

2025–2026

Handbook & Student Guide

Graduate Programs



Northeastern University
D'Amore-McKim School of Business

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Purpose

The D'Amore-McKim Graduate Programs Handbook & Student Guide should be used in conjunction with the [Northeastern University Graduate Student Handbook](#) and other procedural guides which contain Northeastern University's primary statements about academic programs, policies, and procedures; degree requirements; student responsibilities; and general personnel policies, benefits, and services.

Academic Code of Conduct

A STATEMENT OF PRINCIPLES AND EXPECTATIONS OF GRADUATE BUSINESS STUDENTS:

Above all else, students are expected to ensure that their conduct helps to create an atmosphere conducive to learning and the interchange of knowledge. While it is understood that some of these items are subject to interpretation, students should nonetheless endeavor to:

1. Be respectful of fellow students, staff, and faculty.
2. Do not discriminate against fellow students in any manner.
3. Contribute a fair share to team efforts and allow all classmates to participate and be heard.
4. Attend every class unless extenuating circumstances arise, turn assignments in on time, and follow instructions on all assignments, including those affecting the use of technology.
5. Be truthful in speech and other forms of communication, which includes, but is not limited to, avoiding academic dishonesty.

Accreditation

The D'Amore-McKim School of Business is accredited by AACSB International (The Association to Advance Collegiate Schools of Business)

Northeastern University is accredited by NECHE (The New England Commission of Higher Education, Inc.).

You'll find a complete list of our accreditations in the [Northeastern's Academic Catalog](#).

The Graduate Student Honor Code

THE POLICY

A commitment to the principles of academic integrity is essential to the mission of Northeastern University. Promoting independent and original scholarship ensures that students derive the most from their educational experience and their pursuit of knowledge. Academic dishonesty violates the most fundamental values of an intellectual community and undermines the entire University's achievements.

As members of the academic community, students must become familiar with their rights and responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind, collaborative work, using study aids, the appropriateness of assistance, and other issues. Students are responsible for learning documentation conventions and acknowledging sources in their fields. Northeastern University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

The following is a broad overview of what constitutes a violation of academic integrity, but not an all-encompassing definition

CHEATING

The University defines cheating as using or attempting to use unauthorized materials, information, or study aids in any academic exercise. When completing any academic assignment, a student shall rely on their mastery of the subject.

Examples include, but are not limited to:

- Unauthorized use of aids such as but not limited to notes, text, the Internet, cell phones, etc., to complete any academic assignment.
- Copying from another student's academic work.
- Unauthorized communication during an examination.
- Handing in the same paper for more than one course without explicit permission from the instructor(s).
- Intentionally viewing a test before it is administered.
- Storing notes in a portable electronic device for use during an examination.

FABRICATION

The University defines fabrication as the falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples include, but are not limited to:

- Inventing data, facts, or sources for an academic assignment.
- Altering the results of a lab experiment or survey.
- Citing a source in a bibliography that was not used.
- Stating an opinion as a scientifically proven fact.

PLAGIARISM

The University defines plagiarism as using one's own words, ideas, data, code, or other original academic material of another without providing proper citation or attribution. Plagiarism can apply to any assignment, either final or drafted copies, and can occur accidentally or deliberately. Claiming that one has "forgotten" to document ideas or material taken from another source does not exempt one from plagiarizing.

The following sources require citation:

- Word-for-word quotations from a source, including another student's work.
- Paraphrasing (using the ideas of others in your own words).
- Unusual or controversial facts not widely recognized.
- Audio, video, digital, or live exchanges of ideas, dialogue, or information.

Students who feel unclear whether a source requires citation should speak with their Professor or consult the [Writing Center](#) in 412 Holmes Hall.

UNAUTHORIZED COLLABORATION

The University defines unauthorized collaboration as instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, any analysis, interpretation, or reporting of data required by an assignment must be each individual's independent work unless the instructor has explicitly granted permission for group work.

Examples include, but are not limited to:

- Submitting work that closely matches that of another student, when the work is to be original to the student handing in the assignment.
- Sharing a take-home examination, case write-up, lab report, or any other assignment with a peer without express permission from the instructor.

PARTICIPATION IN ACADEMICALLY DISHONEST ACTIVITIES

The University defines participation in academically dishonest activities as any action taken by a student with the intention of gaining an unfair advantage over other students.

Examples include, but are not limited to:

- Misrepresenting oneself or one's circumstances to an instructor.
- Stealing an examination.
- Purchasing a pre-written paper.
- Selling, loaning, or otherwise distributing materials intended for the purpose of cheating, plagiarism, or other academically dishonest acts.
- Destroying, altering, stealing, or forging another student's work, library materials, laboratory materials, academic records, course syllabi, or examination/course grades.
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.
- Forging information or signatures on official University documents.

FACILITATING ACADEMIC DISHONESTY

The University defines facilitating academic dishonesty as intentionally or knowingly helping or contributing to violating any policy provision.

Examples include, but are not limited to:

- Doing academic work for another student.
- Making available previously used academic work for another individual who intends to resubmit the work for credit.

OBLIGATION TO UPHOLD ACADEMIC INTEGRITY

All members of the Northeastern University community have a role in upholding the [Academic Integrity Policy](#). Any community member who witnesses a violation of this policy should report it to the appropriate faculty member or the Office of Student Conduct & Conflict Resolution (OSCCR). All instructors are required to refer to Northeastern's Academic Integrity Policy in their course syllabi.

OPTIONS FOR INSTRUCTORS REPORTING ALLEGED VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

A faculty member who suspects a student in their class, or working under their direction, of violating the Academic Integrity Policy can choose to:

- File official charges with the OSCCR, or
- Submit the complaint as an "information only" case to request that the incident be kept "on file" for the student.

An instructor who believes that a student made an unintentional mistake and does not want to file an official complaint may submit an "information only" complaint. The faculty member will speak with the student suspected of violating the policy before sending a complaint. OSCCR will inform the student via email when it receives an "information only" complaint. This correspondence will provide the student with resources to avoid potential future violations and notice that another "information only" complaint for an Academic Integrity violation may result in an official charge and meeting with a member of the OSCCR staff. When an "information only" complaint is received by OSCCR for a student who already has one or more "information only" complaints on file, OSCCR reserves the right to determine whether there are sufficient facts in the new complaint to support a charge of an Academic Integrity violation. The Director of OSCCR will review all complaints submitted against a student to determine whether sufficient evidence for violating the Academic Integrity Policy exists. If the Director determines that the evidence is sufficient, the case will be assigned to a staff member within the OSCCR. The staff member will assign the case to an Administrative Hearing or the Student Conduct Board.

SANCTIONS

Hearing Officers and the Student Conduct Board have the discretion to impose sanctions for a Responsible finding of an Academic Integrity violation that range in severity from a written warning to expulsion and include an action taken by the student to help rebuild trust within the community.

Hearing officers will consider the following when determining appropriate sanctions for violations of the Academic Integrity policy.

- Nature of the violation(s)
- Severity of the damage, injury, or harm

- Student's past disciplinary record
- Mitigating circumstances
- Aggravating circumstances

APPEALS

Students may appeal the disciplinary actions of an Academic Integrity violation on the three grounds identified in the Code of Student Conduct. The Appeals Process outlined in the Code of Student Conduct will be used for such appeals. Please refer to the [Code of Student Conduct](#) for a complete description and explanation of the Appeals Process.

GRADING AUTHORITY

OSCCR does not have authority over assignments or course grades. Therefore, a student who violates Northeastern University's Academic Integrity Policy may also be subject to academic penalties at the instructor's discretion in the course. This can result in, but is not restricted to, the student failing the course. A student with questions about the Academic Appeals process should contact the academic advisor to review that process.

Students are expected to report observed breaches of the honor code to instructors or a member of the administration.

By submitting academic work, the student indicates that it has been prepared following the Graduate Student Honor Code.

PROCEDURES FOR RESOLVING ACADEMIC DISPUTES

If a student is in doubt about an action to be taken or how to respond to another's action, the student should consult with a Graduate Business Programs staff member to receive guidance on appropriate next steps.

When questions and concerns arise about a grade, classroom performance and expectations, academic conduct, etc., the student should meet first with the course Professor to seek a resolution. If issues are not resolved, the student should meet with the Group Coordinator who supervises the faculty member. If the student is unsatisfied, the student may seek a formal resolution by submitting a written statement within one month of the event (20 working days) to the Associate Dean for Graduate Programs describing the situation and offering a proposed resolution.

The Associate Dean will provide a written response within 30 days. The Associate Dean can consult the Professor, the Faculty Group Coordinator, the Graduate Programs Committee (which functions as the Academic Standing Committee for Graduate Business Programs), or others.

If the student is still not satisfied, the student may request a University-level review from the Vice Provost for Graduate Education within 30 days of the receipt of the Associate Dean's disposition, who will convene an appeals resolution committee and issue a decision.

A member of the faculty or staff who remains dissatisfied after attempting to review an academic honor code dispute with a student can request a review by filing a written complaint with the Vice Provost for Graduate Education. The Vice Provost will initiate the "discipline process" specified in the [Northeastern University Student Handbook](#) or refer the case to the Office of Student Conduct and Conflict Resolution (OSCCR).

Academic Information

ADVANCED STANDING POLICY

Candidates applying to the Part-Time MBA and Online MBA programs may request to be considered for Advanced Standing course waivers of required classes based on the previous completion of undergraduate or graduate coursework at an AACSB-accredited institution within the past five years with a grade of “B” (3.000) or better. If they meet the eligibility requirements, they will have the approved class waived and receive a notation on their transcript of receiving Advanced Standing, thereby reducing the overall credits required for graduation.

Advanced standing requests will be considered on an individual basis. Core Part-Time MBA courses have additional requirements, outlined in [Appendix A: Advanced Standing Guidelines for Core Part-Time MBA Courses](#). Core Online MBA courses have additional requirements, outlined in [Appendix B: Advanced Standing Guidelines for Core Online Courses](#). Please consult with your academic advisor for further information.

Students must submit official transcripts (if not included in their application) and a course syllabus and may need to provide additional documentation. New campus-based students may contest initial advanced standing decisions or request other waivers during their first semester. New online students may make these requests within 60 days (about two months) of admission. After this time, advanced standing will not be granted.

The combination of advanced standing and transfer credits may never exceed one-third of the total credits for the degree. At least two-thirds of the course requirements must be earned in the D'Amore-McKim degree.

TRANSFER CREDIT POLICY

Candidates may request to transfer credits up to nine credit hours for a required or elective course. To be eligible to transfer credit, the course must be at the graduate level at an AACSB-accredited institution and within the past five years with a grade of “B” (3.000) or better. Students may request to transfer up to 6 quarter hours or 4.5 semester hours from a graduate certificate program from Northeastern's College of Professional Studies. If they meet the eligibility requirements, they will have the approved class waived and receive a notation on their transcript of receiving Transfer Credit, thereby reducing the overall credits required for graduation. Grades of transferred courses will not be calculated in the student's GPA. The course description or syllabus must be attached to the petition.

Once enrolled in a D'Amore-McKim School of Business graduate program, a student may request transfer credit only if a comparable course is not offered at Northeastern.

The combination of advanced standing and transfer credits may never exceed one-third of the total credits for the degree. At least two-thirds of the course requirements must be earned in the D'Amore-McKim degree.

INDEPENDENT STUDY

Independent study projects can be approved for 1, 1.5, 2, 3, or 4 credits. Students are generally limited to 6 credits of independent study credit (typically two 3-credit hour projects). A student must complete approximately 40 hours of independent work for each credit.

Petitions for independent study must be submitted to the Program Director for approval at least one month before the first week of classes in the semester in which the course will be taken.

The petitions must outline the academic work to be completed, an interim measure of evaluation, and the final product that will be submitted, with a weekly task schedule.

The petition must also specify the criteria for evaluation, identify the course requirement the independent study will fulfill, and be signed by the sponsoring faculty member, certifying the academic validity of the work. The Professor must be full-time faculty.

If the petition is approved, registration will be confirmed. Students conducting independent studies are subject to all registration and academic guidelines, including incomplete grade regulations.

NONBUSINESS ELECTIVES

Students may petition to take up to 12 credits of graduate courses at Northeastern University outside the D'Amore-McKim School of Business (excluding the College of Professional Studies) to satisfy elective requirements, subject to the requirements of the individual program and prior approval by their academic advisor or Program Director. The petition must demonstrate how the course(s) will expand a student's management skills or enhance the achievement of career goals. Grades of nonbusiness graduate electives taken at Northeastern count in computation of the cumulative grade-point average necessary for completion of degree requirements and are not treated as transfer courses.

Courses from the College of Professional Studies are considered transfer credits as detailed in the Transfer Credit section above.

Foreign language courses are offered at Northeastern for undergraduate credit in 4 semester-hour units. MBA students wishing to take foreign language courses as electives may petition for nonbusiness electives and append a statement that specifies all prior foreign language work/experience, career goals, how foreign language electives will support those goals, the proficiency desired, as well as a list and schedule of desired courses. Grades will count in the computation of the cumulative grade-point average.

Credits will be translated as follows:

- Two introductory undergraduate language courses (8 semester hour credits) will earn 3 graduate semester hour credits.
- Each upper-level undergraduate course (4 semester hour credits) will earn 3 graduate semester hour credits.
- Students are limited to 9 semester hours of MBA credit for languages, subject to the individual program's waiver and transfer credit requirements.
- Language courses completed before MBA matriculation will not be accepted for transfer credit.

Transfer Among Programs

TRANSFERS TO THE PART-TIME MBA PROGRAM

From the Full-time MBA Program:

- Transfer must occur before the third semester and before corporate residency in the Full-time MBA program.
- Students must have at least a 3.0 grade point average in the Full-time MBA program.
- All credits earned will transfer.
- Individual core courses taken in the Full-Time MBA program will be accepted as fulfilling the corresponding requirements in the Part-Time MBA program.
- The transferring student must fulfill all remaining Part-Time MBA requirements, even if this results in a degree total of more than 60 credits.
- Students may not transfer back to the original program.

Transfer requests should be directed to the Assistant Dean and Director of Program and Student Services.

From other Northeastern University MBA Programs:

- Transfer will be granted upon the mutual agreement of the Program Directors for the two programs.
- All credits earned will transfer.
- Individual core courses taken in the previous program will be accepted as fulfilling the corresponding requirements in the Part-Time MBA program.
- The transferring student must fulfill all remaining Part-Time MBA requirements, even if this results in a total degree of more than 60 credits.
- Students may not transfer back to their original program.

Students should direct transfer requests to the Assistant Dean and Director of Program and Student Services.

From all other programs:

- Students must apply to the Part-Time MBA program following the usual process for new students.
- If the student is accepted, advanced standing and transfer credit for individual courses will be granted under the current guidelines for the Part-Time MBA program.

The Assistant Dean and Director of Program and Student Services may rule on appeals to these conditions.

TRANSFERS TO THE FULL-TIME MBA PROGRAM

All students wishing to enroll in the Full-Time MBA Program must apply to the program following the established process for new students. If accepted, the student will enter the Full-Time MBA program with the next entering Fall class (i.e., students may not join the program midyear). Transfer credit for individual courses will be granted under the current guidelines for the Full-Time MBA program.

The Associate Dean of Graduate Programs may rule on appeals to these conditions.

TRANSFERS TO THE MS IN FINANCE/MBA PROGRAMS

From the Full-Time MBA Program or the Part-Time MBA Program:

Students in the Full-Time MBA may request to transfer to the Full-Time MS in Finance/MBA programs. Students in the Part-Time MBA may request to transfer to the Part-Time MS in Finance/MBA programs. They must meet the following criteria:

- Completed the core Finance course and FINA 6203 Investment Analysis.
- Achieved an overall GPA of 3.000 or better.
- Achieved a GPA of 3.000 or better in all Finance courses.

Students should submit transfer requests in writing to their academic advisor.

From all other programs:

- Students must apply to the MS in Finance/MBA programs following the usual process for new students.
- If the student is accepted, waiver and transfer credit for individual courses will be granted under the current guidelines for the MS in Finance/MBA program.

Students should direct transfer questions to their academic advisor.

TRANSFERS INTO THE MS IN QUANTITATIVE FINANCE/MBA PROGRAM

Students interested in pursuing this option must speak with their student services advisor to determine what options may exist

TRANSFERS TO THE MS IN FINANCE, MS IN INTERNATIONAL MANAGEMENT, AND MS IN QUANTITATIVE FINANCE PROGRAMS (FULL- OR PART-TIME)

Students in the Full-Time MBA or Part-Time MBA program may request to transfer to the the MS in Finance, MS in International Management, or MS in Quantitative Finance program. They must meet the following criteria:

- Students must apply to the program following the usual process for new students.
- If the student is accepted, waiver and transfer credit for individual courses will be granted under the current guidelines for the program.

Students should direct transfer questions to their academic advisor.

Course Registration

REGISTRATION PROCEDURE

Course registration status and all other registration policies and procedures are finalized within The Office of the Dean at 101 Hayden Hall and the Office of the Registrar in Suite 200 at 271 Huntington Avenue. Students should follow all published rules and procedures.

Graduate course lists are posted on the Registrar's website: registrar.northeastern.edu/article/schedule-of-classes. If there are updates to course information, the updates will be published on the Registrar's website and included in the student's graduate newsletter.

- Daytime sections of required courses are typically reserved for full-time students.
- Evening and Saturday required course sections are typically reserved for Part-Time MBA students. Nonbusiness students may enroll if space is available.
- Students from all graduate business programs take elective courses offered in the evenings and Saturdays.
- Courses for Online MBA programs are restricted to Online MBA students and are designated accordingly.
- Online course registration ends one week before the first day of the term.

Students register for courses via the [Student Hub \(me.northeastern.edu\)](https://studenthub.northeastern.edu). Students should consult their academic advisor regarding course offerings, registration, and degree requirements.

ONE-CREDIT COURSE LIMIT

A maximum of 6 one-credit courses may be used to meet graduation requirements. A variety of one-credit special topics electives are offered each term. The courses have pass-fail grading.

COURSE LOAD AND REGISTRATION FOR INTERNATIONAL STUDENTS STUDYING IN THE U.S.

To maintain the required full-time student status, international students must enroll in a minimum of 8 credits each semester (9 credit hours per term in a 3-credit enrollment system). Registration for corporate residency and co-ops, though counted as zero credits, qualifies for full-time status.

Curricular Practical Training (CPT) is a type of work authorization that allows you, as a student studying on an F-1 visa, to accept off-campus employment as part of the curriculum of your degree program. You'll find the list of D'Amore-McKim graduate programs that include the opportunity to request CPT authorization on our [International Graduate Students](#) web page. CPT may be authorized for full- or part-time employment that is directly related to your major area of study.

To participate in an off-campus experiential training in the U.S, F-1 students must obtain CPT authorization from [Northeastern's Office of Global Services \(OGS\)](#).

COURSE LOAD DURING CORPORATE RESIDENCY

Corporate residency is a full-time commitment, and students' priority is to their employers. Students will not take classes during the first term of work while they adjust to their corporate residency. With their employer's and career advisor's permission,

students may take a maximum of six credits per semester while on residency. Courses taken while on residency cannot conflict with work hours, so they are typically in the evening or on Saturdays. Pre-approval must be received from the [Graduate Career Center](#) or Graduate School of Professional Accounting (for accounting students) before registration for any necessary exceptions.

CLOSED COURSES AND LATE ADDS

D'Amore-McKim classes foster a strong peer network and allow all students time to interact with faculty. Classes have registration limits to safeguard the academic experience of students in the class. Classes are open for registration on a first-come, first-served basis. D'Amore-McKim does not offer waitlists once a class reaches capacity.

Requests for enrollment in a closed course or after the second week of the class should be directed to the student's academic advisor. Graduating students that require the course to graduate will receive priority consideration for closed classes.

COURSE ATTENDANCE AND WITHDRAWALS

Students are expected to attend all class sessions. Unless otherwise stated in the syllabus, failure to attend the first two campus-based class sessions may result in withdrawal from the course. Online students must participate as outlined in the course syllabi.

To withdraw from a campus-based course with a full tuition credit, a student must officially drop the course by the end of the second week of classes in the Fall and Spring semesters or the first week of classes in a half summer term. (Note: Course weeks are counted as seven days from the first day of class, not based on a Monday-Friday week.) Course withdrawal and tuition charges or refunds for dropped courses follow the University schedule and policies outlined on the [Registrar's website](#).

Registration, adding, and dropping courses is available through [Student Hub \(me.northeastern.edu\)](#). Students should check their registration through their Student Hub to ensure the accuracy of their add/drop transactions.

*For Online MBA, Online MS in Business Analytics, Online MS in Management, and Online Graduate Certificate in Business Administration students accepted Fall 1, 2022 and later, the following refund policies apply:

During weeks one through two—100 percent refund
During the third week—50 percent refund
During the fourth week—25 percent refund
After the fourth week—no refund

Non-attendance does not constitute official withdrawal. If a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one course over an entire term, the University must assume that the student has unofficially withdrawn. For this purpose, non-passing grades are defined as W, NE, *, IP, L, or I. Unofficial withdrawals will be determined within 90 days of the end of the term. Federal financial aid recipients will have their awards reviewed and recalculated, causing a reduction in aid awarded.

Grades, Transcripts, Honors, and Graduation

Grades are available through your [Student Hub \(me.northeastern.edu\)](#) shortly after grades are closed. Online program grades are generally available two weeks from the course end date. Questions about grades should be directed to the Professor.

Learn more about the Northeastern grading system on the website registrar.northeastern.edu/article/university-grading-system.

COMPENSATING FOR A FAILING GRADE

A failed required course may be repeated only once and must be completed with a grade of C- or better the next term that the course is offered (after 12 months for online students). A student who fails to complete a repeated required course within the designated period will be blocked from taking other courses until the student completes the course with a grade of C- or better. In an elective course, the student may repeat the elective once and earn a grade of C- or better or may petition to substitute another elective. If the student earns a second grade of F in a repeated course, the Graduate Programs Committee must withdraw the student.

No more than 110 percent of graduate program credits may be taken for any reason. Repeated courses may be taken to replace an F and to raise the grade point average and will count in the total number of credits taken. Extra courses, up to 110 percent may be taken to attain the minimum grade point average. No course may be repeated more than once.

ACADEMIC STANDING AND CONTINUING STUDENT STATUS

Students may be accepted into a program on a conditional basis, you'll need to fulfill any conditional admission requirements before beginning your program.

All students must submit required admissions documents, such as official transcripts or standardized test scores, within 30 days of the start of the academic term. If you fail to satisfy these conditions, you won't be permitted to register for a future term.

All students must maintain a prescribed cumulative grade point average (GPA) to continue their program. Failure to do so may result in an official written warning, academic probation, or dismissal. Failure to meet the conditions of any warning or probation may result in continued probation or dismissal. Cumulative grade point average requirements for each program and corresponding levels for a Warning, Probation, or Dismissal are outlined below.

Unless otherwise noted, students must complete all degree requirements in no more than 7 years and are expected to maintain continuous progress toward a degree. Continuous progress is defined as:

Full-Time MBA, Full-Time MS in Finance/ MBA, JD/MBA, MS in Accounting/MBA and MS in Accounting
Minimum of 8 credits per semester, or actively participating in a corporate residency.

Part-Time MBA, Part-Time MS in Finance/MBA, MS in Finance (full- and part-time), and MS in International Management (full- and part-time), MS in Management
Minimum of 3 credits per semester.

Online MBA
Minimum of 3 credits per semester.

Letter Grade	Numerical Equivalent	Explanation
A	4.000	Outstanding achievement
A-	3.667	
B+	3.333	
B	3.000	Good achievement
B-	2.667	
C+	2.333	
C	2.000	Satisfactory achievement
C-	1.667	
F	0.000	Failure
I		Incomplete
IP		In progress
NE		Not enrolled
NG		Grade not reported by faculty
S		Satisfactory (pass/fail basis; counts toward total degree requirements)
U		Unsatisfactory (pass/fail basis)
L		Audit (no credit given)
W		Course withdrawal

A student who does not maintain continuous progress for two consecutive semesters will be issued a warning to resume continuous progress for the following semester. Failure to do so may result in withdrawal from the program. A withdrawn student must submit a written request to resume graduate study, detailing the circumstances that led to withdrawal and describing the specific academic plan the student plans to follow to complete the remaining degree requirements satisfactorily.

WARNING, PROBATION, OR DISMISSAL POLICY

Program	Time frame	Cumulative Grade Point Average	Action
Full-Time MBA, Full-Time MS in Quantitative Finance/ MBA, and Full-Time MS in Finance/MBA	At the end of the first year fall semester	Under 2.0	Dismissal
		Between 2.0 and 2.79	Probation*
		Between 2.8 and 3.2	Warning
	At the end of the first year spring semester and later	Under a 3.0 and on probation from a previous semester	Dismissal
		Under a 3.0 or failure to earn 24 credits	Probation
		Between 3.0 and 3.2	Warning
JD/MBA	At the end of the first year fall semester	Under 2.5	Dismissal
		Between 2.5 and 2.79	Probation
		Between 2.8 and 3.2	Warning
	At the end of the first year spring semester and later	Under a 3.0 and on probation from the Fall semester, or under a 2.5	Dismissal
		Under a 3.0 or failure to earn 24 credits	Probation
		Between 3.0 and 3.2	Warning
Part-Time MBA, Part-Time MS in Finance/MBA, Online MBA	Between 6 and 11 credits attempted	Under 2.5	Warning
	Between 12 and 23 credits attempted	Under 2.5	Probation
		Between 2.5 and 2.99	Warning
	24 or greater credits attempted	Under 3.0 and on probation for 12 credits	Dismissal
		Under 3.0	Probation
MS in Finance, MS in International Management, MS in Business Analytics, MS in Quantitative Finance, and MS in Management	Between 3 and 5 credits attempted	Under 2.5	Warning
	Between 6 and 11 credits attempted	Under a 2.5	Probation
		Between 2.5 and 2.99	Warning
	12 or greater credits attempted	Under 3.0 and on probation for 6 credits	Dismissal
		Under 3.0	Probation
		Under 2.5	Dismissal
Graduate Certificates	One semester	Under cumulative 3.0	Probation
	Two consecutive semesters	Under cumulative 3.0 and on probation	Dismissal
MS in Accounting	Two consecutive semesters	Under cumulative 3.0 and currently on probation	Dismissal
MS in Accounting/ MBA	End of June term	Failure of ACCT 6220	Dismissal
		Under 3.0	Probation
	End of Summer 2	Under 2.6	Dismissal
		Under 3.0	Probation
	End of Fall term	Under 2.75	Dismissal
		Under 3.0	Probation
End of Spring term	Under 3.0	Probation	
	Under 2.83	Dismissal	

*Students on academic probation are not eligible for corporate residency, community impact initiative or graduate co-op.

A student may request a leave of absence from a program by contacting their academic advisor. To return from a leave of absence or to receive an extension for the maximum time allowed to complete a degree, the student must send a written request to the Director of Program and Student Services, including a plan to complete the degree.

A student in the MS in Accounting/MBA program who fails or withdraws from any required course puts their academic standing in jeopardy and must consult with the Graduate School of Professional Accounting Director or the Associate Dean of Graduate Programs. The failed (or incomplete) course must be repeated as soon as it is offered. The student will only be allowed to register for classes for which they satisfy all prerequisites.

Students in the MS in Accounting/MBA program who do not pass ACCT 6220 will not satisfy the prerequisite to progress to ACCT 6221 in July. Students counseled out of the program at this point may take financial accounting courses at other institutions and petition to be re-admitted in the following year at the discretion of the Graduate School of Professional Accounting Director. Students who fail any required course before the end of the Fall Semester may lose the opportunity to participate in a corporate residency at the discretion of the Graduate School of Professional Accounting Director office and the residency host firms.

Full-Time MBA and Full-Time MS in Finance/MBA students on academic probation are not eligible for corporate residency.

TRANSCRIPTS

Students may request official transcripts at Registrar's Office, 271 Huntington Avenue, Suite 200 (617.373.2300) (registrar.northeastern.edu/article/transcript-requests). There is no charge for official transcripts. Students may obtain an unofficial transcript through their [Student Hub](#).

HONOR SOCIETY

The top 20 percent of graduates in each Graduate degree program are offered membership in Beta Gamma Sigma, the international business honor society. Beta Gamma Sigma is restricted to business schools where all programs meet accreditation standards of The Association to Advance Collegiate Schools of Business (AACSB). Its purpose is "to encourage and reward scholarship and accomplishment among business administration students, to promote the advancement of education in the art and science of business, and to foster integrity in the conduct of business operations." The society will contact eligible students directly.

Cumulative grade-point averages are the basis for calculating these percentages, and eligibility is determined by the program and student services staff. Neither the college nor the University maintains a class rank list.

GRADUATION

Each Fall, the University Registrar sends a notice to all potential graduating students to apply for graduation. Through this registration, students will indicate their expected graduation date, if they will participate in the commencement ceremony, how their name should appear on their diploma, and other pertinent information. Failure to properly register will delay the issuance of the diploma.

Diplomas are conferred in December, May, and August. There is only one graduate-level graduation ceremony per year at the end of the spring term. The commencement office will communicate the graduation ceremony date annually. Diplomas are awarded following each conferral date. All diplomas are mailed.

All financial obligations to the University must be discharged before graduation. Diplomas will not be issued, and transcripts will be unavailable until students' accounts (financial, library, etc.) are clear.

International students must submit a [Program Completion Form](#) with the Office of Global Services (OGS) before graduation. International Students who plan to work in the U.S. after graduation using Optional Practical Training (OPT) must petition for OPT before the last day of classes in their last term.

Learn more about commencement on the website commencement.northeastern.edu.

Tuition and Fees

Tuition and fees vary for the different programs and are subject to revision by the Board of Trustees. To view tuition rates, please visit the [Northeastern Student Financial Services](#) page. Click the dropdown under “Graduate Programs” and find the cost per credit for the current academic year listed next to “D’Amore-McKim School of Business Programs.”

The Office of Student Financial Services is at 354 Richards Hall. Students may contact them in person, by phone ([617.373.5899](tel:617.373.5899)), by fax ([617.373.8735](tel:617.373.8735)), using their inquiry form (<https://studentfinance.northeastern.edu/contact-us>), or visit their website at studentfinance.northeastern.edu.

Financial Aid: [617.373.3190](tel:617.373.3190)

Billing & Payments: [617.373.2270](tel:617.373.2270)

TUITION BILLS AND PAYMENTS

Northeastern utilizes an online billing system. Once an online bill is available, students will be notified at their Northeastern email address. Students need to log into their [Student Hub](#) and click on “NU Pay” to view and pay their bill. Payment plans and due dates are noted on the invoice. A late fee is levied for overdue payments. Students who default on tuition will be blocked from further activity in the program and will be held liable for the outstanding tuition and all reasonable associated collection costs incurred by the University, including attorney’s fees. The financially blocked student will be prohibited from using University services, such as the library and recreation facilities, their registration will be canceled, and the student will not be able to reregister or receive a grade report until the financial situation is rectified.

Non-attendance at a class or verbally informing a faculty member will not constitute official withdrawal from a course. Students should discuss questions regarding refunds directly with Student Financial Services.

To learn more about Student Financial Services’ official policies and procedures, visit studentfinance.northeastern.edu/policies-procedures.

HEALTH INSURANCE

Full-time students are automatically enrolled in the [Northeastern University Student Health Plan](#) (NUSHP). All full-time students are required by Massachusetts state law to have health insurance while they are enrolled at Northeastern. This health insurance is comprehensive and provides excellent coverage. Students are responsible for waiving the NUSHP health insurance if you have comparable, US-based coverage. Instructions for how to waive the coverage can be found on the NUSHP Waiver page.

Because the Northeastern main campus is located in Massachusetts, all satellite campuses are subject to this law. Students enrolled in fully remote programs are not subject to this mandate and are therefore not eligible for NUSHP.

SCHOLARSHIPS

Merit scholarships are awarded at the time of admission. Additional merit funds are not available after that.

Outstanding candidates receive merit scholarships based on application strength, including undergraduate records, prior work experience, professional recommendations, any test scores provided, and other application materials. Students that applied to a program that offers merit scholarships will automatically receive consideration without a separate application.

Merit scholarships typically provide partial tuition reductions and require no work commitment. The Full-Time MBA program offers a limited number of full-tuition scholarships.

More scholarship options are listed on damore-mckim.northeastern.edu/admissions/tuition-aid.

Application information and deadlines for these scholarships will be communicated to the student when they become available. College scholarships are expendable only for tuition and may be renewed annually if the student maintains a 3.000 GPA and/or adheres to the guidelines outlined in their award letter.

Experience-fueled Learning

The hallmark of a Northeastern University education is experience-powered learning. During their program, our students have access to unique opportunities to learn by doing. These offerings vary based on the student's program.

CORPORATE RESIDENCY

Students in our Full-Time MBA, MS in Accounting/MBA, Full-Time MS in Finance/MBA, MS in Quantitative Finance/MBA, and JD/MS in Accounting/MBA programs may participate in a unique corporate residency that immerses them in the day-to-day realities of a successful firm in their chosen industries. Working as part of a real-world team, students build the kind of skills and experience that can make them stand out to potential employers.

Full-Time MBA, Full-Time MS in Finance/MBA, and MS in Quantitative Finance/MBA students can choose a residency of three, six, or up to 12 months—and even stack two residencies together—to build a unique learning experience that aligns with their career goals. Learn more on the website damore-mckim.northeastern.edu/graduate-career-center/students/experience-fueled-learning/damore-mckim-corporate-residency.

MS in Accounting/MBA and JD/MS in Accounting/MBA students complete a three-month corporate residency from January through March, which corresponds with the busiest part of the accounting season. Learn more on the website damore-mckim.northeastern.edu/programs/ms-accounting-mba/corporate-residency.

SELF-DEVELOPED CORPORATE RESIDENCY

While most students secure corporate residency positions with one of D'Amore-McKim's corporate partners, students may petition to work with a company that does not yet have a relationship with Northeastern. Students will work closely with career advisors to introduce the corporate residency concept to their target companies. In this way, students may leverage their contacts to create a unique corporate residency experience. The Graduate Career Center or Graduate School of Professional Accounting (for accounting students) must approve job descriptions for all self-developed corporate residency opportunities.

Learn more about corporate residency on the website damore-mckim.northeastern.edu/current-students/experience/corporate-residency.

GRADUATE CO-OP

Students in the MS in Business Analytics or MS in Quantitative Finance programs can apply to work on a strategic project for a host company and contribute to advancing the company's goals. The project may stand alone or continue a more extensive, ongoing project begun by previous graduate co-ops.

Each co-op is unique; employers determine the timelines and post them clearly in the job description. Full-time summer co-ops typically last eight to 16 weeks, and part-time co-ops can last up to a year. Learn more about graduate co-op on the website damore-mckim.northeastern.edu/graduate-career-center/students/experience-fueled-learning/graduate-co-op.

COMMUNITY IMPACT INITIATIVE

Full-time graduate degree (MS and MBA) students studying on our Boston campus can apply to consult remotely or in a hybrid format with a mission-driven organization. You'll contribute up to nine hours weekly for 8-12 weeks—an entire spring or summer semester—helping your organization undertake an important initiative. Students may work independently or as a team. Learn more about Community Impact Initiative on the website damore-mckim.northeastern.edu/graduate-career-center/students/experience-fueled-learning/community-impact-initiatives.

MICRO-INTERNSHIPS

Through a partnership with Parker Dewey, graduate students can apply for short-term, paid micro-internships. These remote opportunities let students work on real projects for leading companies or startups, similar to tasks given to interns or new hires. Available year-round, micro-internships typically range from 10 to 40 hours. Learn more about micro-internships on the website damore-mckim.northeastern.edu/graduate-career-center/students/experience-fueled-learning/micro-internships.

VIRTUAL WORK EXPERIENCE

Through our partnership with Forage, graduate students can take online courses designed by participating companies that simulate the daily tasks of an employee. These courses help you explore different career paths and gain valuable skills in a risk-free environment. Typically, each program takes about five or six hours to complete. Learn more about Virtual Work Experience on the website damore-mckim.northeastern.edu/graduate-career-center/students/experience-fueled-learning/virtual-work-experience-programs.

GLOBAL FIELD STUDY

The Global Field Study is a three-credit elective that gives students hands-on exposure to international business by immersing them in the culture and commercial practices of a country abroad. Through site visits, company meetings, and cultural experiences, students gain a deeper understanding of global markets and cross-border business strategy.

Space is limited and priority is given to students in Northeastern's MBA, MS in Management, and MS in International Management programs, with limited availability for qualified non-business students.

Students rank their preferred destinations, and placements are made based on preference, application timing, and program balance. Availability may vary by degree type.

Eligibility requirements include:

- Completion of at least 12 graduate credits by the end of the fall semester
- A cumulative GPA of 3.00 or higher
- Familiarity with basic economics, economic systems, and foreign trade
- Online MBA students must have completed 23 credits by the end of Spring 3 and meet the GPA requirement

Learn more by visiting damore-mckim.northeastern.edu/programs/global-field-study.

WASHINGTON, D.C. RESIDENCY

The Washington Campus Seminar offers students a five-day immersive experience in Washington, D.C., where they explore how public policy shapes the business landscape. Through direct engagement with policymakers, executives, lobbyists, journalists, and other influential figures, students gain valuable insight into the intersection of government and industry.

This seminar counts as a three-credit, pass/fail elective. To earn a passing grade, students must achieve a “B” or higher.

Before applying, students must confirm their eligibility with Evelyn Gonzalez at e.gonzalez@northeastern.edu. Emails should include the student’s NUID and program.

Eligibility requirements include:

- A cumulative GPA of 3.00 or higher
- For Part-Time MBA students: completion of at least 12 core course credits

Learn more by visiting damore-mckim.northeastern.edu/washington-dc-residency

Career Services

All D’Amore-McKim graduate students can access career advising and support services. Our career experts understand the unique needs of our career builders and hiring employers—and create seamless pathways for students to achieve their goals. They work hard to connect our exceptional and diverse graduate students and alumni with employers looking for skilled job candidates.

Career advisors will be a trusted support team for students now and long after graduation. No matter where students end up in the world or where they are on their career path, students are only a call or a click away from Northeastern’s extensive resources and robust network of more than 3,100 global corporate partners.

D’Amore-McKim Graduate Career Center

As graduate business students move through their MBA, master’s degree, or graduate certificate program, they’ll work hand in hand with the Graduate Career Center advisors to realize their unique visions for their professional futures. The Graduate Career Center offers valuable tools, thorough preparation, and ready access to deep industry connections—plus expert one-on-one advice to guide students on their career journey.

The D’Amore-McKim Graduate Career Center is in 312 Dodge Hall and can be reached at DMSBcareercenter@northeastern.edu or [617.373.3003](tel:617.373.3003). Visit the website damore-mckim.northeastern.edu/graduate-career-center.

Graduate School of Professional Accounting Career Services

Graduate accounting students in our master’s or combined degree programs work closely with the Graduate School of Professional Accounting (GSPA) career experts to launch their accounting careers. Students benefit from access to industry connections with the big four and other top accounting firms, as well as guidance and coaching from a career advisor.

The Graduate School of Professional Accounting is located at 412 Dodge Hall and can be reached at gspa@northeastern.edu or [617.373.3244](tel:617.373.3244).

Student Services & Academic Advising

The Student Services and Academic Advising teams can assist with academic issues such as curriculum, course selection, registration, program completion, graduation, and academic advising. They will also help students with other issues or refer them to the appropriate University office. Information and assistance are available regarding non-academic matters, such as clubs and organizations.

Learn more about Academic Advising on the website damore-mckim.northeastern.edu/current-students/advising/graduate-advising

Full-Time MBA, Part-Time MBA, MS in International Management, MS in Business Analytics, MS in Finance, campus-based and hybrid MS in Management programs, and campus-based Graduate Certificate programs

Location: 350 Dodge Hall

Gail Justino-Miller, Assistant Dean & Director, Programs and Student Services	g.justino-miller@northeastern.edu	617.373.4264
Beth Fehr, Associate Director, Full-Time MBA Program	e.fehr@northeastern.edu	617.373.6978
Sandra Leyne, Associate Director, Graduate Programs	s.leyne@northeastern.edu	617.373.8885
Evelyn Gonzalez, Assistant Director, Part-Time MBA Program	e.gonzalez@northeastern.edu	617.373.5999
Stephanie Adams, Academic Advisor, Graduate Certificates	s.adams@northeastern.edu	617.373.5369
Lia Gabrielle, Assistant Director, Business Analytics	l.gabrielle@northeastern.edu	617.373.3576
Sydney Lewis, Student Engagement Specialist	s.lewis@northeastern.edu	617.373.5513
Aurelia Chang, Program Assistant	a.chang@northeastern.edu	617.373.5992

Online Programs

Advising Team, Online MBA and Online Graduate Certificate in Business Administration	onlinemba@northeastern.edu
Advising Team, Online MS in Business Analytics	onlinebusa@northeastern.edu
Advising Team, MS in Management in collaboration with Mayo Clinic College of Medicine and Science	dth-support@northeastern.edu
Advising Team, MS in Management in partnership with PwC	pwcsupport@northeastern.edu

MS in Accounting and MS in Accounting/MBA

Location: 412 Dodge Hall

Angela Mittiga, Associate Director of Graduate Advising	a.mittiga@northeastern.edu	617.373.5332
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Student Resources

THE GRADUATE STUDENT LOUNGE

The Graduate Student Lounge is located at 301 Dodge Hall. Comfortable seating, a refrigerator, and a microwave oven are provided for student use.

Student groups often use the lounge for informal meetings or class group projects. Information regarding events is posted in Dodge Hall and within the “Grad News & Updates” newsletter.

COMPUTER LABS

While students may use any of the computer labs at Northeastern, most business students will use the lab in 54 Dodge Hall. These computers are equipped with widely used business application software.

BLOOMBERG BUSINESS LAB

At Northeastern University, you’ll benefit from our exclusive status as a Bloomberg Experiential Learning Partner. This means students get free access to the Bloomberg Terminal, the world’s top financial software system. Students may use Bloomberg Terminal exercises in your coursework, making decisions based on real-time company data. This lets students explore the fast-paced global marketplace, blending theory with practice.

The Bloomberg Business Lab, located in Dodge Hall, is a dynamic space with 20 Bloomberg Terminal stations. Explore the world of finance, earn a certification, or join a global competition.

Learn more by visiting damore-mckim.northeastern.edu/bloomberg.

THE DISABILITY RESOURCE CENTER

The Disability Resource Center is located at 20 Dodge Hall and provides individualized services for students with disability-related special needs. Contact them at [617.373.2675](tel:617.373.2675), fax: 617.373.7800.

Learn more about the Disability Resource Center on the website northeastern.edu/drc.

ID CARDS

Students are expected to carry an official Husky ID card and to show it at the request of any University official. Husky cards can be obtained at 4 Speare Commons and are needed to access Snell Library, recreation facilities, the Graduate Lounge, and other University services. During their program orientation, online students may request that their card be mailed to them.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

The University’s Policy on Student Rights Under the Family Education Rights and Privacy Act is available on the website policies.northeastern.edu/policy106.

Please get in touch with the Office of the University Registrar for further information.

University Registrar

271 Huntington Ave.

Voice: [617.373.2300](tel:617.373.2300)

TTY: [617.373.5360](tel:617.373.5360)

Fax: 617.373.5360

Email: registrar@northeastern.edu

Website: registrar.northeastern.edu

EQUAL OPPORTUNITY POLICY

Northeastern University is committed to providing a living, learning, and working environment free from discrimination and harassment. The Office for University Equity and Compliance website is ouec.northeastern.edu.

The University’s nondiscrimination policies and related grievance procedures are available online at policies.northeastern.edu/policy107 and in print at the Office for University Equity and Compliance in 125 Richards Hall.

Please direct inquiries regarding these policies to the University’s Assistant Vice President for University Equity and Compliance.

Office for University Equity and Compliance

360 Huntington Avenue, 125 Richards Hall

Boston, MA 02115

Phone: [617.373.4644](tel:617.373.4644)

EthicsPoint Compliance Hotline: [855.350.9390](tel:855.350.9390)

Communications and Safety

UNIVERSITY EMERGENCY DELAYS/CLOSINGS

Northeastern University is committed to providing its community members with a safe and secure place to live, work, and study. The University is prepared to respond to emergencies and urgent situations that require immediate action. A trained team of police officers, EMTs, health and counseling experts, student affairs and residential life staff, and other professionals form a coordinated group that can manage various situations.

A message will appear on the Northeastern University (northeastern.edu) homepage in inclement weather or extraordinary situations. In addition, many local radio and television stations will carry a “delayed opening” or “all classes canceled” announcement. A recorded message will also be available at [617.373.2000](tel:617.373.2000).

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, provide comparable services, facilities, or performance; but its inability or failure to do so shall not subject the University to liability.

NU ALERT

In emergency or crisis situations requiring immediate notification, University officials will deploy the NU ALERT system, which sends email, voicemail, and text messages to students, faculty, and staff. NU ALERT is intended to communicate pertinent information and, when appropriate, provide directions to those in the affected area(s). The NU ALERT system broadcasts messages to the email addresses and telephone numbers that students have provided the University.

Students can change or update their contact information by logging into [Student Hub \(me.northeastern.edu\)](http://StudentHub.me.northeastern.edu) and following the instructions.

SAFEZONE APP

SafeZone is a smartphone app that any student or staff member can download and use for free. This App will connect you directly to the Northeastern University Police Department should you need our assistance or emergency support while you are on campus.

Learn more about the Safezone app on the website nupd.northeastern.edu/safezone.

D'Amore-McKim Staff Contact Information

For D'Amore-McKim offices and locations, visit damore-mckim.northeastern.edu/offices-and-locations.

For D'Amore-McKim faculty and staff bio pages, visit damore-mckim.northeastern.edu/people.

Associate Dean of Graduate Programs	
Location: 450 Dodge Hall	
Associate Dean, Graduate Programs: Kate E. Klepper	617.373.5417
Administrative Coordinator: Shari Khalil	617.373.5417
Program and Student Services	
Location: 350 Dodge Hall	
Assistant Dean & Director, Program & Student Services: Gail Justino-Miller	617.373.4264
Associate Director, Graduate Programs: Sandra Leyne	617.373.8885
Associate Director, Full-Time MBA: Beth Fehr	617.373.6978
Assistant Director, Part-Time MBA: Evelyn Gonzalez	617.373.5999
Assistant Director, Business Analytics: Lia Gabrielle	617.373.3576
Academic Advisor, Certificate Programs: Stephanie Adams	617.373.5369
Student Engagement Specialist: Sydney Lewis	617.373.5513
Program Assistant: Aurelia Chang	617.373.5992
Online Programs	
Location: 350 Dodge Hall	
Director Online MBA: Matthew Foster	617.373.8448
Assistant Director, Academic Counseling/Graduation: Liza Spatola	617.373.3042
Distance Learning Program Specialist: Jennifer Smith	617.373.6978
Advising Team, Online MBA and Online Graduate Certificate in Business Administration	onlinemba@northeastern.edu
Advising Team, Online MS in Business Analytics	onlinebusa@northeastern.edu
Advising Team, MS in Management in collaboration with Mayo Clinic College of Medicine and Science	dth-support@northeastern.edu
Advising Team, MS in Management in partnership with PwC	pwcsupport@northeastern.edu
Graduate School of Professional Accounting	
Location: 412 Dodge Hall	
Director: Julie Chasse	617.373.4621
Associate Director of Graduate Advising: Angela Mittiga	617.373.5332
Recruiting Specialist: Kellianne Frankel	617.373.5708
Assistant Director of Student & Alumni Engagement: Stefani Vieira	617.373.5007

Graduate Career Center

Location: 312 Dodge Hall

Senior Director: Susan Antonelli	617.373.2029
Assistant Director of Graduate Career Advising: Tim Chezar	617.373.2431
Assistant Director of Graduate Career Education: Jessica Medeiros	617.373.2411
Career Services Advisor: Jim Gasperoni	617.373.5519
Career Services Advisor: Aashima Gogia	617.373.8661
Career Services Advisor: Tony Simms	617.373.5160
Operations Manager: Alison Williams	617.373.3003

Graduate Recruiting and Admissions

Location: 350 Dodge Hall

Associate Director, Graduate Admissions: Ashley Madigan	617.373.5775
Associate Director of Graduate Admissions: Dena Snyder	617.373.8877
Assistant Director of Graduate Admissions: Elizabeth Nersinger	617.373.3260
Assistant Director of Graduate Admissions: Rachel Gontarz	617.373.4733
Admissions Operations Analyst: Henry Fellner	617.373.5658
Admissions Operations Analyst: Chan Kuk Park	617.373.6301
Marketing Operations Assistant: Sid Gokhale	617.373.6237

Marketing

Location: 350 Dodge Hall

Director: Becky Higgins	617.373.5960
Associate Director: Liz Saltz	617.373.6912
Assistant Director: Kevin Smith	617.373.3279
Digital Marketing and Engagement Manager: Cecie Negron	617.373.7228

APPENDIX A

Advanced Standing Guidelines for Core Part-Time MBA Courses

Waiver criteria for core Part-Time MBA courses are listed below. Waiver requests for other courses will be considered on an individual case basis. Please consult with your academic advisor for additional information.

Course #	Course Name	Waiver Criteria	Notes
ACCT 6200	Financial Reporting and Managerial Decision Making I (3 credits)	Accounting major and/or CPA certification	Requires Faculty approval
HRMG 6200	Managing People and Organizations (3 credits)	Human Resources major or minor	
INTB 6200	Managing the Global Enterprise (3 credits)	International Business major or minor	Must take one INTB elective
FINA 6200	Value Creation Through Financial Decision Making (3 credits)	Finance major or minor; or CFA	
MECN 6200	Global Competition and Market Dominance (3 credits)	Economics major or minor	
MKTG 6200	Creating and Sustaining Customer Markets (3 credits)	Marketing major or minor	
MGSC 6200	Information Analysis (3 credits)	Completion of at least one semester-long course in statistics that covered multiple regression analysis and required the use of statistical software. Grad of LEVEL or MSBA	Must provide syllabus and evidence of statistical software use
MGSC 6204	Managing Information Resources (1.5 credits)	MIS major in business school; Information Technology, Information Systems, or Computer Science major with at least one managerial Information Systems course	
SCHM 6201	Operations and Supply Chain Management (3 credits)	Industrial Engineering, Operations Management or Supply Chain Management major or minor	

APPENDIX B

Advanced Standing Guidelines for Core Online MBA Courses

Waiver criteria for core Online MBA courses are listed below. Waiver requests for other courses will be considered on an individual case basis. Please consult with your academic advisor for additional information.

Course #	Course Name	Advanced Standing Criteria
ACCT 6318	Analyzing Accounting Data for Strategic Decision Making	Accounting major completed within the last 5 years with a 3.0 or better GPA AND a B grade or better in an upper-level managerial or cost accounting course OR CPA or CMA designation
HRMG 6318	Managing the Organization	Human Resources or Organizational Behavior Major or Minor
FINA 6318	Financial Management	Finance Major or Minor OR CFA Certification
MKTG 6318	Customer Value and the Enterprise	Marketing Major or Minor
ENTR 6318	Innovating and Creating Futures	Corporate Innovation or Entrepreneurship Major
STRT 6318	Strategic Planning for the Future	Strategy Major or Minor
SCHM 6318	Managing Operations and the Supply Chain	Supply Chain Management Major or Minor





CONNECT WITH US

617.373.5992

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 facebook.com/DAmoreMcKim

 @DAmoreMcKimSchoolofBusiness

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