



NORTHEASTERN UNIVERSITY LONDON

LONDON SCHOLARS

STUDENT ACADEMIC HANDBOOK

2026–27 ACADEMIC YEAR

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Welcome to London, Husky.

This is your academic handbook for the London Scholars Programme at Northeastern University (NU) London. It will help you get familiar with the academic culture and policies in London before you arrive. **Once you are in London, your reference point will be the [London Student Hub](#) on Sharepoint, which is updated regularly.**

This year, London is your campus. From your residential community to the academic campus at St Katharine Docks (Devon House) and the City of London (Portsoken), you will be studying in one of the world's great cities, voted the Best Student City in the world in 2025. The NU London team is here to help you settle in, find your footing, and make the most of everything this experience has to offer.

At NU London, personal flourishing is central to our educational mission. We are intentional about supporting your development as a whole person - intellectually, ethically, civically, and personally - because university shapes who you become, not just what you know. A year in London is an opportunity to grow in ways that will stay with you long after you leave.

Inside this handbook you will find clear explanations of how academic life works here: how your work is graded on the US credit system, what the policies are around deadlines and extensions, what academic integrity means in practice, and where to go when you need support. Follow the links throughout to go deeper on anything relevant to your situation. The more familiar you are with this material before term begins, the more confident you will feel when it matters.

We are excited to support you in London. Don't hesitate to reach out, that is what we are here for.

The Global Experience Academic Team in London

GEacademics@nulondon.ac.uk

Key contacts and Support System

Course & Subject Questions			
	Your Professor	Course Leader	Head of Discipline/Programme Lead
What can they help with?	Course content, organisation, assessment & feedback, extensions, late penalties, and understanding the grading system.	If the course has a Course Leader other than your professor, they can help with unresolved questions about the course.	If there is no separate Course Leader and you still have unresolved questions. Also available for general subject guidance and wider cohort college guidance.
How to contact them?	Emails and office hours listed on the course syllabus.	Emails on Canvas.	Emails on Sharepoint.

Course Selection & Study Skills			
	Your London Advisor	Tutors	Lead Academic Advisor
What can they help with?	Course selection and study skills, including time management, note-taking, and memory techniques.	Maths Academic Writing Online peer tutoring	Unresolved course selection questions.
How to contact them?	Email your assigned academic advisor directly or email our shared inbox: academicadvising@nulondon.ac.uk Book an appointment on Navigate to meet with an academic advisor.	Maths Tutors – mathematics.tutors@nulondon.ac.uk Academic Writing – meera.mawani@nulondon.ac.uk To book an appointment with a maths tutor or academic writing advisor, please use TargetConnect .	To get in touch with the lead academic advisor, please email our shared inbox: academicadvising@nulondon.ac.uk

		Online Peer Tutoring – Nimbus	
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London Scholars Programme Organisation

	Associate Director of Global Experience in London	Global Experience Office in Boston
What can they help with?	Unresolved academic issues.	Non-academic issues.
How to contact them?	GEacademics@nulondon.ac.uk Available for in-person meetings	londonscholars@northeastern.edu

Other Key Support

	Your Community Coordinator	Student Support Team	Careers & Experiential Team
What can they help with?	Day-to-day questions including health, budget, and housing. They will signpost you to the relevant team for any other queries.	Disability and Wellbeing Mental Health Specific Learning Differences (SpLD) Advising Reasonable Adjustments	Career advice, resume support, co-op and internship planning, and experiential activities.
How to contact them?	residence.life@nulondon.ac.uk	studentsupport@nulondon.ac.uk	careers@nulondon.ac.uk

Other Useful Contacts

London Canvas	For any Canvas issues with your London courses, contact the London team (not Boston): canvas@nulondon.ac.uk
London IT Services	it@nulondon.ac.uk

Printing	https://print.nulondon.ac.uk:9192/app (London specific credentials needed)
Student Union	Nusulondon.org

Key dates

Autumn Semester 2026	
Welcome Week	8–11 September 2026
Classes Start	14 September 2026
Add/Drop Period	14–25 September 2026
Midterm Exam Week*	26–30 October 2026
Thanksgiving Break	23–27 November 2026
Last Day to Withdraw from a Course	11 December 2026
Final Exam Week*	14–18 December 2026

Spring Semester 2027	
Classes Start	18 January 2027
Add/Drop Period	18–29 January 2027
Midterm Exam Week*	1–5 March 2027
Spring Break	22 March – 2 April 2027
Last Day to Withdraw from a Course	23 April 2027
Final Exam Week*	26–30 April 2027

* Only scheduled exams take place in these weeks, not regular classes.

Academic Tips for the Start of the Year

The first few weeks of university set the foundation for your entire academic year. Studying at university is a significant jump from high school, and the sooner you put the right things in place, the quicker you'll find your footing. This is the time to establish good habits, get organised, and find the study style that works best for you, whether that's reviewing notes the same evening as class, studying in focused blocks, or forming a study group with classmates. The routines and systems you put in place now will carry you through midterms, finals, and everything in between.

Here are some top tips to hit the ground running academically:

- **Take ownership of your learning.** Professors won't chase you for assignments or remind you to attend classes: it's on you to stay organised, meet deadlines, and seek help when you need it.
- **Map out your deadlines.** As soon as you receive your syllabi, add every assignment, exam, and key date to a calendar or planner.
- **Set up a filing system from day one.** Keep notes, handouts, and readings organised by course so you're not scrambling to find material when finals come around.
- **Attendance is mandatory.** Make sure you attend all your classes from the start. There is a strong correlation between high attendance and high grades. Non-attendance also has implications for your Visa and eligibility to stay on the programme.
- **Consider ramp-up courses if they're available.** They are preparatory courses at the start of the year to help you transition into college-level Maths, Chemistry, Physics, and Biology. Taking advantage of these early on can build the confidence and skills that carry you through tougher coursework ahead. Ask your professors.
- **Meet with your academic advisor early and often.** Your advisor can help you choose the right courses, stay on track for your degree, and navigate any academic challenges. Don't wait until registration season starts to make an appointment.
- **Use tutoring services before you struggle.** We offer on-site tutoring for academic writing and mathematics (i.e. Calculus, Statistics). In addition to the support on campus, students have access to online tutoring via the Nimbus platform. We also have Specific Learning Differences (SpLD) Advisors who specialise in supporting neurodiverse students and those with learning differences. Their study skills and mentoring services are designed to help students develop effective learning strategies and the confidence to succeed independently.
- **Make use of your professors' office hours.** Bring specific questions about course material, assignments, or feedback on your work. Professors are far more able to help when you can pinpoint exactly what you're struggling with.
- **Start assignments earlier than you think you need to.** College-level work takes longer than high school. Aim to begin research at least a week or two before any due date.
- **Get familiar with the campus resources early.** Explore the e-library, Canvas, Sharepoint, Outlook Calendar, SEaTS, Navigate, etc.

Courses and Curriculum

Courses

The courses that you will take in London are fully integrated into the Northeastern curriculum and follow Northeastern academic policies, such as the same grading system (see section below on academic policies). They are all designed for your degree progression, no matter what major you are in. You will be able to take courses that are required for your major as well as electives that fulfil NU path requirements or other major requirements. You can be assured that you will be on track for your major when you continue to Boston.

- You can browse the course offering on the [London Scholars 2026 curriculum](#) webpage. Please note that course offerings are subject to change.
- As part of the academic advising process, you also have access to the [NU London Course Advising](#) Canvas page, which has information about the course registration process, how to report transfer credits, course descriptors, and much more.
- NUPath is Northeastern's core curriculum framework, ensuring all students build a broad academic foundation alongside their major. For more information on NUPath requirements, visit the [NUPath website](#).

As a London Scholar, you'll be exposed to unique place-based inquiry components, designed to explore global and local issues from comparative perspectives in your courses. These **Place Based Inquiry designated** courses are integrated with your major plan of study and with our NUPath requirements, meaning it's not an "extra course" but part of your degree pathway. Place based inquiry courses on the London Scholars program integrates the standard course content in the context of London and the UK.

London Scholars typically take four four-credit courses (16 credit hours) each semester and might take one-credit courses. Each student's academic experience is unique, and course schedules will vary from student to student.

For any questions about course registration, please email your designated London academic advisor or email the shared inbox: academicadvising@nulondon.ac.uk

Course Materials

Your professors will advise you about all materials, that you need to purchase, including books at the start of the semester. If your course requires specific materials that you need to purchase in advance, this will be communicated to you by your advisor.

It is expected that you have an up-to-date working laptop. Please note that tablets are not practical for submitting assessments and you will need to use a laptop instead of a tablet for in-class activities on some courses (for example in Design, Architecture, or Science courses).

The Campus and Classroom environment

Student cohorts

Northeastern University London is a growing university made of several cohorts and programmes:

- London Scholars (students spending their first-year of university in London before moving on to Boston or another NU network campus)
- Semester In (Boston 2nd-4th year students spending one semester or one year in London as part of a study abroad experience)
- Summer In (Boston students spending one summer term in London)
- Pre-College Accelerate (short summer pre-university programme)
- Summer DOCs (faculty led short-term summer programmes)
- London degree students (students spending 3 years in London to do their full undergraduate degree)
- Postgraduate students, PhD students, and apprenticeship learners.

As London Scholars, you will share classes with fellow London Scholars and, in some cases, Semester In students.

The campus

Northeastern University London is spread across two exceptional buildings in the heart of the city.

- **Devon House**, located in the St Katharine's Docks area, sits just minutes from the Tower of London and Tower Bridge, offering stunning river views from classrooms and study areas.
- **One Portsoken** towers over the City's financial district with a 360-degree view of the London skyline. Both buildings are equipped with quiet study areas, meeting rooms, individual pods, and kitchenettes, while One Portsoken also houses Labs and a Maker Space.
- Exceptional facilities: advanced Chemistry and Biology labs, Maker Space equipped with laser cutters, 3D printers, and CNC machines.
- Meeting rooms and pods can be booked in advance
- Student lockers can be booked by contacting facilities@nulondon.ac.uk

It is mandatory to wear your university lanyard and ID whilst on campus. The Campus buildings are open Monday to Friday from 08:00-21:30. During exam periods or under special circumstances the University may be open at weekends. You will need to submit an enquiry to facilities@nulondon.ac.uk for further information.

In the Classroom

Classes are small and interactive, typically with 25–40 students, though some lectures may have up to 80. Teaching styles are designed to be engaging and participatory, so come ready to contribute. A typical week includes two 1 hour 40 minute sessions per course, plus labs and recitations for some courses.

Beyond the classroom, expect experiential learning through site visits — during class time, evenings, and self-guided — as well as guest lectures and the opportunity to earn a digital badge. Faculty office hours are also a regular part of the week, so make use of them.

Reasonable adjustments in the classroom

- If you require any reasonable adjustments in the classroom and do not yet have an approved Learning Support Plan (LSP), such as recording lectures or using assistive technology, you should contact the Student Support Team as soon as possible: studentsupport@nulondon.ac.uk. Student Support will inform your instructor of your adjustments.
- For assessment adjustments, please see the section below entitled 'Reasonable Adjustments for Assessments'.

Add/Drop

Each semester, you will have the opportunity to make changes to your course registration at the beginning of the semester. Please keep in mind that factors such as capacity, timetabling, and add/drop deadlines may not allow for a course registration change to be made.

In Fall, Add/Drop on the London campus will run from **Monday 14 – Friday 25 September**. Students should consult with their academic advisor before adding or dropping classes.

Students who add a class during the add/drop period are responsible for all assignments missed prior to enrolling. Once enrolled onto a course, students are responsible for attending classes from that point on, and any absences will be held accountable to the attendance policy.

Students must add/drop courses using the [Student Hub](#).

Students who experience difficulty adding, dropping, or withdrawing from a course should promptly request support from their academic advisor.

Information on where academic advisors are and how to meet with them during add/drop will be shared in your advisor's welcome email sent during welcome week (or before classes begin in the spring semester).

Students with holds (e.g., financial, judicial) may have restricted access to add, drop, or withdraw from a course. In such instances, students are responsible for resolving the hold immediately and to meet the established course registration deadlines.

Courses dropped during the add/drop period will not have a W (withdrawal) on a student's transcript. The standard course load is 16 credit hours (four four-credit courses), and all students are expected to maintain this unless they have been approved for a reduced course load through the Disability Access Services. Please note that while 12 credit hours still meets

the full-time threshold under our policy, dropping below 16 credit hours may affect degree progression. We strongly encourage students to stay at the standard 16 credits wherever possible and to speak to your academic advisor if you have any further questions.

In Spring, the add/drop window is 18-29 January 2027.

See Northeastern's [Dropping a Class policy](#) on the Undergraduate Catalog.

Withdrawing from a course

Once the add/drop period is over, students have the possibility to withdraw from a course. However, 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 progression.

Students who officially withdraw from a course will receive a W grade on their academic history and transcript to indicate that they withdrew and did not complete the course. Not attending class does not constitute withdrawal.

Students must remain registered on a sufficient number of courses to remain registered as a full-time student. In order to be considered as full-time, students must be registered on courses totalling 12 or more credits in each semester.

The last day to withdraw from a class this Fall 2026 semester is 11 December 2026.

The last day to withdraw from a class in Spring 2027 semester is 23 April 2027.

All students are encouraged to consult with their academic advisor prior to withdrawing from a course to understand how that may affect their progress toward their degree. Withdrawals may impact a student's time to degree completion.

See Northeastern's policy on [Course Withdrawal](#) and see Northeastern's policy on [Dropping a Class](#).

As a London Scholar, you will not receive any reimbursements for dropping a course. The London Scholars programme tuition and programme fee is static. Should you have any other questions regarding your financial implications, please contact the Student Financial Services (SFS) <https://studentfinance.northeastern.edu/contact-us/>.

Major Change

If you are considering changing your major, you can do so during the following windows:

- **June 1 to August 24**
- **October 1 to November 2**
- **February 1 to March 22**

Major changes are requested through your Application Status Check. Please note that whilst on the London Scholars programme, major changes are limited to majors compatible with the London Scholars programme. The full range of major options will be available during the spring semester window.

Retaking a class

If you think you are failing 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 at Northeastern (including whilst on the London Scholars programme) 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.

Some students choose to take a course for which they have already earned transfer, AP, or IB credit. If you'd like to repeat a class that you have credit for, please confirm this over email with your advisor. It is important to keep in mind that whatever grade you earn when retaking the class will appear on your Northeastern transcript and affect your GPA. Transfer credit will show on your transcript, showing that you have credit for the NU course, but it does not affect your GPA.

Students should speak to their academic advisor about retaking a course.

Auditing a course in London

Auditing a course means attending classes and having access to the course materials on Canvas without being enrolled in the course and therefore without being assessed or receiving credits.

As per the [Audit Policy](#), **auditing a course is not permitted on the London Scholars programme.**

Academic Policies

Shaped by its British academic tradition and location, Northeastern University London offers enriching opportunities for learning and engagement, while remaining fully aligned with Northeastern University's academic standards and first-year curriculum.

In 2026–27, the London Scholars programme is making an important change: rather than transferring and transposing grades from the UK system into US credits, courses will now be directly offered for US credits from the outset, meaning your courses follow Northeastern's academic regulations rather than the UK system. That said, studying in London means your academic experience will be shaped by a distinctly British approach to higher education, one that emphasises specialised study, independent thinking, and depth of understanding.

Classes in London tend to be more formal and self-directed than many US high school environments. Professors expect students to come prepared and to take ownership of their learning, rather than waiting to be guided through material step by step. Typically, your workload will be structured around pre-class readings, practice quizzes, and a smaller number of substantial graded assessments spread across the semester, so staying on top of your work from week one is essential.

Syllabus

At the start of each course, you will have access to a syllabus for each course you are taking. The syllabus is available on each Canvas course under the Syllabus section in the left-hand menu. The syllabus outlines everything you need to know about the course: the topics you'll cover, the required readings and materials, how you'll be assessed, key deadlines, what your professor expects from you in terms of engagement and conduct, and key academic policies (around extensions, late penalties, academic integrity, use of AI, etc.).

Think of it as your go-to reference guide for the entire semester. Read it carefully in the first week and get into the habit of checking it before reaching out to your professor with questions, chances are, the answer is already there.

Academic Expectations

At Northeastern University London, you are expected to engage fully and actively with your studies. Academic life here demands more than simply showing up; professors expect curiosity, initiative, and a willingness to engage with challenging material both inside and outside the classroom.

Engagement & Learning

- Come to every class prepared, having completed the required readings and pre-class work, and ready to contribute meaningfully to discussions.

- Draw connections across your courses: the themes, ideas, and skills you encounter will often intersect in meaningful ways, and recognising those links will deepen your understanding and enrich your work.
- Reflect actively on your global experience through the Intercultural Praxis framework, a structured approach to cross-cultural reflection that encourages you to examine your own cultural perspectives, question your assumptions, and engage more critically and thoughtfully with the world around you.
- Take full advantage of the opportunities around you: office hours, guest lectures, events, site visits, and extracurricular activities are all part of your academic experience here.

Classroom Conduct

- Be considerate of your professor and peers by giving your full attention during class.
- Keep electronic devices focused on class-related activities only.
- Keep noise to a minimum in corridors and shared spaces outside classrooms to avoid disrupting teaching, the Student Hubs and meeting pods are available for more informal or collaborative activities.

Communication

- Stay on top of communications throughout the semester, check your Husky email daily, as important updates will come from your professors via Canvas Announcements, the Global Experience Academic team, Academic Advising, student newsletters, and the Global Experience Office. When emailing your professors, note that in the UK it is common to address them by their first name (e.g. "Dear Sarah") unless they have indicated otherwise.
- **GDPR:** please note that due to GDPR (General Data Protection Regulation) in the UK and Europe, NU London faculty and staff cannot communicate with parents directly about your academic standing without your written consent. Please direct parents' queries to londonscholars@northeastern.edu.

Attendance

You are required to attend all your classes and to arrive on time. There is a strong correlation between attending classes and higher grades. You should follow your schedule as it appears on your Outlook calendar. Last minute changes, such as location and cancellation, may occur so it is best if you check your schedule regularly.

All students must follow the London [Academic Engagement and Attendance Policy](#). Non-attendance might impact your Visa and your eligibility to remain on the program.

Attendance must be recorded for every class, whether it takes place on or off campus. You are responsible for logging your own attendance through the **SEAtS app**, which you will need to download on your mobile phone. Please note that any misuse of SEAtS (such as recording attendance without actually being present) will be treated as a serious violation and reported accordingly.

If you need to miss a class, let your instructor know as a courtesy, though you are not required to provide them with medical documentation. **You are, however, required to report your absence through SEAtS and upload any supporting documentation directly in the app**, as this will be taken into account when your attendance is reviewed under the Academic Engagement and Attendance Policy.

If you do miss classes, take responsibility for catching up: reach out to your instructor, book office hours, and make a plan to cover any material you missed.

If you find yourself absent for an extended amount of time, contact Student Support (studentsupport@nulondon.ac.uk) and your academic advisor (academicadvising@nulondon.ac.uk) as soon as possible, as a formal leave of absence may be the most appropriate course of action.

Not attending class does not constitute official withdrawal from the course.

IMPORTANT

Non-attendance may impact your visa and your eligibility to remain on the programme. Report every absence through SEAtS, even if you have a good reason.

Missing a graded assessment

If you think you'll miss a deadline for any other serious and unexpected reasons (such as illnesses or bereavement), contact your instructor as soon as possible to request an extension; don't wait until the deadline has passed. Instructors have the discretion to grant extensions of up to five days, but are not obligated to do so, and requests are not guaranteed to be approved.

If you miss a deadline without an approved extension, you may still submit your work up to 24 hours late, but late penalties will apply. After that window, submissions will not be accepted, so it is always in your best interest to communicate early and plan ahead.

Grading System and transcripts

Your NU London courses follow the US grading system. All your grades will factor into your GPA; the London Scholars programme is not a pass/fail programme. For each assessment, you will see your numerical or letter grade in Canvas. Your final grades and GPA will be accessible in Banner via the Student Hub shortly after the end of the semester.

The grading timeline for each assessment is typically 10 to 14 days.

Instructors do not typically grade on a curve.

All information related to assessments (deadlines, grading criteria, rubric) are listed on each Canvas course. There is typically no opportunity to gain extra credit.

NU London Grade Table

You can view the [Grade Table on the Undergraduate Catalog](#).

Numerical grade	Letter grade	GPA	Explanation
93-100	A	4.000	Outstanding achievement
90-92	A-	3.667	
87-89	B+	3.333	
83-86	B	3.000	Good achievement
80-82	B-	2.667	
77-79	C+	2.333	
73-76	C	2.000	Satisfactory achievement
70-72	C-	1.667	
67-69	D+	1.333	
63-66	D	1.000	Poor achievement
60-62	D-	0.667	
0-59	F	0.000	Fail
	I		Incomplete
	T		Transfer
	W		Withdrawal (student-initiated withdrawal after the add/drop period and before the withdrawal deadline)

Contesting a grade

Once you receive your graded assignment and feedback, you can be assured that it was graded in a fair and reliable manner. If you don't understand the grade and feedback you receive, you are encouraged to book an office hour with your instructor to discuss questions that you have as soon as possible after receiving your grade and within 5 days of receiving the grade you are unhappy with. Approach this as a learning conversation rather than a challenge; understanding the feedback is the most valuable thing you can take from the exchange.

If you believe an error was made in the calculation of your grade, your instructor may be able to rectify the calculation error, but contesting academic judgement is not a ground for changing a grade.

If, after meeting with your instructor and discussing the feedback, you still have concerns about how your work was assessed, you can seek a further perspective by booking office hours with your Head of Discipline or Programme Lead within 5 days after talking to your instructor. Should those conversations leave your concerns unresolved, you may have grounds to submit a formal grade appeal. To submit a formal appeal, you should contact your London academic advisor as soon as possible (see timeline below).

If you are appealing an individual assessment grade, you should not wait to have your final grade and must follow the timeline below.

It is important to understand that feeling disappointed with a grade, or simply disagreeing with it, is not sufficient grounds for an appeal. Appeals must be based on a specific procedural or academic concern, for example, that the correct assessment process was not followed. If you are unsure whether your situation warrants a formal appeal, speak with your academic advisor before taking any action.

Appeal process timeline

Stage	Action	Deadline
1	Contact instructor	Within 5 days of receiving grade/determination
2	Contact Head of Discipline/Programme Lead	Within 5 days of Stage 1 discussion
3	Submit formal Appeal Statement via Academic Advisor	No later than 20 days from receiving grade/determination
4	Formal Appeal Committee outcome and Completion of Procedure letter	Within 10 days of receiving the Statement
5	UAARC	After all the steps have been exhausted

Incomplete grades

If you face serious extenuating circumstances that prevent you from submitting a **final assessment**, there may be grounds for an [incomplete grade](#). Students may make up an incomplete grade by satisfying the requirements of the instructor within a maximum of 30 days from the end of the term in which the course was offered. To request an incomplete grade, you must obtain and complete in consultation with the instructor and your advisor an [Incomplete-Grade Contract](#) on which the precise agreement for clearing an incomplete grade is specified. The contract is signed by the student, the instructor, and the student's academic advisor. Please note that incomplete grades should only be sought in exceptional cases.

If your extenuating circumstances continue or if you have several periods of absences during the semester, contact your academic advisor (academicadvising@nulondon.ac.uk) as soon as possible, as a formal leave of absence may be the most appropriate course of action.

Transcripts

Your London Scholars programme courses and letter grades will appear on your Northeastern University transcript and will be included in your Northeastern GPA. Your unofficial transcript will be available in Banner from the Student Hub. If you need an official transcript of your London Scholars coursework and grades for a co-op, scholarship application or other purpose, please [request your Northeastern transcript](#) be sent through Parchment by our NU Registrar.

Extensions

If you need more time to submit an assessment due to serious and unforeseen circumstances, you may request an extension **via email with your instructor** as soon as you are aware you will miss the deadline and no later than 24 hours before the deadline. If you are unable to request an extension 24 hours before the deadline, please let your instructor know as soon as possible. You are not required to provide medical documentation to your instructor but your grounds to request an extension should be legitimate in accordance with the [Academic Integrity Policy](#). Instructors have the discretion to grant extensions of up to five days, but are not obligated to do so, and requests are not guaranteed to be approved.

If you need a longer extension or if you need several extensions in the same period, contact your academic advisor (academicadvising@nulondon.ac.uk) as soon as possible, as a formal leave of absence may be the most appropriate course of action.

Late submissions

Submitting an assessment after the deadline without an approved extension will result in a grade penalty. Work submitted within 24 hours of the deadline will typically be downgraded by one letter grade. After that 24-hour window, submissions will not be accepted. If you are at risk of missing a deadline, contact your instructor as soon as possible, do not wait until after the deadline has passed.

Reasonable Adjustments for Assessments

If you require reasonable adjustments for your assessments, you must first register with the Disability Access Service (DAS) and submit relevant supporting documentation. The Student Support Team in London will then curate a bespoke Learning Support Plan (LSP) for you and send this to you for your review. Once you have accepted your Learning Support Plan, the Student Support Team will then share your adjustments with your instructor in accordance with the Student Disability Policy.

- The deadline to agree reasonable adjustments for Autumn semester midterms is September 30. The deadline to agree reasonable adjustments for Autumn semester finals is October 30. Any reasonable adjustments agreed after these deadlines are unlikely to be in place by the assessment period.
- If you would like to apply your reasonable adjustments to an in-class assessment, such as a quiz, you must notify your instructor (via email) at least two weeks in advance. The practical application of reasonable adjustments to an in-class assessment may vary depending on the assessment specification,
- If you require reasonable adjustments but have not yet registered with DAS, please contact Student Support on studentsupport@nulondon.ac.uk and a Disability and Wellbeing Specialist can support you through the process. You can also find the DAS website [here](#), to begin your registration.

Submitting assignments on Canvas

- Ensure you submit your assessment in a valid format (valid formats are listed in the Assessment instructions). Shared documents are usually not accepted and cannot be graded.
- Tick the agreement box at the bottom of the submission page and **ensure your submission goes through** (you should see a confetti display once it goes through).
- Make sure you submit ahead of the deadline to avoid late penalties. Some files and submissions might take a long time to upload (e.g. videos), so make sure you leave enough time for uploading your files.
- You can submit several times (check the submission portals); for example, if you submit once but then realise there is a mistake or you forgot to add something, you can submit again. Typically, the very last submission is the one that will be graded, so make sure it is the most updated one and in the correct submission portal. Late penalties might apply if your last submission is after the deadline (even if you have previous submissions before the deadline).
- If you accidentally submit the wrong file or a file in the incorrect format, it is your responsibility to contact your instructor as soon as possible after submission and no later than 24 hours past the deadline to rectify the issue; however, your instructor retains discretion over accepting a resubmission within this time without applying penalties.
- For videos and mp4 submission, it is recommended that you record the video on your own device and keep a copy of it before uploading it on Canvas instead of recording directly via Panopto - so that you have a back-up in case an uploading issue arises.
- If you encounter an error while submitting, please screengrab the error with a timestamp visible and send it, along with your assessment attached, to your instructor.

Academic Integrity

Northeastern takes academic integrity seriously, and as a student you are expected to complete all work honestly and to the highest ethical standards according to the [Academic Integrity Policy](#). All submitted work must be your own. Plagiarism, fabrication, cheating, and unauthorised assistance — including the use of AI tools where not permitted — are violations of the Academic Integrity Policy. Deliberate instances will be reported to the [Office of Student Conduct and Conflict Resolution](#), this process does not determine the sanction and your grade, your professor may apply sanctions and determine the grade.

It is your responsibility to understand what is and isn't permitted in each course. If in doubt, ask your professor before submitting.

Boston progression standard

To matriculate to Boston after the first year, London Scholars must follow the following Progression Standard:

Successful completion of the London Scholars programme requires students to have maintained full-time status (at least 12 credits per term) over both semesters and earned a cumulative GPA of 1.8 or higher. Students finishing the programme with a GPA below 1.79, who also maintain full-time status, may continue in their degree programme on Academic Probation and must follow all policies associated with that designation. Students whose GPA precludes them from being in good academic standing after their second year at the university and/or who fall below full-time status may be subject to Academic Standing Review by their college. Students granted an approved leave of absence during the London Scholars programme will discuss specific progression standards as part of the leave approval process.

Students dismissed from the London Scholars programme for violations of the Student Handbook and/or Student Code of Conduct will not be eligible to continue their studies at the university.

Students must also follow the following programme requirements for their majors:

- Students need a C or above in First-Year Writing to have it cover the NUpath FYW requirement.
- A grade of D or higher in General Chemistry (CHEM 1161) to move on to Organic Chemistry (CHEM 2311)
- DMSB: students need an overall GPA of a 2.0 in DMSB classes. This does not include Math or Economics courses. DARS calculates this in the degree audit
- Khoury: students need an overall GPA of a 2.0 in all Khoury classes. DARS calculates this in the degree audit
- Architecture: A minimum grade-point average of 2.500 is required to remain in the majors of architecture or landscape architecture. Students below this average will not be allowed to continue in these majors. A minimum GPA of 2.000 is required to remain in the major of architectural studies.
- Bouve required that students get a C or above in all of their foundational science courses (Biology, Chemistry, Math, Psychology) AND a C or above in their Bouve courses (all PHTH, HSCI, NURS, PHSC, etc).
- Engineering: Course sequencing in the first year is important (Cornerstone 1 and 2, Calculus 1 and 2, Chemistry and Physics)

London Systems and Platforms

Canvas

[Canvas](#) is your study resource for all your courses. **London uses its own instance of Canvas.** **Make** sure you have accepted all your course invitations, otherwise you won't be able to submit assignments. If you encounter any issues with your London courses or Canvas pages, you should email canvas@nulondon.ac.uk and not the Boston Canvas team.

Outlook Calendar

This is where you see your updated and accurate schedule. It is important to check your schedule daily and follow it as it appears on Outlook Calendar. Other platforms (SEAtS and Banner), do not have the most up-to-date information (for example co-curriculars and last minute classroom changes).

You will also use Outlook Calendar or Canvas, depending on your instructor, to book office hours.

SEATS

SEAtS is the app used to record your attendance. You will need to download the app and ensure you bring your mobile phone with the Bluetooth turned on for all your classes.

To download the app:

[Android](#)

[iOS](#)

You need to login to the app using your Northeastern email address and then your single sign on details. If the single sign on does not work, you will need to contact the IT Team, and your professor will take the attendance manually in the meantime.

Navigate – Meet with an Academic Advisor

[Navigate](#) is the advising platform to book appointments with your academic advisor.

TargetConnect

[TargetConnect](#) is the booking platform to book with:

- Other academic support (Academic English Writing tutor and mathematics tutors)
- Student Support Team

Banner

This is where you make changes to your course registration. All students should have used [Banner](#) over the summer. It will be used for course registration every semester including when registering for classes in Boston.

You will also see your final grades on Banner via the [Student Hub](#) shortly after the end of each semester.

Degree Audit

You can access your degree at any time using the [Student Hub](#) (under “My Degree Audit”). Your degree audit (or DARs) will allow you to see what course requirements you need to complete for an intended major as well as what transfer credit you have. For more information on how to use DARs, please connect with an academic advisor.

Library and study spaces

Northeastern University London students have access to a powerful eLibrary of over one million e-books, thousands of journals, and global databases, supported by a 24/7 LibChat service staffed by librarians. On campus, a curated print reference collection is split across Devon House and Portsoken, alongside a range of silent study spaces and collaborative working spaces. Beyond campus, students benefit from full membership to Senate House Library — with its two-million-strong collection in the heart of Bloomsbury — as well as access to the City of London's public libraries, London Metropolitan Archives, and the British Library.

Visit the [Northeastern University London Library](#).

Both Devon House and Portsoken have dedicated quiet spaces for studying and in house book collections for you to browse.

Your Voice Matters

Student reps

The University is committed to supporting you throughout your time in London and values your feedback to continue to enhance the student experience.

You will be invited to nominate yourself to be a **Student Representative** for the London Scholars programme. Elections will take place to choose student reps.

It is important you know who your student reps are to pass feedback to them.

See the [Student Voice Canvas](#).

Surveys

Throughout the semester, you will be invited to complete surveys about your experience in London. These are an important way for us to hear directly from you and to act on any issues that arise. Your responses are taken seriously — they are reviewed, fed into our wider feedback system, and used to drive meaningful, actionable change in the programme.

Taking the time to complete surveys is also an opportunity to develop constructive feedback skills, which are valuable in any professional environment and worth adding to your employability toolkit.

You can expect surveys around these key periods:

- Week 4: Early Action Survey sent by the Global Experience Office in Boston
- Week 8-9: Midterm Action Survey sent by the Global Experience Office in Boston
- End of Semester course surveys: you will receive emails to complete them via TRACE
- April-May: End of programme survey sent by the Global Experience Office in Boston

You might also be asked to complete short in-class surveys by your instructors.

Looking ahead of your academic journey

Spring courses

In October-November, you will be able to work with your London advisor to select your Spring course selection.

You will have the option to change your course selection during the add/drop period in January.

Summer courses

Information about Summer 2027 course opportunities will be sent to students' Northeastern emails in Spring. Northeastern offers summer term courses across the global network that have in past years been open to students completing year-long global first-year programmes between the end of their programme and their second year at Northeastern. Northeastern's Summer 2027 course offerings will be posted on February 8, 2027.

Transition to Boston

Northeastern's Fall 2027 course offerings will become available online on March 22, 2027, and course registration will begin in April 2027. Students will receive registration information from their respective home College academic advising office, and on-site London academic advising will support students with their Fall 2027 registration.

All students who successfully complete the London Scholars programme will automatically matriculate to Northeastern's Boston campus for their second year without any additional application or transfer process. To complete the programme, students must meet the

minimum class attendance and programme requirements (see Boston Progression Standard above), and abide by the London Scholars and Northeastern Student Codes of Conduct.

Husky 101 Boston Orientation will occur in the summer before your second year, supporting your transition to Northeastern's Boston campus. Once you arrive in Boston, there will be coordinated efforts to keep you engaged in campus life. Within the first few days on campus in Boston, you will be invited to attend the Campus Involvement fair, Fall Fest, where over 400 student organizations will be present.

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 London Scholars programme fits in perfectly with Northeastern's mobile institutional culture, both contributing to it and benefiting from it, so you are not at a disadvantage first arriving in Boston for your second year. Global first-year programme alumni have recommended getting involved in clubs and organizations, whether related to your major or to personal interests, during start-of-semester info fairs like Fall Fest to widen your circle and take advantage of the large Northeastern community in Boston. You will meet others in your major in your second-year classes, and attending your College-sponsored or departmental events is another easy way to participate in your academic community.

Getting ready for co-ops

Students who complete the London Scholars programme are on track to participate in co-op. All Northeastern students, regardless of starting programme, 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 London Scholars provide a unique advantage and skillset that makes students competitive in the job market.

Explore your majors and academic interests in London

London is one of the best cities in the world to be a student. Beyond the classroom, the city is a living laboratory — its institutions, galleries, courts, hospitals, tech hubs and cultural spaces offer direct connections to almost every field of study. Most of the venues below have free admission.

Business & Finance

- Walk the Square Mile and visit the Bank of England Museum — <https://www.bankofengland.co.uk/museum>
- The Royal Exchange — London's first stock trading centre — <https://www.theroyalexchange.co.uk/heritage>
- Museum of London Docklands, including 'London, Sugar & Slavery' — <https://www.museumoflondon.org.uk>
- Museum of Brands — two centuries of consumer culture — <https://www.museumofbrands.com>

- Spitalfields — observe small businesses and retail trends in action — <https://www.eastlondonhistory.co.uk/visit-spitalfields>
- Museum of Neoliberalism (pre-booking essential) — <https://www.spellingmistakescostlives.com/museumofneoliberalism>

International Affairs, Political Science & Economics

- Palace of Westminster — public viewing galleries, free — <https://www.parliament.uk/visiting>
- The Supreme Court — open to the public, guided tours available — <https://www.supremecourt.uk>
- Chatham House — events and public lectures — <https://www.chathamhouse.org>
- Political events and talks across London — <https://www.eventbrite.co.uk/d/united-kingdom--london/political>
- London School of Economics public events — <https://www.lse.ac.uk/Events>
- Marx Walks — walking tours of where Karl Marx lived and worked — <https://www.marxwalks.com>
- London Transport Museum — <https://www.ltmuseum.co.uk>

Engineering

- Science Museum, South Kensington — free entry — <https://www.sciencemuseum.org.uk>
- London Festival of Architecture (annual, June) — <https://www.londonfestivalofarchitecture.org>
- Here East innovation hub, Queen Elizabeth Olympic Park — <https://www.hereeast.com>
- Bletchley Park — history of wartime engineering and computing — <https://www.bletchleypark.org.uk>
- Institution of Engineering and Technology (IET) public events — <https://www.theiet.org>

Biosciences and Health Sciences

- Wellcome Collection — free museum exploring health, body and medicine — <https://www.wellcomecollection.org>
- Florence Nightingale Museum — <https://www.florence-nightingale.co.uk>
- Royal Society of Medicine — public lectures and student events — <https://www.rsm.ac.uk>
- London School of Hygiene & Tropical Medicine public events — <https://www.lshtm.ac.uk>
- The Hunterian Museum, Royal College of Surgeons — free entry — <https://www.hunterianmuseum.org>

English & History

- Shakespeare's Globe Theatre — tours and performances from £5 — <https://www.shakespearesglobe.com>
- The British Library — free reader's pass available — <https://www.bl.uk>
- Charles Dickens Museum — <https://www.dickensmuseum.com>
- The British Museum — <https://www.britishmuseum.org>

- Southbank Centre — literary events and the National Poetry Library — <https://www.southbankcentre.co.uk>
- Walk from Westminster to Tower Bridge along the South Bank — passes Tate Modern, the Globe Theatre and Southwark Cathedral

Computer Science, Data Science, Cybersecurity & AI

- Science Museum: Thinking Machines gallery — free — <https://www.sciencemuseum.org.uk>
- The National Museum of Computing, Bletchley — <https://www.tnmoc.org>
- Bletchley Park — <https://www.bletchleypark.org.uk>
- Here East, Stratford — innovation and tech hub — <https://www.hereeast.com>
- Apple Store Covent Garden — free daily creative and coding sessions — <https://www.apple.com/uk/retail/coventgarden>
- Alan Turing Institute public events — <https://www.turing.ac.uk>

Communication & Media Studies

- BBC tours and public programmes — <https://www.bbc.co.uk/showsandtours>
- Newsrewired — annual journalism and digital media conference, London — <https://www.journalism.co.uk>
- Museum of Brands — advertising and consumer media history — <https://www.museumofbrands.com>
- Tate Modern — media art and film programmes — <https://www.tate.org.uk/visit/tate-modern>
- London Design Festival (annual, September) — <https://www.londondesignfestival.com>

Law

- The Old Bailey (Central Criminal Court) — public gallery, free — <https://bit.ly/criminalcourts>
- The Supreme Court — open to the public, tours available — <https://www.supremecourt.uk>
- Royal Courts of Justice — free public access weekdays — <https://www.theroyalcourtsofjustice.com>
- The Inns of Court (Gray's Inn, Lincoln's Inn) — historic legal quarter, open to visitors
- The Bar Council public events — <https://www.barcouncil.org.uk>
- The Law Society events — <https://www.lawsociety.org.uk>

Psychology

- The Freud Museum — <https://www.freud.org.uk>
- The Hunterian Museum — anatomical collections, free — <https://www.hunterianmuseum.org>
- Bethlem Museum of the Mind — history of mental health care, free — <https://www.museumofthemind.org.uk>
- Wellcome Collection — exhibitions on mind, body and medicine — <https://www.wellcomecollection.org>

- The Gordon Museum of Pathology, King's College London — free (access via request) — <https://www.kcl.ac.uk/lsm/centre-for-education/museums/gordon-museum>

Architecture & Design

- Design Museum, Kensington — free permanent collection — <https://www.designmuseum.org>
- Victoria & Albert Museum — world's largest design collection, free — <https://www.vam.ac.uk>
- RIBA (Royal Institute of British Architects) — exhibitions and library, 66 Portland Place — <https://www.architecture.com>
- London Festival of Architecture (annual, June) — <https://www.londonfestivalofarchitecture.org>
- Tate Modern — the building itself is a landmark of adaptive reuse — <https://www.tate.org.uk/visit/tate-modern>
- London Design Festival (annual, September) — <https://www.londondesignfestival.com>
- Explore the contemporary skyline: The Shard, The Gherkin, Battersea Power Station

Academic FAQ

This section brings together answers to the questions students most often ask about deadlines, attendance, submissions, grading, and academic support. It should be read alongside the rest of this handbook and the policies it links to. If your question isn't covered here, see Question 23 for who to contact.

Deadlines & Extensions

1. I won't be able to submit an assignment on time because I'm travelling. Can I get an extension?

Not normally. Extensions are only granted by your instructor for serious and unforeseen circumstances. Travelling for leisure is not considered a legitimate reason for an extension.

2. I have to fly home due to a family emergency. Will my absences be counted, and can I get an extension?

Report your absence and upload any supporting documentation directly in the SEAtS app, as this will be taken into account when your attendance is reviewed. Also let your instructor know that you are missing classes. If the situation continues or affects multiple weeks, contact your academic advisor and Student Support, as a formal leave of absence may be the most appropriate option. Please bear in mind that extended time away from campus interferes with the ability to be academically successful.

3. I submitted my assignment 5 minutes late. Will I be penalised?

Yes. Submitting after the deadline without an approved extension results in a grade penalty: work submitted within 24 hours of the deadline is typically downgraded by one letter grade. After that 24-hour window, submissions are not accepted at all. If you think you'll miss a deadline, contact your instructor before it passes, not after.

4. I'm unwell and won't be able to meet a deadline. Can I get an extension?

Yes, this is exactly the kind of situation extensions are designed for. Email your instructor as soon as you're aware you'll miss the deadline, and no later than 24 hours before it, to request an extension. You don't need medical documentation, but your reason should be genuine. Instructors can grant up to five days at their discretion, but approval isn't guaranteed.

5. I submitted the wrong file, or forgot something, and only realised after the deadline. Can I resubmit without a late penalty?

It's your responsibility to check that you've submitted the correct file, in a valid format, before the deadline. Always check the preview of your submission on Canvas. You can resubmit as many times as you need to, but it's typically your very last submission that gets graded, so if that last submission lands after the deadline, late penalties will apply even if an earlier version was on time. Contact your instructor as soon as you notice an issue with your submission.

6. I submitted my assignment after the deadline because I was unwell. Can I still apply for an extension?

Contact your instructor as soon as possible to explain what happened and request an extension for a serious and unexpected reason such as illness. Reach out as soon as you're able rather than waiting, since requests made well after the fact are less likely to be approved.

7. What if I need much more time, or several extensions in a short period?

If the granted extension is not enough due to serious circumstances, or you need extensions across several courses at once, contact your academic advisor as soon as possible. A formal leave of absence may be the most appropriate option in that situation.

8. I have serious circumstances that mean I can't submit a final assessment at all. What are my options?

You may have grounds for an Incomplete grade. Speak to your instructor and your academic advisor as early as possible; together you'll complete an Incomplete-Grade Contract, signed by you, your instructor, and your advisor, setting out exactly what you need to do and by when. You then have a maximum of 30 days from the end of the term to satisfy those requirements. Incomplete grades are only granted in exceptional cases, so this isn't a substitute for a normal extension.

Attendance

9. I'm feeling unwell. What should I do about my classes?

Let your instructor know by email as a courtesy as soon as you're aware you'll miss a class; you're not required to provide medical documentation to them. Whatever the reason for missing class, you still need to report the absence yourself through the SEAtS app and upload any supporting documentation there, since this is what's reviewed under the Academic Engagement and Attendance Policy.

10. Will my absence be counted even if I have a good reason?

Yes. Attendance is recorded for every class, on or off campus, and there is no separate category for authorised versus unauthorised absences. What matters is that you report the absence yourself through SEAtS and attach any supporting documentation, so it's properly accounted for when your attendance is reviewed. Note that non-attendance may have implications on your Visa and may affect your ability to stay on the program.

11. I've missed a class. Can I go to office hours to catch up?

Yes, and you should. It's your responsibility to catch up on anything you've missed: check Canvas for the materials, then bring a specific list of questions to your instructor's office hours so they can help you fill in the gaps efficiently.

12. I've been absent for a long stretch, or several times over the semester. What should I do?

If you're absent for an extended amount of time, or have several periods of absence, contact Student Support (studentsupport@nulondon.ac.uk) and your academic advisor (academicadvising@nulondon.ac.uk) as soon as possible. A formal leave of absence may be the most appropriate course of action in that case. You may also reach out to mloa@northeastern.edu for guidance on the medical leave of absence process.

Canvas & Submissions

13. I'm having trouble submitting on Canvas and the deadline is approaching. What should I do?

First, make sure you have accepted all your course invitations. On the submission portal, checked that you've ticked the agreement box at the bottom of the submission page. If you're still stuck, take a screenshot of the error with a visible timestamp and email it, along with your assignment attached, to your instructor. Build in extra time before the deadline, especially for large files or videos uploaded, which can take a while to process.

14. How can I make sure my Canvas submission actually went through?

You can see a preview of your file and a confetti display will appear once your submission has gone through. You can take a screengrab if you'd like to keep a proof that your submission went through.

15. I submitted on time, then noticed a mistake and resubmitted just after the deadline. Will I still be penalised?

Yes. You can submit as many times as you need to, but typically only your very last submission is graded. If that final submission comes in after the deadline, late penalties apply, even though your earlier version was submitted on time. Make sure your final, correct version is the one that's submitted before the deadline.

16. Is submitting right at the deadline cutting it too close?

Yes, leave yourself a buffer. Don't wait until the exact deadline minute to submit, aim to have your submission confirmed a little before the deadline, since uploads, especially large files or videos, can take longer than expected and system clocks can work against you.

Grades & Appeals

17. I'm unhappy with a grade I received. Can I appeal?

Start by writing to your instructor to talk through the feedback, this is a learning conversation, and understanding the feedback is often the most valuable outcome. If you believe there's been a calculation error, your instructor may be able to correct it, but disagreeing with their academic judgement is not grounds for a grade change.

If concerns remain after that conversation, you can seek a further perspective from your Head of Discipline or Programme Lead. If it's still unresolved, you may have grounds for a formal appeal.

18. I was penalised for a late submission that I think was wrongly applied. What can I do?

Contact your instructor first, for example if you had an approved extension that doesn't seem to have been reflected in your grade. If you can't resolve it directly and believe a genuine error was made, you can raise it with your Head of Discipline, and, if still unresolved, pursue a formal appeal. Simply disagreeing with the penalty isn't grounds for an appeal on its own.

19. I'm worried about falling behind in a course. What should I do?

Reach out early rather than waiting until you're struggling. Use your instructor's office hours to ask specific questions, and get in touch with your academic advisor at academicadvising@nulondon.ac.uk for broader support. On-site tutoring is available for academic writing and maths, and online peer tutoring is available through Nimbus.

20. I've failed a course. Can I retake it?

Yes, under Northeastern's course repeat policy you may retake a course once to earn a better grade, when the course is next available, including while on the London Scholars programme. The most recent grade, not the best one, is what counts toward your GPA; the earlier grade stays on your transcript but is marked 'excluded' and doesn't affect your GPA or credit count. Speak to your academic advisor about the best timing for a retake.

Transcripts & Looking Ahead

21. I need a transcript. Where do I get one?

Your unofficial transcript is available anytime in Banner via the Student Hub. If you need an official transcript, for a co-op, scholarship application, or transfer, request it through Parchment via the Northeastern Registrar.

22. I'm thinking about withdrawing from a course, retaking one, or changing my major. Who should I talk to?

Your academic advisor is your first stop for all of these. Withdrawing after add/drop results in a W on your transcript; the last day to withdraw in Fall 2026 is 11 December 2026, and in Spring 2027 it's 23 April 2027. Major changes can be requested during specific windows (1 June–24 August, 1 October–2 November, and 1 February–22 March) through your Application Status Check, though while on London Scholars you're limited to majors compatible with the programme.

Something Else

23. My question isn't covered here. Who do I contact?

For unresolved academic issues, email the Global Experience Academic Team in London at GEacademics@nulondon.ac.uk. For course selection or study skills, contact your London advisor or academicadvising@nulondon.ac.uk.