

General Regulations 2019-2020



# Graduate Programs

**N** Northeastern University  
**College of Arts,  
Media and Design**

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.

August 2019

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 programs. The student is advised to consult the appropriate department for a statement of additional requirements in specific programs.

# Graduate Programs

General Regulations 2019-2020

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## **OUR VISION**

The College of Arts, Media and Design is a vibrant community of innovators and entrepreneurs dedicated to pushing artistic and academic boundaries inside the classroom and around the globe.

## **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 entrepreneurial spirit.

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# General Information

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Four units in the Colleges of Arts, Media and Design offer programs at the graduate level:

**Architecture, Art + Design, Journalism, and Music.**

## MASTERS DEGREES

Master of Architecture

Master of Arts in Journalism

Master of Design for Sustainable Urban Environments

Master of Fine Arts in Experience Design

Master of Fine Arts in Information Design and Visualization

Master of Science in Arts Administration and Cultural Entrepreneurship

Master of Science in Creative Practice Leadership

Master of Science in Experience Design

Master of Science in Game Science and Design

Master of Science in Information Design and Visualization

Master of Science in Media Advocacy

## GRADUATE CERTIFICATES

Arts Administration

Cultural Entrepreneurship

Experience Design

Game Analytics

Information Design and Visualization

## PLUSONE OFFERINGS

MS in Information Design and Visualization

MS in Experience Design

MS in Game Science and Design

MS in Media Advocacy

MA in Journalism (Media Innovation and Professional Journalism tracks)



# From the Dean's Office

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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 under-served 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 are designed to produce graduates equipped to engage the international marketplace and shape global culture.

We hope that this handbook is a useful reference as you embark on your graduate education. In addition, please 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 the college and campus. Learn about graduate activities at [northeastern.edu/camd/graduate](http://northeastern.edu/camd/graduate), where you'll find news and links to services such as the Registrar's office. Finally, be sure to explore the numerous links to graduate resources, policies, and organizations: [camd.northeastern.edu/graduate-resources-policies](http://camd.northeastern.edu/graduate-resources-policies).

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

Sincerely,



Jane Amidon  
Senior Associate Dean of Graduate Programs and Strategic Initiatives

# Student Classification

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## **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 six semester hours per semester). Credit can be earned for a maximum of 12 semester hours over time. Students interested in taking more than 12 semester hours must make a formal application to the degree program. Please use the Internal Admission Application Notification form available through [camd.northeastern.edu/graduate](http://camd.northeastern.edu/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. Special Students are not eligible for awards or financial aid.

# Student Status

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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:

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. Students in their last semester of coursework may be considered full-time when enrolled in fewer than eight semester hours to complete degree requirements.

Students enrolled in co-op are considered full-time. International students are required and domestic students are encouraged to complete two full semesters of classes before registering for co-op (some programs require all students, regardless of citizenship status, to complete two full terms in order to be eligible for co-op).

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

**GRADUATE STUDENT FINANCIAL SERVICES OFFICE**  
354 Richards Hall  
Northeastern University  
Boston, MA 02115

617.373.5899  
[northeastern.edu/financialaid](http://northeastern.edu/financialaid)

# Degree Regulations

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## REGISTRATION

Students must register via the myNortheastern portal. Instructions for doing so are available on the myNortheastern portal: [my.northeastern.edu](http://my.northeastern.edu). Students must register within the dates and times listed on the [Academic Calendar](#). 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 time frame will not earn credit or a grade for the course(s) in question.

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

## WITHDRAWAL FROM COURSES

To withdraw from a course, a student must drop the course via the myNortheastern website within the deadlines as established by the Registrar. Please refer to the Academic Calendar posted at [registrar.northeastern.edu/group/calendar](http://registrar.northeastern.edu/group/calendar).

Tuition refunds and/or charges will be granted only on the basis of the date on which the course was dropped. 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 [studentfinance.northeastern.edu/policies-procedures](http://studentfinance.northeastern.edu/policies-procedures).

## 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 Manager of Student Services for a leave of absence by completing the Request for Leave of Absence Form via the myNortheastern portal. 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. Their website is [northeastern.edu/uhrs/forms](http://northeastern.edu/uhrs/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. Please consult with an international student advisor at the Office of Global Services. 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 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. 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 the College. The Senior Associate Dean of Graduate Programs and Strategic Initiatives has final approval of time limit extensions.

### **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 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.

### **SATISFACTORY PROGRESS**

Satisfactory progress means satisfying requirements in the CAMD Graduate Studies General Regulations and in the regulations specified by each department.

CAMD Graduate Studies sets minimum standards for all students to fulfill. Departments and programs may have additional requirements that exceed those of the College. Graduate students must be making satisfactory progress, including working toward the graduation requirement of a cumulative grade point average of 3.000 in their coursework 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 on meeting department-specific guidelines. CAMD Graduate Studies requires that all students receiving awards will generally have two semesters to reach a 3.000 cumulative 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.

Students enrolled in a program offering a cooperative (co-op) education option may be approved to participate. A minimum GPA of 3.000 is required at the time the co-op job begins.

### **ACADEMIC REQUIREMENTS**

A candidate for the master's degree must complete a minimum of 30 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 eleven 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 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.

### **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 Manager that doing so does impose a substantial hardship, the requirements of the year in which the student matriculated will be applicable.

### **APPLICATION FOR THE DIPLOMA**

Application for the diploma is made by registering for commencement via the myNortheastern portal. Even though all other degree requirements may have been met, the commencement registration must be filed in order to assure 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.

### **GRADUATE AID AWARDS**

Only those students who are registered in degree programs are eligible for graduate aid. 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 order to maintain graduate aid, students must be making satisfactory progress toward their degrees. Graduate Student Scholarship (GSS) recipients must be in “full-time” status and be registered for a minimum of eight semester hours.

### TRANSFER CREDITS

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) transfer to CAMD Graduate Studies as external credits and count toward the nine semester hour maximum of transfer credit. 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 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. 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 Manager by completing the Request for Transfer Credit Form available at: [camd.northeastern.edu/graduate-resources-policies](http://camd.northeastern.edu/graduate-resources-policies)

An official transcript must be attached to the petition.

Generally, transfer credit is not allowed for students enrolled in graduate certificate programs, except as outlined below:

For students enrolled in the Information Design and Visualization or Experience Design certificate programs, credits earned can be applied to the respective master’s degree if the student chooses not to receive the graduate certificate.

Students who have completed a CAMD graduate certificate program can petition to apply up to two courses or 8 credits, whichever is greater, to a full CAMD master’s program.

Students who are enrolled in a CAMD master’s program who wish to also complete a CAMD graduate certificate can petition to have up to two courses shared between both programs.

Certificate students who wish to transition to a master’s program and master’s students who wish to add a graduate certificate to their program of study must consult with their advisor and CAMD Graduate Student Services.

### CODE OF STUDENT CONDUCT

Students are expected to comport themselves according to the University’s Code of Student

Conduct, which can be found here at [northeastern.edu/osccr/code-of-student-conduct](http://northeastern.edu/osccr/code-of-student-conduct).

### ACADEMIC INTEGRITY POLICY

Northeastern University views academic dishonesty as a very serious offense. Academic dishonesty includes cheating, fabrication, plagiarism, unauthorized collaboration, participation in academically dishonest activities, and facilitating dishonesty, among other actions.

The College of Arts, Media and Design supports the University's Academic Integrity Policy and will report any acts of apparent academic dishonesty to the Office of Student Conduct and Conflict Resolution.

The full text of Northeastern University's Academic Integrity Policy can be found online at [northeastern.edu/osccr/academic-integrity-policy](http://northeastern.edu/osccr/academic-integrity-policy).

# Grading System

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

A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
F	0.000

These grades are given to those students whose performance in a course has been of the highest caliber.

These grades are given to students whose performance in a graduate level course is satisfactory.

These grades are given to students whose performance in a course is below expectations for graduate level work.

This grade indicates failure of the course and no credit will be received.

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:

- I\*** 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, including loan repayment.
- IP** In progress, course extends over one semester.
- L\*\*** Audit (no credit given)
- NE** Not enrolled. **Note:** Tuition charges are affiliated with a grade of NE.
- S\*\*\*** Satisfactory (pass/fail basis; counts toward total degree requirements)
- U\*\*\*** Unsatisfactory (pass/fail basis)
- W** Withdrawal. **Note:** Tuition charges are affiliated with a grade of W based on the schedule noted on: [northeastern.edu/financialaid/studentaccounts/refunds.html](http://northeastern.edu/financialaid/studentaccounts/refunds.html)

\*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 it first being recorded on the student's permanent record.

\*\*Students may, with permission of the instructor and CAMD Graduate Studies, audit one class per term with no additional charge. Permission is based on the availability of a seat in the class and is at the discretion of the instructor and the college. Students are permitted to petition from the end of course-add period to the end of the third week of classes. Once a student opts to audit a course, the audit status of the course cannot be changed. Audits carry no academic credits.

\*\*\*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.

## 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. The most recent grade earned in a course is the one used in calculating the overall GPA. Students are required to pay normal tuition charges for all repeated course work.

The period for clearing an incomplete grade and for changing a grade other than an incomplete or failure (F or U) is restricted to one calendar year

from the date it is first recorded on the student's permanent record.

In calculating the overall cumulative average, all graduate-level coursework completed at the time of clearance for graduation will be counted, unless the coursework was designated as not counting at the time of registration or the coursework was counted toward a previous degree.

## CLASS CREDITS

All credits are entered as semester hours.

# The University

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The Graduate Programs General Regulations contain the university's primary statements about these academic programs and degree requirements as authorized by the president or the Board of Trustees. For information about other academic policies and procedures; student responsibilities; student academic and co-curricular life; faculty rights and responsibilities; or general personnel policies, benefits, and services, please refer to the Academic Operations Manual, Graduate Catalog, Cooperative Education Handbook, Faculty Handbook, Benefits and Services Handbook, and related procedural guides, as appropriate.

## ACCREDITATION

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

## CLEARLY 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](tel:617.373.2696).

## TITLE IX STATEMENT

Northeastern University is deeply committed to providing equal opportunity to students and employees and to eliminating discrimination when it occurs. The university prohibits sexual harassment and will not tolerate retaliation against any person who reports or participates in an investigation of a complaint of sexual harassment. The Policy of Rights and Responsibilities under Title IX can be found on the Office for University Equity and Compliance Website: [northeastern.edu/ouec/title-ix-policy-2](http://northeastern.edu/ouec/title-ix-policy-2).

If you have concerns that you or someone you know may have experienced a form of sexual harassment, or if you have questions about the Policy on Rights and Responsibilities Under Title IX, please contact the Mark Jannoni, Assistant Vice President for University Equity and Compliance & Title IX Coordinator at [titleix@northeastern.edu](mailto:titleix@northeastern.edu) or [617.373.4644](tel:617.373.4644).

## 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 Affirmative Action, 424 Columbus Place. Inquiries regarding the University's nondiscrimination policies may be directed to:

**Office of University Equity and Compliance**

125 Richards Hall  
Boston, MA 02115  
617.373.4644

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, Massachusetts, 02109- 3921.

**DISABILITY RESOURCE CENTER**

The Disability Resource Center provides a variety of disability-related services and accommodations to Northeastern University's students and employees with disabilities.

Northeastern University's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are coordinated by the dean and director of the Disability Resource Center. Persons requiring information regarding the Disability Resource Center should call [617.373.2675](tel:617.373.2675) (voice) or contact DRC via Relay 711.

**WE CARE**

Students who experience unexpected challenges in maintaining their academic progress should contact the We Care Office. We Care works with students to coordinate assistance among university offices and to offer appropriate on and off campus referrals to support resolution of

issues. See more at: [northeastern.edu/wecare](http://northeastern.edu/wecare).

**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, there are also requirements imposed by federal and state statutes and regulatory agencies for certification and 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.

### **EMERGENCY CLOSING OF THE UNIVERSITY**

Northeastern University posts emergency announcements, including news of weather-related closings, on its homepage and notifies members of the community individually through the NU ALERT system. In addition, the university has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather. AM stations WBZ (1030), WILD (1090), and WRKO (680) and FM station WBUR (90.9) are the radio stations authorized to announce the university's decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Since instructional television courses originate from live or broadcast facilities at the university, neither classes nor the courier service operates when the university is closed. Please listen to radio or television to determine whether the university will be closed.

If a storm occurs at night, the announcement of the university closing is given to the radio stations at approximately 6 a.m. Classes are generally canceled for the entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations for evening classes may be announced. The announcement is usually made between 2 p.m. and 3 p.m.

### **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.

### **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.





**VISIT** Graduate Programs  
College of Arts, Media and Design

100 Meserve Hall  
Northeastern University  
360 Huntington Ave.  
Boston, MA 02115

**CALL** 617.373.5329

[camd.northeastern.edu/graduate-students](http://camd.northeastern.edu/graduate-students)