

# **BOUVÉ COLLEGE OF HEALTH SCIENCES**

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## **Undergraduate Student Information Manual 2004-2005**

This manual does NOT include all the information you need to know about your program of study and the policies of the College or the University. It is not intended to duplicate other University publications that are accessible to all students, or those provided by your program Department or School. Therefore, you should use this manual in conjunction with other published materials.

Please consult the current 2004-2005 NU Undergraduate Student Handbook/Planner, the current academic year NU Undergraduate Catalogue Full-time Day Programs, the NU Cooperative Education Handbook, and your individual program materials about scholastic policy and regulations, curriculum plans, and clinical requirement procedures.

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## ***Dean's Message***

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The faculty staff and students of Bouvé College of Health Sciences are pleased to welcome you as you begin your education in the health professions. We believe that you have joined the most dynamic and exciting health sciences college in the country. We are especially proud of the new Behrakis Health Sciences Center. Experience our state-of-the-art instructional labs, lecture halls, case rooms and seminar rooms designed for students in the health programs. The Bouvé College of Health Sciences offers you a broad curriculum, innovative programs, exciting interdisciplinary experiences, and the opportunity to work with internationally recognized teachers, researchers and scholars. At Bouvé College of Health Sciences we are committed to providing you with knowledge and skills you need to meet the highest standards of excellence in your future career. We will challenge you to develop the clinical, academic and leadership skills necessary for the rapidly evolving world of health care. You will embark on a rigorous, intensive course of study designed to provide intellectual challenge in a small college environment. We take pride in our approach to interdisciplinary education and we will give you the opportunity to work together with other members of the modern health care team in clinicals, co-ops, laboratories and classrooms.

At Bouvé College of Health Sciences, we are committed to Northeastern's promise of a student-centered education. Each of us – the Deans of the Schools of Health Professions, Nursing and Pharmacy, Department Chairs and Program Directors, as well as the faculty and staff, are resources for your education. We will support you as you reach for the highest levels of intellectual and personal fulfillment. This Student Manual is part of that commitment. It is designed to provide the detailed information that you need for success. We encourage you to take advantage of all that Northeastern University and Bouvé College of Health Sciences offers. I look forward to meeting you and wish you every success as you progress at Northeastern.

***Stephen R. Zoloth, PhD, MPH***  
***Dean***

## ***Mission Statement***

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

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

The College is committed to the generation and advancement of knowledge to improve the health and health care services of individuals and communities through basic and applied research.

# ***Organizational Structure***

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The Dean's Office is located in 215 Behrakis Health Science Center. Stephen R. Zoloth, Ph.D. M.P.H, is the Dean of the College. Suzanne Greenberg is the Director and Interim Dean of the Graduate School, which is located in 123 Behrakis Health Sciences Center.

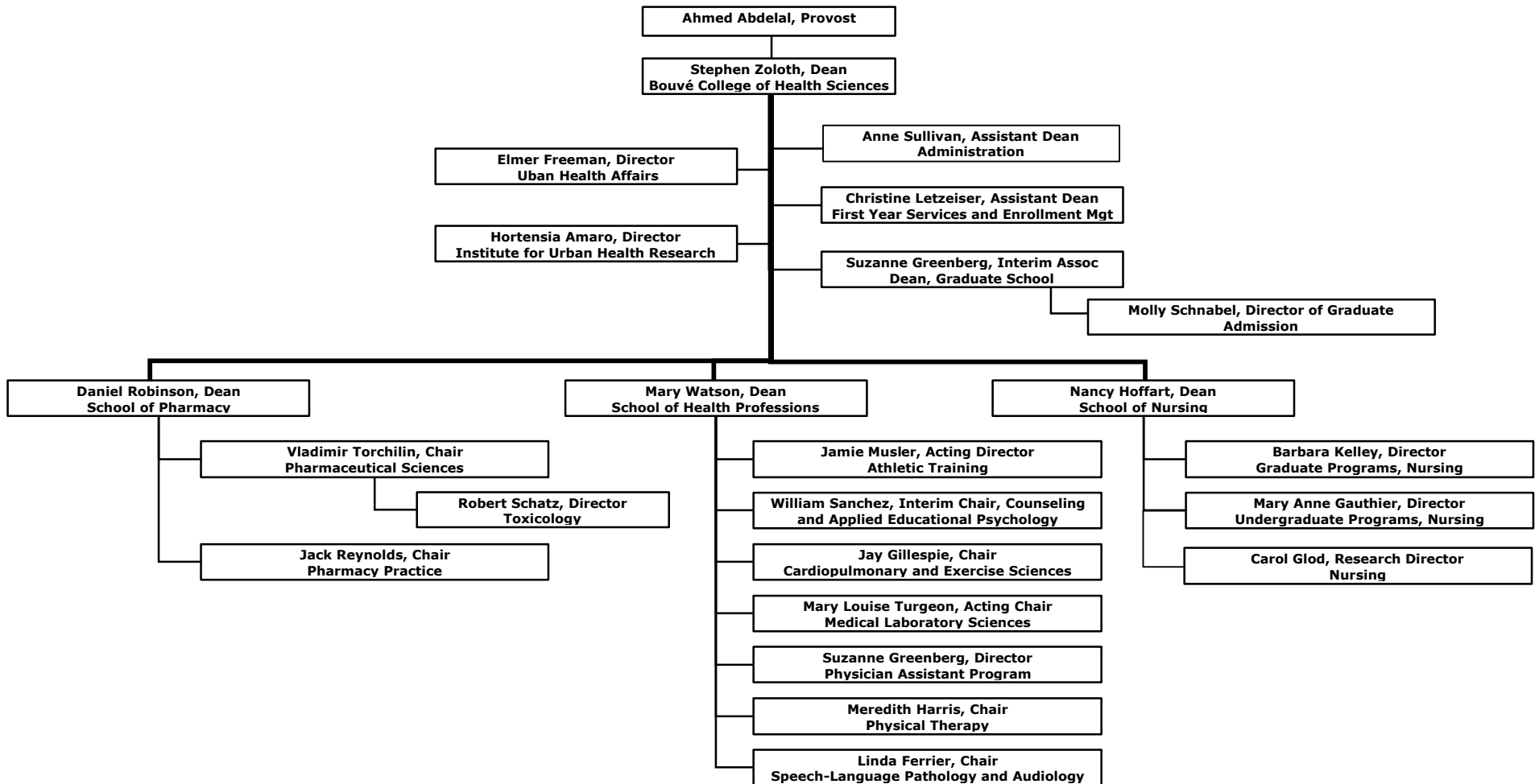
In the School of Health Professions, there are six undergraduate departments: Athletic Training, Cardiopulmonary & Exercise Sciences, Health Sciences, Medical Laboratory Science, Physical Therapy, and Speech-Language Pathology and Audiology. The Pathways Program is also housed in the School of Health Professions. Mary E. Watson, EdD, is the Dean of the School of Health Professions. Her office is located in 111 Dockser Hall.

The School of Pharmacy has two departments: Pharmaceutical Sciences and Pharmacy Practice. The departments offer the first professional degree, Doctor of Pharmacy (Pharm D); the baccalaureate degree in toxicology; and master's and doctoral degrees related to the discipline of pharmacy. Daniel C. Robinson, Pharm D., is the Dean of the School of Pharmacy. His office is in 206 Mugar Hall.

The School of Nursing offers both baccalaureate and master's degree programs in nursing. Nancy Hoffart, PhD, RN, is the Dean of the School of Nursing. Her office is in 102 Robinson Hall.

# Bouvé College of Health Sciences

## Organizational Chart



# ***College and School Administrators***

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## ***Dean's Office***

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**Suzanne Greenberg**, Director and Interim Dean, Graduate School  
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## ***School of Health Professions***

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### *Department of Pharmaceutical Sciences*

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### *Toxicology Program*

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# ***Office of Student Services***

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120 Behrakis Health Sciences Center  
P: 617-373-3320 F: 617-373-8994

The Bouvé College of Health Sciences Office of Student Services (OSS) provides a broad range of services and programs to assist Bouve students in their academic studies and enhance their overall educational experience at Northeastern University.

Bouvé College strives to guide and support students in the successful achievement of their academic and professional goals. Our team of committed academic advisors is at the core of College initiatives designed to both support and promote student growth and self-reliance within the University community and the student's chosen profession. The OSS team serves as advocates for students and liaisons with College faculty and other University constituencies. Our multifaceted programs and services are designed to graduate individuals who are committed and responsible health care professionals with a devotion to life-long learning.

Bouvé understands that the student's first-year of college is a milestone and seeks to make the transition from high school to college as smooth as possible. To facilitate this transition, the OSS offers a number of opportunities for students to establish a strong connection to Bouvé and the Northeastern community. Social and academic events complement the personalized advising each student receives within our office.

<b>Christine Letzeiser, MSN, RN</b>	Assistant Dean of Enrollment Management & Student Services Academic Advisor for First-Year Students P: 617-373-5202 E: c.letzeiser@neu.edu
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# Cooperative Education

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Students are assisted in preparing for, engaging in, and reflecting on their cooperative education experiences by the BCHS co-op faculty. Each student works with a co-op faculty member who is assigned to a health science program. Refer to the Cooperative Education Handbook for further information about policies and procedures related to cooperative education experiences. For more information on specific cooperative education information, pertaining to your major, connect to: <http://www.coop.neu.edu/coopcontact.html>

## *Athletic Training, Cardiopulmonary and Exercise Science, and Physical Therapy*

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## *Medical Laboratory Science, Speech Language Pathology & Audiology, and Toxicology*

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# ***Academic Standards***

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## **Satisfactory Academic Progress**

Curricula for all programs in the College are rigorous and highly structured. All students in the College are required to successfully participate in the cooperative education program if it appears as part of their program of study. In order to maintain satisfactory academic progress in a program, students must follow the structured curriculum as printed for their major and expected year of graduation. Transfer students must consult a program advisor or an Office of Student Services (OSS) academic counselor to prepare a curriculum plan either during the orientation process or before classes begin at the University.

Students have a responsibility for monitoring their own progress through the curriculum by registering for courses as written on their curriculum plan and knowing what constitutes satisfactory academic progress as stated in this Manual.

All students are expected to successfully complete the entire freshmen curriculum for their program prior to the beginning of the fall semester of their sophomore year. In order to progress from freshman to sophomore year, students must have a GPA of 1.800 or better, have completed 27 semester hours, and have met all academic program pre-requisite course requirements for their major. In order to progress into the subsequent year of professional courses, the student must have passed all professional courses with a grade of C or better and all professional prerequisites (as determined by the department) with a grade of C– or better. Note: Pharmacy students must receive a grade of C or better in professional prerequisites and have an overall GPA of 2.7 or better to progress from 2<sup>nd</sup> to 3<sup>rd</sup> year status and have satisfactorily completed all courses in years one and two of the curriculum.

Physical Therapy majors are required to have a 2.67 overall QPA to progress from 4<sup>th</sup> to 5<sup>th</sup> year in their program. They must maintain a 3.0 overall QPA during their 6<sup>th</sup> year.

Students are responsible for following the curriculum plan based on their assigned major, cooperative education division, and year of graduation. Students have a responsibility for monitoring their own progress through the curriculum by registering for the proper courses, knowing the course prerequisites, and knowing the sanctions for unsatisfactory academic progress.

## Academic Requirements

- ◆ Students must receive a grade of C or better in professional courses

Professional courses:

Courses taught within the major/college as identified by unit/faculty - ATP, BHS, CAP, CES, MLS, NUR, PTH, SLA, TOX, PMD, PSC. Courses from this list that are taken as electives can be exempted from the “C” or better rule, and the University’s minimum satisfactory grade will be accepted.

Nursing: All NUR courses including the following interdisciplinary courses: BHSU105 Nutrition, BHSU450 Research and PSCU340 Pharmacology

- ◆ Students must receive a grade of C- or better in professional prerequisite courses. Pharmacy students, please note: A grade of “C” or better is required in all professional prerequisite courses in the second year .

Professional prerequisites:

All courses, including sciences, essential content, and prerequisite courses, as determined by unit faculty. Laboratory sections may be treated separately from lecture.

Athletic Training: BIO, CHM, MTH, PHY

Cardiopulmonary & Exercise Sciences: BIO, CHM, MTH, PHY, PSC

Medical Laboratory Science: BIO, CHM, MTH, PHY

Nursing: MTHU115, BIO, CHM

Pharmacy: BIO, CHM, PHY, MTH

Physical Therapy: BIO, CHM, MTH, PHY, CES, PSY

Speech Language Pathology & Audiology: BIO, MTH, PSYU101

- ◆ For All other courses:

The university’s minimum passing grade for the course will be accepted.

Please note: the university requires a “C” in order to pass ENGU111 and ENGU306.

## Academic Standing

- ◆ Freshmen must have an overall QPA of  $\geq 1.8$  and earn at least 12 semester hours in the semester just completed in order to maintain academic standing in their program.
- ◆ Upperclassmen must have an overall QPA of  $\geq 2.0$  and earn at least 12 semester hours in the semester just completed in order to maintain good academic standing.
- ◆ Pharmacy students, please note: An overall QPA of  $\geq 2.7$  is required in order to progress from 2<sup>nd</sup> to 3<sup>rd</sup> year status and have satisfactorily completed all courses in year one and two of the curriculum.
- ◆ Nursing students, please note: Lecture and clinical for the same class (e.g. NURU306 and NURU307 or NURU101 and NURU102) are considered to be ONE professional course failure.

Status	First-Year Student	Upper Class Student
<b>Warning</b>	QPA < 1.8 after one semester; < 12 SH in the semester just completed	N/A
<b>Probation</b>	QPA < 1.8 at the end of the first year; < 12 SH in the semester just completed	QPA < 2.0; earned fewer than 12 SH in the semester just completed.
<b>Probation Extended</b>	N/A	GPA < 2.0 for any two consecutive semesters; earned < 12 SH in the semester just completed.
<b>Dismissal from Program</b>	<ol style="list-style-type: none"> <li>1. QPA of &lt; 1.8 after completion of summer remedial work <b>or</b></li> <li>2. Failure to receive minimum required grade in the same course twice.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure to bring QPA above 2.0 after 2 semesters of probation <b>or</b></li> <li>2. 3 failures in professional courses regardless of remediation <b>or</b></li> <li>3. Failing to pass the same course twice <b>or</b></li> <li>4. Earned fewer than 12 SH in each of two prior semesters completed</li> </ol>

- ◆ English Language Center  
Students who are dismissed administratively from the English Language Center are not eligible for the Bouvé Program to which they were conditionally admitted.
- ◆ 'T' Statement  
Students who incur an 'T' in a pre-requisite course will not be allowed to progress into the subsequent course without review and approval from the Office of Student Services upon consultation of the department/faculty.

### **Academic Appeals Procedure**

Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education decision may petition to appeal the decision. Refer to Appendix A and B in this Manual which describes the Bouvé College of Health Sciences Appeals Process, and the Northeastern University Undergraduate Student Handbook/Planner, 2003-2004 which describes the University Undergraduate Student Academic Appeals Procedures.

# ***Program Policies & Standards***

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Students are expected to adhere to the policies and standards of their program major as stated in this Manual to progress through their curriculum as planned. Students seeking any exceptions to the Program Policies and Standards specified for their program major will be brought before the Academic Standing Committee of that program to present their petition.

## **School of Health Professions**

The School of Health Professions offers undergraduate degree programs in Athletic Training, Cardiopulmonary & Exercise Sciences, Health Sciences, Medical Laboratory Science, and Speech-Language Pathology and Audiology, as well as an entry level Master's and Doctorate in Physical Therapy, BS/MS in Speech-Language Pathology and Audiology and BS/MS in Clinical Exercise Physiology.

### ***Athletic Training Program Requirements***

The Athletic Training Education Policies and Procedures Manual provides further information and clarification about the policies of the Athletic Training Program (ATP). It is available in 304 Dockser.

#### **Clinical Requirements**

- ◆ Failure to complete a practicum and the related clinical proficiencies for each academic year will result in a clinical deficiency (refer to Athletic Training Education Policies and Procedures Manual for information on clinical requirements for the program).
- ◆ Students will be placed on academic warning for failure to meet prescribed clinical requirements as outlined in the Athletic Training Education Policies and Procedures Manual.
- ◆ Students on academic probation or otherwise not making normal academic progress may not be given a clinical assignment at the discretion of the Coordinator of Clinical Education.
- ◆ Students must submit their Student Portfolio, proof of current CPR, OSHA Training, and show evidence of health clearance by the Lane Health Center before they are eligible for clinical placement (refer to the Health Clearance Requirements for Clinical Rotations in the General Information section in this Manual).
- ◆ Refer to the sections on Practice Oriented or Clinical Course Requirements, and the Professional Conduct statement in the General Information section of this Manual.

### **Co-op Requirements**

- ◆ Students should seek out and become employed in positions that are relevant to the domains of Athletic Training and contributes to the student's body of knowledge. Typical employment settings include (high school, collegiate, prep schools, sports medicine clinics and hospitals, industrial facilities, and professional teams).
- ◆ An unsatisfactory report from a cooperative educational experience will be handled through the cooperative education department. (Refer to the Co-op Handbook for further information.)

### ***Cardiopulmonary & Exercise Sciences Program Requirements***

CONCENTRATIONS - Respiratory Therapy, Exercise Physiology- Health and Fitness or Research Exercise Physiology, BS/MS Clinical Exercise Physiology.

### **Clinical/Internship Requirements**

- ◆ For internship eligibility, students must have completed all course work in the curriculum prior to the clinical semester and at a level of college academic standards.
- ◆ Students must apply for clinical practice/internship six months prior to the clinical semester. Students are not eligible to be assigned or to participate in the clinical component of the program until all deficiencies are cleared. Deficiencies are failure to adhere to the academic requirements stated in this Manual.
- ◆ Evidence of health clearance by the Lane Health Center must be attached to the clinical/internship application (refer to the Health Clearance Requirements for Clinical Rotations in the General Information section in this Manual).
- ◆ Refer to the statement on Practice Oriented or Clinical Course Requirements and the Professional Conduct statement in the General Information section of this Manual.

### **Thesis Requirements**

- ◆ For Research Track eligibility, students must have a cumulative QPA of 3.2 or higher and completed all coursework in the exercise physiology curriculum prior to fall of junior year.
- ◆ Students must apply for acceptance into the research track. Students are not eligible for acceptance into the research track or able to participate in the research track until all deficiencies are cleared. Deficiencies are failure to adhere to the academic requirements in this manual.
- ◆ Students must submit an Application for Thesis by November 30th of their Junior year.

### **BS/MS Requirements**

- ◆ Students must submit a Graduate School Application for admission to the MS program by the completion of the fall semester of year 4 of the Co-op plan or year 3 of the non-Co-op plan.
- ◆ Students must have a cumulative QPA of 3.00.
- ◆ Students must submit 3 letters of recommendations along with their application.
- ◆ Students must maintain a 3.00 QPA and a B or better in all graduate courses.
- ◆ Students must adhere to all other graduate program requirements.
- ◆ Both the BS and MS degrees will be conferred upon successful completion of all BS and MS program requirements.

### **Co-op Requirements**

- ◆ Students enrolled in the 5-year co-op curriculum are expected to complete 12 months of co-op.

### **Non Co-op Requirements**

- ◆ Students may complete any of the programs in the department on a non Co-op basis and complete the BS programs in four years or the BS/MS program in five years.
- ◆ Students must apply for non Co-op status by completion of spring semester of year 2.
- ◆ Students may only apply if they have satisfactorily completed all course work through the spring semester of Year 2 with a minimum 2.5 QPA.

## ***Medical Laboratory Science Program Requirements***

To meet the program co-op requirement, students in the Bachelor's Degree program must satisfactorily complete 6 months of full-time co-op prior to the first clinical placement. Students who believe they meet the objectives of a MLS course because of previous course work, clinical training, and/or clinical experience may be exempted from taking said course by successfully passing a challenge examination. See Challenge Examination Policy, available in the Department of Medical Laboratory Sciences, 206 Mugar.

### **Clinical/Internship Requirements**

- ◆ Students must apply for clinical practice/internship one year prior to the expected clinical semester. Students are not eligible to enter the clinical component of the program until all deficiencies are cleared. Deficiencies are failure to adhere to the academic requirements stated in this Manual.
- ◆ To enter a clinical semester, student must have at least a 'C' in all professional courses (MLS) and have a QPA of 2.5 or higher.

- ◆ Evidence of health clearance by the Lane Health Center must be attached to the clinical/internship application (Refer to the General Information section of the Manual).
- ◆ Refer to the statement on Practice Oriented or Clinical Course Requirements, Health Clearance Requirements for Clinical Rotations and the Professional Conduct statement in the General Information section of this Manual.

## ***Health Sciences Program***

### ***Pathways Program***

- ◆ The Pathways Program offers a flexible curriculum for entering Bouvé College first-year students who would like to explore the options within the health professions before declaring a major.
- ◆ Students are advised to take the foundation courses applicable to the curricula of most of the health science majors.
- ◆ Students must meet with their academic advisor each semester to review their progress and plan registration for the next semester.
- ◆ The Pathways Program is designed as a 2-semester program, although some students may stay in Pathways for a shorter (1 semester) or longer (3 semesters) period of time. Students must petition for admission to the major of their choice upon completion of the Pathways program.
- ◆ Students must select a major and petition for transfer into a program in the college based on:
  - A) Academic achievement and progression, including a minimum QPA of 2.0
  - B) Satisfactory completion of the curriculum, including no deficiencies in required courses.
  - C) Meeting the requirements of the major of choice.
  - D) Space availability
- ◆ The Pathways Program can also facilitate transfer to another College within the University.

## ***Physical Therapy Program Requirements***

### **Academic Requirements**

- ◆ Students are required to have a 2.67 overall QPA to progress from 4<sup>th</sup> to 5<sup>th</sup> year in their program. They must maintain a 3.0 overall QPA during their 6<sup>th</sup> year.
- ◆ Students who have successfully completed all undergraduate requirements and earn 132 credits are eligible to receive a Bachelor of Science in Rehabilitation Science.
- ◆ Students in the graduate phase must receive grades of 'C' or better in all courses and maintain a cumulative QPA of 2.67 or better for the remainder of the program.

### **Clinical Requirements**

- ◆ All academic deficiencies must be cleared prior to enrolling in Clinical Education courses.
- ◆ Students must receive a grade of 'S' satisfactory in all Supervised Clinical Education Courses.
- ◆ Refer to the statement on Practice Oriented or Clinical Course Requirements, Health Clearance Requirements for Clinical Rotations and the Professional Conduce statement in the General Information section of this Manual.

### **Licensure Requirements**

- ◆ Students who have successfully completed all requirements for the terminal degree are eligible to file to sit for the Federation of State Boards of Physical Therapy (FSBPT) Licensure Examination. Students who plan to take the FSBPT should contact the Board of Registration for Physical Therapy in the state in which they wish to be licensed and request appropriate application materials.

### **Cooperative Education Requirements**

- ◆ At least one of the two cooperative education assignments must be in a physical therapy or physical therapy related setting.

### **Transfer Requirements**

- ◆ In addition to admission to the program as freshman, students may be admitted into the program up to and including the third year providing all appropriate Arts & Science courses and number of credits are completed.

## ***Speech-Language Pathology and Audiology Requirements***

Students must satisfactorily complete a Co-op experience that includes either the Spring semester and Summer 1 or Summer 2 and the Fall Semester.

### **Transfer Requirements**

- ◆ In addition to admission to the program as freshman, students may be admitted into the program up to and including the third year providing all appropriate Arts & Science courses and number of credits are completed.

### **Accelerated Program**

- ◆ Students can apply for the accelerated program at the end of their third year in the undergraduate program. The accelerated program is a special, intensive program for high-achieving and dedicated students who wish to complete their B.S. and M.S. in five years. At the end of the 5 years of study students will graduate with a B.S and an MS in Speech Language Pathology. Application material can be obtained from the department in 106 Forsyth.
- ◆ To remain in the accelerated program, students must maintain a 3.0 QPA. A grade of “C” or better is required in all courses. If they fall below this level, or are considered academically or clinically at risk by the SLPA faculty, an academic/clinical review committee will meet with them to develop a plan to improve their performance.

# School of Nursing

## ***Nursing Program Requirements***

Students must complete all co-op experiences planned in their academic program with a grade of 'S' as follows:

- ◆ 5-year basic students      3 6 month co-op semesters
- ◆ 4-year modified students   3 6 month co-op semesters
- ◆ 2+-year transfer students   2 summer co-op semesters

Students must complete required semester hours of academic credit according to their curriculum requirements, in compliance with university and program requirements and their year of graduation.

Degree requirements must be completed within eight years from the date of matriculation

### **Clinical Requirements**

- ◆ Students are required to attend all scheduled nursing classes, clinical experiences, and clinical labs on campus and in clinical agencies. If the student fails to meet attendance requirements, the student will fail the course.
- ◆ In accordance with the uniform policies of the program, students are required to purchase uniforms for their clinical rotations. All garments must be purchased from McGill's Uniform Company, the designated uniform supplier. Pricing information is available in Student Services (120 BK) or students may call McGill's Uniform Company directly at 603-627-3472.
- ◆ The following items are included in the uniform:
  - 1 Shirt                      white shirt with logo
  - 1 Pants or Skirt        navy
  - 1 scrub jacket        navy with logo
  - 2 Name pins            clinical name pin and co-op name pin
  - White professional shoes (no clogs)
- ◆ Students are required to wear the uniform that is consistent with the uniform regulations of the nursing program and those of their assigned clinical agency (for example, a lab coat over street clothes in a community health center; the required shirt and pants with a lab coat in the hospital). Students will be notified of these requirements by their course instructor.
- ◆ Students must show evidence of health clearance by the Lane Health Center and complete a Criminal Offender Record Investigation (CORI) form to be eligible for clinical placement. Students will not be allowed into a clinical area until these processes are completed satisfactorily.
- ◆ Failure to pass the clinical experience component will result in failure in the course.

- ◆ Students may be removed from the clinical area before completion of the clinical rotation, if the instructor determines that the student is unsafe. This will result in the student failing the clinical course.
- ◆ Students should refer to Practice-Oriented or Clinical Course Requirements, Health Clearance Requirements for Clinical Rotations and the Professional Conduct statement in the General Information section of this Manual.
- ◆ Students are expected to take the required nursing theory course with the appropriate clinical course in the same semester. A failing grade or withdrawal in either the theory course or clinical course will result in the student repeating both courses.

### **State Board Nursing Examination**

The OSS academic counselor will notify students about filing for the National Council for Licensure Examination (NCLEX), and assist students in the application and registration process to sit for the NCLEX after graduation. The NCLEX is designed to test knowledge, skills, and abilities essential to the safe and effective practice of entry level nursing. The NCLEX is administered by computer, using a method called computerized adaptive testing (CAT). Only students who have received their diploma are eligible to sit for the NCLEX. Students who plan to take the NCLEX in another state should contact the Board of Registration for Nursing in the state in which they wish to be licensed and request appropriate application materials.

### **Clinical Warning**

A nursing student may be placed on clinical warning at any time during the semester for the following reasons:

- ◆ Not meeting clinical objectives at a satisfactory level.
- ◆ Being at risk for failing the clinical component, and thus, failing the course.
- ◆ Being at risk by failing to demonstrate safe practice.

#### *Conditions*

- ◆ Students on clinical warning must develop a plan with the clinical instructor to address clinical performance.
- ◆ Students will be expected to improve clinical performance by adhering to the plan.
- ◆ Failure to adhere to the terms of the plan will result in the student failing the course.

#### *Notification*

- ◆ The clinical instructor will issue the student a Clinical Warning Form identifying the problem
- ◆ The student and the instructor develop a plan together to address the deficiency, and both will sign the warning form.
- ◆ Copies of the warning will be given to the student's academic advisor and to the OSS academic counselor.
- ◆ A copy of the warning will be placed in the student's file in the OSS.
- ◆ This is an administrative warning and will not be posted on the transcript.
- ◆ Satisfactory completion of the clinical experience component of the course will result in removal of the warning from the student's file.

## **School of Pharmacy**

### ***Doctor of Pharmacy Program Requirements***

Pharmacy students must have an overall QPA of  $\geq 2.7$  to progress from 2<sup>nd</sup> to 3<sup>rd</sup> year status and have satisfactorily completed all courses in years 1 and 2 of the curriculum.

Students must adhere to the program plan for their year of graduation. Any deviation from the prescribed curriculum will require permission and an approved plan of study from the Pharmacy Academic Standing Committee.

#### **Requirements for the Advanced Pharmacy Practice Experience (APPE) Program:**

- ◆ Evidence of health clearance by the Lane Health Center must be demonstrated before students are eligible for APPE placements.
  
- ◆ Students must have successfully completed all required and elective coursework in the pharmacy curriculum as a prerequisite for progression into the APPE program.
  
- ◆ Students are required to complete the following APPE experiences: ambulatory care, community pharmacy, institutional general medicine, one other patient-focused experience, and two elective experiences.
  
- ◆ Students must complete at least one of their six APPE experiences with a full-time or co-funded faculty member from Northeastern University.
  
- ◆ Students may complete two 6-week APPEs at out-of-state sites and may petition for one additional 6-week APPE at an out-of-state site, subject to approval of the APPE coordinators.
  
- ◆ Students must complete all portfolio submission requirements within specified deadlines. Failure to do so will result in an “I” (incomplete) grade; two “I” grades will result in the student’s inability to progress in the APPE program.
  
- ◆ Refer to the statement on Practice Oriented or Clinical Course Requirements, Health Clearance Requirements for Clinical Rotations and the Professional Conduct statement in the General Information section of this Manual.

### ***Toxicology Program Requirements***

Satisfactory completion of at least one full-time co-op placement is required to be eligible for the Bachelor of Science in Toxicology.

# ***General Information***

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Academic Petitions are submitted to the Office of Student Services, 120 Behrakis Hall, for consideration and approval and are used to request:

- ◆ Status corrections (Change of year of graduation, division, or major; leave of absence)
- ◆ Change in probationary status
- ◆ Transfer credit
- ◆ Withdrawal from the University
- ◆ Waiver of policy

## **Status Corrections**

### *Year of Graduation*

- ◆ Students may need to change their year of graduation based on transfer credit or due to course deficiencies.
- ◆ A petition to change the year of graduation must be signed by the departmental advisor, the co-op advisor and the OSS academic counselor.
- ◆ The OSS has the authority to delay a student's graduation, based on deficiencies that require a change in the curriculum plan.

### *Co-op Divisions*

- ◆ Students are assigned a co-op division depending upon their program of study.
- ◆ Students remain in their assigned division until graduation.
- ◆ Extenuating circumstances that necessitate a change in division may result in a delay in graduation.

### *Change of Major*

- ◆ Students wishing to change their major outside of Bouvé College should speak to an advisor in the Office of Student Services (120 BK), who can then assist them in making a referral.
- ◆ Students wishing to change their major within the College must submit a petition requesting a transfer of major with a letter of explanation. Requests are considered on a space available basis.

### *Leave of Absence (for a maximum of 2 semesters)*

- ◆ For Personal Leave of Absence and Medical Leave of Absence please refer to the NU Undergraduate Catalogue Full Time Day Programs (<http://www.registrar.neu.edu/courses>)

## **Transfer Credit**

Once enrolled, students wishing to take a course outside the Undergraduate Day Program must petition for permission. A course description/syllabus is required for review. If approved, students must earn a grade of “C” or better and present official transcript to the OSS before transfer credit can be awarded.

### **Failure To Register (WNR)**

Students who do not follow registration procedures or fail to register in accordance with their curriculum plan will be withdrawn from the University by the Registrar. Their withdrawal will be noted on their transcript as WNR, withdrawn not registered or WCP, withdrawn Co-op.

### **Waiver of Policy**

Students who wish to appeal the application of academic policies, such as being placed on probation or being withdrawn from the program for low scholastics, may submit a petition to the Academic Standing Committee of their program or school. The Committee will review the student's petition according to the Operating Guidelines presented in Appendix A of this Manual. Refer to Appendix A and B for more information about the appeal process.

### **Challenge Examinations**

If available, a departmental or program-approved challenge examination may be administered as a substitute for a specific course at the discretion of the instructor. The student must provide adequate documentation of his/her qualifications that justifies substituting the examination for the course. A fee will be charged for the examination. In order to earn credit by challenge examination, a grade of 'B' or better must be obtained on the examination (unless otherwise stipulated by the program).

### **Diversity requirement**

The diversity requirement is intended to provide background knowledge, foster new perceptions, promote understanding and respect, and encourage constructive sensitivity to cultural pluralism as it relates to race, social class, ethnicity, gender, age, sexual orientation, religion, and disability. The objective is to prepare students for responsible citizenship in an increasingly pluralistic and diverse world. The Bouvé diversity requirement can be fulfilled by completing any one of the courses designated on the "Approved Diversity Electives for the Bouvé College of Health Sciences" handout. The complete list of Bouvé's approved diversity electives is available in 120 BK or on the Student Services website (<http://www.bouve.neu.edu/services/undergraduate.php>).

Please note: Nursing and Health Sciences students meet the diversity requirement upon completion of NURU210 – Health & Illness.

Please check with an advisor in the Office of Student Services if you feel that a course you are taking could fit the Diversity requirement category and is not on the above list.

### **Grading Policies**

- ◆ Grading policies are established by the faculty teaching a course and should be reflected in the course syllabus.
  
- ◆ Only electives may be taken on a pass/fail basis unless the course is designated as a pass/fail course (e.g. PTHU941, 942, & 943). Any student (except first-year students) NOT on academic probation may register for one pass/fail course per semester if the course is offered on a pass/fail basis.

## **Health Clearance Requirements for Clinical Rotations**

All students, regardless of age, must have a current physical exam, tuberculin test, and documentation of immunity on file at Lane Health Center. This includes documentation of TB test results and immunity to Rubeola/Measles, Mumps, Rubella/German Measles, Tetanus/Diphtheria and Hepatitis B. A Chicken Pox varicella titer is also required. More specific guidelines are available from the Lane Health Center in 135 Forsyth. Guidelines may be updated periodically and students must meet the most current guidelines or they will not be allowed into a clinical area. Students must meet the health clearance requirements of their program prior to entering the clinical setting. This means that students must make arrangements for their physical exam and immunizations months before they are scheduled for a clinical course or rotation. Information about specific program health clearance requirements and clinical regulations for individual programs can be obtained from the program department.

## **Insurance Coverage**

### *Health Insurance*

Students are required to carry health insurance. If students are not covered by their own insurance, they may purchase it through Northeastern University.

### *Professional Liability Insurance*

Bouvé students are included in a group professional liability insurance plan that covers students only while they are in school, in a clinical experience, or in a cooperative education experience. There is no coverage for the following: operation of a motor-driven vehicle (automobiles, trucks, airplanes, farm equipment and water craft, etc.), engaging in an unrelated business or profession, or part-time work.

## **Laboratory Safety**

For their own safety and the safety of those around them, students must adhere to certain regulations established for the operation and handling of potentially hazardous electrical and mechanical equipment, chemicals, and infectious agents. Since these regulations may differ slightly from laboratory to laboratory according to the materials being handled, the faculty will provide specific safety regulations and instructions for each laboratory course. For certain laboratories the student may be required to purchase and use personal safety apparel such as laboratory coats or safety glasses. In every instance, the student must adhere to the laboratory's safety regulations. Failure to adhere to these regulations can have disastrous consequences, including the student being barred from laboratory participation.

## **Minor Studies**

For students majoring in related fields, minors are available in Health Sciences, Medical Laboratory Science, Toxicology and Exercise Physiology. Students may also choose to minor in a department outside the Bouvé College of Health Sciences. Students should contact the appropriate department for further information. Students pursuing approved minors MAY be exempted from elective distribution requirements for their major (if applicable). A petition must be on file in the OSS showing departmental approval of the exemption.

### **Practice-Oriented and Clinical Course Requirements**

- ◆ Courses offered at affiliated hospitals or medical facilities involve contractual agreements with these facilities. Students assigned to hospitals or other institutions for instruction are expected to adhere to the rules and regulations of that facility. Failure to adhere to these rules may result in dismissal from that facility.
- ◆ Evidence of health clearance by the Lane Health Center is required for clinical courses.
- ◆ All students are required by law to respect the confidentiality of the patients' records to which they may be privy including, but not limited to, diagnostic tests performed, medical history, and medications prescribed.
- ◆ Students should be aware that, while participating in any form of clinical practice, they continue to be under the jurisdiction of the University setting. Any breaches of conduct committed by a student in a clinical setting that would be considered a cause for disciplinary action if the student were on campus shall also be considered a cause for disciplinary action against the student.
- ◆ Evaluation for these clinical courses will be based on established guidelines and policies which students will receive prior to the clinical component. Periodic performance evaluations will take place during the course of the semester. See specific program clinical policies and procedures handbook, or syllabi.
- ◆ The University is affiliated with numerous clinical sites across the country. Depending on the program, students may be required to travel outside of Massachusetts to complete clinical courses. Students are responsible for any costs associated with transportation and/or housing.

### **Professional Conduct**

The health care professions represented by the programs in the College require more of their members than simple mastery of technical knowledge and skills. Equally important is the ability to earn the respect and confidence of those who seek medical care. The nearly universal existence of codes of conduct, ethics, etc., among the various health professions is evidence that certain types of conduct are expected in order to promote this respect and confidence. Fundamental to most of these codes is an understanding that health care professions require individuals who conduct their activities in a manner that reflects a total concern for the well-being of the patient. Violations of ethical conduct may be grounds for dismissal from the program. Students are expected to learn and practice the conduct that is appropriate to their professions and promotes the physical and mental well-being of the patient.

# **Appendix A**

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## **Operating Guidelines of the Undergraduate Department/Unit Academic Standing Committee**

### **Purpose of Committee**

- ◆ Each Department/Unit can convene an Academic Standing Committee (ASC) which acts on matters relating to the academic standing of undergraduate students in that Department/Unit. Issues pertaining to academic and co-op status, including but not limited to warning, probation, permission to resume studies, changes in requirements, and repeating courses, fall within the jurisdiction of the ASC.
  
- ◆ The Department/Unit ASC also considers student appeals relative to academic or cooperative education judgments by faculty, coordinators, or others acting on behalf of the University, when such appeals arise from a violation, misinterpretation, or inequitable application of the academic provisions outlined in the University Catalog, Cooperative Education Handbook, or Undergraduate Student Handbook.
  
- ◆ The University Affirmative Action Office handles appeals arising from allegations of discrimination on the basis of sex, sexual orientation, race, color, age, religion, national origin, handicap, or marital status. If other allegations remain, at the conclusion of the University Affirmative Action Committee's inquiry, the student may refer them to the Dean for review by the ASC of the College.

### **Initiation of Action**

- ◆ Prior to submitting an appeal to the Department/Unit ASC, the student must attempt to resolve the problem with the faculty member, coordinator, or other individual acting on behalf of the University, according to procedures outlined in the Undergraduate Student Handbook.
  
- ◆ Students wishing to bring an appeal before the Department/Unit ASC must first consult with their advisor in the Office of Student Services (OSS) and submit a written appeal with the following information: name and status in program; the basis of the appeal (what rule/policy was violated); extenuating circumstances, if any, contributing to the situation (provide pertinent documentation); their intentions (make-up plans, etc.); and how they intend to accomplish their goal. This letter must also include their phone number, e-mail and local address in order that they can be contacted. If it is a grade related matter, an unofficial copy of their transcript should also be submitted. The student's advisor in the OSS will submit the material for appeal to the Department/Unit ASC Chair and inform the student of the meeting time and place once arrangements have been made.
  
- ◆ The student may request permission to appear before the Department/Unit ASC to present or discuss his/her appeal in person, or the Department/Unit ASC, itself, may make this request of the student.

### **Review of Academic Standing Committee Decisions**

- ◆ The Department/Unit ASC will convene a committee, review the matter, and inform the student in writing of the decision. If within 20 working days of being informed of a department or unit decision, the student is not satisfied with the Department's ASC decision, he/she may request that the ASC reconsider its decision on the basis of additional information, or bring the matter before the Dean of the School. If the student is not satisfied with the Dean's disposition of the matter, he/she may pursue the matter further by notifying the advisor in OSS that he/she would like his/her appeal to be heard by the College Academic Standing Committee.

# **Appendix B**

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## **Operating Guidelines of the Undergraduate College Academic Standing Committee**

### **Purpose of Committee**

- ◆ The College Academic Standing Committee (ASC) acts on matters relating to the academic standing of undergraduate students in the College who have already appeared before the Department/Unit's Academic Standing Committee.
- ◆ Issues pertaining to academic and co-op status, including but not limited to warning, probation, permission to resume studies, changes in requirements, and repeating courses, fall within the jurisdiction of the ASC. The ASC also considers student appeals relative to academic or cooperative education judgments by faculty, coordinators, or others acting on behalf of the University, when such appeals arise from a violation, misinterpretation, or inequitable application of the academic provisions outlined in the University Catalogue, Cooperative Education Handbook, or Undergraduate Student Handbook.
- ◆ The University Affirmative Action Office handles appeals arising from allegations of discrimination on the basis of sex, sexual orientation, race, color, age, religion, national origin, handicap, or marital status. If other allegations remain, at the conclusion of the University Affirmative Action Committee's inquiry, the student may refer them to the Dean for review by the ASC of the College.

### **Initiation of Action**

- ◆ Prior to submitting an appeal to the College ASC, the student must attempt to resolve the problem with the faculty member, coordinator, or other individual acting on behalf of the University, according to procedures outlined in the Undergraduate and Graduate Student Handbook, as well as having appeared before their Department/Unit ASC.
- ◆ Students wishing to bring an appeal before the College ASC must first consult with their advisor in the Office of Student Services (OSS). The advisor will notify the Chair of the College ASC that a student has submitted an appeal for review. The student must submit all appropriate documents, including a Bouvé College of Health Sciences General Petition form, to be obtained in the Office of Student Services to his/her advisor. The OSS will inform the student of the time and place of the College's ASC meeting.
- ◆ The student may request permission to appear before the College ASC to present or discuss his/her appeal in person, or the ASC, itself, may make this request of the student. Student advocates are not permitted during a student's academic standing appeal meeting.

### **Review of Academic Standing Committee Decisions**

- ◆ The Office of Student Services will submit copies of the student's appeal to the College ASC, which will review the case at the next regularly scheduled meeting. The College ASC schedules meetings on a monthly basis. Appeals that may affect the student's progression in the next semester will be processed as expeditiously as possible.
- ◆ Prior to the review, the department/unit should provide information on its prior decision to the College ASC. The chair of the department or unit of the student presenting the appeal shall be invited by the Chair of the College ASC to attend the meeting. If the Chair is unable to attend, a representative of that committee will be asked to attend by the Chair of the department/unit.
- ◆ A decision will be made by the College ASC, at the next regularly scheduled meeting, assuming that all relevant and appropriate information has been made available to the Committee by the parties involved. If more information is needed, the decision may be held over until the next meeting.
- ◆ The Chair of the College ASC will notify the student and other relevant parties of the decision in writing no later than one week of the decision.
- ◆ If the student is not satisfied with the College ASC decision, he/she may request that the ASC reconsider its decision on the basis of additional information, or bring the matter before the Dean of the College. If the student is not satisfied with the Dean's disposition of the matter, he/she may pursue the matter further by requesting in writing that the Vice President for Student Affairs convene an appeals resolution committee.

### **Internal Procedures of the Academic Standing Committee**

- ◆ The College Academic Standing Committee is made up of 6 faculty members, 4 of whom are elected by the Schools with a proportional representation of 2 from the School of Health Professions, 1 each from the Schools of Nursing and Pharmacy, an at-large member elected by the College faculty, and an administrative representative appointed by the Dean. Only elected members to the Committee have voting privileges. Administrators at the rank of School Dean or higher do not have voting privileges.
- ◆ Four of the five voting members shall constitute a quorum. Any decision in support of a student appeal of an academic judgment will require a majority vote of the voting members, that is, at least 3 positive votes. If fewer than 5 voting members are present, 3 positive votes are still required to support a student petition.
- ◆ The Committee will select its own chairperson and secretary at the end of the spring semester. Only full-time teaching faculty shall be eligible to serve as Chair.
- ◆ The Committee will schedule at least one meeting per month during the academic year for the purpose of hearing appeals.

- ◆ The Committee may request appearances by any party involved in an appeal or may request additional written information before coming to a decision. Invited guests and the student will be requested to leave prior to the initiation of voting on student appeals. Voting may be by show of hands or paper ballot at the discretion of the Committee.
- ◆ In cases where discrimination or harassment is alleged to have influenced the decision being appealed, a representative of the Office of Affirmative Action will also be invited to attend and explain its findings in the matter and identify the remaining issues to be decided by the Committee.
- ◆ The College ASC is without authority to make decisions or order actions that overturn or modify the findings and directives of the Affirmative Action Office.
- ◆ The Chair of the College ASC will keep a record of the actions of the Committee.

# **Appendix C**

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## **Delivery of Services**

The 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.

## **Insufficient Enrollment Disclaimer**

Northeastern University reserves the right to cancel any course if minimum enrollments are not met. The right to change curriculum and progression policies may be done at any time, as long as students are notified in advance of initiating the changes or revisions.

## **Precedence Statement**

The Bouvé College of Health Sciences Undergraduate Student Manual should be used in conjunction with the Undergraduate Student Handbook, Undergraduate Catalogue and Cooperative Education Handbooks. Where differences exist between this Manual and those publications, the Catalogue and Handbooks take precedence.

## **Anti-discrimination Policy**

Northeastern University is committed to a policy of equal opportunity for all students and employees without regard to race, color, religion, sex, sexual preference, national origin, handicap, or veteran status. The University prohibits discrimination in all matters involving admission, registration, and all official relationships with students, including evaluation of academic performance. Northeastern is also an Equal Opportunity Employer.

## **Verbiage Used in this Document**

Those duties that are bound by policy are characterized by the use of the verbs "shall" and "must". The verbs "should", "may", and "could" represent operational guidelines. The word "should" indicates an ethical obligation. Cases where more than one acceptable option exists are indicated by the use of the words, "may" or "could".

## **Equal Opportunity Employment Policy**

Northeastern University does not discriminate on the basis of race, color, religion, sex, sexual preference, age, national origin, or veteran or handicapped 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 Affirmative Action/Diversity  
424 Columbus Place  
Northeastern University  
Boston, MA 02115  
Phone: (617) 373-2133

Inquiries concerning the application of nondiscrimination policies may also be referred to:

Regional Director  
Office for Civil Rights  
United States Department of Education  
J.W. McCormack Building  
Post Office Court House, Room 701  
Boston, MA 02109-4557