

NORTHEASTERN UNIVERSITY GRADUATE COUNCIL BYLAWS

First Revision: 18 May 2001
Second Revision: 15 May 2002
Third Revision: 21 May 2002
Fourth Revision: 28 May 2002
Fifth Revision: 29 May 2002
Sixth Revision: 17 September 2002
Seventh Revision: 10 April 2013
Eighth Revision: 12 February 2014

Table of Contents

I. Preamble.....	3
A. Mission.....	3
II. The Graduate Council	3
A. Purpose.....	3
B. Membership.....	3
C. Procedures	4
III. Process for Approving New Graduate Programs	5
A. Process	5
B. Program, Departmental, and School Approvals.....	5
C. College Approval of Final Program Proposal	5
D. University Approval Process.....	5
IV General Regulations and Requirements for Graduate Programs.....	6
A. Guidelines for Degree Designations for Graduate Programs	6
B. Regulations applying to all Degree Programs.....	7
C. Regulations applying only to PhD programs.....	10
D. General Regulations and Requirements for Non-Degree Certificate Programs	11
E. General Regulations and Requirements for the Master’s Degree	12
F. General Regulations and Requirements for the Certificate of Advanced Graduate Study	13
G. General Regulations and Requirements for the Doctor of Philosophy (Ph.D.) Degree 	14
V. General Regulations and Requirements for Interdisciplinary Graduate Degrees	16
VI. Procedures for Program Suspension, Reinstatement and Elimination	17
A. Definition of Suspension.....	17
B. Procedure for Suspension and Reinstatement of a Program	17
C. Procedure for Elimination of a Program.....	18
D. Guidelines for Elimination or Suspension of a Program	18

I. Preamble

The Graduate Council is a sub-committee of the Faculty Senate established to formulate, review, and recommend for adoption general academic policies and regulations for the creation and governance of graduate programs at Northeastern University. When the word “College” is used in this document it refers to the College of Arts, Media and Design; the D’Amore-McKim School of Business; the College of Computer and Information Science; the College of Engineering; the Bouvé College of Health Sciences; the College of Professional Studies; the College of Science and the College of Social Sciences and Humanities.

A. Mission

The Graduate Council shall oversee the development and review of all new graduate programs proposed by the Colleges. In particular, the Graduate Council ensures that standards of admission, academic performance, curriculum, and degree requirements are consistent with University guidelines and expectations.

The Graduate Council receives, considers, approves, forwards and initiates, as appropriate, reports and recommendations on graduate matters to the Faculty Senate.

The Graduate Council contributes to the periodic review of graduate programs as part of the department or college focused reviews conducted by the Office of the Provost. The Graduate Council may provide recommendations to the Provost or Faculty Senate regarding the content or process of the reviews.

II. The Graduate Council

A. Purpose

The purpose of the Graduate Council is to carry on a continuous review of policies, regulations, and procedures affecting graduate programs, and to make recommendations for their improvement to the Faculty Senate and to the Provost. The Graduate Council, in its bylaws, establishes guidelines for the standards of new programs and expectations of existing ones.

Graduate programs are defined as all post-baccalaureate degree, non-degree and certification programs and packages of courses offered for graduate credits, except that for the purpose of sections III, IV, V and VI of these bylaws, graduate programs shall not include programs offered by the School of Law.

The Graduate Council, in its bylaws, establishes guidelines for the standards of new programs and expectations of existing ones.

B. Membership

1. Only tenure-line Professors, Associate Professors, and Assistant Professors who are regular, benefits-eligible employees at the University, are actively engaged in graduate teaching and research, and do not have appointments as University administrators shall be eligible for election to the University Graduate Council. An exception is made for the representative of the College of Professional Studies where tenure-line faculty appointments are not the norm.

2. The Graduate Council will consist of nine voting members, one tenured or tenure-track faculty member from each of the following units: School of Law; College of Arts, Media and Design; Bouvé College of Health Sciences; The D'Amore-McKim School of Business; College of Computer and Information Science; College of Engineering; College of Science; College of Social Sciences and Humanities and one full-time faculty member from the College of Professional Studies.
3. The term of service is three years. To ensure continuity, two members of the Council are replaced each academic year.
4. The Vice Provost for Graduate Education, or equivalent, will be an *ex-officio* member, and s/he will chair the Graduate Council. The Vice Provost will be a non-voting member of the Graduate Council, except in those instances when his/her vote is required to break a tie.
5. The Chair will appoint a Secretary of the Graduate Council who will record the minutes and correspond with Council members under the Chair's direction. The "Secretary" is not a member of the Council nor is required to be a faculty member.
6. Maintaining the membership roster and ensuring that vacancies in the Graduate Council are filled in a timely manner is the responsibility of the Senate Agenda Committee (SAC). During the spring semester of each year the SAC must inform each college of any expiring appointments and ensure that a replacement is chosen in a timely manner.

C. Procedures

1. Meetings
 - a) At a minimum, the Graduate Council will meet once during each fall and spring semester, with additional meetings scheduled as needed. The Graduate Council will distribute to all Colleges a list of dates when the Council will meet during the academic year so that matters coming to the Council can be planned accordingly.
 - b) Additional meetings of the Council may also be called at the request of any three members of the Graduate Council. This request is to be addressed to the Chair.
 - c) A quorum will consist of two-thirds (6) of the voting members. Meetings will be conducted in accordance with Robert's Rules of Order.
 - d) Academic certificate and degree proposals shall be circulated to the Deans, the Associate Deans for Graduate Studies and the members of the Graduate Council at least ten (10) business days prior to the Council meeting at which the proposal will be discussed.
2. Guidelines for proposals of new programs
The Graduate Council will establish guidelines for the proposal of new programs.
3. Amendments to the Bylaws
Amendments to the Graduate Council Bylaws will be circulated at least one week before the meeting of the Graduate Council for comment. Amendments to the bylaws are, subsequently, sent to the Faculty Senate for review and approval.
4. Annual Reports
The Graduate Council will prepare an annual report at the end of each academic year to be sent to the Senate Agenda Committee of the Faculty Senate and to be distributed in early fall to the new Graduate Council. The annual report will include a report to the Faculty Senate on enrollments, both actual and targeted. Annual reports will provide a permanent record of the business of the Graduate Council. These

records will be housed in the Office of the Faculty Senate and in the Office of the Provost.

III. Process for Approving New Graduate Programs

A. Process

Documents describing the approval process for new programs shall incorporate sections III. B, III C., and III.D. of the Graduate Council Bylaws. The process for proposing and approving new graduate programs at Northeastern University is outlined in the New Degree Program Proposal Guidelines document, which is available under University Policies on the website of the Office of the Provost. Permission to proceed with a new graduate program proposal must first be granted by the relevant College Dean and secondly by the Provost. After these two approvals have been granted, preparation of a full proposal for a new graduate program may commence.

B. Program, Departmental, and School Approvals

The approval process at these levels is specific to the unit, but must include a positive vote of the faculty at one or more of these levels in order for the proposal to be forwarded to the college level. The department chair and the graduate coordinator (if one exists) represent the program on behalf of the unit(s).

C. College Approval of Final Program Proposal

College approval of the final proposal to establish a new graduate program is required using a college *faculty-approved* process. In the case of interdisciplinary programs, please see section V. During the regular academic year, approval or denial of a proposal, with a brief justification, should be issued within thirty business days of submission of the proposal to the appropriate college body(ies).

The College Dean or Graduate Associate Dean is responsible for transmitting the college-approved proposal to the Provost's Office.

In the College of Professional Studies (CPS), new programs are approved by the CPS Lifelong Learning Council and then sent to the Graduate Council.

D. University Approval Process

The College approved proposal is reviewed by the Graduate Council and the Provost's Office and is then forwarded to the Faculty Senate with a recommendation.

At each stage the record of the actions at all previous stages, including the votes, shall accompany the proposal. It is the responsibility of the Associate Dean for Graduate Education to monitor the progress of the proposal.

Before the proposal is sent to the Senate, the chair of the Graduate Council will consult with the Provost and relevant Dean(s) regarding the proposal and finalize any remaining details. This review should take place within 10 days of the proposal having been reviewed by the Graduate Council. If the Provost approves the program proposal in its final form it is forwarded to the Faculty Senate for review and recommendation.

Once the new program proposal is reviewed by the Faculty Senate, it is forwarded to the University President for consideration and, ultimately, to the Board of Trustees.

A negative decision at any stage of review will stop the program proposal from further consideration.

IV. General Regulations and Requirements for Graduate Programs

Northeastern University offers a variety of graduate degree and non-degree programs. The regulations that apply to all graduate degrees are contained in parts A and B of this section. General regulations and requirements specific to the different types of graduate programs are found in this section. Regulations and requirements specific to each program are found in the college-based graduate offices and the University Graduate Catalog and may be more stringent than the regulations and requirements found herein. If programmatic policies differ from those in the Graduate Council bylaws, they must be made available, in writing, to students in the program.

A. Guidelines for Degree Designations for Graduate Programs

These are intended as guidelines. Degree designations should follow field-specific standards. Any deviation from these guidelines should be justified in the program proposal.

1. Degree Designation for Master's Programs

There are several possible choices for the name of a master's program:

Master of Arts, Master of Science, Masters of Professional Studies, Masters of Arts in Teaching, Masters of Education, the Professional Master of....

Either of the first two degrees may or may not be designated: e.g. Master of Science in Chemical Engineering. The names(s) should follow established practice in the academic and professional area to be served, including consideration for accreditation and credentialing. Subject at all instances to this overriding consideration, the following guidelines are offered to govern those situations where practice and precedent are not definitive.

2. Selection of Name

If the degree program is practice oriented, either with no explicit scientific methodology, or with a method that is derived from practice rather than taught as preparation for practice and focuses upon a particular professional area, then the degree should be named as a Professional Master of... This type of program is similar in all other respects to an MA or MS except for the professional orientation noted above: e.g., Master of Music, Master of Business Administration.

If the degree program is in the social sciences and requires a scientific methodology, where this qualification is taken to mean the knowledge and rigorous application of the principles of orderly investigation to the phenomena of nature and human experience, then the name of the degree program should be Master of Science or Master of Arts, depending on the norms in the discipline.

If the degree program is in the sciences, then the name of the degree programs should be Master of Science. If the degree program is in the humanities then the name of the degree program should be Master of Arts.

3. **Designated versus Undesignated Master's Degree Programs**
If the program is primarily research oriented, then the name of the degree program should be without designation. However, if the research orientation has a strong applied focus and an associated scientific methodology, then the degree program may be with designation. The designation versus undesignated decision is to be guided very strongly by consideration of tradition, accepted practice, professional recognition and accepted practice for determining credentials.
4. **Degree Designation for Research Doctoral Programs**
The Graduate Council sets forth the criteria a program must meet to qualify as a doctoral program. These guidelines address the choice between names for a research doctoral program. Broadly, the choice is between the Doctor of Philosophy (Ph.D.) and more specified doctoral degrees: e.g. Doctor of Science (Sc.D.) or Doctor of Education (Ed.D.).

As with the decision regarding designated versus undesignated master's degrees, tradition, accepted practice and professional recognition and credentialing must be strong considerations in the choice. To offer a Ph.D. degree, a program must be primarily oriented toward research. If there is a strong practice orientation, the program should be given a specified doctoral title.

5. **Degree Designation for Non-Research Doctoral Programs**
Doctoral Programs which are practice or clinically oriented and do not require a dissertation are considered clinical doctoral programs and should be so designated. While fully recognized at commencement, graduates of these programs are not individually hooded at the University Commencement Ceremony. Examples of these degrees include, but are not limited to: Doctor of Audiology (Au.D.), Doctor of Physical Therapy (DPT), Doctor of Nursing Practice (DNP), and Doctor of Pharmacy (Pharm.D.).

B. Regulations applying to all Degree Programs

A copy of each graduate degree program as approved by the Board of Trustees and as officially amended is on file in the Office of the Provost. This record contains the goals of all requirements for the program. All descriptions of the program in the University, college and department publications must conform to this officially approved record. Descriptions of PlusOne programs are also on file in the Provost's Office. Standards of admission are specific to certificate and degree programs and are found in the Graduate Catalog (<http://www.northeastern.edu/registrar/catsugd.html#gr>).

1. Admission Requirements

Prior to beginning a graduate program, students must meet one of the following conditions:

- a) Have received a bachelor's degree or equivalent from an accredited college or university
- b) Have received a master's degree or equivalent degree from an accredited college or university
- c) Have received a first professional or equivalent degree from an accredited college or university
- d) Have been accepted into an approved bachelors-to-graduate-degree program

2. Registration

Northeastern University has a policy of continuous registration while enrolled full time in a graduate degree program.

All students must register for coursework, research, thesis, dissertation or continuation courses for each semester in order to be in good standing in the program. Registration is continuous with the exception of summer. A student must be registered in summer only if s/he will be graduating in the summer or holds an award that requires registration. Students must be registered during the semester in which they complete all requirements for their degree.

When circumstances warrant, e.g., medical exigency, a student may seek a leave of absence.

The graduate student Parental Leave policy is available in the University Policies section of the University Graduate Catalog.

3. Transfer Credit

A maximum of nine semester hours of credit (or 12 quarter hours) 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 baccalaureate or advanced degree or certificate at another institution.

Transfer credits must be no more than five academic years old at the time the student is admitted to graduate study. Courses older than five years will be accepted only in rare circumstances.

Grades earned in transferred credits are not counted as part of the overall grade point average earned at Northeastern.

Transfer credits will only be accepted at the discretion of the academic department and the College's graduate office.

4. Minimum Cumulative Quality Point Average

Grades submitted to satisfy, in whole or in part, the requirements for any graduate degree or certificate of advanced study must yield a cumulative grade point average of 3.000 or higher. This requirement may be supplemented by additional restrictions established by the graduate program or the college's Graduate Office such as, but not limited to, the maximum number of individual courses with grades below 3.000 that may be obtained without being required to withdraw or a minimum grade point average in each semester.

Students falling below 3.000 will be placed on academic probation and if the student remains on academic probation for 2 semesters, s/he may be terminated from the graduate program.

Not more than two courses or six semester hours of credit, whichever is greater, may be repeated to satisfy the requirements for the degree. The last grade earned in each of these repeated courses will be counted in the calculation of the cumulative graduate point average.

Any incomplete grades must be made up within one calendar year from the semester in which the student took the class that resulted in the incomplete course grade.

Matters regarding course grading and academic disputes are covered under the academic appeals process as outlined in the Graduate Student Handbook.

5. Uniform Credit System

One semester hour of academic credit consists of three hours of work per week throughout the semester, usually one-third in class and two-thirds in preparation. When students are registered for thesis credits, directed study or internship, the appropriate number of semester hours will be determined using the same method. Programs may vary the ratio of class time to preparation time depending on the learning outcomes and accreditation standards appropriate in their field(s).

A quarter hour is evaluated as three-quarters of a semester hour.

When students are registered for thesis credits, directed study, or internship, the appropriate number of semester hours will be determined using the same method.

6. Full-time Status¹

A graduate student is considered a full-time student if enrolled in a minimum of eight semester hours of credit for the semester with the following considerations:

- Students who hold Stipended Graduate Assistantships will be considered full-time if enrolled for a minimum of six semester hours of credit.
- Students for whom English is a second language, at the discretion of their departments, will be considered full-time if they are enrolled in a minimum of eight semester hours or three courses, whichever is less.
- Students holding Dean's scholarships, Diversity fellowships, Double Husky awards or being supported by Graduate Student Scholarships (GSSs) will be considered full-time if they are enrolled in a minimum of eight semester hours or three courses, whichever is less.
- Students enrolled in Dissertation or Continuation are considered full-time.
- Students who are engaged in a practicum experience as part of their degree requirements may be considered full-time at the discretion of their academic departments or program.

Full-time master's students may maintain their full-time status by registering for fewer than eight semester hours or three courses only in their final semester. This is the semester in which they are completing the degree credits required by their master's program.

Students enrolled in graduate programs at Northeastern University and holding a foreign student visa must consult the office of International Students and Scholars on all matters regarding the maintenance of full-time status.

7. Special Student Status

Those students who are not pursuing a specific degree program are classified as Special Students. Special Students must satisfy the requirements for admission and

¹ Full-time status may be defined differently for federal loan purposes.

perform at a satisfactory level in coursework in order to continue as Special Students. Performance of a Special Student in graduate courses should average at least 3.000 in order for the student to be allowed to register for any subsequent classes. The number of credits which may be earned by a student enrolled as a Special Student is at the discretion of each Graduate Office. However, only a maximum of 12 graduate semester hours may be applied to a graduate program. Students interested in pursuing a degree program must make a formal application to the degree program. Special Students who do not register for four consecutive semesters, excluding summer semester, will be subject to review and possible withdrawal.

Special Students are not eligible for Northeastern financial aid awards or federal financial aid.

8. Provisional Student Status

Provisional Students are students whose academic records do not qualify them for acceptance as regular students. Provisional Students must obtain a 3.000 grade point average in the first nine semester hours of graduate courses in order to continue in the graduate program or meet specifically delineated departmental requirements to qualify for full acceptance to a degree program. Students may not earn more than nine semester hours while enrolled in Provisional Status. After the completion of nine semester hours, students must either satisfy regular admission standards or be denied further registration in the graduate program.

Provisional Students are not eligible for Northeastern financial aid awards or federal financial aid.

International students cannot be admitted provisionally.

9. Undergraduate Credit for Graduate Courses

Undergraduate students who are juniors or seniors may enroll in graduate courses for credit toward their undergraduate degrees if they meet all prerequisites as determined by the Graduate Director and they receive permission from the instructor of the course and from the student's undergraduate academic advisor.

10. Inter- and Intra-college Graduate Courses

In colleges that have a graduate school, units within the college that do not offer graduate degree programs may offer a maximum of two courses per year if the courses are approved within a unit or units offering a graduate degree program. These courses will be subject to the same review process as other graduate courses.

11. University-mandated Training

All students must fulfill all University-mandated ethics and safety training.

C. Regulations applying only to Doctor of Philosophy (PhD) programs

1. Committee in Charge of the Graduate Student's Degree Program

The committee in charge of the graduate student's degree program is that body charged with overseeing all academic and administrative matters relating to the program. This committee will be a departmental or, in the case of colleges without departments, a college committee.

2. PhD Dissertation Committees

No dissertation committee shall have fewer than three faculty members, two of whom shall be from Northeastern University. The chair of the dissertation committee will be a full-time tenured or tenure-track member of the faculty of Northeastern University and will hold an appropriate doctorate. A research faculty member may chair a dissertation committee if he or she holds an appropriate doctorate and has received the approval to do so from the tenured and tenure-track faculty members of the unit(s) in which his or her appointment resides.

If a student's major advisor leaves Northeastern, that person may continue the research direction of the dissertation or thesis. However, a co-advisor must be appointed from the academic department or program. The student will then have two advisors, one an official member of the Northeastern faculty who will be available for research and administrative matters and the ex-Northeastern advisor. If a new major advisor is appointed, the ex-Northeastern faculty member may serve as an outside member of the committee.

The PhD committee should be appointed early enough to advise in the formulation of the student's program and in refining the research topic for the dissertation. Within the constraints of the above criteria, the PhD program faculty will determine the process by which dissertation committees are established. The final list of dissertation committee members shall be reported to the Associate Dean for Graduate Education.

Each PhD student shall have an annual review of his/her progress toward the degree. A copy of the review shall be submitted to the student.

After reaching candidacy, students must register for Dissertation for a minimum of two semesters in order to fulfill their formal residency requirement. Continuation status enrollment is for students who are post-candidacy, have completed all coursework, and are actively engaged in completing a thesis or dissertation.

D. General Regulations and Requirements for Non-Degree Certificate Programs

1. Certificates that appear on the transcript

a. Definition

A non-degree certificate program is a program of study requiring at least four graduate courses or 12 semester hours of graduate credit, but no more than 30 semester hours of graduate credit. In CPS the number of credits for a certificate varies from 16 quarter hours to 30 quarter hours. Successful completion of such a certificate program will be recorded on the student's transcript. Appropriate graduate credits taken as part of a non-degree certificate program may be counted towards a regular graduate degree, at the discretion of the committee in charge of the graduate program.

b. Admission

All students admitted to a certificate program must satisfy the general requirements for admission as a graduate student and the requirements for the specific certificate program.

c. Procedures for the Approval of New Certificate Programs

New certificate programs are developed following the procedure outlined in the Guidelines for New Degree Programs found in the Office of the Provost website

at

http://www.northeastern.edu/provost/policies/documents/New_Program_Proposal_Guidelines.pdf

If the certificate program is identified as a component of an existing master's degree, following discussion and approval by the Graduate Council, additional approval by the Faculty Senate and Board of Trustees is not required. The Provost will notify the Faculty Senate, President and Board of Trustees of the decision. Certificate programs that are comprised substantially of new courses follow the full approval process.

d. **Procedures for Certificate Program Review**

Certificate programs will be reviewed in the context of departmental reviews. Information about these reviews can be found in the Office of the Provost website at

http://www.northeastern.edu/provost/policies/documents/Dept_Review_Guidelines.pdf

e. **General Regulations**

Except as indicated herein, certificate programs shall be subject to the same regulations and procedures as Master's Degree program.

2. Course Programs that do not appear on the transcript

Colleges offering graduate programs may choose to recognize the completion of sequences of courses requiring fewer courses than a certificate program. No such recognition shall be placed on the student's transcript. Such a non-transcript program shall not involve more than four graduate courses or 12 semester hours of graduate credit. The requirements of any such non-transcript program will be forwarded to the Vice Provost for Graduate Education for record-keeping purposes.

E. General Regulations and Requirements for the Master's Degree

1. Admission

All students admitted to a master's program must satisfy the general requirements for admission as a graduate student and the requirements for the specific master's program.

2. Academic Classifications

Those students who have a bachelor's degree from an accredited college or university and satisfy the admissions requirements of the appropriate graduate school are classified as regular students. Domestic students whose records are not of acceptable quality may be accepted as provisional students. International students cannot be accepted provisionally. Provisional students must obtain a 3.000 grade point average in the first nine semester hours or otherwise fulfill the delineated departmental requirements to continue in the graduate program; they then become regular students. Any student whose record is not satisfactory may be dropped by action of the committee in charge of the degree program.

3. Course Requirements

A candidate for the Master's Degree must satisfactorily complete an approved program conforming to the requirements of the graduate school and department or program in which the candidate is registered.

The requirements for the master's degree are a minimum of 30 semester hours beyond the bachelor's degree except in the College of Professional Studies in which

45 quarter hours of graduate work are required. There may also be other study required by the graduate school and department or program concerned. Students enrolled in a Plus One program will be allowed to double-count prescribed graduate courses as part of their undergraduate degree.

Lower division undergraduate coursework will not be accepted to meet the minimum of post-baccalaureate semester or quarter hours required for the master's degree. No more than four upper level undergraduate semester hours can be used to meet the minimum 30 graduate semester hour requirement and then only after approval by the local unit and the Associate Dean for Graduate Education.

4. Language Requirement

The committee in charge of the degree program may establish a language requirement.

5. Comprehensive Examination

At the discretion of the committee in charge of the degree program, final written or oral comprehensive examination(s) may be required. Such examinations will be given at least two weeks before the commencement at which the degree is to be awarded.

6. Thesis

If a thesis is required in partial fulfillment of degree requirements, it must show independent work based, in part, on original material and must meet the approval of the student's thesis committee. The committee in charge of the degree program is responsible for providing instructions concerning preparation of the thesis.

The student must submit the thesis to ProQuest in sufficient time to allow for acceptance before the commencement clearance deadline. Information on archiving a thesis with ProQuest is available in the program-relevant Graduate office.

7. Time Limit

Course credits earned in the program of graduate study, or accepted by transfer, are valid for a maximum of seven years unless the relevant Graduate Office grants an extension.

F. General Regulations and Requirements for the Certificate of Advanced Graduate Study

The Certificate of Advanced Graduate Study (CAGS) provides specialized study above the master's degree. It is a course of study that falls between the masters and doctoral degree and culminates in a graduate certificate.

1. Admission

An applicant for the Certificate of Advanced Graduate Study must hold a Master's Degree in a related field from an accredited institution and must complete the admission procedure described in the material of the graduate schools. All students admitted to a CAGS program must satisfy the general requirements for admission as a graduate student and the requirements for the specific CAGS program.

2. Academic Classifications and Degree Candidacy

Students admitted to a Certificate of Advanced Graduate Study program will be designated as candidates for the Certificate of Advanced Graduate Study.

3. Course Requirements

A candidate for the Certificate of Advanced Graduate Study must satisfactorily complete an approved program conforming to the requirements of the graduate school and department or program in which the candidate is registered. The candidate must complete a minimum of twenty-four (24) semester hours or, in the case of the College of Professional Studies, thirty-two (32) quarter hours of credit beyond the Master's degree.

4. Time Limitation

Course credits earned in the program of graduate study, or accepted by transfer, are valid for a maximum of seven years unless the relevant Graduate Office grants an extension.

G. General Regulations and Requirements for the Research Doctorate (Ph.D. and Ed.D.)

The formal requirements for the PhD degree are the following: completion of the coursework mandated by the individual degree program, fulfillment of the residency requirement, formal training in the Responsible Conduct of Research (<http://ori.hhs.gov/documents/rcrintro.pdf>) for students as appropriate, a comprehensive examination or equivalent if required by the degree program, continuous registration, a final examination conducted by the student's PhD committee and submission of a dissertation to the relevant Graduate Office and to ProQuest for archiving. The dissertation must be based on original and independent research.

1. Admission

All students admitted to a doctor of philosophy program must satisfy the general requirements for admission as a graduate student and the requirements for the specific PhD program.

2. Academic Classification and Degree Candidacy

- a) Doctoral Student: Students in this classification have been admitted to a doctoral program.
- b) Doctoral Candidate: Every degree program shall have a policy defining candidacy. Students in this classification will have completed all departmental, college and university requirements except for the dissertation. These requirements vary by program but minimally include completion of approximately 30 semester hours of acceptable graduate work beyond the bachelor's degree or possession of a previously earned master's degree that is acceptable to the department and certification by the Graduate Office. The requirements frequently include a comprehensive examination or a proposal defense.

3. Residence

Every degree program shall have a policy defining residency for candidate for doctoral degrees. The committee in charge of the degree program defines residency and specifies the method by which any residence requirement is satisfied.

4. Course Requirements

The program committee in charge of the degree program specifies the doctoral course requirements.

5. Language Requirements

The committee in charge of the degree program establishes the nature of the language requirement, if any.

6. Responsible Conduct of Research

By the end of their third year, all doctoral students for whom the Responsible Conduct of Research training is required must have completed this training. Training sessions are highly recommended for all doctoral students. The Office of the Vice-Provost for Research is responsible for ensuring that appropriate training is available for doctoral students.

7. Qualifying Examination(s)

In departments that require qualifying examinations, students must be notified in writing of the nature and regulations governing these examinations and of how their performance on the examinations will affect their normal progress towards the degree. The Graduate Office should be made aware of the department regulations concerning such examinations.

8. Comprehensive Examination(s)

Degree programs may require a comprehensive examination as the final step before becoming a PhD candidate. The purpose of this examination(s) is to test the knowledge and skills of the student in a particular area and his/her knowledge of recent research developments in the field. The PhD program faculty will determine the process by which comprehensive examination committees are established.

9. Dissertation

Candidates for the degree of Doctor of Philosophy must complete a dissertation that embodies the results of extended research and makes an original contribution to the field. This work should give evidence of the candidate's ability to carry out independent investigation and to interpret in a logical manner the results of the research. The committee in charge of the degree program establishes the method of approval of the dissertation.

Candidates for the degree of Doctor of Education must complete a dissertation that embodies the results of extended, creative and independent research and proper evaluation and interpretation of the results. The committee in charge of the degree program establishes the method of approval of the dissertation.

10. Final Oral Examination and Submission of Dissertation

The final oral examination will be carried out after the completion of all other requirements of the degree. The final oral examination will be on the subject matter of the doctoral dissertation and significant developments in the field of the dissertation. Other fields may be included if recommended by the examining committee. This examination must be held at least two weeks before the commencement at which the degree is to be awarded.

The student must submit the thesis to ProQuest in sufficient time to allow for acceptance before the commencement clearance deadline. Information on archiving a thesis with ProQuest is available in the program-relevant Graduate office.

11. Time Limitation

After the establishing of degree candidacy, a maximum of five years will be allowed for the completion of the degree requirements. Under extenuating circumstances, a student may request an extension of this time frame.

V. General Regulations and Requirements for Interdisciplinary Graduate Degrees

Northeastern University offers individually designed and ongoing interdisciplinary graduate programs. The individually designed program is for the student who wishes to pursue graduate studies in an area that substantially overlaps two or more units. In such cases, that student may design, in consultation with his or her faculty advisor(s), an interdisciplinary program. The program will correspond in scope and depth to Northeastern's established degree standards, but need not agree exactly with the regulations of individual units. There are also on-going programs for students who wish to pursue graduate studies in areas in which two or more units have jointly established a graduate program. As with individually designed programs, on-going programs correspond in scope and depth to Northeastern's established degree standards, but do not agree exactly with the regulations of individual units.

The general regulations and requirements for graduate programs (Sections IV. A. – F.) apply to interdisciplinary programs. Additional regulations and requirements are stated below.

A. University-approved Interdisciplinary Programs

On-going interdisciplinary programs are University-approved programs in areas of study that combine study in two or more units.

Each interdisciplinary graduate program shall be managed as established in the approved design of the program. All interdisciplinary programs, both masters and Ph.D., shall identify a committee with representation from all of the units involved to oversee the administration of the program in accordance with the guidelines established in Section IV. A. -G. All administrative details, including but not limited to, admission, probation notification and graduation clearance, shall be carried out by the registration unit. Curriculum design and any subsequent modifications to a program shall be approved by the established procedures within all of the units involved.

B. Individually-designed Interdisciplinary Programs

In order to pursue an individually-designed, interdisciplinary graduate program, a student must have been accepted into an approved graduate program which will serve as the registration unit for the interdisciplinary program.

Successful application for admission to an individually-designed interdisciplinary program consists of a carefully thought-out, written proposal describing the areas of proposed study and research. Part of this proposal will be a list of courses to be taken; a description of the qualifying and comprehensive examination process to be used, if any; a timeline; and any other requirements of the program. This proposal must be designed and prepared in consultation with a terminally prepared faculty member at Northeastern University. In the case of an interdisciplinary Ph.D. proposal, this faculty member must meet the qualifications defined in Section IV.C.2. At least two units must be participating in order for the proposal to be deemed interdisciplinary. The proposal

must correspond in scope and depth to Northeastern's established degree standards. All of the units and the Associate Dean(s) for Graduate Education of the participating college(s) must approve the proposal. Approval of the proposal indicates that appropriate curricular and other academic norms for the specified degree are satisfied. A proposal for a Ph.D. must define an area of study in which original and independent research can take place.

Admission of the student to the interdisciplinary program of study requires favorable recommendation by all units involved, including the registration unit. It also requires the commitment by a faculty member at Northeastern University to be the advisor of the student and Chair of the interdisciplinary committee for the student. In the case of an interdisciplinary Ph.D. program, this faculty member must meet the qualifications defined in Section IV.C.2. This faculty member may or may not be a member of the registration unit. The committee must be assembled within the first semester of the program and must include faculty members from all of the participating units. At least two units must be represented on the committee.

This committee will be responsible for overseeing the completion of the degree requirements. It will also be responsible for the administrative elements of the program, such as the monitoring of satisfactory progress; the design and grading of the preliminary and comprehensive exams, if applicable; graduation clearance; etc. This interdisciplinary committee is also responsible for an annual review of the progress of the student and for reporting this progress to the registration unit on an annual basis.

VI. Procedures for Program Suspension, Reinstatement and Elimination

A. Definition of Suspension

The purpose of suspension is to allow a unit to remedy problems within a program or to consider the program for elimination at a later date. If a program is in suspension, it means that the unit may no longer recruit or accept students into that specific program. Suspending admissions to a program and suspending a program are identical actions. Students already in the program must be allowed to complete the program within a reasonable period of time and the unit must make provisions to educate the students in a manner consistent with the curriculum in effect when the students entered the program.

B. Procedure for Suspension and Reinstatement of a Program

A proposal to suspend a program may be initiated by the faculty of the department in which the program resides, by the Dean of the parent College, or by the Provost. If the faculty of the department or unit initiates the suspension, the faculty of the College in which the program resides as well as the faculty of the unit that houses the program must vote to approve the suspension. The Provost and the Chair of the Graduate Council must be notified in writing with reasons for the suspension. The reasons for the suspension must accompany the form.

A program that has been placed on suspension may be proposed for reinstatement. Reinstatement shall be proposed by the unit – department, Dean or Provost – who proposed the suspension of the program. The faculty of the department or unit and the faculty of the College within which the program resides must vote to approve the

reinstatement. The Provost and Chair of the Graduate Council must be notified in writing of the reinstatement and of the reasons for it.

A program may also be proposed for suspension or reinstatement by the Provost, the Dean of the College in which the program resides, or the faculty of the unit in which the program resides. A procedure analogous to the procedure for elimination, found in Section VI.C. below, shall be followed except that in this case, action by the Faculty Senate is final. No action by the President or Board of Trustees is needed. The recommendation for reinstatement must demonstrate that the conditions set in the original recommendation for suspension have been satisfied. In this case, the reinstatement must be voted on by the same bodies that voted on the suspension.

A program that has been suspended for five years shall be considered for elimination using the procedure described in Section VI.C below.

C. Procedure for Elimination of a Program

A program may be recommended for elimination by vote of the faculty of the unit/department offering the program. It may also be recommended for elimination by the Dean of the College in which the program resides or by the Provost. The recommendations should follow the guidelines listed below.

1. The proposal shall be considered and voted upon by the faculty of the department/unit in which the program resides.
2. The proposal shall be considered and voted upon by the faculty of the College in which it resides.
3. The proposal shall be transmitted to the Graduate Council, which may choose to study the request or appoint an *ad hoc* committee to do so. If an *ad hoc* committee is established it will convey its recommendation to the Graduate Council.
4. The Graduate Council will convey the proposal and their recommendation to the Faculty Senate, which shall consider it and vote upon it. If the Senate does not approve the proposal, it shall not go forward.
5. If the Senate approves the proposal, it shall be transmitted to the Provost. If the provost approves the proposal it shall be reported to the Board of Trustees.
6. At each stage the record of the actions at all previous stages, including the votes, shall accompany the proposal. It is the responsibility of the Associate Dean for Graduate Education to monitor the progress of the proposal.

D. Guidelines for Elimination or Suspension of a Program

A recommendation for elimination or suspension of a program should include the information listed below:

1. The reasons for the specific request, accompanied by data, as relevant.
2. A statement on how students currently in the program will be allowed to complete their program of study.
3. Discussion of any other possible impacts suspension or elimination of the program may have such as how faculty in the program will be affected and how cancellation of courses taken by students outside the program may be affected.
4. In the case of suspension, a statement of conditions necessary for reinstatement.