

N.U.in Program 2025 Academic Handbook:

N.U.in Portugal at CIEE Lisbon

In this handbook, you will learn about important academic policies at your N.U.in institution for the fall. The handbook also includes advice for transitioning from high school to college that the Global Experience Office's Academic Integration & Planning team has put together based on past N.U.in students' experiences. By breaking out of the ordinary and choosing The N.U.in Program, you have set yourself up for a uniquely rewarding and challenging first semester! This guide will help you prepare for the academic adjustments and opportunities you will experience this fall.

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Welcome to Students and Families!

We are excited to be part of your academic journey this fall! We have prepared this guide to help you navigate academic expectations and policies at the Council on International Educational Exchange's Lisbon center and prepare you for your transition to studying at Northeastern in Boston this spring.

This is a reference document you should read this summer to prepare for The N.U.in Program and keep close during your program to consult when you need it: this guide includes recommendations for academic support services, details about where to view your grades, strategies for approaching your professors during their office hours, and much more. The details in this guide are what we have seen help Northeastern students embarking on global first-year programs understand academic policies and manage common challenges since we started sending cohorts of first-year students abroad on The N.U.in Program in 2007.

Review this N.U.in Portugal Academic Handbook now, and you'll know where to find the guidance you need once the fall semester begins!

Studying abroad in your first semester of college is a unique and highly beneficial experience: please use this guide to help you prepare for it!

We look forward to seeing everything you accomplish in The N.U.in Program!

In scholarship,

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Courses and Curriculum

The [2025 N.U.in Program Curriculum](#) offers a tailored suite of courses available at each of our nine distinct locations. Each site's curriculum page displays the classes available to N.U.in students at that location this Fall 2025 semester. Each class listed includes a Northeastern equivalency, ensuring your academic progress is aligned with your degree requirements. Course descriptions, credits, and NUpath designations (where applicable) are also provided. Please be aware that course offerings are subject to change.

Please refer to the N.U.in Portugal curriculum on the N.U.in website and your academic advising team to discuss your specific requirements and course plan. The full list of course offerings is available online; Culture course options for your location and our optional, one-credit GBST 1012 The Global Learning Experience class are highlighted below.

NUpath requirements refer to Northeastern's core curriculum. More information is available [here](#).

Culture Course

All students take one Culture course on The N.U.in Program. This place-based course is a signature feature of Northeastern's global experiential learning model designed to develop students' cognitive capacities in cultural agility and critical thinking. It is typically an immersive introduction to your city or location with out-of-classroom opportunities.

You choose one of the Culture course options as a required part of your N.U.in experience, and you can choose a second as an elective course. The options for Fall 2025 are:

Contemporary Portugal: Politics and Culture

This course presents an overview of the Portuguese contemporary history and culture, from the 20th century to recent events (21st century), thus providing a better understanding of Portugal in its political, social, economic and cultural dimensions. In addition to a diachronic analysis, designed to allow an understanding of the major changes, events and continuities regarding the 20th and 21st centuries, this course will explore specific themes and issues. All the topics will be introduced and debated in a comparative manner.

NU Course Equivalent: INTL 3990, International Affairs Elective. NUpath: IC.

Portuguese Language – Beginning I

This course places an emphasis on the development of basic communicative skills (speaking, listening, reading, writing) and grammatical structures. The course also addresses aspects of the Portuguese culture and way of life.

NU Course Equivalent: PORT 1990, Portuguese Language Elective.

Sustainability and Entrepreneurship in Lisbon

The course focuses on Lisbon as a case study of urban governance for sustainability. It will compare local policy challenges in national and international contexts, developing a more nuanced view on the top down and bottom-up strategies of building sustainable cities. The course combines a comparative policy analysis approach with concepts of international relations studies. The objective is to unravel the concept of sustainability and study its translation into politics and policies in multi-level governance structures.

NU Course Equivalent: BUSN 1990, Business Elective. NUpath: SI.

Lisbon: City and Architecture

This course explores the main neighborhoods of Lisbon, covering the history of Lisbon from Roman times to the challenges of the present. In this course students will learn how to understand urban development and to read historical buildings by analysing selected aspects of urbanism and architecture and their relationship with Portuguese and international historical contexts.

NU Course Equivalent: ARCH 2370: Topics in Architectural History. NUpath: WI.

The Portuguese Colonial Experience (16th-19th centuries)

Lectures cover the history of the Portuguese colonial empire from the sixteenth to the early nineteenth century. The course aims at providing the students with a specific, ample, detailed and up-to-date knowledge of the several periods of Portuguese overseas rule between ca. 1450 and c. 1890, as well as the ability to compare it with other colonial empires.

NU Course Equivalent: HIST 2311: Imperialism/Colonialism. NUpath: SI, DD.

Global Learning Experience Course

GBST 1012 The Global Learning Experience is offered through Northeastern University's Canvas online learning management system as a primarily asynchronous, one-credit course. Designed for students looking to complement their experience abroad with an exploration of scholarly concepts associated with global learning and citizenship, this course offers opportunities for reflection and new perspectives on studying in your location.

Course Description: This seminar will focus on global citizenship and cultural difference in the twenty-first century. We will begin by defining global citizenship and examining its origins and critiques. We will then explore frameworks of intercultural learning and praxis. You will critically analyze and apply these ideas as you engage in personal reflection and team-based problem-solving, connecting issues you encounter during your own global experience in your N.U.in host site with broader dynamics of globalization, migration, positionality, power, and privilege.

NU Course: GBST 1012, The Global Learning Experience.

Course Equivalency

While the classes you take at your N.U.in location aren't *exactly* the same as the courses we offer in Boston, Northeastern faculty have evaluated the courses you are taking abroad as equivalent preparation for the next-level Northeastern course. Upon successfully completing a foundational course like MATH 1341 or ACCT 1201, you will fulfill all associated pre-requisite requirements. Northeastern faculty collaborate with our partner faculty to ensure your courses meet Northeastern standards and expectations. At the same time, you'll have a chance to learn from world-renowned faculty from across the globe and expand your academic mentorship network.

The N.U.in Program enables Northeastern University students to take first-semester coursework at a partner institution abroad and earn NU credit. The Academic Integration & Planning team works closely with NU academic Colleges and faculty as well as faculty and staff at N.U.in partner institutions to determine equivalencies between our courses. This means we are confident that students who successfully complete a course on an N.U.in program will have met the learning outcomes for that course at Northeastern, and they are prepared to move on to any Northeastern course that requires that class as a pre-requisite.

For example, any N.U.in location that offers the course CHEM1161/1162 General Chemistry with lab will prepare a student with the foundational skills and knowledge they need to continue on to CHEM 2311/2312 Organic Chemistry 1 with lab in their spring semester. A student who took this course at the American College of Thessaloniki in Greece has a unique experience to someone who took the class on the N.U.in Scotland program, and a student who took CHEM1161/1162 in Boston in their first semester has a distinct experience from both those students, too. When those three students sit together at a lab bench on the first day of Organic Chemistry in the spring, they are equally prepared from their fall Chemistry course in terms of knowledge, skill, and lab exposure. Each has gained the same foundation through a differentiated experience with local variance.

Course Registration Policies

Adding and Dropping Courses

Students will receive their final course schedule with course meeting times and locations during on-site orientation at the start of the program. At on-site orientation, you will learn the process to add and drop courses to make necessary course changes.

Students are strongly discouraged from adding or dropping courses once they arrive on site because Northeastern academic advising has already carefully reviewed, discussed, and confirmed your fall classes. Any changes that students make to their course registration after they arrive on site may negatively impact their academic progress, so making add/drop changes is not recommended.

The last day to add or drop a course this Fall 2025 semester is September 26.

Remember that taking fewer credits in a semester than you planned with your advisor may lengthen your time to degree completion. Please also keep in mind that requests are not guaranteed. Factors such as capacity, timetabling, and add/drop deadlines may not allow for a change to be made.

Withdrawing from a Course On-Site

Students are discouraged from withdrawing from courses unless absolutely necessary. Any changes that students make to their course registration after they arrive on site may negatively impact their academic progress, so it is not recommended.

Withdrawing from multiple classes can affect your visa eligibility. Please be sure to check in with on-site staff to discuss this if you are thinking about withdrawing from two classes. In addition, taking fewer credits in a semester than you planned with your advisor can lengthen your time to degree completion.

The last day to withdraw from a class this fall is October 24. Course withdrawal will result in a W letter grade on your transcript for that course.

For a student to withdraw from a course following the program Course Add/Drop deadline and prior to the program Course Withdrawal deadline, the student will need to have permission from the CIEE Lisbon Center Director/Academic Manager, who must also gain written approval from the N.U.in staff in Boston. A Course Withdrawal form must be completed by the student and CIEE Lisbon Center Director/Academic Manager and submitted to the CIEE Registrar for any approved course withdrawal occurring after the add/drop deadline, along with a copy of N.U.in staff approval email. The student must continue to attend classes until the course withdrawal is approved. The student will receive a failing grade (F) for the course if proper approval for withdrawal from the course is not secured and class is not attended.

If the request takes place after the Course Add/Drop deadline, but before the Course Withdrawal deadline, and is approved by CIEE and N.U.in staff in Boston, a grade of “W” (Withdrawal) is entered on the CIEE Faculty-Led and Custom Programs Academic Record for the course.

Requests to withdraw after the Course Withdrawal deadline are granted only rarely and for truly exceptional circumstances. If a student stops attending courses after the Course Withdrawal deadline, the student will receive a failing grade for any outstanding assignments or exams, unless all scheduled class meetings have occurred and all coursework has been submitted before departure. In that case, the student will have the earned grade and credits reported on the CIEE Faculty-Led and Custom Programs Academic Record.

In some rare cases, a program withdrawal is voluntary but unavoidable, for example due to a serious accident, illness, or family emergency. In such cases and where an Incomplete (see below) is not feasible, the student must ask permission from the CIEE Lisbon Center Director, who will consult with the N.U.in staff in Boston. If the program withdrawal is granted with a provision for exceptional circumstances, CIEE will assign a grade of Withdrawal (W) if the student leaves the program after the Course Withdrawal deadline and is passing the courses in question at the time of departure.

CIEE does not grant partial credit for courses that are not completed prior to a student's departure.

Auditing a Course

Students in the N.U.in Portugal program are not permitted to audit a course this fall semester.

Taking a Course Pass/Fail

Students in the N.U.in Portugal program are not permitted to take a course as "Pass/Fail." You will earn letter grades for your N.U.in courses.

Retaking a Class

Redundant Credit with Advanced Coursework

Some students choose to "retake" a course for which they have already earned transfer, AP, or IB credit. It is important to keep in mind that this is a risk!

The letter grades you earn during your N.U.in program will appear on your Northeastern transcript. So, if you decide to forego your, for example, AP Calculus AB credit and take MATH 1341 Calculus 1 for Science and Engineering, but you find yourself on track to earn a non-passing grade, you will need to withdraw in order to use your previously earned credit. Be sure to contact your academic advisor if you begin struggling in a class you are retaking!

Northeastern Course Repeat Policy

If you are on track to fail a course, you will want to consider both course withdrawal and retaking the course. If you have missed the course withdrawal deadline or if you are struggling in a required course, your best option may be to retake the course in a future semester at Northeastern to earn a better grade. Northeastern's course repeat policy dictates that when the appropriate course is available, courses may be retaken once to earn a better grade. In all cases, the most recent grade (not the best grade) earned in a course is the one used in calculating the overall GPA; however, previous grades remain on the transcript with a note that the grade is "excluded." This means that the course is excluded from the GPA and earned credit calculation. Students are required to pay normal tuition charges for all retaken coursework.

Academic Cultures

CIEE courses are designed to follow U.S. academic culture and standards. The class environment typically features a combination of traditional lecture and discussion with co-curricular excursions and activities. Heavy emphasis is placed on student participation. To avoid falling behind, students should not plan personal travel until they have arrived in Lisbon and have reviewed their syllabi and course meeting times, and assignment due dates.

Academic cultures vary across N.U.in locations and in Boston. Learning and teaching styles are different in different contexts. This can impact the type and number of assessments in a course, the course staffing structure (whether you have multiple lecturers or TAs), absence policies, and grading procedures and timelines. There is diversity in pedagogical approaches among N.U.in locations, but students achieve equivalent learning outcomes regardless of where they study.

Navigating a different academic environment abroad—with the support of Northeastern and N.U.in partner institution colleagues—is one of the challenges that shape N.U.in students into the particularly resourceful and adaptable second-semester students we see come to Boston in the spring!

Attendance Expectations

CIEE promotes experiential learning that requires attendance for class sessions, as well as for any required co-curricular class excursion or event. Students should notify their instructor and CIEE academic staff of foreseen absences. Accommodations for missed classes, if any, will be determined by the course instructor and CIEE academic staff. Chronic absences may result in Withdrawal or Failure. For more detail, please see the *CIEE Academic Manual for Students*, which you will receive during on-site orientation in Lisbon.

You will receive your finalized class schedule when you arrive in Portugal. Classes can be scheduled Monday through Friday and meet two or three times per week.

Personal travel and/or travel delays are not considered justifiable reasons for missing class. **Students should not make travel plans until they have received the syllabus during the first class session—and know the final schedule of all required course activities and assignments.** Instructors are not permitted to re-schedule class meetings, assignment deadlines, or grant make-up work to accommodate a student's travel plans.

Language Exposure

Classes are offered in the English language. For students interested in the Portuguese language, we recommend enrolling in the Culture course Portuguese Language - Beginning I. Your site staff and faculty at CIEE can recommend Portuguese language learning resources, too!

Throughout the program, students will also have the opportunity to practice daily communication skills by participating in cultural and co-curricular activities. These activities will allow students to develop a stronger connection with the local communities.

Academic Integrity

CIEE expects students to exhibit the highest standards of academic honesty. Any attempt to gain an unfair academic advantage is potentially a violation of these standards and may result in a student failing the assignment, course, or being dismissed from the program.

The following are examples of expectations of academic integrity:

- Examinations, quizzes, and other assignments, whether completed in or outside of class, must be done without assistance from another person, without looking at or otherwise consulting the work of another person, and without access to notes, books, or other materials or tools, **including artificial intelligence (AI) tools, unless the professor has explicitly invited collaboration or the use of resources or tools.**
- The same work may not be submitted in more than one course, nor may work submitted at another educational institution be submitted to satisfy a requirement while studying abroad.
- The work of another person or source must be documented in any written papers, oral presentations, or other assignments carried out in connection with a course. This usually is done when quoting directly from another's work or including information told to you by another person (the general rule is that if you must look something up, or if you learned it either by reading, viewing, or hearing something, you must document it).

Additionally, sharing course materials, whether copywritten or not, without the author's expressed, written consent, is a violation of academic integrity and may also violate intellectual property laws in your program location. This includes, but is not limited to:

- Uploading any course texts, presentations, lecture notes, or assignment/test submissions (including your own if it could give another student an unfair advantage) to web sites like "Course Hero" or similar repositories of papers and study materials.
- duplicating and distributing course materials that are not public domain in your program location.
- sharing any materials posted to the Canvas course site with anyone not registered for the course, including discussion entries and instructor comments.

Finally, any other behavior that, in the opinion of CIEE, may lead to an unfair academic advantage is a violation of academic integrity standards. This is true even if the behavior itself is not directly cheating or academic in nature, for example, feigning illness or securing a medical absence excusal under false pretenses in order to get more time to complete an assignment.

The consequences for violating academic integrity standards can range from a grade reduction or failure in a particular assignment (for relatively minor, perhaps unintentional mistakes) to failure of an exam or entire course for flagrant violations. Faculty will report any suspected violations to the CIEE Lisbon Center Director or Academic Director immediately. Faculty can, if they deem it appropriate, require students to submit an academic integrity declaration form with each assignment. Please note that academic irregularity discovered after a student has left the program will still be investigated and sanctions may be applied retroactively.

Assessments and Final Exams

Courses have at least five different means of assessment (for example, papers, mid-term and final exams, presentations, etc.) Engagement is a required assessment in each course and counts as one of the five assessments; it is worth a maximum of 20% of the course grade. The assessment of learning outcomes is continuous throughout the semester through personal reflections, evaluation feedback, self-assessment, and requirements as set out in course syllabi. Students should expect an average of two hours of preparation required for each hour in class.

Most courses have a mid-term exam, typically scheduled in the period just before fall break.

All final course work, including final exams will be due in the period from Wednesday, December 10 – Thursday, December 11. Instructors will use the last class session before these dates to review material and answer questions and concerns for final assignments.

All students are required to remain at their program location until the program end date and to complete all academic work, including final examinations and papers, prior to departing the site.

Disability Accommodations

If you require accommodations during your time in N.U.in Portugal, you must apply directly through both CIEE and [Disability Access Services](#) at Northeastern University. Information on applying for accommodations through CIEE will be made available in the N.U.in pre-departure process over the summer. Students should also speak to their professors individually to alert them of any approved accommodations.

In addition to uploading your documents to your Application Status Check portal, after June 2, students with any new learning accommodations must send accommodation requests, and accompanying documentation, directly to customenrollment@ciee.org. Wherever possible, we encourage the student to be the main communicator (as opposed to their parent) and to include their full name, DOB, and N.U.in email address so we are able to identify them correctly.

It is the responsibility of the student to present current documentation that details recommended accommodations approved by Northeastern (or a previous school) or a medical professional as early as possible—and ideally by August 1, 2024. Early disclosure enables the student and CIEE to gather information and plan for the access available in the host country.

During the first week of the program, students should make an appointment with the CIEE Academic Team to discuss accommodations and develop an implementation plan that outlines student and instructor responsibilities, identifies available resources, and addresses the specific context of the study abroad program. Students should also speak to their professors individually to alert them of necessary accommodations.

Students cannot seek retroactive use of academic accommodations for attendance or any graded assessments completed prior to the presentation of documentation and the development of an implementation plan. Students may not request accommodation from instructors that have not been approved by the CIEE Center Director or Academic Manager and documented in the implementation plan. Any accommodations must be reasonable and feasible for the location of study and take into consideration local conditions and cultures, as well as the duration and nature of the program.

If you have any specific questions about the accommodations process overall, please reach out to the Disability Access Services Office.

Textbooks

It is essential that you purchase all course textbooks (either hard copies or electronic if you prefer) before departure for Lisbon and bring them in your luggage, as English-language textbooks are very difficult to order in Portugal. However, you should not purchase textbooks until your courses have been confirmed by your academic advisor.

Calculators are available for purchase from Portuguese retailers once you arrive in Lisbon; students do not need to purchase these before arriving. For “Calculus for Business,” a graphing calculator such as the TI-83 and TI-84 (including Plus models) is recommended. At the minimum, a scientific calculator is required, such as a TI-30. More powerful calculators such as TI-89 or TI-Nspire, cell phones or any telecommunication devices are not allowed during exams or quizzes.

Fall 2025 N.U.in Portugal Courses	Text
Academic Writing: Cultural Participation	<p>Graff, Gerald, and Cathy Birkenstein. <i>They Say / I Say</i>, 5th edition. Norton: 2021. Print version ISBN-13: 978-0393538700</p> <p>McQuade, Donald and Robert Atwan. <i>The Writer's Presence: A Pool of Readings</i>, 8th edition or later. Bedford/St. Martin's.</p>
Calculus for Business	<p>Bittinger, Marvin L., David J. Ellenbogen, and Scott A. Surgent. <i>Calculus and its Applications</i>, 11th edition. Pearson: 2015. Print version ISBN-13: 978-0321979391 [*Purchase of <i>MyLab Math</i> is NOT required]</p>
Foundations of Psychology	<p>Myers, David G. and C. Nathan DeWall. <i>Psychology</i>, 13th edition. Worth Publishers: 2020. Print version ISBN-13: 978-1319132101</p>
Globalization and International Affairs	<p>Lechner, Frank J. and John Boli. <i>The Globalization Reader</i>, 6th edition. Wiley-Blackwell: 2020. Print version ISBN-13: 978-1119409946</p>
International Business and Global Social Responsibility	<p>Hill, Charles W. <i>Global Business Today</i>, 12th Edition. McGraw Hill: 2021 Print version ISBN-13: 978-1264209637</p>
International Relations	<p>Devetak and True. (2022, 6th edition) <i>Theories of International Relations</i>. London: Bloomsbury Academic. ISBN-13: 978-1352012149</p>
Introduction to Marketing	<p>Kotler, Philip and Gary Armstrong. <i>Principles of Marketing</i>, 18th Edition. Pearson: 2020. Print version ISBN-13: 978-1292341132</p>
Principles of Microeconomics	<p>Mankiw, N. Gregory. <i>Principles of Microeconomics</i>, 8th <u>OR</u> 9th edition. Cengage Learning.</p>

Sustainability and Entrepreneurship in Lisbon	Hawken, Paul. <i>The Ecology of Commerce Revised Edition: A Declaration of Sustainability</i> . Harper Business; Revised edition, 2010. Print version ISBN-13: 978-0061252792
Contemporary Portugal: Politics and Culture	No textbook required; readings to be provided in class
Gender, Race, Sexuality, and Popular Culture	No textbook required; readings to be provided in class
Lisbon: City and Architecture	No textbook required; readings to be provided in class
Politics of the European Union	No textbook required; readings to be provided in class
Portuguese Language - Beginning I	No textbook required; readings to be provided in class
The Portuguese Colonial Experience (16th - 19th centuries)	No textbook required; readings to be provided in class

Libraries and Research

CIEE Lisbon is based at a local university campus with library and study room facilities, with wi-fi. Students will also have reading-room privileges at any public library in Lisbon. A public library is just a short walk from CIEE Lisbon.

Students also have access to the electronic resources provided by Northeastern, via the NU Libraries website [here](#). For help with research, please view the [subject guides](#) created by Northeastern librarians. If you have a question for the librarians, you can [contact them](#) through live chat or a web form.

Changing Your Major

N.U.in students can submit changes to their home College and major through the Application Status Check portal within specified Major Change Windows during the program.

Major Change Windows

August 25, 2025: Summer Major Change Window closes. You can request a change to your major and/or home College through your Application Status Check portal until the close of this window. You will only be able to request a change to another major if your new intended major is compatible with your selection N.U.in program location. Your location cannot be changed to accommodate a major change.

You will have finalized your fall courses with academic advising by this point, so any change to your major now that affects your fall courses will require you to make changes during the add/drop period with help from your on-site academic advisor.

October 1 to November 3, 2025: Fall Major Change Window. During this window, you can submit a major/home College change request through your Application Status Check portal to declare or change your major to any major at Northeastern. You cannot change your fall course registrations to match your new major at this point. Changes will be effective for the Spring 2026 semester.

The Fall Major Change Window is the last opportunity for N.U.in students to change their major and/or home College through the Application Status Check portal. The next time N.U.in students can request a change of major is through their home College in the Spring 2026 semester.

Explore Program

Students in the Explore Program can meet with their Explore advisor to discuss a change of major at any time. Please reach out to your Explore advisor as soon as you make this decision to discuss the major change process! As a reminder, once fall classes begin and the add/drop period ends, fall class selections are not able to be changed.

If you declared a major but become undecided, you can switch into the Explore program for individualized guidance from an Explore academic advisor and access to a peer mentor while you explore your various interests. Please email your assigned advisor to discuss your situation and the steps you will take to move to the Explore program.

Grades and Transcripts

Letter Grades and GPA

All N.U.in participants earn a full semester of credits on their Northeastern transcript, provided they achieve a grade of “D-” or better in each class once converted to the U.S. grading system. Your N.U.in program courses and letter grades will appear on your Northeastern University transcript and will be included in your Northeastern GPA.

To receive credit for a course, you must attain a grade of D- or better, using the U.S. grading system. All letter grades, including non-credit-bearing grades like F or W, will appear on your Northeastern transcript.

How to View Grades

During the Semester

Your professors will explain how to keep up with your grades for assignments and exams during the semester. Faculty also include important grade information in their course syllabi.

Final Grades

Instructors will publish course grades in Canvas, the learning management system used by both CIEE and Northeastern, ten days—at the latest—after the final class session. The cumulative grade in Canvas is not necessarily your final grade for the course.

Your final course grades appear in CIEE My Account once they are reported to Northeastern. You will also be able to view your grades in your Northeastern degree audit following the completion of your N.U.in program.

How to Request Transcript

Your N.U.in program courses and letter grades will appear on your Northeastern University transcript and will be included in your Northeastern GPA. If you need a transcript of your N.U.in coursework and grades for a co-op or scholarship application, please [request your Northeastern transcript](#) be sent through Parchment by our NU Registrar.

Due to differing academic timelines at N.U.in partner institutions, your fall N.U.in program grades will not appear in your NU student records until after the start of the spring semester. Once your N.U.in program grades appear in your Northeastern degree audit (expected March 2026), you will be able to request an official transcript that includes your N.U.in program grades through our NU Registrar.

Grading System

CIEE uses the U.S. grading scale of A to F, meaning that grades will look similar to those earned in the US. The grading rubric is explained clearly at the beginning of the semester in each syllabus to ensure consistency and offer a guide from the beginning of the class.

Incomplete Courses

When warranted, a student may be allowed to finish required course work after a course has concluded. Incompletes (extensions) are very rarely granted and then only for exceptional circumstances, for example due to program departure because of an emergency. To request an Incomplete, a student must have already completed at least 80% of all course requirements. Incompletes are granted at the sole discretion of CIEE and only with permission from N.U.in staff in Boston.

If an Incomplete is warranted, CIEE academic staff will work with you and your instructor to draft a plan to finish the course requirements. The plan must include the earliest feasible final date for submitting all incomplete materials, no later than one semester (or six months, whichever is earlier) after the on-site final exam date of the course(s). Students who have been granted an Incomplete may not later request to receive a grade of “W” (withdrawal) for the course in question.

Instructors do not have authority to extend deadlines, make special arrangements for students, or otherwise modify CIEE academic policies. Any special arrangements tentatively proposed by professors must be submitted to the CIEE Center Director or Academic Director for review and final approval. If you do not have an approved Incomplete and plan, a grade of “F” will be assigned for all incomplete work. If the student misses the deadline for completing work for Incomplete courses, all Incomplete coursework will automatically be converted to failing grades (F) and no further extensions will be granted.

Grade Appeals

Following policies that are universally in effect in U.S. colleges and universities, CIEE believes that each instructor has the final authority, except in rare cases of administrative error, obvious discrimination, or other unfairness, to assess and evaluate work submitted by the students in alignment with CIEE academic policies and standards.

A student who has credible evidence their final course grade is inaccurate because it deviates from the course requirements as expressed in the final syllabus may file an appeal. Students wishing to appeal a reported grade, following the end of the term of study, may do so by requesting the CIEE Grade Appeal forms by contacting registrar@ciee.org. Students may only appeal to the CIEE Registrar’s office after the end of the program (not to local staff or professors).

Students have three months from when the electronic copy of course grades are delivered to Northeastern to file an appeal with CIEE. The process will require adequate documentation to support the argument, and that the requested resolution is submitted in the appeal.

The CIEE Registration team will manage the appeal process, including outreach to onsite staff to request information that will allow the CIEE Academic Appeals Committee to decide the appeal. The outcome of appeals is final.

Please note that appeals may take at least 2-3 months to be fully adjudicated, though CIEE makes every attempt to process any appeals received as soon as possible. CIEE will not consider requests for exceptions to the appeal submission timeline.

Grade Conversions

There are differences in grading systems between universities or institutions in different countries. These differences can arise due to various factors such as educational philosophies, assessment methods, and cultural norms. Our NU Registrar and Global Experience Office use grade conversion tables to determine the final letter grades that appear on students' Northeastern transcripts based on the grades awarded by the N.U.in partner institution.

Grade scales and conversion tables serve as valuable tools in facilitating academic mobility and ensuring fairness and consistency in evaluating students' academic performance across different educational systems. These conversions provide a standardized way to compare and evaluate academic performance across different systems to help ensure that the grades earned by students from one institution can be properly understood and recognized at NU.

In some cases, if the grading systems are similar or if there is a well-established understanding between the institutions regarding the equivalency of grades, a conversion table may not be necessary. This is the case for CIEE: you can expect the letter grades you earn at CIEE to be reflected with the same letter grades on your Northeastern transcript.

Your On-Site Academic Resources

Tutoring and additional support is available to you, but you must seek out these resources. You may speak to your lecturer or a Global Experience Office staff member to discuss any issues that you may be having academically. The following resources are available to you through CIEE:

- Academic mentoring through one-on-one sessions with CIEE academics staff.
- You can seek group-based assistance for the following courses: “Calculus for Business” and “Principles of Microeconomics.”
- For writing, you may receive individual support by visiting the instructor for the “Academic Writing” course. The instructor is available to meet with students to provide support with drafting, revising, and final editing of writing assignments for any course.
- All faculty hold regular office hours (listed on each syllabus) and are also available by appointment to meet with you to provide additional support.

Support for Multilingual Learners

CIEE prioritizes creating a supportive and inclusive learning environment for all students. Courses are taught in English (with Portuguese for the beginning-level Portuguese language course). Your instructors are available to provide additional assistance, including individual support during office hours and expanded assignment feedback (such as style and grammar improvements) upon request. The instructor of the “Academic Writing” course is available to provide further support for multilingual writers in any course. We also emphasize peer interaction in the classroom and encourage participation in formal and informal cultural exchange opportunities to help multilingual speakers enhance their English proficiency.

Office Hours

You can visit your professor during their office hours, which are listed in each course syllabus, and chat about an assessment, your concerns about the course, and your professor’s recommendations for extra support. They might recommend a library resource or website with extra practice questions or ask if you are taking advantage of various tutoring services. Talking with your professor will give you a better idea of where you stand in the course to help now. Stepping out of your comfort zone to attend office hours also helps you gain comfort engaging with faculty and practice forming meaningful mentorship relationships with professors, something you’ll want to do throughout your time in college.

Virtual Resources from Northeastern

Northeastern Peer Tutoring on Knack

Northeastern has partnered with Knack, a leading peer tutoring platform, to offer free peer tutoring to all Northeastern undergraduate students across its global network. All Northeastern peer tutors on the Knack platform are successful current upper-class undergraduate students, and a number of them are N.U.in alumni.

You can request a peer tutor for your courses on [Knack](#) by searching for the NU equivalent course title and/or course code. For questions about Northeastern Peer Tutoring on Knack, please reach out at peertutoring@northeastern.edu.

The Writing Center

The Northeastern Writing Center is open to students, staff, faculty, and alumni of Northeastern and exists to help writers at any level, and from any academic discipline, in their written communication. Virtual appointments are available; the most current hours are posted on The Writing Center's [website](#).

Online appointments take place in the platform WOnline, where you can text chat with a consultant and work interactively on a piece of writing. Some (but not all) consultants are available for voice/video consultations. More information about virtual appointments is available [here](#).

Your Academic Student Success Team

Academic Advising

You began working with your home College academic advising office this summer to select and confirm your fall courses. Your home College academic advisor will continue to support you this fall, especially around spring course registration, since you will be registering for Northeastern courses through our Banner system for the first time!

Please keep your academic advisor in mind as a resource for your questions about how to manage academic challenges. Advising from your Northeastern academic College is available to you virtually throughout your N.U.in program!

Academic advising will reach out to you via email with important information: be sure you are regularly monitoring your Northeastern email address! Please use the email addresses below to contact your College's academic advising office for questions about courses, majors, and other academic topics.

Bouvé College of Health Sciences	Bouvé Advising: bouvestudentservices@northeastern.edu
College of Arts, Media and Design	CAMD Advising: camdadvising@northeastern.edu
Khoury College of Computer Sciences	Khoury Advising: khoury-advising@northeastern.edu
College of Engineering	COE Advising: COEAdvising@northeastern.edu
College of Science	COS Advising: COSAdvising@northeastern.edu
College of Social Sciences and Humanities	CSSH Advising: csshadvising@northeastern.edu
D'Amore-McKim School of Business	DMSB Advising: ugbs@northeastern.edu
Explore Program for Undeclared Students	Explore Advising: explore@northeastern.edu

Communicating with Professors

The best way to get in touch with your professors outside the classroom is the method they designate in their syllabus, the course outline you receive on the first day of class. If you have a question related to an assignment, your grade, or the course content, your instructor will include their contact information in this document and specify whether they would prefer you email, call, or stop by their office hours. If you are unsure of how to contact your professor, sending your message from your student email account to their institutional email account is a good method.

Before reaching out to your professor with a question, please double check your syllabus to make sure it isn't answered there! The syllabus contains important information about attendance and grading policies, major assignments and deadlines, and the structure of the course. If you receive an email back from a professor asking you to refer to the syllabus, don't be discouraged—this is an email almost everyone gets at some point in their first semester of college! The syllabus is an excellent resource that most U.S. high school teachers do not use or do not use the same way, so make sure you take time to become familiar with the syllabus you receive from each class during your first week to avoid asking your professors anything answered in this document.

We encourage you to utilize your professors' office hours for discussion about your grade and performance in the course! You are discouraged from appealing grades for any reason other than administrative error. Your professor can help you understand your grades and recommend resources.

If you feel your professor's teaching style is a mismatch for you, utilizing tutoring services is a good way to bridge the gap by reviewing the material with another person in a different way. Forming study groups with classmates is another good strategy to adapt to this situation. For example, if your professor spends the class time lecturing when you prefer to learn through group discussion, you can adapt by focusing on taking the best notes you can during lectures, then reinforcing what you learned by having a designated time to debrief with your study group. Expressing to your professor that you are struggling with the class format can help you work together to find support so you can succeed in the course, but keep in mind that cultural differences mean your professors' teaching styles are unlikely to perfectly resemble the learning experiences you may have had at a U.S. high school.

Transitioning to Boston

Northeastern's campus is transitional by nature, meaning that students are constantly coming and going for domestic or global co-ops, study abroad, or other experiential learning opportunities. The N.U.in Program fits in perfectly with this culture, and you are *not* at a disadvantage arriving in Boston in January.

Due to this constant movement on campus, there is always a Spring New Student Orientation, Winter Involvement Fair, and Welcome Week activities offered each January for all incoming students. The N.U.in Program and Student Affairs also hold welcome events for N.U.in students. Arriving on campus has been likened to a reunion, as students are excited to see each other after forming such close friendships while participating in N.U.in.

N.U.in alumni have recommended getting involved in clubs and organizations, whether related to your major or to personal interests, at the start of the spring semester to widen your circle and take advantage of the large Northeastern community in Boston. You will meet others in your major in your spring classes, and attending your College-sponsored or departmental events is another easy way to participate in your academic community!

Spring Course Registration

Your academic advisor will be in touch via your Northeastern email account this fall regarding spring registration. As you did this summer when you selected your fall classes, you will again have the opportunity to work with your home College advising office to work through the course registration process for spring.

There will also be a spring orientation in January where you will have another chance to review your courses with your home College advising office and hear more information about your academic transition.

Long-Term Academic Planning

Like all Northeastern students, N.U.in students create their own unique academic path, including co-op experiences, with most graduating in either four or five years. When you start your college career with The N.U.in Program, you will still have all the same options as students beginning in Boston in the fall and will be able to tailor your journey to graduation.

N.U.in students are on track to follow Northeastern University's standard degree completion timelines. As with all students, the timeline to graduation may be altered if a student changes their major and also depends on the number of co-ops and other experiential learning opportunities the student pursues.

You should work closely with your academic advisor to determine the best progression track based upon your interests and graduation goals. We urge you to think carefully about where your primary academic interests lie before selecting an N.U.in location. This will ensure that you begin with a strong base of prerequisites before progressing to Northeastern in the spring.

Getting Ready for Co-Ops

N.U.in students are on track to participate in co-op. All Northeastern students, regardless of starting program, must take their Northeastern major's co-op preparation course in their second year and can complete their first co-op as early as the fall semester of their third year at Northeastern. The perspective and maturity built during your N.U.in experience provide a unique advantage and skillset that makes you competitive in the job market.

What can I do this summer to prepare for The N.U.in Program?

Complete Required Pre-Departure Canvas Modules

You will receive information in July about required pre-departure materials for you to review in your Northeastern Canvas. These modules include important information about various aspects of The N.U.in Program, including College-specific academic details. After completing the Pre-Departure Canvas modules and reading this academic handbook, you will have a good sense of what to expect this fall; once you start the semester, you'll be able to reference back to these materials to navigate your semester abroad and transition to Boston this spring.

Preparatory Summer Courses – College of Science

Northeastern's College of Science offers important preparatory online summer courses to get you prepared for first-year biology, chemistry, physics, and calculus courses.

We highly recommend that you complete these courses before departing. These online non-credit modules cover high school content that will get you ready to succeed in introductory science classes. They may cover important foundational content that you did not receive in high school or review concepts that you will be expected to know coming in to introductory science classes.

If you are enrolled in biology, chemistry, physics, and/or calculus courses this fall, please check your NU Canvas for the relevant Ramp-Up preparatory courses this July and August!

Establish Good Student Habits

Check your email at least once a day to stay up to date with communications from Northeastern, your host institution, and your professors. All N.U.in Portugal students are provided with CIEE Canvas accounts. You will need to check both your Northeastern email account and your CIEE Canvas messages regularly! Monitor your Northeastern email closely this summer to start this habit now.

Take care of yourself! Identify strategies you have used to help manage your stress and regulate your emotions when you are uncomfortable. If you don't have go-to strategies already, make it a goal this summer and fall semester to find something—like a breathing exercise, physical exercise, personal reminder or mantra, piece of comforting art, or something else effective for you—that you can rely on to ground you in moments of stress.

Make a time management plan. Decide now on a time management strategy you will use to keep track of deadlines this fall. Think about how you organized your time in high school: did you use a planner, a time management app, or rely on your teachers to remind you about assignments and important dates? If you have a method that works for you already, make sure you bring any supplies you need (purchase a new planner, double check that the app you are used to will work on the phone you plan to use abroad and at your host location). If you have not used a planner or time management app before—or haven’t used either successfully or long-term—we recommend exploring some options on your own this summer and using one to keep track of personal goals and your preparation for the fall for at least two weeks. Hopefully, this experimentation will show you whether a virtual or written planner works best for you!

Here are some of the best tips for time management we have collected from students’ experiences and research on academic success.

- **Find a calendar system that works.** Some prefer using their cell phone. Others use built-in computer software and even the old standbys, paper planners or calendars. The method is less important than making sure whatever you choose works for you so you will consistently use your system. Choose a calendar or project management system that is reliable and easy to update. Then, populate it with every detail and deadline you need to keep yourself on track. Start by adding your course deadlines from your syllabi, then fill it out with any family, social, or other obligations.
- **Keep your class syllabi close.** Your syllabus for each class contains important information about attendance and grading policies, major assignments and deadlines, and the structure of the course. Your syllabi are your guides to success in each of your courses: keep them close!
- **Eliminate social distractions.** When studying or writing, consider turning your phone to silent or Do Not Disturb, or, better yet, put it out of reach so that you don’t check for missed calls and texts. Even that brief look at a friend’s text message or scroll through social media interrupts your thought processes and slows you down.
- **Schedule study time.** Treat your study time like a job: schedule it in your calendar and show up to do it, just as you would for a job or important appointment.
- **Use to-do lists.** Make a habit of writing down at the end of your workday (whether on paper in your planner or a note on your phone) a list of tasks you plan to accomplish the next day. List them in order of importance. Consult that list first each morning to help yourself stay focused on your daily goals.

At the start of the fall semester, you will receive a syllabus for each of your classes. Review your syllabi right away and enter all important dates and deadlines into your planner or app for time management! This will keep you on track all semester. You can start now by putting the add/drop course change deadline and course withdrawal deadline shared earlier in this handbook into your planner or app today.

We have seen careful time management make a huge difference for students, both setting those students up for academic success and equipping them with mastery over their own time that allows them to pursue travel and other priorities without sacrificing that academic success or their wellbeing.

Start this summer: plan your time intentionally, check your email regularly, and be mindful of your stress level and know where to find help when you need it, and you will be more than ready for your N.U.in experience this fall!

Expect Common Challenges

Read and think through the following scenarios, reflective questions, and strategies for navigating some common academic challenges we have seen past first-year students tackle. Northeastern students are generally those for whom academics have long been a focus and area of success. The transition from high school to college might not seem daunting because you know you can handle the academic work, but there are differences in the ways classes are structured and your work is evaluated in college. The below scenarios will help you think about how you might respond to these challenges and give you an idea of what to expect.

1. You aren't sure how to approach long-term assignments like research papers or studying for exams.

- What kind of experiences did you have with major projects in high school? What strategies were successful, and how did roadblocks like procrastination affect your work before?
- How will you break up writing a paper and studying for an exam into smaller, weekly tasks to avoid last-minute studying and writing crunches?

The best first steps you can take to plan for long-term assignments are to carefully read your syllabus when you receive it and enter all deadlines into your time management app or planner.

For a research paper, you can create smaller goals and deadlines for yourself to make sure you are staying on track. For example, if you have a paper due at the beginning of December, you can set a deadline for yourself to decide on your topic by October 1, find and read your initial sources by October 31, outline your paper the following week, and complete your paper by November 30 so you have enough time to take your work to your professor's office hours to review or to a writing center appointment.

You will want to be sure you are taking good notes in class so you have a foundation to study from later. You can speak with your on-site staff about study skill advice and good notetaking practices. One notetaking tip is to use one method, like handwriting notes in sentence or phrase form during lectures, and then to use a different method, like typing up those notes and organizing them into an outline or chart form, soon after to review. This helps solidify the knowledge in your mind and, again, gives you great materials to study from when the midterm and final exams are approaching. As with a long-term paper, you should set aside specific blocks of time in your app or planner to study for an exam. Leave enough time to email any questions to your professor and receive their response before the exam, utilize tutoring services, or work with classmates as a study group.

It can be difficult to keep long-term assignments and end-of-term exams at the front of your mind with so much else going on, which is why it's so important to plan ahead for these deadlines at the beginning of the semester! Your syllabi are your guides to success in each of your courses.

2. You want to drop a class.

What is it about the class that made you change your mind? Since you and your advisor decided on these classes as the best path forward for your academic plan, we discourage changing your schedule after arriving on site in most circumstances.

Consider the consequences of dropping versus staying in the course.

- Is the class necessary for your major or other plans, meaning you will need to take it in a future semester if you drop it now?
- Is the class a pre-requisite, meaning you can't move forward onto the next course in a series without completing this one first?
- If you stay in the course, do you think you could earn the D- minimum grade you need to earn credit?
- Are there alternative classes available that would contribute toward your degree progress? (And is it during your site's add/drop period, meaning you have time to add another class? After the add/drop period ends, the only way to leave a class is to withdraw from it, resulting in a W on your transcript, and you cannot add another course to your schedule at this point.)

Try organizing your thoughts in a pro and con list to see if dropping the class makes sense for your situation. Again, it is usually best to stick with the schedule you determined over the summer with your academic advisor! Sharing your pro and con list with your academic advisor will help you both make the best decision for your academic plans.

3. You didn't really need to study in high school as long as you paid attention in class. This semester, you're attending every class and paying attention, but you still struggled with your midterms.

- How are you feeling about how your midterms and semester overall have gone so far? It can be shocking and disheartening to get lower grades than usual or to have more difficulty than you expected with your coursework. This is a reflection of the difference between college-level and high school-level work, not an indication your abilities have changed!
- What can you do differently to prepare for your finals?

If you are confused about a grade or want to review content, you should stop by your professor's office hours (time and location will be listed in your course syllabus). If you understand what happened with the exam and feel you could have done better had you prepared more, your academic advisor and virtual peer tutors from Northeastern can help with time management and study skills.

Success in college-level work does tend to require more active participation and time outside the classroom than success in high school. You were accepted to Northeastern because you have proven you're up for the challenge! The transition from high school to college is difficult for most first-year college students, even high-achieving students. Regardless of how many college credits you may have accumulated in high school, this transition involves much more than your classes.

Beyond the usual adjustments of starting college, you are in a uniquely new situation with so many changes to your day-to-day life in these summer and fall months, making this transition even more layered and complicated! Congratulate yourself on how many areas you are succeeding in, then ask what the main struggles you have been having are. Your academic difficulties may be due more to homesickness or something else besides the course material itself. Connecting with mental health resources, your site staff, and your academic advisor about these challenges can help you work out strategies that address your individual needs to better position you for the rest of the semester.

4. You receive a grade you disagree with on an assignment.

- Which emotions are you dealing with? You might be angry with your professor, disappointed in yourself, checked out from the course, or motivated to ask for additional support. It's important to take stock of your feelings and give yourself time to cool down before taking action.
- Reread the assignment if you have access to it. Again, wait until your initial reaction to the grade passes to do this. Can you follow your professor's thinking based on their feedback and any marks and comments on the assignment?

If the grade makes some sense to you but you have questions, or you want to discuss your performance in the course and how to move forward more generally, this is a good time to utilize your professor's office hours. Approach your professor with the intent to understand your grade and make a plan to finish the course successfully. Please note that you should not challenge grades based on your professor's academic judgment, but you and your professor can work together to correct any administrative error with your grade. (These are thankfully rare!)

When you discuss your grade with your professor, differences in academic standards between institutions and cultures may become evident. It is important that you listen to your professor's perspective and respect their expertise in the subject you are learning. You can talk more about cultural differences between U.S. classes and expectations at your host institution with site staff. Based on what you learned from your professor, you will also have a good idea of the kinds of clarifying questions you should ask professors when you receive assignment rubrics! This is a skill that will help you in your coursework in Boston, too.

Set Goals for Global Learning

Advancing your global and intercultural adaptation skills is one of the key goals of Northeastern's global mobility programs, including The N.U.in Program. Simply experiencing other cultures is not enough to advance these skills; rather, active knowledge of self and others is necessary to learning cross-cultural adaptation. You can think about/write about the following self-assessment questions in a journal or notebook:

Global and Intercultural Self-Assessment

Think about two or more ways that you identify. Some dimensions to keep in mind are gender, religion, socioeconomic class, education level, sexual orientation, race and ethnicity. It is important to note that the way that you identify may be different from the way that you are perceived, but for the purpose of this activity, we want you to define yourself.

Now, reflect on a moment in your life that made your identity very salient to you.

Did something happen that marked when you started thinking about an aspect of your identity? Examples include a disruption in a parental relationship, moving to a new place, changing a style of dress, a new friendship or relationship...

When did you become conscious that this identity is an important part of who you are?

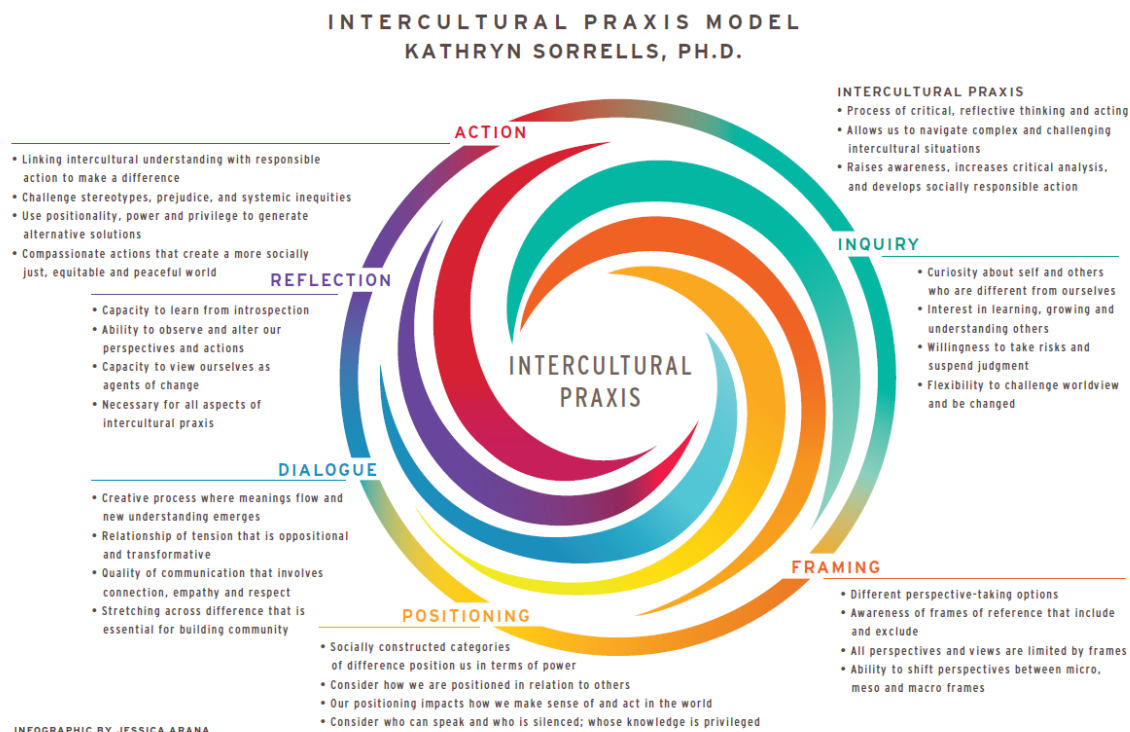
Was there an event or experience that later solidified this identity? What was it about this event or experience that cemented this identity as an important part of who you are?

Intercultural Praxis Model

Familiarize yourself with the Intercultural Praxis Model, developed by Dr. Kathryn Sorrells. This model proposes a non-linear, dynamic, interactive process of intercultural communication featuring the following components:

- **Inquiry:** In the Inquiry phase, you express curiosity and openness to dialogue with other cultures and ways of knowing and understanding. You practice active listening and turn off your judgement or critical lens to truly understand another's perspective and "walk in their shoes."
- **Framing:** In the Framing phase, you understand that your and others' perspectives are limited by frames of knowing and understanding. You seek to understand and appreciate these frames (such as a person's socioeconomic background, worldview, gender, sexual orientation, etc.) as valid for that person and the culture or society they belong to.
- **Positioning:** In the Positioning phase, you reflect upon the nature of power, who is silenced and why (including yourself), and how societies position people and classes to enact certain roles (such as vocations or menial tasks). You consider how you might act to help advocate and collaborate for change.
- **Dialogue:** In the Dialogue phase, you engage in conversation, listening, and dialogue with those who are different than you, aiming to further understanding and mutual empathy.
- **Reflection:** In the Reflection phase, you take time to step back and process your thinking and interactions around difference. You also assess your capacity to be an agent of change and reflect upon any experiential learning you may have encountered.
- **Action:** In the Action phase, you consider how you can be an agent of change and what is ethical and responsible versus what might be considered "saviorism". How can you partner *with* another person or organization of people/community to enact incremental and meaningful change?

Adapted from Sorrells & Sekimoto, 2016



Jessica Arana's Infographic Overview of Kathryn Sorrell's Intercultural Praxis Model

Global Learning Experience Course

To dive deeper into these topics, consider registering for the online Global Learning Experience course. GBST 1012 The Global Learning Experience is offered through Northeastern University's Canvas online learning management system as a primarily asynchronous, one-credit course. See "Courses and Curriculum" section and monitor your Northeastern email for more information on this opportunity.

Global and Intercultural Communication Module/Digital Badge

Alternatively, consider enrolling in our [Global and Intercultural Communication Module/Digital Badge](#). This module is fully asynchronous, self-paced, and can be completed over the fall semester online. Learners who complete the module will earn a Digital Badge in Global and Intercultural Communication (Level 2: Intermediate) through Credly, which can be imported into LinkedIn profiles and digital resumes.