

## Graduate School of Engineering Appointments & Advising Policies (effective 2/14/2023)

Topics best for Virtual Drop-In Advising Hours (Drop-in hours limited to 10 minutes)	Topics best for pre-scheduled Navigate appointments (20 minutes)
<ul style="list-style-type: none"> <li>• Registration errors and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Probation/ Subject to Dismissal</li> </ul>
<ul style="list-style-type: none"> <li>• Questions about GSS Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Graduation Clearance</li> </ul>
<ul style="list-style-type: none"> <li>• Apply to Graduate questions</li> </ul>	<ul style="list-style-type: none"> <li>• PlusOne students advising</li> </ul>
<ul style="list-style-type: none"> <li>• Holds on students' records</li> </ul>	<ul style="list-style-type: none"> <li>• Review and resolve student degree audit issues (DARS)</li> </ul>

### Appointment Cancellation Policy

We understand that unexpected academic obligations, work commitments or illnesses can affect your schedule. However, please email [coe-gradadvising@northeastern.edu](mailto:coe-gradadvising@northeastern.edu) about any changes to your scheduled appointments as early as possible. **We have a high demand for appointments, so your cancellation will allow us to offer your time slot to another student, if cancelled early enough.** Be sure to check your schedule carefully to avoid multiple appointment cancellations.

If you need to cancel an appointment, please do so at least 24 hours in advance via Navigate. If you do not cancel the appointment and do not show up, it will be recorded as a “no show” in Navigate. Two or more no-shows in a semester will result in a suspension of Navigate appointments until the following semester.

### Late arrival policy

If you arrive later than 5 minutes for your appointment, you will be asked to reschedule.

### Northeastern University Code of Student Conduct

The [Code of Student Conduct](#) is listed in University Regulations of the Graduate Student Catalog. The Code of Student Conduct applies to all registered Northeastern University students at all levels of study, in all colleges and programs, locally or abroad who are enrolled at Northeastern University, as well as all student groups and organizations.

### College of Engineering Graduate Student Responsibilities

Graduate students are expected to:

- Know the requirements of your degree program and make sure that you are taking the courses your program requires for graduation
- Follow through with all recommendations from your advisor
- Become knowledgeable about college policies, deadlines, and procedures
- Accept responsibility for your decisions and be aware of your actions and how they affect you, your academic progress, and your financial aid status
- Arrive on time and be prepared for each appointment
- Be an active learner by participating fully in the advising experience
- Bring questions or material for discussion to your appointment
- Ask questions if you do not understand an issue or have a specific concern

### College of Engineering Graduate Academic Advisor Responsibilities

You can expect your advisor to:

- Assist you in understanding the purposes and goals of higher education and its effect on your life and personal goals
- Be accessible for meeting with you via email, virtual office hours, and advising appointments
- Assist you in utilizing university resources to maximize your educational and personal potential
- Provide accurate information about general education, graduation requirements, and Northeastern University policies and procedures
- Facilitate your working with faculty, staff, and resources at Northeastern University
- Information disclosed in individual academic advising sessions will remain confidential, unless written permission to divulge the information is given by the student
- Be respectful and inclusive in their communication and interactions with their advisee