

SSAC Petitionable Academic Policies

3/03/2023

All students fall under Northeastern's current academic policy. In addition, eligible Mills continuing students are permitted to petition the NU-Mills Special Standing Academic Committee (SSAC) for consideration regarding the following policies.

Petitions and supporting documentation should be submitted to: millspetition@northeastern.edu. The SSAC meets monthly.

Part-time Study

Who this is for:

Individual continuing Mills undergraduate students may benefit academically from taking fewer than 12 semester-hours per semester.

Policy if petition is approved:

Continuing Mills undergraduate students who do not already have an approved reduced course load accommodation may petition the SSAC to enroll on a part-time basis. Under the part-time option:

- Minimum enrollment for part-time undergraduate status is 8 semester-hours per semester.
- A part-time student must successfully complete all 8 semester-hours in which they are registered to remain in good academic standing.
- The financial guarantee provided in the merger protocol of no additional out-of-pocket cost for eligible Mills students completing NU degrees will be applicable if the student is making timely academic progress toward degree completion. However, part-time study may have implications for federal financial aid and students considering this option must meet with a Student Financial Services counselor.
- Part-time study may have implications for F-1 and J-1 visa status. F-1 and J-1 students must enroll in and maintain a full-time course load; federal regulations allow international students to reduce their course load in certain limited academic and medical circumstances. Should an F-1 or J-1 student wish to pursue a reduced course load for an academic term, they must receive official approval by a Designated School Official in the Office of Global Services prior to reducing their registered course credits below 12 semester-hours.
- Part-time study may have implications for housing and health insurance eligibility. Students considering this option must meet with a Housing and Residential Life representative.

A complete petition for part-time status should include:

- a statement from the student explaining how part-time status would impact their successful progress toward degree completion;

- a statement of support from the student’s academic advisor confirming that the student is able to make timely progress toward degree completion and that part-time enrollment will not significantly change the student’s expected graduation date (EGD);
- confirmation from the student that they have discussed and understand the implications of part-time status with the following offices, if applicable: Student Financial Services (FinancialCounselingServices@northeastern.edu); Student Health Plan (NUSHP@northeastern.edu); Housing and Residential Life (oaklandhousing@northeastern.edu); and the Office of Global Services (OaklandOGS@northeastern.edu);
- F-1 and J-1 students must include the approval email notification of the Reduced Course Load E-Form request.

Pass/Fail Option

Who this is for:

Individual continuing Mills undergraduate students may benefit from opting to take selected courses pass/fail (Satisfactory/Unsatisfactory grade issued).

Policy if petition is approved:

Northeastern policy allows for any student not on academic probation to register for one pass/fail course per semester if permission is granted by the college in which the student is enrolled and if the course is offered on a pass/fail basis. Individual continuing students may petition the SSAC to take a second pass/fail course in a given semester, subject to the following specifications:

- Continuing Mills students can take no more than three pass/fail courses in total while completing their degree at Northeastern.
- With prior approval, a limited number of courses toward the major may be taken pass/fail.

A complete petition for taking an additional pass/fail course in a given semester should include:

- a statement from the student explaining how the additional pass/fail course would affect their successful completion of the degree;
- a statement of support from the student’s advisor;
- a completed Petition to Elect Pass/Fail Grade, signed by the course instructor.

Counting Courses from Other Institutions

Who this is for:

Individual continuing students who opt to take a course at another institution, including community colleges, for transfer credit toward their Northeastern degree.

Policy if petition is approved:

- Courses taken at another institution do not fall under the financial commitment made by Northeastern; students are responsible for costs associated with taking a course at another accredited institution.

- The student must earn a C (2.000) or better for a course to be considered for transfer.
- The student must arrange for an official transcript to be provided upon completion of the course in order for the credit to be awarded by Northeastern.
- Students must complete degree requirements by the end of spring semester 2025, unless otherwise approved by the SSAC.

A complete petition for taking a course from another institution toward the Northeastern degree must be submitted before the course is taken, and should include:

- a statement from the student describing why completing a course(s) outside of NU is necessary to make progress toward degree completion. This should include the course name, number, and course description;
- for F-1 and J-1 students, a statement confirming they consulted with the Office of Global Services prior to taking courses at other academic institutions within the U.S.;
- a completed Petition to Approve Transfer Credit Equivalency.