



**Northeastern**

U N I V E R S I T Y

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BOUVÉ COLLEGE OF HEALTH SCIENCES

# **Graduate Policies and Regulations**

## **2007 - 2008**

**Bouve Graduate Academic Affairs Committee**

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### Mission Statement

The Bouvé College of Health Sciences (BCHS) strongly supports the mission of Northeastern University as a practice-oriented, student-centered, urban research institution. The College is committed to the goals of the institution, which include excellence in education, excellence in research and scholarship, access to educational opportunity, and a strong professional orientation that includes the cooperative education model. Each of the health sciences within the College supports these aims both individually and collectively.

The mission of the Bouvé College of Health Sciences is to be a center of excellence in health professional education, research, and service. The structure of the college fosters cross-disciplinary interaction among faculty and students, encourages innovation in the education of both entry level and advanced practice health professionals, and recognizes the autonomy of each profession. The College strives to educate individuals to develop skills to be effective health care providers and researchers and to instill in its graduates a commitment to life-long learning. The College builds partnerships with health care delivery systems and the community in order to strive to assure that Bouvé students and faculty have access to practice sites that prepare its graduates to meet the health care needs of our urban neighbors and society.

The Bouvé College of Health Sciences provides access to health professional education for a diverse student body and strives to have faculty who reflect a worldwide perspective and diverse backgrounds. The College is committed to the advancement of knowledge to improve the health and health care services of individuals and communities through basic and applied research.

### General Regulations

The University expects each student to respect the rights and privileges of others and to adhere to acceptable standards of personal conduct. Students must familiarize themselves with the Northeastern University Graduate Student Handbook at [www.neu.edu/gradhandbook](http://www.neu.edu/gradhandbook) for details of the university's regulations, the code of student conduct, and policies on academic honesty.

The *Bouve Graduate Policies and Regulations* includes the general standards for all graduate programs within the College. Individual programs, departments, or schools may issue student policies that exceed these requirements. Please refer to individual program handbooks for program-specific details.

### Academic and Professional Conduct

In accordance with the expectations for student behavior outlined in the *Northeastern University Graduate Student Handbook*, the Bouvé College of Health Sciences (BCHS) assumes that all students come to the College for a serious purpose and expects them to be responsible individuals with high standards of academic integrity. The College will not condone academic dishonesty in any form, nor will it tolerate violations of

research or professional ethics within the academic community. The Associate Dean of the Bouvé Graduate School, acting through the appropriate graduate program committee, reserves the right to dismiss a student from the BCHS Graduate School at any time for behavior which is deemed ethically inappropriate or unprofessional.

The health care professions and health sciences in the College require more than simple mastery of technical knowledge and skills. Equally important is earning the respect and confidence of those who seek health care. The nearly universal existence of ethical codes of conduct among the various health professions is evidence that certain types of conduct are expected in order to promote this respect and confidence. Fundamental to most of these codes is an understanding that health care professionals and researchers are required to conduct their activities in a manner that reflects a concern for the total well being of the patient/client and research subject. Students are expected to follow the code of conduct of their individual professions.

### Health Certification

All new students are mailed the University Health Report following acceptance to the University. These forms can also be obtained at the University Health and Counseling Services (UHCS) located at 135 Forsyth Building or at [www.lanehealthcenter.neu.edu/requirements](http://www.lanehealthcenter.neu.edu/requirements).

As a condition of matriculation at Northeastern University, all students are required to submit the completed health report to UHCS. The Health Center will block the registration of those who do not file correct forms. The tuberculin skin test (PPD) or chest x-ray, as appropriate, is required within 6 months of registration. The Commonwealth of Massachusetts mandates proof of immunity, as specified on page two of the health report. The Massachusetts Department of Public Health and the College Immunization Law mandates that all students in the health professions have proof of hepatitis B immunity with three doses of the hepatitis B vaccine, or a positive antibody titer. Some programs may require proof of additional immunities. Documentation and health certification is retained in the student's file in UHCS.

### Accommodations for Students with Disabilities:

Students who wish to be evaluated for disabilities should contact the Disability Resource Center ([www.disabilityresourcecenter.neu.edu](http://www.disabilityresourcecenter.neu.edu), x2675,). If diagnostic documentation can be provided for a disability that substantially limits one or more major life activities, the student is eligible to receive services from the Disability Resource Center (DRC) and to have appropriate accommodation in coursework, in accordance with federal laws and guidelines. The student must register with the DRC and meet with a specialist prior to receiving services. Accommodation will not be made retroactively.

### Practicum/Internship Health Clearance

Students taking practicum courses or doing internships in their field of study may be required to submit certification of health status annually to their clinical placement coordinator. Each program has its own regulations for practicum health clearance. Students should consult their program handbooks or clinical placement coordinator for these requirements. Students who do not present the appropriate health certification will be blocked from registering for, or attending, practicum until such evidence is satisfactory. An annual update of student's health certification is also required in some internships and practica. All graduate nursing students are required to provide proof of a varicella titer for practicum clearance. Students taking practicum courses may also be required to submit to and successfully clear criminal history/background checks (CORI).

### Liability Insurance

All Northeastern University matriculated students are automatically issued professional liability insurance for which they pay a yearly fee. This insurance covers injury to third parties by students doing work or professional studies outside Northeastern University premises that are clearly part of their duties. It does not cover willful misconduct. Students or the clinical placement coordinator can request that the Office of the University Risk Manager send evidence-confirming coverage to their field site. Students should consult their practicum placement officer, program coordinator and specialization policies for information about further requirements for malpractice insurance.

### Academic Advising

When a student is fully or conditionally accepted into the Bouvé Graduate School, the program director, or designate, will serve as the student's academic advisor. The student will be notified of his/her advisor's name in the formal letter of acceptance, so that communication may begin prior to the student's first registration.

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

### Student Advisement Responsibilities

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

Grading Policies, Grading Criteria and Quality Point Average

Grading policies are the same as given in the general university graduate guidelines. As a rule, grades are assigned and/or changed only by the course instructor. Student academic performance in the BCHS is graded according to the following criteria:

A	(4.000)	Performance in the course has been of very high graduate caliber.
A-	(3.667)	
B +	(3.333)	Performance in the course has been of satisfactory graduate level.
B	(3.000)	
B-	(2.667)	Performance in the course is below the level expected for graduate work.
C +	(2.333)	
C	(2.000)	
F	(0)	Performance in the course is unsatisfactory for graduate work.
I	Incomplete	Coursework was not completed before the end of the semester.*
L	Audit	Course was taken for no credit.
S	Satisfactory	Satisfactory completion of work in thesis, research practicum, or clinical practicum courses without quality designation.
U	Unsatisfactory	Failure to complete satisfactory work in thesis, research practicum, or clinical practicum courses.
W	Withdrawal	Withdrawal from the course between the beginning of the fourth calendar week of the semester and the end of the eleventh calendar week of the semester.

*\* Incomplete grades: Incompletes are given only with prior approval of the instructor (see Appendix 1 for Incomplete Contract). The coursework must be completed within one year of the end of the course. Acceptance of any grade given after one year is at the discretion of the Associate Dean of the Graduate School. Grades of "I" do not affect a student's QPA. Unless there is written permission from their advisor, students may carry only two incompletes simultaneously, and may not enroll in further courses until they have completed the work.*

### Credit Hours

One-quarter hour (QH) credit is evaluated as approximately 0.75 of a semester hour (SH) credit: 3QH=2SH; 4QH=3SH; 5QH=4SH

The exact requirements for fulfillment of a degree in the BCHS Graduate School vary by program. Students should consult their individual program catalogues and policies, and/or program directors, for specific credit and non-credit requirements necessary to achieve a specific degree.

### Transfer of Credit

A maximum of 9 semester/12 quarter hours of credit obtained at another institution may be accepted towards the degree, provided the credits consist of work taken at the graduate level for graduate credit, carry grades of 3.000 or better, have been earned at an accredited institution, and have not been used toward any other degree. The student must provide to his/her academic advisor an official transcript as verification of the course and must have the advisor's approval for the transfer. A student may petition to transfer credit only after matriculation (please see section entitled Academic Standing Petitions for the petition procedure).

### Course Waiver

A student can petition to waive a course that was taken for credit toward a prior degree but must take another course for equivalent credit in its place (see Appendix 2). The student must provide an official transcript and a syllabus of the content of the course to the program director, in order to verify equivalency with the course to be waived.

### Academic Progression

Students must discuss the curriculum/plan of study with their academic advisor. A change in the plan of study is possible only after appropriate advisement and an updated copy of the plan is filed in the Bouvé College Graduate Office. Students must follow prerequisites and may take clinical courses in other specializations with the permission of their advisor and the course instructor.

All students must register for coursework or continuation credit each semester of the academic year (fall, spring and, where indicated, summer) once they are matriculated as full- or part-time students. All Physician Assistant students must register all four semesters.

All degree requirements must be completed within seven years of matriculation, although individual programs may require completion in a shorter time frame. Course credits earned in programs of graduate study are valid for a maximum of seven years unless an extension is granted by the Bouvé Associate Dean of Graduate Studies (see Appendix 2).

After establishment of candidacy for the Ph.D. degree, a maximum of five years will be allowed for completion of the degree requirements, unless an extension is granted (see Extension Procedures below). In order to progress in clinical courses that are sequenced, students must receive a passing grade in all prior courses in the sequence. In the event that a student fails a clinical course that is not part of a sequence, progression is at the discretion of the student's academic advisor and/or the program director. When a student fails a clinical course that is part of a sequence of courses, the Bouvé College Graduate Office will be notified by the course instructor. Course material related to the student's failure (examination reports, clinical reports) must be made available to the student for review.

### Directed Study Courses

Students who wish to take a directed study course must meet with a faculty mentor to decide on the syllabus for the course, including criteria for passing. Students cannot take a directed study to replace a course that isn't offered during that term. The faculty mentor will assign the credits that will be offered for the directed study. Note that there are separate course numbers for 1, 2, 3, and 4 credit directed study courses. The student and faculty complete and sign the Directed Study Form (see Appendix 3), and the student files the form at the Bouvé College Graduate School Office for the signature of the Associate Dean or the Director of Graduate Student Services. The student then registers for the appropriate directed study course (i.e., 1, 2, 3, or 4 credits).

### Program Extension Procedures

Students may seek an extension of the time limitation to complete their program of study only under documented extenuating circumstances, such as serious family or personal health problems. An extension may be granted if the student provides, in writing, an acceptable plan to complete the requirements for the degree within a reasonable period of time. The student must complete the petition form that is available in the Bouvé College Graduate School Office to request such an extension (see Appendix 2). The petition should include all relevant information, such as a clear statement of the reasons for the petition, the extenuating circumstances, and an action plan with specific deadlines. The petition must be submitted for approval to the program director and to the Associate Dean of the Graduate School.

### Academic Standing

Academic standing in BCHS is determined by the student's cumulative quality point average (QPA = GPA), and performance in academic and clinical courses that are required by his/her program. All BCHS students must maintain a cumulative QPA of 3.000 each semester to remain in good academic standing and to progress toward graduation. Students who do not maintain a cumulative QPA of 3.000 each semester will be placed on probation. Additionally, in some programs, students must earn a grade of B (3.000) or better in each specified course. Students must also earn a grade of B (3.000) or better in graduate courses taken at another institution which are subject to transfer credit.

### Academic Probation

Academic probation is a period of time when a student must address and remediate academic deficiencies. An action plan to clear the deficiency must be determined by the student, the student's academic advisor, and the specific program graduate committee (if relevant). Any student placed on probation will receive written notification by the Office of Graduate Student Services. The student's program director will also receive notification of probationary status. It is the student's responsibility to write an action plan (with input from the advisor and the program graduate committee, if relevant, which documents how the deficiency will be remediated. This action plan will be signed by the advisor and the student, and placed in the student's file. Failure to file an action plan may be cause for dismissal from the program. The action plan must specify the date by which the deficiency will be cleared. Students will be placed on probation for the following deficiencies:

A cumulative QPA below 3.000;

In some programs, a grade of B- or below in a specified? (core) course;

Unsatisfactory performance in a clinical course, practicum, internship, or research course.

### Academic Probation Requirements:

A BCHS graduate student may repeat a course only once to achieve a passing grade, and may only repeat two required courses during his/her entire program of study. Normally, a student may be on probation for only one semester, or until the course is offered again, unless the action plan specifies a longer but definite period. A student may only be placed on probation twice during enrollment in BCHS and must correct the deficiencies as specified in the action plan during the probationary period. Failure to remediate the deficiency within the agreed-upon time may result in dismissal from the program. During the period of probation, the student must maintain a QPA of 3.0 or better, or s/he is subject to dismissal from BCHS. Note that individual graduate programs may have additional requirements that should be noted in the probation action plan.

Once the student has regained a QPA of 3.000, earned a grade of B or better in a repeated required course, and/or demonstrated satisfactory performance in a clinical course, s/he must petition to be reinstated in good academic standing.

### Academic or Research Dishonesty

Academic or research dishonesty will result in disciplinary action, which may include a failing grade in the course, probation, suspension, or immediate dismissal from the program. **Students found responsible for academic or research dishonesty will have a letter placed in their permanent file stating the pertinent findings of their case.** No student may withdraw from a course in which they have been notified that they will fail for a specific case of academic dishonesty.

For further information on policies and procedures regarding the handling of such cases, go to [www.neu.edu/handbook/studenthandbook](http://www.neu.edu/handbook/studenthandbook) and see pages 42-52 in *The Northeastern University Graduate Student Handbook*.

Examples of academic dishonesty that are subject to disciplinary action include, but are not limited to, the following:

- Cheating: Giving or receiving unauthorized assistance in any academic exercise or examination;  
Using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise;
- Plagiarism: Representing the ideas or language of others as one's own;
- Falsification: Falsifying or inventing any information, data, or citation in an academic exercise or in application materials;
- Multiple Submissions: Submitting substantially the same written work to more than one instructor without the knowledge and permission of the instructors involved;
- Compliance: Facilitating any of the above actions or performing work that a fellow student then presents as his or her own;
- Interference: Interfering with the ability of fellow students to perform assignments.

Lack of knowledge of these definitions does not negate the student's responsibility for upholding them. Academic dishonesty and misconduct are regarded as serious violations of ethical standards and may result in the student's immediate dismissal from the graduate program.

In addition to maintaining complete honesty in all academic work, students admitted to clinical or professional programs in the College are expected to familiarize themselves with the code of ethical conduct of the professional discipline they are entering and to agree to uphold these principles. Similarly, students admitted to graduate research programs are expected to familiarize themselves with the code of ethics in research. Such a code is outlined in: *Guidelines for the Conduct of Research within the Public Health Service* ([www.etsu.edu/research\\_ethics/ori.guidelines.pdf/](http://www.etsu.edu/research_ethics/ori.guidelines.pdf/)) by the U.S. Department of Health and Human Services. Ethical codes of conduct for researchers are also cited in: *On Being a Scientist, Responsible Conduct in Research* ([www.nap.edu/readingroom/books/obas](http://www.nap.edu/readingroom/books/obas)) by the National Academy of Sciences. Violations of research ethics can include, but are not limited to, the following: falsification or fabrication of data, plagiarism, malicious allegations of misconduct in science, covering up or failing to report misconduct, obstructing due process in investigations of misconduct, and reprisals against those revealing misconduct.

### Academic Standing Petitions

Students must submit petitions to their program graduate committee to request:

- a leave of absence
- a waiver of policy
- a change in probationary status
- a change in program status or a change in program
- a different course of action regarding their academic standing, progression, probation or dismissal
- an extension of degree completion time

Students must complete the petition form, which is available in the Graduate School Office (see Appendix 2). The petition should include all relevant information, such as a clear statement of the reasons for the petition, any extenuating circumstances, and an action plan with specific deadlines. In some instances, the student may attach a letter to the petition form, stating her/his case more fully. Students may be required to provide extra documentation such as official transcripts and/or course descriptions.

The student should develop an action plan through discussion with course instructors and her/his academic advisor. The student must obtain her/his advisor's signature on the petition. The petition is submitted to the program graduate committee. The student receives written notification of the program graduate committee's decision, and recommendations are made to the student, instructor (if applicable), advisor, and the program and college graduate directors, as appropriate. A copy of this action is filed in the student's permanent record in the Bouve College Graduate School Office.

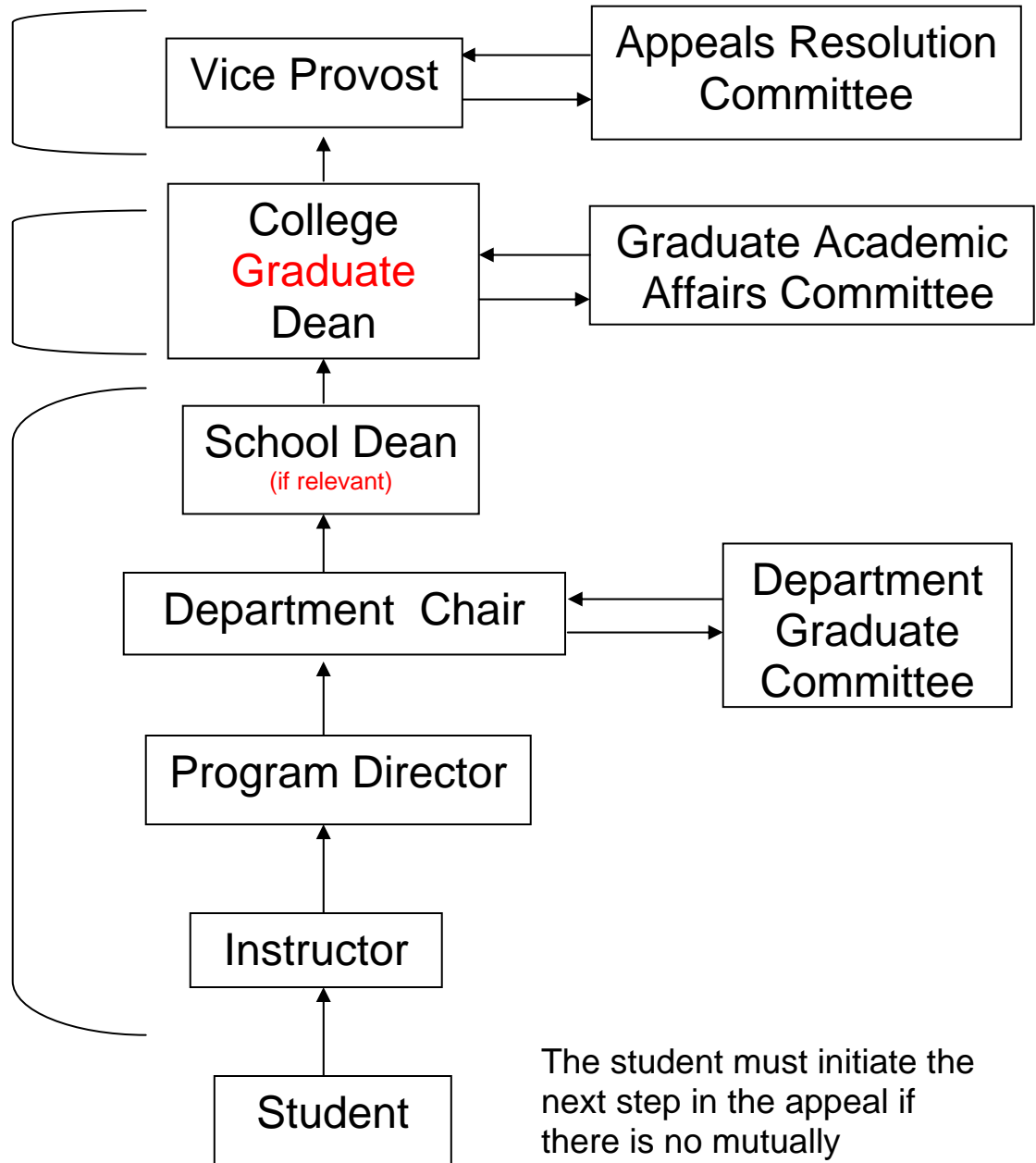
The student may appeal the program graduate committee's decision by writing a letter to the department chair or program director asking that the appeal be forwarded to the appropriate school dean. The school dean then considers the student's appeal and makes a decision. If the student elects to appeal the school dean's decision, s/he may request in writing that the matter be heard by the Bouvé College Graduate Academic Affairs Committee, which will rule on the appeal and forward a recommendation in writing to the Associate Dean for Graduate Studies of the Bouvé College of Health Sciences. Appeals, if relevant, beyond this level follow the general guidelines of Northeastern University (see *Northeastern University Graduate Student Handbook*). Note that issues of admission or readmission (dismissal) are not normally appealed above the level of the college.

# Appeals Process

Petitioner has 10 days to file appeal in Provost's office after receipt of Dean's report ( *except for issues of admission or readmission (e.g. dismissal), normally not appealed* )

60 days Formal Appeal Process (ends with Dean's report to petitioner)

20 days Informal Appeal Process (begins after the student submits a written appeal to a professor)



The student must initiate the next step in the appeal if there is no mutually acceptable resolution at any one step.

### Academic Dismissal

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

Students are subject to dismissal under the following conditions (Note that this list may not include additional requirements specific to the student's major which may also apply):

The student has failed to file an action plan within one semester of notification of probation;

The student has failed to meet the requirements of the action plan, including requirements that are specific to the student's major;

The student has a cumulative quality grade point average below 3.00 at the end of the probation period specified by the action plan;

The student does not demonstrate satisfactory performance in achieving the objectives of a clinical course after one semester of probation;

The student exhibits unethical behavior or misconduct in his/her academic program, practicum, internship or research;

The faculty instructor and the clinical supervisor determine that the student has demonstrated unsafe or inappropriate behavior in a clinical setting;

The student does not register for at least one class each semester and does not have an approved leave of absence;

The student fails to meet all the requirements of the program within the specified time limit mandated by the program;

The student in a PhD program fails to successfully complete the PhD qualifying/comprehensive exams as stipulated by the program;

The student fails to progress satisfactorily in research or fails to identify a thesis advisor for the PhD dissertation within the time specified by the policies of the specific doctoral program.

### Dismissal Procedures

Dismissal of a student is initiated by the program director by writing a letter to the Associate Dean of the Bouvé College Graduate School providing the basis for the dismissal. Written notification of impending dismissal from a specific program will then be sent to the student and the student's advisor. Students who have been notified of impending dismissal may appeal this decision, using the Appeals Process previously described in this document.

### Leave of Absence

Matriculated students may request an official leave of absence for a one-year period. If granted, the student may request that an additional year be added to the standard time required for completion of the degree. The student must discuss the leave of absence with her/his advisor and complete the petition form that is available in the Bouvé College Graduate Office. The student must submit a petition (see Appendix 2) with the advisor's signature requesting reinstatement following the termination of the leave of absence. Students with an approved leave of absence who do not return at the end of the leave of absence period, and have not filed an extension, will be dismissed. Students should be aware that there are other program specific policies. Please check individual program guidelines for these regulations. Please see Petition Guidelines, under section entitled "Academic Standing Petitions."

### Graduation Policies

Students are eligible for graduation under the following conditions: they are in good academic standing with a cumulative quality point average of 3.000 or above (additionally, some programs require a grade of B or better in all courses); they have fulfilled other requirements deemed necessary by their individual programs; they have completed the required number of credits for the Master of Science, PhD, or Certificate of Advanced Graduate Study; and they have cleared all incomplete grades.

Students must file the necessary forms (see Appendix 4) for graduation six months prior to graduation with the Office of the Registrar and set up a meeting with their academic advisor for academic clearance. Students should check with their advisors and program handbooks for all requirements necessary for graduation. Diplomas and certificates are issued three times a year, and there are two commencement ceremonies. Specific information is available at the commencement office.