



**Bachelor of Science/Master of Science (BS/MS) Programs  
Policies and Procedures  
Effective September 5, 2018**

**Admission Requirements**

Required Minimum Overall Grade Point Average for admission eligibility: 3.2

**Application Period:**

Upon completion of four full-time terms (a minimum of 64 semester hours) at Northeastern and prior to the completion of the final four full-time terms (a minimum of 64 semester hours yet to be completed) of the requested BS/MS program in the College of Engineering. Please note: summer terms count as half terms.

Students who transfer into the College of Engineering should meet with their undergraduate academic advisor to determine eligibility.

**Application Documents:**

Students must submit a completed [application form](#) and program of study for the BS/MS program. To be eligible for entry into the BS/MS program, the plan must outline all coursework for both degrees, with all specified courses to be completed by the end of the Summer 2 term of the 5<sup>th</sup> year of study.

All students should consult with the [Student Financial Services](#) office to discuss the financial implications of enrolling in the College of Engineering BS/MS program.

**Academic Policies**

A minimum overall Grade Point Average of 3.0 in graduate coursework is required to remain in good standing in the BS/MS program, and to be eligible for MS degree conferral.

It is important for students in the BS/MS program to work closely with the MS faculty advisors, undergraduate academic advisors and graduate advisors to ensure that degree requirements are fulfilled and policies/procedures are followed.

All requirements for the BS and MS degrees must be completed concurrently; degree conferral will occur simultaneously.

**Course Enrollment**

BS/MS students must enroll in sections of graduate coursework (5000 level and above) that are specifically designated for undergraduate students.

A maximum of four 4 semester hour courses (maximum 2 in the Electrical and Computer Engineering department) may be used to count toward both the Bachelor of Science and Master of Science degrees. The first four graduate courses completed (the first two graduate courses in Electrical and Computer

Engineering) are applied as these double-counted courses, unless graduate coursework in a minor is required.

Each department or other unit offering the MS degree reserves the right to restrict and/or specify the options available in the designated MS program, including the electives taken, tracks available, and other degree options.

### **Online Courses**

BS/MS students may not take online graduate coursework unless the following conditions are met:

- a course required for graduation will not be offered on-ground prior to the scheduled graduation date, or
- a course is taken while on co-op or if the student is away from campus for other academic reasons, and an on-ground section is not available or does not align with the co-op schedule or location. In this case, enrollment in an online section would only be allowed if the student's graduation date would be delayed as a result of not taking the course online. There may be financial implications for courses taken while on co-op; all students should contact the [Student Financial Services](#) office to discuss planned coursework.

### **Study Abroad**

Courses taken while studying abroad usually cannot be applied toward completion of the MS requirements. If a student wishes to count a course taken abroad toward Master of Science degree requirements, a petition must be filed with the Graduate School (130 Snell Engineering) for review by the Graduate Director of the relevant MS program.

### **Course Waiver and Replacement**

Any request to waive a graduate level course and replace it with another course requires a meeting with a graduate advisor in 130 Snell Engineering. Exception requests will be reviewed by the Graduate Director of the relevant MS program.

### **Change of MS Degree Program/Concentration**

BS/MS students who wish to change their Master of Science degree program or concentration must complete this [form](#); instructions are provided on the second page.

### **Withdrawal from the BS/MS Program**

If requirements for the MS degree are not completed by the end of the Summer 2 term in the 5<sup>th</sup> year of the student's undergraduate status, the student must apply for admission to the PlusOne program to complete the Master of Science degree requirements. This application must be submitted one semester prior to the completion of the Bachelor of Science degree.

A student who decides to withdraw from the BS/MS program or who is denied continuation in the program, is eligible to continue pursuing the Bachelor of Science portion of the combined program. All

required undergraduate degree requirements for the student's specified degree must be met to be eligible for Bachelor of Science degree conferral. Graduate credit used toward the undergraduate degree cannot be used toward a graduate degree at a later date.

*Interested in the PlusOne Program? Click [here](#) for the PlusOne policies.*