus as well as off campus. The university sets guidelines for the behavior of its students. The guidelines are established to promote student conduct that does not adversely affect the educational mission of the university or its relationship with the surrounding community, sister institutions, or members of the university community. Student behavior occurring off campus in violation of the Code or local, state, federal, or host country laws and that could affect the educational mission of the university or its relationship with the surrounding community may subject students to discipline as noted in the Code of Student Conduct.

Violations of the Code of Student Conduct are handled through the Office of Student Conduct and Conflict Resolution. When a student withdraws or takes a leave of absence from the university after engaging in conduct that may violate any of the university's policies, rules, regulations, or standards of conduct, but before the alleged violation has been adjudicated through the conduct process, a hold will be placed on the student's record and the student will be banned from campus. The hold will prevent a student from reenrolling at the university until the alleged violations have been resolved.

GENERAL EXPECTATIONS

As citizens and as members of an academic community, students enjoy the same basic privileges and are bound by the same responsibilities as all citizens. The campus is not a sanctuary from the general law. Northeastern University assumes that all students will abide by the policies, rules, and regulations of the university and by state, local, federal, and host country laws. The university reserves the right to inform police or other appropriate authorities when student behavior appears to violate criminal laws.

It is recognized that all members of an academic community, individually and collectively, have a right to express their views publicly on any issue; however, the university insists that all such expressions be peaceful and orderly; conducted in a manner consistent with the Code and university policies; and in such a way that university business and respectful academic discourse are not unduly disrupted. Moreover, students must clearly indicate that they are speaking as individuals and not for or on behalf of the university community.

Students are expected to display proper respect for the rights and privileges of other members of the university community and their guests. The atmosphere in classes, laboratories, and residence halls must be free from any sort of undue disruption. Furthermore, students must follow the reasonable directions of university personnel.

Students are expected to be honest and forthright in their course of dealings with the university. Falsification, distortion, or misrepresentation of information to the university or university officials will result in being charged with the appropriate violation of the Northeastern University Code of Student Conduct.

The Code of Student Conduct has been developed with the assistance of students, faculty, and staff of the university.

STUDENT EXPECTATIONS

Each Northeastern student can expect:

1. Written notification of any and all alleged Code of Student Conduct violations within a reasonable period of time from the filing of the complaint or incident report pertinent to those allegations. This notification will state the date, time, and place of the administrative hearing or prehearing meeting, in the case of a Student Conduct Board hearing. The date, place of incident, and the name of the complainant will also be included.

2. The opportunity to reschedule a hearing date up to one (1) business day prior to the hearing, due to academic or other reasonable* conflicts.

3. To request that an administrative hearing be suspended after the presentation of evidence should the student desire to reevaluate responsibility for the charges.

4. The hearing may proceed without the student's presence, consistent with the Code of Student Conduct.

5. To receive the decision letter within a reasonable* period of time from the conclusion of all hearings pertinent to the case.

*Reasonable as determined by OSCCR

In cases where a Student Conduct Board hearing is scheduled, the following procedural rights apply, as outlined in the Code of Student Conduct:

1. To review, in writing, all written information pertinent to the case a minimum of one (1) business day prior to the designated Student Conduct Board hearing date and to rebut unfavorable inferences that might be drawn from such statements during the Student Conduct Board hearing.

2. To a hearing with no fewer than five (5) Student Conduct Board members present. A student may waive this right if the student wishes to have a hearing convened with no fewer than three (3) Student Conduct Board members.

3. To request the removal of any number of names from the list of prospective conduct board members, with proper notification and explanation.

4. To question witnesses, to produce witnesses on the student's own behalf, and to present substantiating information and written personal statements on the student's own behalf. Witnesses are defined as individuals who were at the incident in question and/or have information pertinent to the incident in question.

5. To choose an advisor, as outlined within the Structure and Procedure section of the Code of Student Conduct, to serve as a guide throughout the Student Conduct Board process.

6. To choose to appeal any decision within five (5) business days of the date of the decision letter on the basis of: procedural error, new information that has arisen that was not available at the time of the hearing, or review of the imposed sanctions based on extraordinary circumstances.

Each Northeastern student has the responsibility:

1. To review and abide by the university's Code of Student Conduct and university Policies and Procedures.

2. To maintain their University email address† and respond to any Northeastern University notifications sent directly to the individual student .

3. To maintain their local address information and update it at the beginning of each semester when they are an active student.

4. To represent the university appropriately, both on and off campus.

5. To respect the differences of individuals and treat others in a civil and respectful fashion.

6. To carry their university ID with them at all times and present it to officials when requested.

†Northeastern considers and assumes any communications sent to a student's official Northeastern email account to be received by the student.

DECISION-MAKING AUTHORITY

1. The vice president for student affairs is responsible for the overall administration of the Code of Student Conduct as well as the Student Conduct Process. Under the oversight of the vice president for student affairs, the director in the Office of Student Conduct and Conflict Resolution has been charged with the day-to-day responsibility for administering the Code of Student Conduct and the Student Conduct Process.

2. The Student Conduct Board and designated hearing administrators are authorized to take official disciplinary actions in accordance with the policies, regulations, and sanctions contained in the Code of Student Conduct and other policies and regulations of the university.

3. The policies and procedures outlined in the Northeastern University Code of Student Conduct will at all times govern the adjudication of matters relating to the Code.

STANDARDS OF CONDUCT

What follows is a listing of the university policies, rules, and regulations that prescribe the standards of conduct the university requires of students. Students are required to become familiar with these policies and must comply with them. Violations of any of these policies will be handled in accordance with the appropriate university procedure.

The use and/or abuse of alcohol and/or drugs will not be considered a mitigating circumstance for any violation of the Code of Student Conduct. Rather, individuals may be additionally charged with the appropriate alcohol or drug violation.

Violations are listed in alphabetical order; the order of violations is not indicative of the seriousness of each violation. All violations are assigned a level representing the degree of seriousness of the violation. That level is listed next to each violation. It should be noted that while the level represents the degree of seriousness of the violation, other factors might be taken into consideration in applying sanctions. Such factors include, but are not limited to, the nature of the violation; severity of the damage, harm, or injury; or the student's past conduct history.

Experience demonstrates that inappropriate behavior will often involve violations of more than one standard of conduct listed in this Code. *Repeated violations, multiple violations, or the severity of the misconduct may heighten the university's response and may yield sanctions beyond those discussed in this Code or beyond the suggested seriousness listed in level definitions. Such*

heightened response could include suspension or expulsion from the university and/or cancellation of the Residence Hall and Dining License Agreement. In addition, students may incur monetary fines of up to $200. Information regarding specific sanctions can be found beginning on page 114.

The university reserves the right to notify parents when a student has been referred to the Office of Student Conduct and Conflict Resolution (OSCCR).

The definition of each level follows:

Level I: Sanctions for the first violation of Level I are up to and including expulsion.

Level II: Sanctions for the first violation of Level II are up to and including deferred suspension.

Level III: Sanctions for the first violation of Level III are up to and including probation.

Level IV: Sanctions for the first violation of Level IV may be a written warning but can be up to and including probation.

Abuse of Others

1. Bullying, defined as the repeated use of written, verbal, or electronic expression or communication or a verbal, electronic, or physical act or gesture or any combination thereof, that (i) causes or is intended to cause physical, psychological, and/or emotional harm to another person or damage to property; (ii) places a university community member in reasonable fear of harm to or damage to property; or (iii) creates a hostile, threatening, intimidating, humiliating, or abusive environment for a university community member or substantially interferes with academic performance, opportunities, or benefits. For purposes of this section, bullying may include, but is not limited to: social exclusion or isolation, humiliation or degradation, threats, intimidation, harassment, stalking, theft and/or damage/destruction of property, or the perpetuation of any of the conduct listed in this section by inciting, soliciting, or coercing others to demean, embarrass, humiliate, or cause emotional, psychological, or physical harm to a member of the university community. *(Level II or Level III*)*
2. Domestic violence, defined as the intentional infliction of physical, sexual, or psychological harm on a current or former roommate, partner, or spouse . Domestic violence includes dating, intimate partner, and relationship violence . *(Level II or Level III*)*
3. Harassment, defined as repeated and/or continuing unwanted behavior, coercion, or intimidation of an individual or group, either directly or indirectly, or on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status. *(Level II or Level III*)*
4. Verbal, written, graphic, or electronic abuse. *(Level II or Level III*)*

*The level of sanctioning will be dependent upon the nature of the incident with respect to the above description.

Academic Integrity

As defined in the Academic Integrity Policy (see "Academic and Research Integrity" on page 20). *(Level II)*

Aiding and Abetting

Knowingly aiding, abetting, or cooperating in an act or action that violates the Code of Student Conduct. A student may be held responsible as though the student was a direct participant in the violation, even if information indicates the student was not directly involved in the perpetration of the violation. *(Level I–Level IV*)*

*The level of the sanctioning for the student present may depend upon the actual violation committed.

Alcohol Policy

The university expects that all of its students, whether on or off campus, abide by the law and abide by university regulations concerning alcohol and drug use. Where a student engages in conduct off campus that violates university regulations concerning alcohol and drug use and such violation results in behavior that, in the university's sole judgment, is destructive, abusive, or detrimental to the university's interests, the university's conduct process shall apply and such matters will be processed accordingly.

1. A person under the age of twenty-one is prohibited from being in the presence of alcoholic beverages in the residence halls, with the following exception: an individual under the age of twenty-one who has a roommate of legal drinking age may be in the presence of an open container of alcohol in the room only if the roommate of legal drinking age is also present. Non-roommates who are under the age of twenty-one may not be in the room when alcohol is being consumed by the of-age roommate. *(Level IV)*
2. A person under the age of twenty-one is prohibited from possessing empty alcohol containers. *(Level IV)*
3. No postings, announcements, promotions, or ticket sales may be made, placed, or distributed on Northeastern University–owned or –leased property for non-university-sponsored events at which alcohol will be served or consumed. *(Level IV)*
4. On-campus possession of a keg, beer ball, alcohol by the case, other central sources of alcoholic beverages, or other unauthorized quantities of alcohol is not permitted. Personal possession of alcoholic beverages is limited to one twelve-pack of beer (144 ounces/4.26 liters) or one-half gallon (64 ounces/1.89 liters) of wine or one pint (16 ounces/470 milliliters) of hard liquor. *(Level III)*
5. Possession or consumption of alcoholic beverages in locations or under conditions prohibited by university policy or by law. *(Level III)*
   a. A person must be of legal drinking age to possess or consume alcoholic beverages. In the United States, the legal drinking age is twenty-one.

b. An individual twenty-one years of age or older may possess and/or consume alcohol only in the student's residence hall room or in the residence hall room of another resident who is twenty-one years of age or older and present in the room, provided alcohol is permitted in that residence hall for students of legal age.

c. Any person under twenty-one years of age may not transport or carry alcohol.

d. Prohibited locations include, but are not limited to: university hallways, lobbies, lounges, stairwells, classrooms, studios, technical facilities, auditoriums, bathrooms, outdoor areas, vehicles, or any other public areas without authorization.

6. The possession or use of items that encourage heavy alcohol consumption is prohibited (examples could include alcohol funnels, AWOL [Alcohol Without Liquid] generators or vaporizers, etc.), regardless of age. *(Level III)*

7. Providing alcohol to anyone under the legal drinking age and/or allowing anyone under the legal drinking age to consume alcohol in on- or off-campus residences. *(Level II)*

8. Requiring the consumption of alcohol by someone as a condition of initiation or admission into, affiliation with, or continued membership or participation in any group or organization.

9. Distribution, sale, or manufacture of alcohol.* *(Level I)*

a. Manufacturing alcohol on Northeastern University–owned or –leased property.

b. Selling alcohol without a liquor license, including, but not limited to, the sale of cups and/or any other form of container for the distribution of alcohol.

c. Distributing alcohol includes providing a central source or large quantity of alcohol.

*Distribution or sale of alcohol could result in a saction of at least suspension from the university.

SANCTION GUIDELINES FOR VIOLATING THE ALCOHOL POLICY

The sanctions set forth below provide hearing administrators with a starting point for sanctioning cases involving alcohol. Depending on the information obtained through the hearing and the severity of the harm, the imposed sanctions may be enhanced or lessened. Please be advised that students found responsible for violating these regulations risk the cancellation of their Residence Hall License and Dining Agreement.

First Violation
• Disciplinary probation
• Mandatory completion of an alcohol education program
• Fine of $100

Second Violation
• Deferred suspension from the university
• Mandatory attendance at an alcohol/other drug education program
• Fine of $200

Third Violation
• Suspension from the university
• Mandatory alcohol counseling to be completed off campus
• Permanent notation to student transcript

A letter may be sent home to a parent/legal guardian in all cases where there has been a violation of the Alcohol Policy.

Bias-Related Incidents

Conduct prohibited by this Code, including, but not limited to, harassment, bullying, abuse of others, disorderly conduct, and vandalism, which is motivated in whole or part by prejudice toward an individual's or group's real or perceived race, color, religion, religious creed, genetics, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status. *(Level I)*

Breaking and Entering and/or Theft

1. The unauthorized use of ATM, phone, or credit cards; checks; Northeastern University ID cards; or computer systems (this may include any violation of the university's Appropriate Use of Computer and Network Resources Policy on page 32).
2. Attempted or actual forcible access to property. *(Level I)*
3. Possession of stolen property. *(Level II)*
4. Attempted or actual theft of property, identity, or services. *(Level I)*

Dangerous Weapons

Possession or use of items that could be used or are used to threaten another individual with physical harm. Those items include, but are not limited to, nunchaku (karate sticks), pepper spray or mace, switchblades, knives, fake guns, tazers, BB guns, fireworks, ammunition, explosive devices, or firearms, except under official supervision as part of a recognized student activity. *(Level I)*

Disorderly Conduct

Conduct that is inappropriate, disorderly, or disruptive in nature. Examples include, but are not limited to, disruptive behavior in the classroom, public urination, yelling, use of profanity, behavior that a reasonable person would consider disorderly. *(Level III)*

Disruptive Gatherings

Hosting a disruptive gathering, whether on or off campus. Examples include, but are not limited to, gatherings that result in a noise complaint and/or police response, those that are disruptive to neighbors in any way, excessive attendance beyond what is safe and/or reasonable. *(Level II or Level III*)*

*The level of sanctioning will be dependent upon the nature of the incident with respect to the above description.

Drug Policy

1. Knowingly being in the company of anyone who is using illegal drugs. *(Level IV)*
2. Possession or consumption of illegal drugs; salvia divinorum; prescription medications belonging to another individual; or over-the-counter substances, nitrous oxide, or other available substances to "get high" or induce a mind-altering state. *(Level II)*
3. Possession, use, manufacture, distribution, or sale of drug paraphernalia or other items used in preparing or consuming illegal drugs. *(Level II)*
4. Promotion of illegal drugs. *(Level IV)*
5. Distribution, sale, or manufacture of drugs (marijuana, mushrooms, prescription drugs, and so on).* This includes the sharing of drugs, cultivation of drugs, and any other form of distribution or intention of distribution. *(Level I)*

*Distribution, sale, or manufacture of illegal drugs could result in a sanction of suspension or expulsion from the university.

SANCTION GUIDELINES FOR VIOLATING THE DRUG POLICY

The sanctions set forth below provide hearing administrators with a starting point for sanctioning cases involving drugs. Depending on the information obtained through the hearing and the severity of the harm, the imposed sanctions may be enhanced or lessened. Please be advised that students found responsible for violating these regulations risk the cancellation of their Residence Hall License and Dining Agreement.

First Violation
- Deferred suspension from the university
- Mandatory attendance at a drug education program
- Fine of $200

Second Violation
- Suspension from the university
- Mandatory drug counseling to be completed off campus
- Permanent notation to student transcript

A letter may be sent home to a parent/legal guardian in all cases where there has been a violation of the Drug Policy.

Endangering Behavior

Conduct demonstrating that the student constitutes a threat to self or others or to the proper functioning of the university, including, but not limited to, threats, excessive consumption, intoxication, bypassing security measures, dropping items from a window, and using any item to cause fear and intimidation and/or injury to another. *(Level II)*

Excessive Consumption

Excessive consumption of alcohol is prohibited regardless of age. Being under the influence of and/or the abuse of drugs is prohibited. Behavioral symptoms frequently associated with excessive consumption or intoxication may include, but are not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others. *(Level III alcohol and/or drug)*

Failure to Comply

1. Failure to comply with or violation of the terms of an imposed disciplinary sanction.
2. Failure to follow the reasonable directions of university officials (including public safety officers and faculty and staff at Northeastern), law enforcement agents, cooperative work assignment employers, or officials at other colleges and universities that are necessary for the proper conduct of the university and university community. *(Level III)*

Fire Safety

Breaching campus fire safety or security through:

1. Setting a fire (including charring, burning, lighting of papers, or any other act that could cause a fire), making a bomb threat, causing or creating a false alarm, or other such intentional or reckless conduct that causes harm or reasonable fear of harm to persons or property. *(Level I)*
2. Misusing, tampering with, or damaging fire safety equipment (including alarm systems, alarmed fire safety doors, smoke detectors, or fire extinguishers). *(Level II)*
3. Failure to vacate university buildings during or after a fire alarm. *(Level III)*
4. Entering or reentering a building during a fire alarm. *(Level III)*

Forgery

Forgery, alteration, or misuse of documents or records (including, but not limited to, parking permits, software and computer databases and/or systems, and/or email). *(Level I)*

Gambling

On-campus gambling (the unlawful engaging in, playing, operating, or assisting in operating a game of chance for money or some other stake) or the sale of lottery or raffle tickets. *(Level IV)*

Hazing

Hazing, as defined by Chapter 269 of the Massachusetts General Laws, or defined as follows: any action taken or situation created, whether voluntary or involuntary, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that endangers the mental or physical health or safety of a student; creates risk of injury; causes mental or physical fatigue or distress, discomfort, embarrassment, harassment, ridicule, or intimidation; causes damage to or destruction of property; or that is a violation of law, university policy, or the Code of Student Conduct. Such activities include, but are not limited to, the following: striking another

student by hand or with any instrument; requiring or advocating alcohol or other drug use; late sessions/meetings that interfere with academic activities; tattooing, branding, or piercing; physical or psychological shocks; wearing of apparel in public that is embarrassing, humiliating, or degrading; or games/activities causing or resulting in fatigue, sleep deprivation, mental distress, panic, embarrassment, or humiliation. Activities that would not be considered hazing and therefore acceptable would include agreeing to maintain a specific GPA, comply with a dress code for a team/organizational function, participate in volunteer community service, participate in a team/organizational trip, take an oath, or sign a contract of standards. *(Level II)*

Inappropriate Sexual Behavior/Sexual Violence

1. **Sexual Assault** (Level I)
   a. With penetration, defined as the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without consent, as defined below.
   b. Without penetration, defined as the unwanted touching of the intimate body parts of another (for example, breasts, buttocks, groin, genitals, or the clothing covering them without consent, as defined below).
2. **Sexual misconduct** is any unwanted act that is intended in a sexual manner or any unwanted touching of a body part not usually considered intimate. Examples include, but are not limited to, providing an unwanted back massage to another person; exposing one's genitals or other intimate body parts to a particular person or to the general public; repeated sexually charged verbal abuse related to one's gender; repeated obscene phone calls or mail; or the viewing, filming, photographing and/or recording in any manner or by any means transmitting and/or disseminating any recording of any type of sexual acts, partial or full nudity, inappropriate materials, sounds, or images of another person without the knowledge and consent, as defined below, of all parties involved. (Level II)

CONSENT: Appropriate sexual behavior requires consent from all parties involved. Consent means a voluntary agreement to engage in sexual activity proposed by another and requires mutually understandable and communicated words and/or actions demonstrating agreement by both parties to participate in all sexual activities.

Consent may never be given by minors (in Massachusetts, those not yet 16 years of age); mentally disabled persons; or those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware, or otherwise physically helpless. Physical force, threats, intimidating behavior, duress, or coercion cannot be used to gain consent. A person who is incapacitated or intoxicated cannot give consent to sexual activity with that person. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to

understand the who, what, when, where, why, or how of their sexual activities.

"Without consent" may be communicated by words and/or actions demonstrating unwillingness to engage in proposed sexual activity.

Additional clarifying notes for consent:

- Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another.
- In the absence of mutually understandable words and/or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure to obtain consent from the partner(s); both parties may be initiators at different points of sexual activity; a person's initiation of a sexual act constitutes consent to that act but not necessarily to subsequent acts.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated in mutually understandable words and/or actions, and all sexual activity must cease.
- The person who is the object of sexual advances is not required to physically or otherwise resist.
- Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent.
- Use of alcohol or other drugs by the charged student does not mitigate a violation of the Inappropriate Sexual Behavior Policy.
- Coercion is pressure for unwanted sexual activity. When someone makes clear that they do not want to go past a certain point of sexual activity, continued pressure beyond that point may be considered coercive.

Inappropriate Identification

1. The manufacturing, production, and/or distribution of any fake identification. *(Level I)*
2. Use of identification other than your own or possession of a false or altered ID. *(Level III)*
3. Representing yourself as someone other than who you are. *(Level III)*
4. Impersonating a university official. *(Level III)*

Misrepresentation of Information

Falsification, distortion, or misrepresentation of information to the university or its officials (including public safety officers and faculty and staff at Northeastern), law enforcement agents, cooperative work assignment employers, or officials at other colleges and universities that is intended to mislead in investigations or administrative processes or could adversely affect the mission of the university. *(Level III)*

Misuse of Electronic Resources

Misuse of electronic systems or methods (for example, email, "hacking," and so on) to steal, misrepresent, threaten, harass, or bully (including online aggression or cyberbullying) or violations of the Appropriate Use of Computer and Network Resources Policy (page 32) and/or any other computer or system use. *(Level III)*

Noise

Noise disturbances in residence halls, on campus, or in neighborhoods. *(Level IV)*

Physical Abuse

Physical abuse of others, including, but not limited to, fights and/or injury caused by endangering behavior. *(Level I)*

Retaliation

Any intentional or attempted act against a person who in good faith makes a report, serves as a witness, or participates in an investigation or hearing regarding a violation of the Code of Student Conduct or other university policy . *(Level III)*

Rioting

Rioting, defined as inciting, participating in, or encouraging any disturbance for purposes of committing any action that presents a clear and present danger to self or others, causes physical harm to persons, or vandalism to or destruction of property. *(Level I)*

Stalking

Stalking, defined as a willful and/or malicious pattern of conduct or series of acts directed at a specific person, which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress . Examples of stalking include, but are not limited to, conduct, acts, or threats conducted in person or by mail, phone, electronic communication, or social media . *(Level II)*

Unauthorized Access

Unauthorized access or entry to, into, or onto any property owned or operated by the university or any private or restricted property. *(Level II)*

Unauthorized Use/Possession of Other's Property

Unauthorized use or possession of another's property. *(Level IV)*

Unauthorized Use of University Identification Marks

Unauthorized use of the university's name or other identifying mark, including, but not limited to, postings, letterhead, websites, pamphlets, social media, etc. *(Level II)*

University Guest Policy

Failure to control guests on campus or at university-sponsored events. Refer to the Residence Hall and Dining License Agreement and/or *A Guide to Residence Hall Living* for specific regulations regarding guests in residence halls. If a guest violates university policy, the host may be held accountable for actions of the guest. The level of sanctioning for the host may be dependent upon the nature of the incident(s). *(Level I– Level IV)*

Vandalism

Destruction or defacement of public or private property. *(Level III)*

Violation of *Guide to Residence Hall Living*

Failure to abide by the rules and regulations set forth for all on-campus students and stated in *A Guide to Residence Hall Living.* *(Level IV)*

Violation of the N.U.*in* Program Supplemental Guide to Participant Conduct

Failure to abide by the rules and regulations set forth for all N.U.in participants and/or established in conjunction with N.U.in partner institutions . *(Level I–Level IV)*

Violation of University Policies

Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website. *(Level IV)*

SANCTIONS

Sanctions imposed for a responsible finding will be based on a consideration of the following factors:

1. Nature of the violation(s)
2. Severity of the damage, injury, or harm resulting therefrom
3. Student's past disciplinary record
4. Mitigating circumstances
5. Aggravating circumstances, which may include bias-motivation

The following list of sanctions is meant to be illustrative rather than exhaustive. The university reserves the right to create other sanctions as well as choose more than one sanction based on the nature of the misconduct. The university's sanctions include:

1. Expulsion, which is the permanent separation of the student from the university. Students are permanently banned from entering all university property and prohibited from participating in any university-sponsored activities. A permanent notation, "Withdrawn Expelled (WE)," will appear on the student's transcript.
2. Suspension, which is the separation of the student from the university for a specified period of time, after which the

student is eligible to return. Conditions for readmission may be specified. During the period of suspension, students are banned from entering all university property, may not live in university housing, and are prohibited from participating in any university-sponsored activities. Students are expected to adhere to all university policies while on suspension and will be held accountable for any violations during the period of suspension. Students will not be granted credit for any academic work during the period of suspension (including a cooperative work assignment). A permanent notation, "Withdrawn Disciplinary Action (WDA)," will appear on the student's transcript. A student will continue on disciplinary probation for a specified period of time following the completion of deferred suspension .

3. Deferred suspension, which is the most serious formal warning for violation of university rules/regulations that affects the student's good standing with the university. Students on deferred suspension may be limited in their ability to attend university programs, including those outside the country, during the period of deferred suspension. Deferred suspension is for a designated period of time. If the student is found responsible for violating any additional university rule/regulation during the period of deferred suspension, suspension may become effective and the student may be subject to additional sanctions for the additional violation. Restrictions and/or conditions regarding participation in university-sponsored activities may be imposed. Students on deferred suspension may be members of organizations but may not hold any elected or appointed position in any recognized student organization or group, represent the student body on any university committee, or serve the university in other leadership positions. A student will continue on disciplinary probation for a specified period of time following the completion of deferred suspension.

4. Disciplinary probation, which is a formal warning for violation of university rules/regulations, affects the student's good standing with the university. Probation is for a designated period of time and includes the probability of more severe sanctions to be imposed if the student is found in violation of any university rules/regulations during the period of probation. Students on probation may be members of organizations but may not hold any elected or appointed position in any recognized student organization or group, represent the student body on any university committee, or serve the university in other leadership positions. Students may run for office while on probation, but they may not take office while still on probation.

5. Letter of warning, which is a formal warning for violation of university rules/regulations, including a statement that continuation or repetition of prohibited conduct may result in more serious sanctions.

6. Cancellation of the Residence Hall and Dining License Agreement, which results in the separation of the student from university residence facilities either permanently or for a definite period of time. Upon the cancellation of the agreement, the student is banned from entering all university residence facilities during the specified period of separation.

7. Loss of ability to hold any office or position, either by election, petition, or appointment, in any recognized student organization or group for a specified amount of time.

8. Loss of membership in teams, clubs, and/or officially recognized organizations.

9. Loss of access to university buildings, facilities, or resources for a specified period of time or permanently.

10. Mandated service.

11. Restitution, which requires the student to make payment to the university or to specified individuals, groups, or organizations for costs incurred as a result of violation of university rules/regulations.

12. Loss of guest privileges on campus or in residence halls.

13. Submittal of letter of apology to complainant/victim.

14. Educational sanction, which may include attending a program, counseling, developing a program, writing a paper, or other educational sanction. Students may be charged a fee to attend an educational program.

15. Fines as outlined in the Code of Student Conduct.

The university also reserves the right to sanction any student found responsible, who pleads no contest, or is found guilty in a court of law for a violation of law. In these instances, disciplinary action will be administered through the Office of Student Conduct and Conflict Resolution and will not be processed by the Student Conduct Board.

Students who are suspended, expelled, or have their Residence Hall and Dining License Agreement canceled are subject to refund policies found in this handbook and the Residence Hall and Dining License Agreement refund policy found in *A Guide to Residence Hall Living.* In addition, students should review their financial aid and scholarship information to get clarification on those policies.

Medical Amnesty Policy

In cases of a drug or alcohol emergency, the primary concern is the health and safety of the individual(s) involved. Students/organizations are strongly encouraged to call for medical assistance (617.373.3333) for themselves or for another student who they observe to be or feel is dangerously intoxicated/under the influence of drugs. If a student/organization calls on behalf of another student, that student/organization is required to remain with the student experiencing the emergency until medical assistance arrives. Neither the caller nor the student requiring medical assistance for an alcohol or other drug-related emergency will be subject to university disciplinary action for the violation of possession or

consumption of alcohol or drugs. This policy shall extend to the referring student/organization who called for medical assistance.

The student requiring medical assistance (and possibly the referring student(s)/organization) will receive medical amnesty and will have a confidential "check-in" meeting with a staff member from the Office of Prevention and Education at Northeastern (O.P.E.N.). As long as the student(s)/organization complies with all directives, there will be no disciplinary action taken related to the violation of possession or consumption of alcohol or drugs and no disciplinary record of the incident kept in the Office of Student Conduct and Conflict Resolution. This policy applies only to those students or organizations who seek emergency medical assistance in connection with an alcohol- or drug-related medical emergency and does not apply to individuals experiencing an alcohol- or drug-related medical emergency who are found by university employees (e.g., Northeastern University police, faculty, administrative staff, or residence hall staff) or where the reporting student(s)/organization did not stay with them.

The Medical Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Student Conduct. When repeated instances of drug or alcohol emergencies occur, the university reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

Medical amnesty applies only to alcohol- or other drug-related emergencies but does not apply to other conduct violations such as, but not limited to, assault, property damage, or distribution of illicit substances. If other violations occur, then a student will face disciplinary charges for those violations. The use or abuse of alcohol or drugs is not considered a mitigating circumstance for any other violations of the Code of Student Conduct.

Medical amnesty applies only to the university response to a medical emergency. Criminal/police action may still occur separately from the Office of Student Conduct and Conflict Resolution.

Temporary Measures Administrative Directive

If a student or student organization is acting in such a way that may prove to be a violation of the Code of Student Conduct, the vice president for student affairs, or designee, may issue an administrative directive prohibiting the continuation of such behavior. It is not necessary for there to be current ongoing proceedings or even charges against the student or student organization when an administrative directive is issued. A designated university administrator may issue an administrative directive, according to the guidelines listed, when harm is deemed to be occurring and immediate action is deemed necessary. The Office of Student Conduct and Conflict Resolution will enforce the directive.

1. A designated university administrator may issue an administrative directive:
   a. to prevent a student from acting in specified ways that may result in violations of the Code of Student Conduct. The designated university administrator may also prevent a student or student organization from committing an act that would negatively impact or interfere with the Office of Student Conduct and Conflict Resolution proceedings or any other similar proceedings.
   b. to restrain a student or student organization from assuming or exercising privileges granted to them by the university, pending action, until a final judgment can be rendered.
2. In order to receive an administrative directive, the prohibited action must be within the jurisdiction of the administrator issuing such an order or such administrator's designee.
3. The designated administrator determines the date that the administrative directive expires, a period that initially will not exceed ten days. The ten-day period may be extended for cause or if the restrained party consents to an extension.
4. Administrative directives will specify the reasons for the directive, the act or acts that are prohibited, and the student or organization bound by such directive.

Interim Suspension

The vice president for student affairs or his or her designee may impose an interim suspension to a student if sufficient facts indicate that the student presents a threat to the university community. In most instances, a student who has been interimly suspended from the university will be immediately banned from the university community. Interim suspension may include restrictions on class attendance, access into residence halls, and/or access to or use of university-owned or -operated property. The vice president of student affairs or his or her designee may remove the interim suspension .

Students who have been interimly suspended from the university will have a hold placed on their record and will need to make advance arrangements with the Office of Student Conduct and Conflict Resolution for approval any time they may need to be on campus to take care of university-related business during the period of the interim suspension.

In cases involving interim suspension, every effort will be made to conclude the hearing and obtain a decision from the hearing board within ten business days after the interim suspension was imposed.

STRUCTURE AND PROCEDURE OF THE CONDUCT PROCESS

Any academic or administrative official, university staff member, faculty member, law enforcement agency, aggrieved member of the community, or student may file a complaint against any student or student organization for misconduct. The role of the Office of Student Conduct and Conflict Resolution is to resolve complaints or alleged violations of the Code of Student Conduct; it does not represent either party. From time to time,the office may conduct an investigation to gather information about the alleged violations.

Initiating a Complaint

Any person* wishing to initiate a complaint regarding any Northeastern student may do so by submitting the following information, in writing, to the Office of Student Conduct and Conflict Resolution, if available:

1. Name(s) of the student(s) alleged to have violated the Code of Student Conduct
2. Description of the incident
3. Names and contact information of witnesses
4. Names and contact information of those filing the complaint

Incident reports can be submitted by clicking on the "Reporting an Incident" link found online at northeastern .edu/osccr.

*In general, the person who submits a complaint will serve as the complainant in the conduct process.

Reviewing a Complaint

Once received, the director of the Office of Student Conduct and Conflict Resolution reviews the complaint to determine if a violation of the Code of Student Conduct allegedly occurred. If so, the case is assigned to a staff member. Once a case is assigned and necessary documentation is received, the staff member will determine the appropriate type of hearing to which the student will be assigned (administrative or Student Conduct Board). The student will receive notification via email identifying the incident, charge(s), complainant, and meeting time to discuss the resolution of the case.

Hearing Options

Residential life staff will typically process incidents occurring in the residence halls or involving resident students. Hearings heard in residential life typically result in sanctions less than suspension.

    The Office of Student Conduct and Conflict Resolution reserves the right to determine if the incident can be disposed of by alternative means of resolution, by mutual consent of the parties involved, or on a similar basis acceptable to the office. Such disposition shall be final and there shall be no subsequent proceedings.

    Please note: The university reserves the right to resolve cases involving illegal use and/or distribution of drugs, or cases where the safety of the university community is judged to be at risk, administratively rather than through the Student Conduct Board, if necessary, to expediently respond to such violations.

ADMINISTRATIVE HEARING

When the severity of the incident would not result in suspension or expulsion from the university, the student(s) involved will attend an administrative hearing with a hearing administrator from either the Office of Student Conduct and Conflict Resolution or residential life.

1. Notification: The charged student is emailed an administrative hearing notice to the student's university email account, which notifies the student of the alleged violation(s), the date of the incident, the location of the incident, and the name of the complainant. The email also notifies the student of the date and location of the hearing. If the student is unable to attend the hearing due to an academic or other reasonable conflict, the student must contact the hearing administrator no later than one (1) business day prior to the hearing date to request the hearing be rescheduled.
2. Hearing: In an administrative hearing, the hearing administrator and student meet one-on-one to discuss the incident resulting in the student's attendance at the hearing. The hearing administrator reviews the documentation concerning the incident with the student and the student provides an account of the incident. Third parties, including, but not limited to, witnesses, lawyers, parents, guardians, and advisors, are not permitted to attend an administrative hearing. The student can present written statements from witnesses, however. The student may request that the administrative hearing be suspended for a brief and agreed-upon amount of time after the presentation of evidence should the student desire to reevaluate responsibility for the charges. Based on a review of the information available (which may be delayed if continued review of the incident is required for a decision), the hearing administrator determines if the student is responsible for the alleged violation(s) by using a preponderance of the information or a "more likely than not" standard of proof. If the student is found responsible, the hearing administrator renders a sanction(s).
3. Failure to appear: If a student fails to appear for the scheduled meeting, then the hearing administrator has the option to dismiss the action with or without prejudice to either party, set a new hearing date, or make a decision based on the information available.
4. The decision letter: After the hearing administrator makes a determination and applies necessary sanctions, the student will receive a decision letter via email to the student's university email account. The letter will include the rationale for the finding(s), sanctions (if applicable), and information on the appeal process (if applicable). Unless otherwise noted in a student's records, the university reserves the right to notify parents in the outcome of all cases.

When the severity of the incident would result in suspension or expulsion from the university, or if the facts of the incident are so complex that an administrative hearing is not appropriate, the student(s) involved participate in a Student Conduct Board hearing.

Composition of the Student Conduct Board Hearing

1. The Student Conduct Board shall hear cases involving undergraduate, graduate, online, law, and professional studies students and shall consist of student board members (resident and nonresident students). In cases involving graduate and professional studies students, a simple majority of the board members will be graduate and/or professional studies students. A hearing may go forward with less than a simple majority of graduate/professional studies students if the charged student(s) give written agreement to move forward.

2. The chair will be a student whose responsibilities during the hearing will be to act as presiding officer at hearings and in all voting procedures.

3. A hearing administrator from the Office of Student Conduct and Conflict Resolution will be present during the hearing and all deliberations. The hearing administrator's role is to ensure the procedures are followed during the hearing of all cases. The hearing administrator does not vote or represent either party.

4. The board will consist of five student members. A hearing may go forward with a board of three student members provided the charged student(s) give written agreement to move forward.

Prehearing Meeting

The Student Conduct Board hearing begins with a prehearing meeting between the student and hearing administrator.

1. Notification: The charged student is emailed a prehearing meeting notice to the student's university email account, which notifies the student of the alleged violation(s), the date of the incident, the location of the incident, and the name of the complainant. The email also notifies the student of the date and location of the prehearing meeting. If the student is unable to attend the prehearing meeting due to an academic or other reasonable conflict, the student must contact the hearing administrator no later than one (1) business day prior to the prehearing meeting date to request that the prehearing meeting be rescheduled.

2. In the prehearing meeting, the hearing administrator reviews the incident and the charges against the student and shares the written documentation that forms the basis of the complaint. Third parties, including, but not limited to, witnesses, lawyers, parents, guardians, and advisors, are not permitted to attend a prehearing meeting. During the prehearing meeting, the hearing administrator explains the process for resolving the case to the student. The student can either elect to accept responsibility for the charges or contest responsibility for the charges and have the Student Conduct Board hearing scheduled. Upon request, a student can delay this decision for no more than two (2) business days after the prehearing meeting.

During the prehearing meeting, the hearing administrator will share a list of current Student Conduct Board members. The charged student can request the elimination of an unlimited number of potential Student Conduct Board members from the hearing. An explanation for this request must be supplied and will be approved at the discretion of the hearing administrator.

a. Accept responsibility: Students who accept responsibility for the charges are scheduled for an admitted responsibility meeting. At this meeting, a hearing administrator presents the student's acceptance of responsibility, along with the written documentation, to at least two members of the Student Conduct Board. The student may provide a verbal statement as well as additional written documentation to the board. The members of the Student Conduct Board then determine the sanctions.

b. Contest responsibility: Students who contest responsibility for the charges are scheduled for a Student Conduct Board hearing at the next available hearing date by an administrator in the Office of Student Conduct and Conflict Resolution (see "Student Conduct Board Procedures" beginning on page 119). A student's request for an extension must be supplemented by written documentation. An extension will be granted only under extreme circumstances and at the discretion of the Office of Student Conduct and Conflict Resolution.

3. Hearing advisors: Each party may have any one member of the university community serve as a hearing advisor. During the prehearing meeting, the hearing administrator will provide a list of members from the university community who have volunteered to serve as a hearing advisor and have been trained in the conduct process. Staff or faculty who are hired as a student's legal counsel outside the conduct process may not also act as a student's advisor in the university process. The charged student or complainant may act without an advisor if the student wishes.

The role of the advisor includes:

a. Assisting the advisee in understanding how the hearing will proceed.

b. Assisting the advisee with understanding the resolution process.

c. Attending the hearing (administrative, Student Conduct Board, or admitted responsibility), if the advisee prefers and if schedules permit.

d. Providing emotional support before, during, and after a hearing. At no time is the advisor permitted to address the board directly.

The hearing advisor can request of the hearing administrator to adjust the hearing's time line should the case warrant such a change .

4. The Office of Student Conduct and Conflict Resolution reserves the right to refer all students from the same incident to a Student Conduct Board hearing for a resolution, regardless of an individual student's preference regarding acceptance or contesting of responsibility.

5. Should more than one student be involved in an incident going before a Student Conduct Board, then all students involved may be assigned to the same hearing.

End-of-Semester Prehearing Meetings

Incidents that may result in suspension or expulsion and occur during the last two weeks of classes or finals may be resolved by one of the following:

1. An administrative hearing held prior to the end of the semester or

2. A Student Conduct Board hearing for the following semester.

Please note: The Office of Student Conduct and Conflict Resolution will take into account the severity of the incident when determining the most appropriate method of resolving end-of-semester cases .

End-of-Semester Administrative Hearings

Incidents that occur during the last two weeks of classes or finals and will not result in suspension or expulsion may be resolved by one of the following:

1. An administrative hearing held prior to the end of the semester, or

2. An administrative hearing held immediately following the end of the semester . When distance precludes a student from having a face-to-face administrative hearing with a member of OSCCR, the case may be resolved via a Skype or phone hearing.

Preparing for the Student Conduct Board Hearing

1. Attendance at hearings is limited to parties involved and university officials as deemed necessary by the board and/or by the Office of Student Conduct and Conflict Resolution. Attorneys, parents, or guardians are not permitted in Student Conduct Board hearings.

2. Written documentation: All parties involved have the opportunity to submit written documentation no later than two (2) business days prior to the hearing.

3. Witnesses may be presented by the complainant or the charged student provided that a witness list is submitted to the Office of Student Conduct and Conflict Resolution two (2) business days prior to the hearing. Live character statements are not permitted. A written request requiring the appearance of an individual before the Student Conduct Board may be issued by a staff member of the Office of

Student Conduct and Conflict Resolution if it is determined that the person's appearance is necessary in providing information for the board to make a decision regarding a student's case.

Failure to Appear

If either party fails to appear when the case is called for a hearing, the Student Conduct Board or hearing administrator, in their sole discretion, may dismiss the action with or without prejudice to either party, set a new hearing date, or continue the hearing without that party present and/or represented. In the last instance, the board or hearing administrator may make decisions regarding responsibility and sanction the charged student as appropriate. In most cases, off-campus legal proceedings will not be grounds for delay. However, if either party has concerns about this, the party should communicate such concerns with the hearing administrator.

STUDENT CONDUCT BOARD HEARING PROCEDURES

1. Presentation of information shall generally proceed as follows:
   a. Complainant's (complainant is the individual or the office that initiated a complaint to the Office of Student Conduct and Conflict Resolution) opening statement and perspective.
      • Questioning of complainant (charged student and conduct board members)
   b. Charged student's (a charged student is the individual(s) charged with a violation of the Code of Student Conduct) opening statement and perspective.
      • Questioning of charged student (complainant and conduct board members)
   c. Statements from complainant's witnesses.
      • Questioning of complainant's witnesses (complainant, charged student, and conduct board members)
   d. Statements from charged student's witnesses.
      • Questioning of charged student's witnesses (charged student, complainant, and conduct board members)
   e. Final questions from the Student Conduct Board.
   f. Complainant's closing statement.
   g. Charged student's closing statement, including any statement as to mitigating circumstances.
   h. The board may ask questions at any time during the hearing.

2. During the course of a hearing, all points of clarification shall be determined by the hearing administrator or a majority vote of the Student Conduct Board members.

3. Student Conduct Board proceedings are audio-recorded for the purpose of appeals only. Students who appeal may request to listen to the recording of the hearing in the Office of Student Conduct and Conflict Resolution. Recordings are not to be removed from the Office of Student Conduct and

Conflict Resolution. Recordings are destroyed upon expiration of the appeal period.

4. Determinations of responsibility are made based on a preponderance of information or a "more likely than not" determination and a simple majority vote by the board.
5. All records of the case will be confidential.
6. Members of the Northeastern University Police Department or other law enforcement agency may be requested to be present at hearings when the case warrants it.
7. Determinations to impose a Level I sanction for any violation other than a Level I violation shall require a simple majority vote.
8. Determinations made by a Student Conduct Board or an administrator for all hearings will be recommended to the director/vice president for student affairs, or designee, for final approval.
9. The decision letter: After the Student Conduct Board makes a determination and applies necessary sanctions, the student will receive a decision letter. The letter will include the rationale for the finding(s), sanctions (if applicable), and information on the appeal process (if applicable). The university reserves the right to notify parents of the outcome of cases, consistent with applicable law.

In cases involving sexual violence, abuse of others, physical abuse, and academic integrity, the administrator will notify both parties of the decision of the hearing via written communication. The letter to the charged student will include the rationale for the finding, sanctions (if applicable), and information on the appeal process (if applicable). Unless otherwise noted in a student's records, the university reserves the right to notify parents of the outcome of all cases. The letter to the complainant and/or the affected party will include the charged student's name, the violation committed, the sanctions that directly relate to the complainant, and information on the appeal process (if applicable). The rationale for the outcome will also be shared with all parties in cases that involve sexual violence, abuse of others, and physical abuse.

PROCEDURES FOR STUDENT APPEALS

Students may appeal disciplinary actions based on the following:

a. The student asserts a procedural error that impaired the student's right to a fair opportunity to be heard.
b. Information has arisen that could not reasonably have been made available during the original hearing and may be sufficient to alter the original Student Conduct Board/officer's decision.
c. The student requests a review of the sanction(s) because of extraordinary circumstances.

Students may appeal disciplinary actions as follows:

1. Appeals of Student Conduct Board or administrative hearings must be made in writing, by the charged student, and received by the Office of Student Conduct and Conflict Resolution no more than five (5) business days after the receipt date of the decision letter. It is the student's responsibility to obtain a copy of the decision letter, as well as submit a rationale for the appeal letter that specifically addresses the reason for the appeal. The appeals process is primarily a paper process and will not typically involve a meeting with the charged student or other persons unless requested by the Appeals Board. The Appeals Board will review the paper appeal submitted by the appealing party, the documentation from the original case, and any other information deemed necessary by the Office of Student Conduct and Conflict Resolution and will make a decision. The audio recording of the original hearing (in the case of Student Conduct Board hearings) will be made available to the Appeals Board as well.

    In cases involving sexual violence, sexual harassment, stalking, domestic violence, dating/intimate partner violence, abuse of others, physical abuse, and academic integrity, the charged student and the complainant have the right to an appeal based on the three reasons stated above.

    If either party involved in cases involving sexual violence, sexual harassment, stalking, domestic violence, dating/intimate partner violence, abuse of others, or physical abuse files an appeal, the following procedure will take place:
    a. The appeal will be reviewed by the director in the Office of Student Conduct and Conflict and passed on to the original hearing administrator.
    b. The nonappealing party will be notified, provided with a copy of the appeal, and given the opportunity to submit a written response to the appeal within two (2) business days.
    c. The Appeals Board will review all available documentation, including the documents provided for the original hearing and all appeal-related documents/statements submitted by all parties.
2. All conduct hearing appeals will be heard by the Appeals Board. Appeals Board members are individuals who were not involved in the original hearing. The Appeals Board will consist of three voting members (one of whom will be the chair). The board will be comprised of two representatives from Academic Affairs and Enrollment Management and Student Affairs and a Student Conduct Board member. The director of the Office of Student Conduct and Conflict Resolution or designee will serve as an ex-officio member of the Appeals Board.
3. The Appeals Board will take one of the following actions:
    a. Concur with original action.
    b. Refer the matter to the appropriate hearing body if based on a procedural error. In this case, the entire case may be reheard, as if it had not been heard before.

    c. Refer the matter back to the original hearing board if based on the grounds of new information. The original board; complainant; charged students; and, if required, witnesses, will be reconvened to review only the new information. The board will then render a decision based on the new information.

    d. Mitigate the sanctions. Students should understand that this option would be exercised only in rare circumstances. The university reserves the right to take any action necessary to corroborate the student's statements.

4. All decisions of the Appeals Board will be recommended to the vice president of student affairs or designee for final approval.

MAINTENANCE OF DISCIPLINARY RECORDS

1. The university will permanently maintain the conduct records of those students separated from Northeastern by suspension or expulsion. A notation will be placed on the transcript of any student expelled from the university. A hold will be placed on the account of any student that withdraws prior to the resolution of disciplinary charges. Such hold may not be lifted until the pending charges are resolved.

2. The university will expunge the conduct records of those students who received sanctions other than suspension or expulsion three (3) years after the student's withdrawal or immediately upon their graduation date from Northeastern.

3. Students have the right to submit any documentation in their conduct file to amend a record they believe to be inaccurate or misleading.

INTERPRETATION AND APPLICATION

1. Any question of interpretation or application of the Code of Student Conduct shall be referred to the director of the Office of Student Conduct and Conflict Resolution.

2. The Code of Student Conduct and its related procedures do not preempt or supplant any similar rules and regulations maintained by individual colleges, programs, departments, or offices. For example, student-athletes and members of student organizations must abide by the policies of the athletics department and the Center for Student Involvement, respectively. Any proceedings under such policies may run concurrently with those described herein.

3. Nothing in this handbook limits the university's right to take any action it deems necessary to comply with applicable local, state, and federal law.

Statements of Accreditation

ACCREDITATION

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.

Program	Accrediting Agency
Northeastern University	New England Association of Schools and Colleges (NEASC)

Bouvé College of Health Sciences

Program	Accrediting Agency
BS in Athletic Training	Commission on Accreditation of Athletic Training Education (CAATE)
MS in Speech-Language Pathology and Audiology	Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA), Massachusetts Board of Education*
BS in Nursing	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**
MS in Physician Assistant Studies	Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)
MS in Nursing	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**
MS in Nursing in Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs (COA); Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**
Registered Nurse/BSN***	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**

Program	Accrediting Agency
Post BS Doctor of Nursing Practice US Army Program in Anesthesia Nursing (USAGPAN)	Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
DPT in Physical Therapy	Commission on Accreditation of Physical Therapy Education (CAPTE)
MS/MBA (two-year program)	Commission on Collegiate Nursing Education (CCNE) and Massachusetts Board of Registration in Nursing**; Commission on Collegiate Nursing Education (CCNE) and the Association to Advance Collegiate Schools of Business (AACSB International)
MS and CAGS in Applied Educational Psychology—School Psychology	Massachusetts Department of Education (DOE) and National Association of School Psychologists (NASP)
MS in Applied Educational Psychology—School Counseling	Massachusetts Department of Education (DOE)
AuD in Audiology	Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language- Hearing Association (ASHA), Massachusetts Board of Education*
MPH Master of Public Health in Urban Health	Council on Education for Public Health
PharmD	Accreditation Council for Pharmacy Education (ACPE)
PhD in Counseling and School Psychology	American Psychology Association (APA)

College of Arts, Media and Design

Program	Accrediting Agency
Master of Architecture (Urban Architecture)	National Architectural Accreditation Board (NAAB)

Program	Accrediting Agency
D'Amore-McKim School of Business	
BS in Business Administration	AACSB International—The Association to Advance Collegiate Schools of Business
BS and MS in International Business	AACSB International—The Association to Advance Collegiate Schools of Business
MBA	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Finance	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Taxation	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Accounting	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Accounting/MBA	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Finance/MBA	AACSB International—The Association to Advance Collegiate Schools of Business
MS in Technological Entrepreneurship	AACSB International—The Association to Advance Collegiate Schools of Business

College of Computer and Information Science

Program	Accrediting Agency
BS in Computer Science	Computing Accreditation Commission of ABET (Accreditation Board for Engineering & Technology)

College of Engineering

Program	Accrediting Agency
BS in Computer Engineering	Engineering Accreditation Commission of ABET
BS in Chemical Engineering	Engineering Accreditation Commission of ABET
BS in Civil Engineering	Engineering Accreditation Commission of ABET
BS in Electrical Engineering	Engineering Accreditation Commission of ABET
BS in Industrial Engineering	Engineering Accreditation Commission of ABET
BS in Mechanical Engineering	Engineering Accreditation Commission of ABET

Program	Accrediting Agency
College of Professional Studies	
AS and Certificate in Paramedic Technology	Massachusetts Department of Public Health, Office of Emergency Medical Services
BS in Finance and Accounting Management***	AACSB International—The Association to Advance Collegiate Schools of Business
BS in Management***	AACSB International—The Association to Advance Collegiate Schools of Business
BS and AS in Computer Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
BS and AS in Electrical Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
BS and AS in Mechanical Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place Suite 1050 Baltimore, MD 21202-4012 Telephone: 410.347.7700
Education Programs in:	
Teacher of Biology, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Chemistry, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Earth Science, 5–8, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Mathematics, 5–8, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Physics, 8–12	Massachusetts Department of Elementary and Secondary Education
Elementary Education, 1–6	Massachusetts Department of Elementary and Secondary Education
Teacher of English, 8–12	Massachusetts Department of Elementary and Secondary Education

Program	Accrediting Agency
Teacher of Foreign Language: Spanish, 5–12	Massachusetts Department of Elementary and Secondary Education
Teacher of History, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Political Science/Political Philosophy, 8–12	Massachusetts Department of Elementary and Secondary Education
Teacher of Students with Moderate Disabilities Pre-K–8, 5–12	Massachusetts Department of Elementary and Secondary Education
MS in Leadership with Project Management	Project Management Institute's Global-Accreditation-Center
MS in Technology Commercialization	AACSB International—The Association to Advance Collegiate Schools

College of Social Sciences and Humanities

BS in Criminal Justice	Massachusetts Board of Education*
MS in Criminal Justice	Massachusetts Board of Education*
PhD in Criminal Justice	Massachusetts Board of Education*
Master of Public Administration	National Association of Schools of Public Affairs and Administration

School of Law

JD	American Bar Association Association of American Law Schools****

*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.

Institutional Calendars and Online Resources

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 08.28.14