Northeastern University is an equal opportunity/affirmative action Title IX education institution and employer.

Tuition rates, all fees, rules and regulations, courses, and course content are subject to revision by the President and the Board of Trustees at any time.

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc.

July 2013

Material subject to revision.

The general regulations that follow are the minimal requirements of the Northeastern University Graduate Programs in the College of Arts, Media and Design. The student is advised to consult the appropriate department for a statement of additional requirements in specific programs.
College of Arts, Media and Design

Graduate Programs

Our Vision
The College of Arts, Media and Design explores the spaces between our disciplines. Building on existing knowledge, we frame, research, and answer transformative questions. Our work together challenges, engages, and shapes global cultures and marketplaces.

Our Mission
We create a distinctive experiential education by leveraging emergent practices and scholarship in the arts, media, and design. Our unique combination of disciplines empowers innovative thinking and making. Our students become informed citizens and creative leaders with an enlightened entrepreneurial spirit.

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Welcome to graduate studies at Northeastern University’s College of Arts, Media and Design (CAMD). This is an exciting time to pursue advanced education and scholarship in creative fields. Never have the arts and culture been so clearly essential to our social, economic, and environmental future. From artist outreach in underserved communities to “serious” game design for health and security; from green building innovation to sustainable urban design; from international entertainment and media to provocative performances in “found spaces”; from incisive data visualization that changes how we view the world to cutting edge journalism - our faculty and students are involved in a wealth of academic experiences, creative enterprises, and professional endeavors.

At CAMD, we take our mission and vision very seriously. We deliver an outstanding graduate education in traditional areas while exploring new approaches to this generation’s transformative questions. The “space between our disciplines” is intellectually rich, educationally vibrant, and professionally productive. Our interdisciplinary degree options provide a strong foundation of use-inspired, experientially informed coursework and research opportunities. Our programs produce graduates equipped to engage the international marketplace and shape global culture.

Take a moment to introduce yourself to the faculty and Graduate Coordinators in your field of interest. Become familiar with the many events offered across CAMD and the campus. Stop by CAMD’s graduate programs website often (www.northeastern.edu/camd/academics/graduate/), where you’ll find current news and links to services such as the registrar’s office. Familiarize yourself with the university’s graduate school website, and explore the numerous links to graduate resources, policies, and organizations: www.northeastern.edu/graduate/current_students/.

We look forward to getting to know you, and to incorporating your individual education and career interests into the graduate community of CAMD.

Sincerely,

Jane Amidon
Associate Dean for Graduate Programs and Research
Five units in the Colleges of Arts, Media and Design offer programs at the graduate level: Architecture, Art + Design, Game Design, Journalism, and Music.

The degrees include:

- Master of Architecture
- Master of Arts in Journalism
- Master of Design for Sustainable Urban Environments
- Master of Fine Arts – Studio Art, Inter-Arts, and Information Design & Visualization
- Master of Science in Game Science and Design
- Master of Science in Music Industry Leadership
Application

The application, application fee, personal statement, unofficial transcripts, and letters of recommendation may be submitted online through www.northeastern.edu/camd/graduate. Completed applications must be submitted by the posted deadlines.

GRE
Most departments require that scores for the GRE General Test be submitted; some departments require scores for the GRE Subject Test. Please consult the website or appropriate department for specific information. Registration for the GRE is available on their website at www.gre.org (for registration purposes, our institution code is 3682). Please note that GRE scores are only valid for five years. Scores must be valid at the time the application is received.

Recommendation Letters
Three letters of recommendation and a personal statement are required by all departments.

Transcripts
To be considered for graduate work, an applicant must submit an unofficial transcript indicating the award of a bachelor’s degree from a recognized institution and provide evidence of being able to credibly pursue a program of graduate study in the chosen field. (Note: an official transcript will be required for final acceptance.) As a general rule, a minimum undergraduate GPA of 3.000 is considered favorable for admission.

Additional Materials
A portfolio is required by some departments. Please consult the web site of appropriate departments for specific requirements.

Though recommendations for admission to graduate programs are made by the individual programs, the final decision concerning admissions is made by CAMD Graduate Studies.

International Student Applications

Applications from international students must include all materials required of U.S. citizens, as listed previously. In addition, proof of English proficiency must be submitted at the time of application. A completed Declaration and Certification of Finances (DCF) form must be submitted at least sixteen weeks prior to enrollment. Please see the details of these requirements below.

English Proficiency

Evidence of English proficiency may consist of either satisfactory results of the Test of English as a Foreign Language (TOEFL), satisfactory results of the International English Language Testing System (IELTS) exam, or proof of a baccalaureate or master’s degree from a college or university in which English is the only language of instruction.

For acceptance into a graduate program and for consideration for a teaching assistantship, the minimum TOEFL score is 100 (Internet-based test) or 250 (computer based test). The minimum IELTS score is 7.0.

Applications for TOEFL may be obtained on their website at: www.toefl.org. Applications for IELTS may be obtained on their website at: www.ielts.org.
be valid at the time the application is received.

In addition to submitting TOEFL or IELTS scores, conditionally admitted students must be evaluated by the English Language Center prior to registration. Students who do not demonstrate adequate English proficiency will be required to enroll in the English Language Center Intensive Language Course for at least one semester before enrolling in a full academic program. Such students may be permitted, with approval of the director of the English Language Center and the graduate coordinator, to enroll in academic coursework at the same time that they participate in Intensive English.

Certification of Finances

A completed Declaration and Certification of Finances (DCF) form must be submitted at least sixteen weeks before enrollment. Students cannot receive visa application forms—required to register for courses—unless they file the DCF form, which indicates they will have financial support to cover all educational and living expenses. Please visit www.northeastern.edu/issi to download the DCF form.

International applicants already in the United States must also submit copies of a current SEVIS I-20 or DS-2019 form, current visa, I-94 card (front and back), the first page of a valid foreign passport, and an ISSI Transfer-In Form 121. If you do not require a DS-2019 or I-20, please complete the Data Form available at: www.northeastern.edu/issi.

Application Deadlines

All application materials must be received by the stated deadlines. Please note that some programs only accept students for the fall semester.

Fall Application Deadlines

January 15th
Master of Fine Arts (SMFA program only) and March 3rd applicants

Note: NU MFA applicants follow Master’s program deadlines below:

February 1st
Masters applicants – priority deadline

May 1st
Masters applicants (international) – rolling admissions up to this date

August 1st
Masters applicants (non-international) – rolling admissions up to this date

Spring Application Deadlines

October 1st
Masters applicants (international) – Rolling admissions up to the date

December 1st
Masters applicants (non-international) – Rolling admissions up to this date

December 15th
Special students applicants (non- international only)
Student Classification

Regular Student
Those students who are admitted to a degree program.

Conditional Student
Students whose admissions files are missing documentation. Conditional students must submit the requested documentation, to the satisfaction of CAMD Graduate Studies, no later than the completion of their first month of study. Once the documentation has been submitted, the student's status will be re-evaluated.

Provisional Student
Students whose academic records do not qualify them for acceptance as regular students. Provisional students must obtain a B (3.000) average in the first nine semester hours of study or meet specifically delineated departmental requirements to qualify for full acceptance to a degree program. Provisional students are not eligible for awards or financial aid.

Special Student
Special students are enrolled on a part-time basis (no more than 6 semester hours per semester). Credit can be earned for a maximum of twelve semester hours over time. Students interested in taking more than twelve semester hours must make a formal application to the degree program. Please use the Internal Admission Application Notification form available through www.northeastern.edu/camd/graduate. Special students who do not register for four consecutive semesters (excluding summer semester) will be subject to review and possible withdrawal by CAMD Graduate Studies.

Student Status

For academic purposes, 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 exceptions:

Students for whom English is a second language, at the discretion of their department, will be considered full-time if they are enrolled in a minimum of three courses or are carrying eight semester hours of credit.

All graduate students who are formally registered in a continuation status, Master's Research or Master's Continuation, may be considered full-time at the discretion of their department. It is ordinarily assumed that such students will be in residence.

NOTE: To be eligible for some types of financial aid, the minimum full-time load may be defined differently. For more information, contact:

Graduate Student
Financial Services Office
354 Richards Hall
Northeastern University
Boston, MA 02115

617.373.5899
www.northeastern.edu/financialaid
Grading System

The student’s performance in graduate courses will be graded according to the following numerical equivalents:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000 3.667</td>
<td>These grades are given to those students whose performance in a course has been of the highest caliber.</td>
</tr>
<tr>
<td>A–</td>
<td>3.333 3.000</td>
<td>These grades are given to students whose performance in a graduate level course is satisfactory.</td>
</tr>
<tr>
<td>B+</td>
<td>3.000 2.667</td>
<td>These grades are given to students whose performance in a course is below expectations for graduate level work.</td>
</tr>
<tr>
<td>B</td>
<td>2.333 2.000</td>
<td>This grade indicates failure of the course and</td>
</tr>
<tr>
<td>B–</td>
<td>2.000 1.667</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>1.667 1.333</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>1.333 1.000</td>
<td></td>
</tr>
<tr>
<td>C–</td>
<td>1.000 0.000</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>I*</td>
<td></td>
<td>Incomplete without quality designation. This grade may be given to those students who fail to complete the work of the course, but it is only given after discussion with the professor. Note: An Incomplete Grade Contract must be filed with CAMD Graduate Studies at the time the “I” grade is issued. Failing to do so may result in financial aid implications.</td>
</tr>
<tr>
<td>IP</td>
<td></td>
<td>In progress, course extends over one semester.</td>
</tr>
<tr>
<td>L**</td>
<td></td>
<td>Audit without credit.</td>
</tr>
<tr>
<td>NE</td>
<td></td>
<td>Not enrolled. Note: Tuition charges are affiliated with a grade of NE</td>
</tr>
<tr>
<td>S***</td>
<td></td>
<td>Satisfactory without quality designation.</td>
</tr>
<tr>
<td>U***</td>
<td></td>
<td>Unsatisfactory without quality designation.</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal. Note: Tuition charges are affiliated with a grade of W based on the schedule noted on <a href="http://www.registrar.neu.edu/billing.html">www.registrar.neu.edu/billing.html</a></td>
</tr>
</tbody>
</table>

Note: Individual faculty members may choose not to use the plus and minus designations. If they elect to use non qualified (+/-) letter grades, they must announce this policy to the class at the beginning of the semester.

The following letter designations also are used:
Grading Policies

No more than two courses or six semester hours of credit, whichever is greater, may be repeated to satisfy the requirements for the degree. Only such repeats will be counted in calculating the cumulative grade point average.

Grade changes are not permitted after the end of the final examination period one calendar year from the semester in which the student registered for the course. In calculating the overall cumulative average, all graduate-level coursework completed at the time of clearance for graduation will be counted. Coursework used previously toward a degree may not be counted again.

Class Credits

All credits are entered as semester hours.

*The “I” grade will be changed to a letter grade when the deficiency that led to the “I” is met to the satisfaction of, and in the manner prescribed by, the instructor of the course. The period for clearing an incomplete grade will be restricted to one calendar year from the date of its first being recorded on the student's permanent record.

**Students who wish to formally audit a course must indicate this to the instructor. No credit will be given for auditing a course; however, if a student registers to formally audit a course, the course will appear on the student’s transcript with zero credits. Tuition will be charged for courses in this status. Registration changes from an audit to a graded status or from a graded status to an audit may not be made after the first day of classes. Informal audits are not allowed.

***Requests for courses to be graded on an S/U basis must be agreed upon, in writing, with the instructor within the first two weeks of classes.
The Master’s Degree

Satisfactory Progress
Satisfactory progress means satisfying requirements in the CAMD Graduate Studies General Regulations and in the regulations specified in the departmental booklet.

CAMD Graduate Studies sets minimum standards for all students to fulfill. Departments and programs may have additional requirements that exceed those of the College. Students in CAMD Graduate Studies must be making satisfactory progress in their coursework, including working toward the graduation requirement of a grade-point average of 3.000 and the timely completion of coursework.

Receipt of financial support administered by CAMD Graduate Studies is contingent on satisfactory academic progress toward the degree and meeting department-specific guidelines. CAMD Graduate Studies requires that all students receiving awards will generally have two semesters to reach a 3.000 GPA. Students whose cumulative GPA is below 3.000 will be reviewed by their departments and by CAMD Graduate Studies, and may have their funding terminated on recommendation of their department or by decision of CAMD Graduate Studies in consultation with their department. Renewals of awards will depend on the student making satisfactory academic progress toward the degree (including a GPA of 3.000 or at the department’s minimum GPA if it is higher than the CAMD Graduate Studies minimum) and satisfactory performance of any duties required by the award.

Leave of Absence
Full-time students who will not be involved in any academic endeavor for a period of time are required to petition through their department to the Coordinator of Student Services for a leave of absence by completing the Request for Leave of Absence Form. CAMD Graduate Studies will not accept retroactive leave requests. Please note that if a student is requesting a leave for medical reasons, a Medical Leave of Absence Form must be completed. Students should contact University Health and Counseling Services at 617.373.2772 (www.northeastern.edu/uhcs/forms). Leaves of absence generally are not approved for more than one calendar year at a time. Further, a leave of absence is generally not appropriate for an international student on a student visa unless the student is leaving the United States. In addition, the visa status of international students may be put in jeopardy. Leaves of absence are not appropriate for master’s students who are working on a thesis but are away from the Northeastern campus. Except in the case of medical leaves, being on an approved leave of absence does not extend the amount of time allowed for (1) degree completion, or (2) the makeup of incomplete grades.

Time Limitation
For the master’s degree, course credits earned in the program of graduate study or accepted by transfer are valid for a maximum of seven years.

If students wish to apply for an extension of the time limit, they must submit a petition to their department of study. The petition must include a detailed
plan for completion of all remaining degree requirements. In the case of time limit extension requests for master’s coursework, the department must certify that the content of each of the courses has not changed since the time the student completed the course. If deemed appropriate, the department will recommend approval of the extension to CAMD Graduate Studies. The CAMD Graduate Student Services Coordinator has final approval of time limit extensions.

Changes in Requirements

The continuing development of CAMD Graduate Studies forces regular revision of curricula. When no hardship is imposed on the student because of changes and the facilities of the school permit, the student is expected to meet the most recent requirements. However, if it can be demonstrated to the CAMD Graduate Student Services Coordinator that doing so imposes a substantial hardship, the requirements of the year in which the student matriculated will be applicable.

Student Aid Awards

Only those students who are registered in degree programs are eligible for awards. Award recipients will receive an official award letter from CAMD Graduate Studies. Please pay attention to this letter as it is an official contract which should be read carefully.

In addition, in order to maintain awards, students must be making satisfactory progress toward their degrees. Please refer to page 9 of this booklet for the definition of satisfactory academic progress. Graduate Student Scholarship (GSS) recipients must be in “full-time” status and be registered for a minimum of eight semester hours.

Academic Requirements

A candidate for the master’s degree must complete a minimum of thirty semester hours of graduate-level coursework and such other study as may be required by the department in which the student is registered.

To qualify for the degree, a minimum cumulative average of 3.000, equivalent to a grade of B, must be obtained. This average will be calculated each semester according to the grading system noted on page 7 and will exclude any transfer credits or repeated courses. A student who does not make satisfactory progress toward degree requirements, as specified by the individual department, may be terminated from the program.

Thesis

Theses are required in some programs and should demonstrate the individual’s capacity to execute independent work based on original material. Registration for the Thesis is required in most programs.

Theses must be approved by the departmental graduate committee and, in cases in which a grade is required, must receive a grade of B (3.000) or better to be accepted.
Continuity of Registration

Students are expected to maintain satisfactory progress toward their intended degrees. Students who have not completed their thesis after having registered for the specified number of thesis credits must register and pay for Master’s Continuation for each subsequent semester until the thesis is approved by CAMD Graduate Studies and submitted to ProQuest. Master's Continuation will carry no credit but will be recorded on the student transcript with the appropriate grade (S or U) for each semester of registration. All students must be registered in the last semester of their program. Any student who does not attend Northeastern University for a period of one year will be required to apply for readmission.
Regulations for All Degree Programs

Registration

Students must register via the myNEU portal (myneu.neu.edu). Students must register within the dates and times listed on myNEU. Web registration is available during the first and second weeks of the semester for adding and dropping courses. Students who fail to register within this timeframe will not earn credit or a grade for the course(s) in question.

Students are encouraged to obtain adviser approval of course selections each semester. This approval is required by some departments. Students should check with individual departments for specific guidelines.

Transfer

A student may petition to transfer up to nine semester hours of his or her program using credits from another institution, provided that the credits transferred consist of a grade of B (3.000) or better in graduate-level courses, have been earned at a U.S. accredited institution, and have not been used toward any other degree.

Note: If approved by CAMD Graduate Studies, credits from Northeastern University’s College of Professional Studies (CPS) can transfer to CAMD Graduate Studies as external credits and count toward the nine semester hour of transfer credit maximum. As courses at other institutions may not parallel courses at Northeastern, the student's academic department will determine the number of semester hours the external course will be worth. This calculation may result in fewer semester hours than the course was assigned at the institution at which the student completed the course. In addition, courses accepted for transfer credit must have been completed within seven years of the date the request is made to CAMD Graduate Studies and must have been completed within the seven years prior to the awarding of the student’s degree at Northeastern. Grades are not transferred. Some departments accept fewer than nine transfer credits. Please refer to the appropriate department for specific information. Students should petition through their departments to the CAMD Graduate Student Services Coordinator by completing the Request for Transfer Credit Form (www.northeastern.edu/camd/graduate). An official transcript must be attached to the petition.

Withdrawal from Courses

To withdraw from a course, a student must drop the course via the myNEU website within the deadlines as established by the Registrar. Beyond the established deadlines, a student must fill out an official Course Drop Form obtained at the Registrar’s office (www.northeastern.edu/registrar).

Tuition refunds and/or charges will be granted only on the basis of the date on which the official Course Drop Form is received by the Registrar's office. Ceasing to attend a class or simply notifying the instructor of intention to withdraw from the course does not constitute an official withdrawal. Questions regarding refunds should be discussed with Student Accounts. Student Accounts is located at 354 Richards Hall, 617.373.2270. Refunds will be granted in accordance with the schedule as noted at www.northeastern.edu/registrar/forms.html.
Application for the Diploma

Application for the diploma is made by registering for commencement via the myNEU portal. Even though all other degree requirements may have been met, the commencement registration must be filed in order to ensure that the degree will be conferred on the appropriate graduation date. It is the responsibility of the student to make sure that degree requirements have been met. Once degree requirements have been met, the student will be cleared for commencement. Please note that there are no honors distinctions awarded at the graduate level.
University Policies

Accreditation

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc.

Cleary Statement

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.

General Regulations should be used in conjunction with the Graduate Catalog and other guides that contain Northeastern University's primary statements about academic programs, policies, and procedures; degree requirements; student responsibilities; student academic and cocurricular life; faculty rights and responsibilities; and general personnel policies, benefits, and services.

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 Graduate Student 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, federal or state statutes or regulatory agencies impose requirements for certification or entry into a particular field. These requirements may change while a student is enrolled in a program and may vary from state to state or country to country. Although the University stands ready to help its students find out
about requirements and changes in them, it is the student’s responsibility to initiate the inquiry.

**Tuition Default Policy**

In cases where the student defaults on his or her tuition, the student shall be liable for the outstanding tuition and all reasonable associated collection costs incurred by the University, including attorneys’ fees.

**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 dean and director of the Disability Resource Center. Persons requiring information regarding the Disability Resource Center should call 617.373.2675 (voice) or 617.373.2730 (TTY).

**Emergency Closing of the University**

Northeastern University has made arrangements to notify students, faculty, and staff via internet, radio, and television when it becomes necessary to cancel classes because of extremely inclement weather.

AM stations WBZ (1030) 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, WHDH-TV7, and WLVI-TV56 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 posted on the web site and given to the media outlets between 5:30 and 6:00 AM. 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 2:00 and 3:00 PM.

**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
Boston, MA 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, J. W. McCormack Building, Post Office Court House, Room 222, Boston, Massachusetts 02109-4557.

**Tuition and Fee Policy**

Tuition rates, all fees, rules and regulations, and courses and course content are subject to revision by the president and the Board of Trustees at any time.
For more information, contact:

Graduate Studies
College of Arts, Media and Design
122 Meserve Hall
Northeastern University
360 Huntington Ave.
Boston, MA 02115

617.373.5329
gscamd@neu.edu
northeastern.edu/camd/graduate