

Policy for Special Requests
Northeastern University - College of Engineering
December 17, 2019

Propose adding the following to the Policies & Procedure document

Special Requests

It is our goal to support the mission of the College of Engineering and those of the individual departments. We will review each special request based on this criterion:

1. Review each request to determine if request meets COE mission and will be aligned to the goals and purpose of the College
2. If possible, submit requests before start of semester for staffing availability
3. At least a week in advance to verify staffing availability
4. Identify location of video placement (YouTube or Blackboard)
5. Video will post within 24 hours of recording
6. Our first priority is the Online commitments and requests will be subject to staffing availability
7. All requests are to be submitted to Michael Johnson at mic.johnson@northeastern.edu