

# STUDENT HANDBOOK

for DISTANCE EDUCATION Graduate Programs at  
Northwestern University  
School of Continuing Studies

2007-2008

Medical Informatics



NORTHWESTERN  
UNIVERSITY

SCHOOL OF  
CONTINUING  
STUDIES

# The SCS Graduate Student Handbook

## Welcome

Congratulations on your admission to a Northwestern University graduate program offered by the School of Continuing Studies.

The Student Handbook is your guide to your SCS graduate program of study and Northwestern University. It will inform you about the academic and practical aspects of graduate life and is intended to facilitate your navigation through the program and administrative procedures. The handbook is your reference tool for a wide range of student concerns, from academic requirements, to registration, to the final capstone project. It is the quickest path to an answer. If, after consulting the handbook, you still have questions or unresolved issues, please contact your program coordinator or the appropriate resource listed in the back of the handbook.

The handbook is an expression of our commitment to supporting you through your studies at Northwestern University. We hope it will help you plan your studies effectively, provide you with useful information, and direct you to the resources you need.

Best regards,

Joel Shapiro  
Assistant Dean of Graduate Programs  
Northwestern University  
School of Continuing Studies

The Student Handbook can also be found on the SCS web site, where all updates and new information will be posted. SCS reserves the right to change programs of study, academic requirements, teaching staff, class meeting times, and other published information without prior notice and in accordance with university procedures.

## How to Use this Handbook

This Handbook is structured so that it takes you from questions you will need answered from the time of admission to writing your capstone project and finishing your degree. The general resource and School of Continuing Studies (SCS) contact pages have the phone numbers and addresses of the departments and offices referred to in the body of the handbook. The appendix has some forms, also available on the SCS web site, which you will likely need to submit at some point in your studies.

The curriculum and policies governing your program are reviewed annually. You will be required to adhere only to those in effect at the time you begin coursework.. Should your program change during the course of your studies, SCS will make every effort to accommodate you. This handbook is the document of record for your program. Use the Handbook in force at the time you start your program to familiarize yourself thoroughly with the requirements for your degree. Read subsequent versions of the Handbook to stay current on general policies and procedures important to your studies.

As a graduate student in an SCS master's program, you are a Northwestern University student and part of the Northwestern University community, with all its privileges and subject to all its rules and regulations, as well as to the rules and regulations of SCS listed in this handbook.

All degrees are awarded by Northwestern University but “conferred” by a particular school within the university. This is merely an administrative distinction and has no bearing on program quality or requirements. SCS confers many of its degrees, but also partners with other schools within the university to offer programs. Please note that some programs have students from more than one school. Please review the following list carefully:

- **SCS degrees conferred by SCS:** computer information systems (students admitted fall 2006 and later), medical informatics, public policy and administration (MPPA students admitted spring 2006 and later), quality assurance and regulatory science, and sports administration
- **SCS degrees conferred by The Graduate School:** creative writing, liberal studies, literature, and public policy and administration (MPPA students admitted winter 2006 and earlier)
- **SCS degrees conferred by McCormick School of Engineering:** computer information systems (only students admitted summer 2006 and earlier)

Who confers your degree may affect what forms you need to complete to receive your degree and where you submit them, what process to follow if you need to petition for something, or other administrative details.

# Table of Contents

<b>Getting Started.....</b>	<b>p. 5</b>
New Student Orientation	
NetID and E-mail Accounts	
Address and Contact Information	
Student Loans and Financial Aid	
Advising	
Registration and Drop/Adds	
new and returning students	
petition for retroactive withdrawal from a course	
independent study	
CAESAR	
Tuition and Billing	
Program Listservs and Sharepoint Sites	
Book Purchasing	
<b>Distance Education Class Format.....</b>	<b>p. 11</b>
Synchronous class sessions and WebEx	
Blackboard (Course Management System)	
Final Exams On-site Testing	
Strategies for Successful Distance Education Learning	
<b>Curriculum Summaries.....</b>	<b>p. 14</b>
Medical Informatics	
<b>Program Policies and Requirements.....</b>	<b>p. 16</b>
Course Selection and Rules	
Taking Classes Outside Your Program	
Grade Requirements, Attendance and Academic Progress	
Petitions	
Time Away from Studies/Readmission	
Changing Status/Transferring Programs	
Academic Decorum	
<b>Completing Your Degree.....</b>	<b>p. 22</b>
590 Thesis/Capstone Project Process	
Final project registration	
Capstone Paper Guidelines: General and Program Specific	
Final Forms Required for Degree	
Graduation Ceremonies	
<b>SCS Resources.....</b>	<b>p. 29</b>
Contacts	
Professional Development	
<b>Resources for Research.....</b>	<b>p. 31</b>
<b>General Resources/Directory.....</b>	<b>p. 33</b>
<b>Appendices.....</b>	<b>p. 36</b>
Family Educational Rights and Privacy Act (FERPA)	
Academic Integrity and Ethics Policy	
Rules and Regulations of Student Conduct	
Independent Study (499) and Thesis Research (590) Intent to Register Form	

# Getting Started

## **New Student Orientation**

New distance education students are required to participate in orientation, both the general and technical sessions. Upcoming orientation dates will be posted at [www.scs.northwestern.edu/student/new\\_students](http://www.scs.northwestern.edu/student/new_students). Students will participate via phone and WebEx interactive web conferencing. The technical orientation is a demonstration of the most frequently used electronic tools for courses.

## **NetIDs and E-mail Accounts**

The University has an identification number known as the student or empl ID (on-campus students also have a picture ID called a WildCARD that has the student ID number on it). This student number is used by the registrar and student accounts to identify you. It also allows you to get library books mailed to your home. There is also an electronic identification “user name” known as the NetID that enables you to access your e-mail; view your class Blackboard sites; see your grades; and use online reference materials from the University libraries. Your assigned NetID and temporary password are in your admissions packet. You will need to activate your account by changing your password. If you do not have a NetID and password, or cannot activate it, contact 312/503-3333 and select option #1, Monday-Thursday, 9:00-6:00 pm; Friday 9:00-5:00 pm (CST), or send our IT office an e-mail: [scs-help@northwestern.edu](mailto:scs-help@northwestern.edu).

As a condition of taking graduate classes with SCS, you must maintain an active Northwestern e-mail account. Most information from the university will only be delivered to an NU e-mail address. If a non-Northwestern e-mail account is your primary e-mail, you may choose to forward your Northwestern e-mail to your primary e-mail account. For this service, go to [snap.it.northwestern.edu/it/mailtools](http://snap.it.northwestern.edu/it/mailtools), and select “Turn on mail forwarding.” However, you will still need to maintain the Northwestern account by periodically updating your password.

## **Name and Address Changes**

Students who change a permanent or local street address or e-mail address *must* update their address information on the web by logging onto CAESAR and clicking on Personal Portfolio in the Student Enterprise Menu. Communications such as billing statements, which are e-mailed, convocation tickets, and diplomas are sent to the last recorded address. Students who change their names must provide notarized (if mailing) documentation to the SCS Registrar to effect a name change.

## **Student Loans and Financial Aid**

SCS graduate financial aid is processed as follows:

Students in the

- MMI (Medical Informatics)

program should direct their financial aid questions to the Chicago Office of Financial Aid [chicagofinancialaid.northwestern.edu/cgrad](http://chicagofinancialaid.northwestern.edu/cgrad) or 312/503-8722.

Students may wish to schedule an appointment with a financial aid advisor two to three months before the beginning of the loan period to review procedures, and possibly obtain applications and supporting materials.

## **Advising**

The SCS graduate programs staff is available to assist you throughout your education at Northwestern University. We encourage you to take full advantage of our help in

- selecting your courses
- identifying NU resources that can augment your studies
- planning for your capstone project
- considering an internship opportunity (where available)

An e-mail or phone advising meeting is encouraged for new students before registering for your first term. At this first meeting, we will review your course options for the term, with an eye toward creating a plan for your entire academic career at NU.

Follow-up advising meetings are recommended at these milestones:

- about 1/3 through your curriculum
- at the start of the academic year in which you expect to graduate
- before registering for your capstone (thesis) project

To schedule an appointment, contact the academic coordinator for your program:

Nancy Ferguson: MCW, MPPA, MSA, MMI  
[n-ferguson@northwestern.edu](mailto:n-ferguson@northwestern.edu); 847/467-7854

Krzysz Kozubski: MALit, MALS, MQARS  
[kozubski@northwestern.edu](mailto:kozubski@northwestern.edu); 847/491-3051

Faisal Akkawi: MSCIS  
[f-akkawi@northwestern.edu](mailto:f-akkawi@northwestern.edu); 312/503-2418

## Registration and Drop/Adds

Students in all programs are responsible for adhering to the registration deadlines for each academic year posted at [www.scs.northwestern.edu/grad/calendar](http://www.scs.northwestern.edu/grad/calendar). It is your responsibility to register for and drop classes by the posted deadlines. No one will do this for you except in cases where a class is cancelled. All students must manage their own registrations and contact the SCS Registrar's Office if questions or problems arise: [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu) or 312/503-3120.

Students should regularly consult the course listing on the School of Continuing Studies web site [www.scs.northwestern.edu/grad/courses](http://www.scs.northwestern.edu/grad/courses) for the most up-to-date schedule of graduate courses, including course descriptions, instructor information, day/time and campus information, beginning and end of term dates, and course prerequisites. Room assignments are also posted one week prior to the beginning of classes.

Students should register at the earliest possible date. Some courses fill up very quickly, and early registration will let SCS staff know if an additional section (where possible) is needed. Conversely, students who delay their registration may find that an under-enrolled course has been cancelled due to apparent lack of interest. Early registration helps us serve you better.

No student will be registered after the deadlines have passed. Full refunds are only given for classes dropped during the "drop/add" period; no refunds are given thereafter unless you withdraw from the University for the term. For more information on the refund policy for withdrawing from the quarter or dropping a class, contact the Office of Student Accounts (847/491-5224). All registrations, including adding and dropping classes, must be done online through CAESAR ("Computer Assisted Electronic Student Access Route"). If you are withdrawing from all your classes for the quarter, CAESAR will not let you drop the last remaining course on your schedule. Contact [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu) to drop the last remaining course. **Please be aware that CAESAR is usually not in service during the week before the start of a term, and you may not register during that time.**

Petition for a Retroactive Withdrawal from a Course You must officially drop or add courses; simply notifying the instructor, coming to class, or ceasing to come to class is not sufficient.

You may petition for retroactive withdrawal from a course for a refund in rare circumstances. Petitions claiming medical or other substantial emergency as grounds for action require supporting documentation. Students in all programs submit the Student Affairs Petition form with supporting documentation to the SCS Chicago Student Services Office. The form is available at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). Students are notified soon thereafter with a decision.

## Independent Study (499) Registration

1. Secure the participation of a faculty member; agreeing on the scope and procedure of your research project.
2. Submit [Intent to Register form](#) (PDF Format) **two weeks** before the term starts. Make sure you fill out the section that asks for a short description of work.
3. Fax to 847/491-3660 or send to Graduate Coordinator 405 Church St., Evanston, IL 60208.
4. Once your registration is approved, the SCS registrar will register you and send you an e-mail confirmation.
5. Please remind your instructor to submit your grade by the deadline.

## **CAESAR**

CAESAR provides student web access to Northwestern's Student Enterprise System. Through CAESAR, students can register for classes, get an unofficial transcript and grades, see financial aid and student account information, update address and telephone numbers, check course enrollment levels, and more. The web site's help page at [www.northwestern.edu/caesar/help/index.html](http://www.northwestern.edu/caesar/help/index.html) provides the information that you need to navigate CAESAR confidently and easily, and includes tip-sheets and tutorials.

### *Accessing CAESAR*

During registration periods, you can log on to CAESAR at [www.northwestern.edu/caesar](http://www.northwestern.edu/caesar) and register immediately with an active NetID. If you don't yet have your NetID, you can still browse courses by clicking on View Quarterly Class Schedule.

### *View Courses*

To browse courses, click on the "Search for Classes" navigation button from the upper left navigation buttons (guests will automatically go to the class search page).

Under "Course Career," select:

- "The Graduate School" to view the right courses if you are in a TGS program or were admitted as a TGS student.
- "McCormick Engg Grad" for MSCIS courses (if you were admitted prior to fall 2006). All others select "Continuing Education Grad."
- "Continuing Education Grad" if you are in MMI, MPPA (if you were admitted Spring 06 or later), MQARS, and MSA.

Enter the "Subject," such as ENGLISH or MCW and click on the Search button. Do not enter any other criteria, as you may not see your class. CAESAR will list the results of your search; click on individual course numbers for more information on a particular course including location, instructor, and class size. You will also be able to view an extended course description—including

information about books, course projects, and grading method—by clicking on the “View Course Description” link. Make note of the courses, and 5-digit Class Numbers, you wish to take before proceeding to the Enrollment step.

**Before registering for classes on CAESAR, students should consult the official course schedule for their program on the SCS web site: [www.scs.northwestern.edu/grad/courses](http://www.scs.northwestern.edu/grad/courses). The SCS web site is updated faster than CAESAR and in case of discrepancy will be regarded as the official schedule.**

### *Registration*

In the upper left navigation menu, click on “For Students,” then “Enrollment,” and again “Enrollment,” which will take you to the registration screen, where you can add or drop classes.

To add a class, click “Add Classes” from the horizontal menu underneath your name, then enter the 5-digit Class Number in the “Class Nbr” field. (You can also click the magnifying glass button to view the schedule of classes; once you have located your class, click the check-box button to select the Class Number and return to the registration screen.) After you have selected all the classes you want to add, click the SUBMIT button. Verify your add was successful by checking the Status column.

To drop a class, click “Drop / Update Classes” from the horizontal menu underneath your name, then select “Drop” from the drop-down menu next to the appropriate class. After you have selected all the classes you want to drop, click the SUBMIT button. Verify your drop was successful by checking the Status column. Note that if you are withdrawing from all your classes for the quarter, CAESAR will not let you drop the last remaining course on your schedule. Contact [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu) for instructions to drop the last remaining course.

### **Tuition and Billing**

Graduate students are billed; they do not pay at registration and may not pay by credit card. It is a student’s responsibility to check his/her account and make sure the billing is up-to-date and correct by viewing the bill on CAESAR or contacting the Office of Student Accounts. Students should never drop a class and try to re-add it later in order to delay paying their tuition. If a class has closed students will not be re-added.

Students may use CAESAR’s QuikPay feature to pay tuition and fees online from a checking account using the account number and the routing number. Students can access QuikPay by clicking the “For Students” > “Financial Services” > “View e-Bill & e-Payment” navigation buttons.

For more information on the refund policy for withdrawing from the quarter or dropping a class contact the Office of Student Accounts. Student Accounts will not give a refund for a change of registration past the seventh day of the term.

## **Program Listservs and SharePoint Sites**

You will also be enrolled in a student/faculty listserv for your program. Job and internship postings, links to articles and contests, and other items of interest are sent to and by faculty and students via the listserv. Anyone may post to the list, and you may unsubscribe at any time if you no longer wish to receive messages. If you have any questions about the listserv, please see [www.scs.northwestern.edu/student/listservs.cfm](http://www.scs.northwestern.edu/student/listservs.cfm).

SharePoint is a web-based tool that can assist groups in storing documents, sharing information, and coordinating project work. SharePoint features a shared documents folder, shared contacts, lists, surveys and discussion boards, picture libraries and events calendars. If your program has a SharePoint site, you can logon with your NetID and corresponding password. The MMI site is: <https://www.scsnet.northwestern.edu/MMI>

## **Book Purchasing**

Order books and coursepacks at <http://www.shop-edmap.biz/nuo/>.

Students are responsible for checking to see what materials their instructors have ordered. Books and coursepacks are generally available one to two weeks before classes begin. If no books are posted on the book ordering web site, contact the instructor by e-mail, because he or she may be using only documents and articles available on Blackboard. Books are usually listed on the course syllabus, which may be obtained from the instructor or the program coordinator, and is normally available **two weeks** before classes begin.

## Distance Education Class Format

Your distance education program classes will take place in two different web-based environments: Northwestern's Course Management System, or "Blackboard," for most of the coursework you complete on your own schedule (also called asynchronous sessions); and WebEx, web conferencing for real-time activities (also called synchronous sessions), such as discussion sessions and guest-speaker events. You will be taught how to use WebEx and Blackboard during your new student orientation.

### **Synchronous Class Sessions and WebEx**

Many distance education courses are highly interactive, and spontaneous debate and discussion are critical elements of the learning experience. Other courses emphasize individual learning, but use team projects and learning exercises to challenge groups to work together to apply principles to cases or real life situations. Instructors use synchronous sessions to allow the entire class to discuss or debate important concepts that may be difficult to learn through individual study or to review important topics before an exam.

Check the schedule at [www.scs.northwestern.edu/grad/courses](http://www.scs.northwestern.edu/grad/courses) before going to the CAESAR web site to register for a class. You will see a class listing like the following:

MED INF 401-DL (Entry Track ) American Health Care System  
Fall 2007 ONLINE Tu 7:30 - 8:30 PM Sec. 51  
9/25/07 - 11/27/07 Instructor: M. Schulte

For this class, Tu indicates that your required real-time sessions will be held on some or all of the Tuesdays from 7:30-8:30pm (all times indicate central time zone) starting 9/25/07 with the last class held 11/27/07. Students are graded on their participation in synchronous class discussions, so make sure that you are able to attend the real-time meetings before registering for a class.

In the event you are unable to attend a session, you must request permission from the instructor ahead of time. Synchronous sessions are archived on Blackboard, and you will be expected to review any missed session before the next real-time meeting. However, as in all graduate courses, students are expected to commit the time and effort to attend all class meetings.

WebEx combines interactive audio and video conferencing. Students will need a web browser, a high speed broadband Internet connection (DSL, cable, or higher), and a phone and/or headset and microphone—a headset will be provided by SCS and mailed to students. A web site link will be provided for each session. Students log-on using their northwestern e-mail address and dial the phone number provided on the web site (or use their headset and microphone) to access the audio and visual components of the web conference. Links and a detailed schedule of synchronous sessions will be posted on each class's blackboard site by the instructor.

If you cannot log onto a Web conferencing session, please call the WebEx technical support numbers in the US at 1-866-229-3239 or outside of the US at 1-408-435-7088. You must inform the operators that you are having difficulty starting a web conferencing session and you'll need the title of the conference and the conference event number (this information may be found on the schedule posted on Blackboard). For other technical problems call the NUIT Helpdesk at (847)491-HELP. During Web conferencing sessions, there will be a moderator to assist you should you have any technical questions.

### **Course Management System (CMS) or “Blackboard”**

Northwestern University’s Course Management System, sometimes called “Blackboard,” is a web-based forum available for all classes taught at Northwestern that includes numerous features allowing for many types of electronic interactions between faculty and students: online exercises, discussion boards, tests, class announcements, class rosters, assignment dropboxes, and document sharing (syllabi, multimedia files and text documents). Your instructors will use Blackboard to upload weekly assignments, readings, tests, and to start discussion groups. To familiarize yourself with Blackboard, see the frequently asked questions and tutorials posted at [http://course-management.northwestern.edu/s\\_FAQ.html](http://course-management.northwestern.edu/s_FAQ.html).

Blackboard is usually available 24 hours after you register for a course, although some distance education courses may not be available to students until the week before class.

#### *Accessing Your Course*

1. Direct your browser to <https://courses.northwestern.edu/webapps/login>
2. Enter your NetID and Password in the appropriate boxes
3. Click the name of your course from the personalized list in the “My Courses” box

Your instructor must activate the class site, so if you don’t see a Blackboard site for your course, please check with your instructor.

### **Final Exams On-site Testing**

- The SCS office of registration will remind you at mid quarter to go to the testing site: <http://ncta-testing.org/cctc/>, and will give you the date by which the final exam needs to be completed.
- Select a testing center in your region of the country and schedule the exam in accordance with the completion date and length of the exam as given by your instructor. The student is responsible for contacting the testing center to best meet their own personal scheduling requirements.
- Send an e-mail to [scstesting@northwestern.edu](mailto:scstesting@northwestern.edu) once your exam is scheduled. If you have to reschedule, you must send an e-mail to [scstesting@northwestern.edu](mailto:scstesting@northwestern.edu) notifying SCS of the change.
- All exams will be posted on the Blackboard learning management system unless unusual circumstances require other arrangements.

- Bring pencils, pens, government issued identification, and any other materials allowed and/or required by the instructor. Make sure to check with the center ahead of time to find out what identification they require.
- Upon completion of the exam, the student DOES NOT need to pay the site as SCS will arrange payment from the university.

## **Strategies for Successful Distance Education Learning**

### Working Effectively in a Distance Education Course

- Carefully read the course syllabus at the beginning of the term, and review it frequently as the quarter progresses. Know your deadlines. Begin work on large projects early in the quarter.
- E-mail your instructor if you have any questions about the course, the syllabus, or any assignments.
- Check blackboard for announcements at least once per week, and before each synchronous session.
- Time management is especially critical in a graduate level course. You should set aside specific times each week to work on the class. Including the synchronous sessions, you should plan to spend a total of 8-10 hours per week on each class. Plan ahead to balance course demands with your other responsibilities.

### Group projects

- Understand what is to be turned in as an individual and as a group.
- Schedule group work ahead of time as your fellow group members will have many outside commitments.
- Take leadership and responsibility for team projects.

### Synchronous Sessions

- Prepare readings before each session, and review them after the session.
- Take notes.
- Be aware that there is no eye contact or body language to provide visual cues during discussions.

### Threaded Online Discussions on Blackboard

- Keep messages succinct as they are more likely to be read.
- Appropriately credit the source of any ideas you present – “an article in XX.”
- Read your response several times before you send it.
- Understand how your instructor is going to participate - an active participant, facilitator, or reader.
- Share additional resources and latest news related to the course with your classmates.

## Curriculum Summaries

Please note that curricula are reviewed and modified annually. In most cases, changes to a program's requirements will be effective for the fall quarter of an academic year. If you defer starting the program, be aware you are bound to the curriculum requirements of a program in effect in the quarter you start taking courses, not the quarter you are admitted. While we will make every reasonable effort to accommodate students whose programs change, this is not always possible. Northwestern University reserves the right to modify or discontinue any program without notice.

### Medical Informatics (MMI)

**Note: If one or no entry path classes are required the student must take electives outside the program to arrive at the 11 course requirement.**

Courses	Units
<b>Entry Path Courses (path determined by SCS)</b>	<b>0-4</b>
<i>Clinical Entry Path</i>	
CIS 313 Telecommunications & Computer Networks	1
CIS 317 Introduction to Databases	1
<i>Technologist Entry Path</i>	
MED INF 401 American Health Care System	1
MED INF 402 Introduction to Clinical Thinking	1
<b>Core courses</b>	
PUB HLTH 302 Introduction to Biostatistics	1
MED INF 403 Introduction to Medical Informatics	1
MED INF 404 Health Care Enterprise Operations	1
MED INF 405 Health Care Information Tech Integration & Standards	1
MED INF 406 Decision Support Systems & Health Care	1
MED INF 407 Legal, Ethical & Social Issues in Informatics	1
MED INF 408 Medical Technology Acquisition & Assessment	1
<b>Other required courses</b>	
LEADERS 481 Foundations of Leadership	1
MED INF 590 Thesis Research	1
Additional health/computer industry electives necessary to reach 11 unit requirement	0-2
<b>Total required units:</b>	<b>11(min.)-14</b>

**Professional Graduate Series (certificate)**

	<b>Units</b>
Medical Informatics	
any necessary prerequisite entry path courses, determined by SCS	0-4
<b><i>Core Courses</i></b>	
MED 403 Introduction to Medical Informatics	1
any three MED INF courses (except 590)	3
<b><i>Total required units:</i></b>	<b>4-8</b>

# Program Policies and Requirements

## Course Selection and Rules

Your program coordinator can help with selection of initial courses and will refer you to a faculty director when necessary. You will find the following information useful in planning your course of study, which you should begin early in your studies. You should begin taking courses that are relevant to your final project topic no later than halfway through the program (by your fifth course). If you're planning to take an independent study, ask instructors a quarter or two ahead of time to ensure teacher availability. The following program policies and rules are helpful for planning coursework:

### *Independent Study*

The total number of independent study sections you can take is limited and differs by program. Please see each program's section below to see how many, if any, independent studies may be taken.

### *Final Project/ 590 Thesis course*

Students may register for the 590 course in the same quarter as their last remaining course but not before. The 590 course is only taken once. Students have one year from the date of the 590 registration to turn in their capstone project. In some programs, students may take a 498 Final Project Course in lieu of 590.

### *Program-Specific Rules*

#### MMI

- Students should contact SCS administration about any proposed course substitutions or additional electives.

## Taking Classes Outside Your Program

Taking a graduate-level class outside your program for credit is allowed by making the request to the program coordinator via e-mail at least **two weeks** before the term starts. (Students must also secure permission of the instructor.) A request to have the class count toward the degree, if desired, must be included in the e-mail. The exceptions are programs that automatically count electives in other programs toward a student's degree—students can just register in this case. For instance, MMI students can take a Public Health class as part of the program and may register on their own, but must receive permission to have a Kellogg class elective count toward the MMI degree. Being allowed to take these classes for general graduate credit does not mean they will count toward your degree, or that they will necessarily count toward a new degree if you transfer degrees; see degree requirements for each program and information about transferring from one program to another. Please be aware that financial aid/loans may not cover the cost of any classes that do not count as progress toward the student's declared degree.

## **Grade Requirements, Attendance, and Academic Progress**

Grades given for credit-bearing classes are A, A-, B+, B, B-, C+, C, C- and F (for failing work). No Ds are awarded for graduate work. A minimum grade **average** of B is required for work presented for an advanced degree.

Courses graded with an F do not count toward residency requirements and may be retaken. A student who retakes any class should be aware that both the grade for the original class and the retaken class are calculated in the student's cumulative GPA. Retaken classes may not be covered by financial aid/loans.

A grade of Y is given when a student does not submit all assigned work; a grade of X is given when a student fails to take the final exam or equivalent. All X or Y grades are incompletes and must be made up within one calendar year; after one calendar year the X or Y becomes a permanent grade on the record equivalent to F. Periods of nonregistration do not affect this deadline. A student may not have more than one outstanding X or Y grade at any given time during progress toward the degree.

Students who miss more than two class sessions due to illness or emergency may be able to take an incomplete ("Y") for the term if arrangements are made to complete the work later. At the graduate level, instructors have the authority to grant an incomplete after discussing academic progress with the student. Students do not need to petition SCS for the first incomplete. **A student may not have more than one outstanding X or Y grade at any given time during progress toward the degree.**

To petition to be allowed to have more than one outstanding incomplete (only in the case of an emergency), send an e-mail request to your program coordinator. Supporting documentation, such as doctor and hospital notes, is required and should be faxed to 847-491-3660 to the attention of the coordinator.

Incompletes are not granted to allow more time to improve a grade, but may be given when a student's circumstances change and he/she is prevented from finishing a portion of work. When the instructor grants the incomplete, he/she determines the amount of time the student has to finish the work, which must not exceed the official time of one year determined by the university.

Each faculty member sets his/her own guidelines for how attendance and participation are graded. In general, however, students are expected to commit the time and effort to attend all class meetings. Please talk with your employer and family before starting a graduate program and explain to them why you have to make your studies a very high priority. If you are likely to miss classes for any reason, you should not register for the course, as it may not be possible for you to earn a passing grade. The faculty member may, at his or her discretion and in keeping with the course syllabus, lower your final grade due to any absences.

Pass/No Pass courses may not be taken toward the master's degree except for the 590 course. All 590

registrations are taken on a pass/no pass basis. A grade of K is given while the project is in progress and is later changed to a P when satisfactorily completed. Students register only one time for 590.

A course grade may be changed only to correct a clerical error. It is inappropriate for students to ask an instructor to change a grade for reasons of financial reimbursement, reassessment of coursework, or any other reason.

Students who do not meet the above requirements are not in good academic standing and will be placed on probation. A student who fails to resume good academic standing within two quarters may face expulsion from the university. Please contact the Graduate Program Coordinator if you receive a notice of academic probation.

### **Petitions**

Graduate students usually will e-mail requests for curricular substitutions and other academic exceptions directly to their academic coordinator. Depending on the program, some requests need to be reviewed by the Graduate School, the SCS Admissions Office, or the SCS Student Services Office. Graduate students should submit petitions to do the following:

- Receive an extension of time to complete a degree
- Petition for a Leave of Absence
- Change status; for example, from Non-Degree to Degree-seeking
- Transfer programs
- Readmission after one year off
- Arrange for a second Incomplete (Y) grade. No petition is necessary to arrange a first Incomplete, which should be arranged with the instructor
- Retroactive withdrawal from a course for a refund

All of these forms are available at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms).

Petitions claiming medical or other substantial emergency as grounds for action require supporting documentation.

#### *Appeal of petition decisions*

Any student wishing to appeal a petition decision should do so within **5** business days of receipt of the decision. The appeal should be sent to the Dean of the School of Continuing Studies. This appeal should be submitted in writing, including a rationale for disagreeing with the decision. This appeal should be sent to:

Joel Shapiro

Assistant Dean of Graduate Programs, School of Continuing Studies  
Northwestern University

405 Church St.  
Evanston, IL 60208  
Or to [jshapiro@northwestern.edu](mailto:jshapiro@northwestern.edu)

### **Time Away from Studies/Readmission**

Students who are not registering for a quarter are automatically deactivated by the CAESAR system. If you are interrupting your study for **fewer than 3 consecutive quarters** please notify the SCS registrar at [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu) with the quarters you will not be attending and the quarter you intend to return, so that we can reactivate you in time for you to register. If you neglect to do this it is possible you will be unable to register on CAESAR when you return and will incur late fees. Students are responsible for all late fees.

Students who take **3 consecutive quarters (one academic year) or more off** but fewer than two years must submit the SCS Application for Readmission at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms) to the SCS Graduate Admissions Office. This form must be submitted during the beginning of the registration period, no later than **two weeks** before the term starts, to ensure the student will be readmitted in time to register.

Students who take **two or more years off** must submit their Application for Readmission forms during the admissions application period and include a new statement of purpose and any additional relevant material. These students will be reviewed by the SCS Graduate Admissions Committee to ensure they meet applicant standards for any changed program requirements. Students will have to follow the new curriculum requirements in effect at the time of their readmission. The application deadlines can be found on the SCS calendar webpage.

When special circumstances arise, a student may make a request in writing for a one year official leave of absence. The student should set forth in writing why a leave is necessary. A leave of absence does not alter the deadline for the removal of incomplete grades, or the degree deadline. To provide the information necessary to register following a leave of absence, the student must submit an Application for Readmission form

### **Degree Deadline Extension**

Time away from studies does not alter the deadline for the removal of incomplete grades or the deadline to finish the degree or Professional Graduate Series certificate. Students who are approaching the five-year deadline for degree completion (or two-years for a Professional Graduate Series) must submit a Degree Deadline Extension Petition at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). Submit forms to the SCS Graduate Admissions Office. A valid reason must be demonstrated when requesting a degree extension, and a timetable for completion of the degree must be provided. All of these forms are available at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms).

## **Changing Your Status**

Students are admitted to a program either as: a) degree-seeking, b) non-degree, or c) Visiting Scholar. Students can transfer seamlessly from non-degree to degree-seeking or vice versa. In most cases, however, students who wish to earn a master's degree need to transfer prior to taking a fourth class in the intended program, as most degree programs limit transfer credit to three units.

Students wishing to change their status from non-degree to degree-seeking must complete the Application for Readmission/Change in Degree Sought/Department Transfer form at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). Submit the form to the SCS Graduate Admissions Office.

Visiting Scholars who decide they want to earn graduate credit must complete a full application to the program. In some cases, materials already submitted as part of the Visiting Scholar application can be re-used. Please contact the Graduate Admissions Coordinator for details.

## **Transferring Programs Within SCS**

Students wishing to transfer from one SCS graduate program to another must fill out the Application for Readmission/Change in Degree Sought/Department Transfer form at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). Submit the SCS form if you are in one of these programs: MMI, MPPA admitted after spring 06, MSA, MSCIS, MQARS programs. Submit forms to the SCS Graduate Admissions Office.

Submit to the SCS Graduate Admissions Office along with a statement of purpose indicating the reason for the transfer and any supplemental material not already in your file that is required for regular admission to the new program. For instance, requests for transfer into the MCW program would require submission of a creative writing portfolio.

Transfers between programs are reviewed by the Admissions Committee during the application period. The applicant deadlines can be found on the SCS calendar webpage. Students who transfer will have their coursework evaluated to see if any classes can count toward the new program requirements. A maximum of three NU classes may be taken for transfer credit. For additional application requirements, please contact your graduate admissions coordinator.

## **Academic Decorum**

All participants in a class are expected to behave in a manner conducive to a successful and enjoyable learning experience. Most of our students exceed our expectations in this regard. Sometimes, relatively harmless things can spoil the classroom dynamic, for example, some students are so eager to participate that they unintentionally dominate class. Please think about your role in class as an individual student but also as an integral part of a group experience. Some disruptions are of a more serious nature and cannot be tolerated. Please review the "Rules and Regulations of Student Conduct"

in the appendices of this document. If you have questions about these policies, please contact the SCS Associate Dean of Student Services.

# Completing Your Degree

## 590 Thesis/Capstone Project Process

Your final project will be the culmination of everything learned in your program and must demonstrate to faculty your mastery of the curriculum and ability to do original research and analysis. In most cases, it is a thesis paper built on applied research you conduct independently. In some programs, however, a less traditional final project is appropriate (involving a work of art, for example). Please discuss the possibilities with the faculty program director.

The important thing to remember is that it is not just an end-of-term paper or project similar to the ones you have turned in so far. The scope of the project requires that you integrate your learning to-date, and as such, it is very unlikely that a paper or project can be completed in only 10 weeks. **Plan on taking three to six months to complete your capstone project.** In some cases, it might take longer. Therefore, SCS cannot provide a guaranteed graduation date to any student.

If your capstone project is a thesis, your paper undergoes a review process. The process might be lengthy, requiring multiple drafts. You will continue to submit drafts to your first reader until it is deemed acceptable to send to the second reader. Only after your first reader has approved a final draft does your paper go to your second reader. Your paper should be complete at this point and should include bibliography and citations. You must allow at least three weeks for the second reader to read the final version of your paper and approve your thesis/capstone. Your thesis is not complete until both the first and second reader approve it.

Before registering for your 590 class, you must secure the agreement of an instructor in your program to be your project advisor/first reader. Do not wait until the actual quarter you plan on registering to try and find an advisor; plan ahead. You must also come up with a proposal that includes an adequate thesis statement, a list of primary and secondary sources, and possible avenues of research, or you will not be registered for the class. This means that you will need to accomplish some preliminary research before you request to register. The proposal, including bibliography, should not exceed one page. You should also develop a strategy for completing the project with your first reader, including a timeline, a description of how you plan to address the research questions you have developed, what kind of source material or data you'll be collecting, etc. If you are in a TGS-conferred program your readers must be Northwestern Graduate Faculty. You must petition your program coordinator if you wish to work with other instructors. The list of Graduate Faculty can be found at [www.northwestern.edu/graduate/gradfac.html](http://www.northwestern.edu/graduate/gradfac.html).

To summarize the main steps in the process:

1. Identify as early as you can an area of interest for your capstone project.
2. Identify one or more faculty member(s) who could help you develop your project; speak with

them about becoming your first or second reader.

3. Conduct preliminary research that will allow you to write an acceptable one-page thesis/capstone proposal.
4. Submit a 590 registration request to your program coordinator at least two weeks before the beginning of the quarter in which you plan to begin work in earnest.
5. Research and write your thesis/capstone in consultation with your first reader; revise until first reader is satisfied.
6. Give your thesis/capstone to your second reader; revise, if necessary. You must allow at least three weeks for the second reader to read the final version of your paper and approve your thesis/capstone. (See below for required graduation paperwork and deadlines.)

### **590 Thesis/Capstone Registration**

1. Submit [Intent to Register form](#) (PDF Format) **two weeks** before the term starts. Make sure you fill out the section “description of work” with your thesis statement and research list.
2. Fax to 847/491-3660 or send to Graduate Coordinator, 405 Church St., Evanston, IL 60208.
3. Once your registration is approved, the SCS registrar will register you and send you an e-mail confirmation.
4. The 590 course is only taken once. Students have up to one year from the date of the 590 registration to turn in their final thesis.
5. Students may register for the 590 course in the same quarter as their last remaining course but not before.
6. If your thesis is not ready by the end of the 10-week quarter during which you registered for the 590, your instructor must submit a grade of K, meaning "in progress." Your grade will be changed to a P (pass) when you submit the final paperwork.

## 590 Thesis/Capstone Paper Guidelines

Papers must have a cover sheet with the title centered on the first line followed with the word “by” on the second line and your name on the third line and then these words:

Capstone Project or Master’s Thesis  
Submitted in partial fulfillment of the  
Requirements for the degree of  
Master of Arts (or Science) in [your program name]  
[month/year i.e. December 2006 or June 2007]  
[first reader name] Thesis Advisor/Primary Reader  
[second reader name] Secondary Reader

*For example:*

Styles of Modes: A Post-Structuralist Problematic  
By  
Woody Allen

Master’s Thesis  
Submitted in partial fulfillment of the  
Requirements for the degree of  
Master of Arts in Literature  
June 2007  
Ima Smartipants, Thesis Advisor/Primary Reader  
Ura Genius, Secondary Reader

### Program-Specific Guidelines

Each program has its own criteria for the capstone project but in all programs, your master’s thesis/capstone project should demonstrate creative ability, persuasiveness, a systematic way of doing research, and make an original contribution to knowledge in the field of study. A paper must show awareness of relevant critical and contextual scholarship; and be original in its arguments. A paper that reviews and summarizes a body of literature on a particular topic is not sufficient, unless it arrives at an especially novel and provocative synthesis of ideas. The mere collection of data without some application or interpretation of the data will also not qualify.

Your project must have a thesis statement. A thesis is the main argument of your paper. Everything else in your paper should contribute to proving the main point. Your thesis may be a single sentence, but it can be much longer. In a large paper, you might need a paragraph

or more to state your thesis. A thesis is more specific than either a subject area or a topic. Above all, the thesis must advance an argument in a logical way, including accounting for significant evidence against the thesis, and make thoughtful use of major primary and secondary works.

Below are some general considerations and expectations that you should keep in mind when planning your final work. Your readers may have additional requirements and/or allow you other liberties in crafting the project.

If your project involves research using human subjects, including interviews, you must check with your thesis advisor and the Office for Research about submitting the required IRB form.

Office for the Protection of Research Subjects  
Institutional Review Board  
Rubloff Hall, 7th floor  
750 N. Lake Shore Drive  
Chicago, IL 60611

Phone: (312) 503-9338

FAX: (312) 503-0555

[irb@northwestern.edu](mailto:irb@northwestern.edu)

MMI: Capstone projects are intended as opportunities to conduct applied research under the supervision of a practitioner in a health care-related environment. Projects may be wholly individual efforts or conducted as part of a group in a classroom setting (MED INF 498). Students doing a computer project will consult with their faculty advisor for prototype specifications regarding the design and architecture of the computer project. Capstone project documentation should include 35-50 double-spaced pages with appropriate supporting materials. This final project should be viewed as an opportunity to apply specific skills gained through sustained independent study on a topic that draws on and integrates a number of different perspectives introduced in various courses. The project must consist of original intellectual analysis (but need not consist of primary research from student) that addresses a contemporary health care information technology problem and an applied approach to a specific aspect of the problem and may be an extension of work done for a previous course. The project may begin from a question that has arisen in your work setting that could be appropriately addressed by material you have learned in the program. The project is subject to revision until the final product represents the highest standards of the reviewers. If an applied approach is not possible to support the chosen topic, the thesis should instead address two distinct but related topics. The thesis should adhere to this format:

Abstract One page or less, giving the reader an overall description of what you did and what you found

Table of Contents Use headings and provide page numbers

Introduction Provide an introduction to the topic and questions you sought to answer and how this is an integrative work that applies the concepts, theories and interdisciplinary curriculum in the field.

Statement of the Problem/ Research Question What is the issue or topic you are exploring?

Justification Explain why this topic is important and worthy of study in the field.

Review of the Literature and Methods Through a review of the literature germane to your topic, answer questions and provide guidance on the importance and developments of previous or related research. In the literature review, students should read and synthesize no fewer than 7 pieces of scholarly literature related to your topic. Scholarly literature is defined as refereed research journals, publications and web sites maintained by scholarly institutions. We recommend research pieces published in journals or recent books that provide theory as well as practical application. A synthesis of the literature should take the form of a scholarly summation of the issues presented across the readings directly related to your topic or project. The readings should be relatively recent, unless there is a seminal work or works in your area that are key to your topic. Your review should demonstrate an understanding of multiple perspectives on your topic. Your objective here is not to prove that a particular point of view is correct, rather your goal is to demonstrate that you have read, understood, and synthesized a variety of perspectives/research around your topic. You should strive to have a balance of articles, some which support your position and others that offer contrasting evidence and perspectives. The Methods section should contain a description of how the scholarly articles were identified for the literature review and describe the details for the applied project completed as part of the Capstone project.

Analysis, Interpretations and Findings This is the heart of your project or paper. Your goal is to interpret, analyze and report on the data you have researched or collected. This is best done in a narrative format that methodically addresses your research question or questions with supporting tables/charts/graphs, when appropriate. Present your findings and analyses in a manner that will permit the reader to understand what you found in your investigation. Analyze and interpret your findings from your applied project. Relate this back to your literature review and be mindful to address the following question: are your findings or conclusions consistent or contradictory to previous published research or theories on the topic? Discuss your revelations and defend or justify your findings in your analysis.

Conclusion and Implications Prepare a summary in the form of a critical analysis of the project's significance and the implications of your conclusions as they relate to the topic and to the broader field of public policy and public administration.

References Use the APA Style in citing sources used in your research and analysis in your paper. If

you are not familiar with this academic writing style by now, the library has manuals and guide sheets. Request help at the Writing Place for further guidance on referencing.

Appendices Attach, as needed, any appendices or supporting documentation such as annotated bibliographies, original source materials, charts, graphs, photocopied work samples, or other data collection sources.

### **Final Forms Required for Degree**

The process of graduation requires two forms, the SCS Application for a Degree and the SCS Master's Degree Candidate Certification Form, which are to be returned to the School of Continuing Studies by the dates specified in the Academic Calendar. The forms can be found at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms).

The SCS Application for a Degree: students mark their graduation date and return the form to the SCS Registrar. Deadlines are posted on the calendar. If your plans change you must resubmit this form with a new graduation date.

The SCS Master's Degree Candidate Certification form: **this form requires three signatures**; students must have the form signed by their first and second readers, and the SCS Assistant Dean of Graduate Programs (Evanston) upon completion of the capstone project. Thesis advisors must be chosen from those approved by each program's Advisory Board. Students may verify thesis advisor status with the faculty director or program coordinator.

### **Graduation Ceremonies**

Northwestern University hosts a number of graduation ceremonies each spring. All graduates are invited to participate in the university-wide ceremony, usually held in Ryan Field. Additionally, each school holds its own, small ceremony, where graduates are recognized by name and receive their master's degree from the dean of the school or the program director. Staff and faculty, your fellow students, friends, and family have the opportunity to celebrate your accomplishment. You can participate in more than one ceremony, so make sure you RSVP for each ceremony individually. Commencement information can be found at: [www.northwestern.edu/commencement](http://www.northwestern.edu/commencement).

SCS students are strongly encouraged to participate in the SCS commencement ceremony, held the Saturday after the main NU graduation.

Here are the things to remember about the graduation ceremonies:

- Graduation ceremonies are held once a year only, in June, for all completion dates
- All TGS graduate diplomas are mailed to students approximately 2 months after graduation.

Please contact TGS at 847-491-5279 if you don't receive your diploma.

- The hooding ceremony for all SCS students is during the School of Continuing Studies convocation
- Students are not allowed to participate in the convocation ceremony unless all coursework and the capstone project are complete.
- Rental arrangements for caps and gowns must be made online no later than the first week of May by visiting the Web site, [www.northwestern.edu/commencement/student](http://www.northwestern.edu/commencement/student). Be sure to select the appropriate school of enrollment and degree.
  - Candidates from The Graduate School (MALit, MALS, MCW, and MPPA admitted before spring 06) must select a white hood for Master of Arts, and black tassel.
  - Candidates from McCormick School of Engineering (MSCIS admitted before fall 06) select an orange hood for Master of Engineering, and an orange tassel.
  - Candidates from School of Continuing Studies (MSA and MPPA admitted spring 06 and after) must select a white hood for Master of Arts, and a white tassel.
  - Candidates from School of Continuing Studies (MMI, MQARS and MSCIS admitted fall 06 and after) must select a gold hood for Master of Science, and a white tassel.

## SCS Resources

### School of Continuing Studies Graduate Programs Services

405 Church St., Evanston, IL 60208

Fax 847/491-3660

Front Desk

847/491-5612

[www.scs.northwestern.edu](http://www.scs.northwestern.edu)

Admissions Coordinator

Paul Hille [p-hille@northwestern.edu](mailto:p-hille@northwestern.edu)

847/491-3582

Academic Coordinator for MCW, MMI, MPPA, MSA: Nancy Ferguson

[n-ferguson@northwestern.edu](mailto:n-ferguson@northwestern.edu)

847/467-7854

Academic Coordinator for MALit, MALS, MQARS, MSCIS: Krzysztof Kozubski

[kozubski@northwestern.edu](mailto:kozubski@northwestern.edu)

847/491-3051

SCS Registrar's Office (located at 339 E. Chicago Ave., Chicago, IL 60611)

[onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu)

312/503-3120

SCS Assistant Dean of Graduate Studies: Joel Shapiro

[jshapiro@northwestern.edu](mailto:jshapiro@northwestern.edu)

847/491-4340

### Program Faculty Directors

MALit: Scott Durham [spd594@northwestern.edu](mailto:spd594@northwestern.edu)

MALS: Henry Binford [hcbn@northwestern.edu](mailto:hcbn@northwestern.edu)

MCW: Sandi Wisenberg [wisenberg@northwestern.edu](mailto:wisenberg@northwestern.edu)

MMI: David Liebovitz [dliebovi@nmh.org](mailto:dliebovi@nmh.org)

MPPA: Greg Kuhn [g-kuhn@northwestern.edu](mailto:g-kuhn@northwestern.edu)

MQARS: Andrew Ott; please contact program coordinator first for assistance

MSA: Roy Kessel [rkessel@sportsloop.com](mailto:rkessel@sportsloop.com)

MSCIS: Faisal Akkawi [f-akkawi@northwestern.edu](mailto:f-akkawi@northwestern.edu)

## **Professional Development**

Professional development programs and career guidance are also available at Northwestern University through the School of Continuing Studies, University Career Services, and Northwestern's Alumni Association. There are a variety of online career management tools, job/internship databases, career counselors, and workshops and events to assist students as they prepare to change or advance their careers. Please visit the SCS career services web site at [www.scs.northwestern.edu/student/career\\_services.cfm](http://www.scs.northwestern.edu/student/career_services.cfm) for additional information on these resources.

Graduate students at Northwestern are encouraged to explore many avenues to find careers that maximize their individual talents. Opportunities for professional development include Graduate School-led programs, such as Preparing Future Faculty (PFF) and Beyond Books. PFF augments students' disciplinary training with preparation in the issues and responsibilities that shape professional life in the academy. Beyond Books focuses on preparation and search for careers within and outside academia. Information on upcoming professional development-oriented events may be found in the Career Programs section of the Northwestern Graduate Calendar page of The Graduate School Quarterly online.

## Resources for Research

### University Research Centers and Institutes

The University hosts a number of academic centers that sponsor collaborative research, scholarly events, and publications. Below is a partial list of organizations that might be of interest to SCS graduate students. For more information on interdisciplinary scholarship at NU, please visit: <http://www.northwestern.edu/research/centers>.

#### *Center for International and Comparative Studies*

CICS sponsors and facilitates collaborative interdisciplinary scholarship on crucial problems facing the world. Our activities promote dialogue on international affairs thereby enriching educational programming at Northwestern. Working with a variety of organizations and communities, we contribute to preparing exemplary global citizens. See [www.cics-nu.org](http://www.cics-nu.org).

#### *Center for Public Safety*

The Center for Public Safety serves professionals in highway safety, criminal justice, and transportation engineering. The Center also provides research opportunities and support for graduate students in the social and behavioral sciences, engineering, and management. See [www.northwestern.edu/nucps](http://www.northwestern.edu/nucps).

#### *Institute for Policy Research*

The Institute for Policy Research (IPR) supports interdisciplinary social science research on public policy issues and disseminates the findings. IPR has six major programs areas and two groups that include poverty, race and inequality, community development, politics, institutions and public policy, volunteerism, nonprofit organizations, health policy and urban policy. IPR holds free lectures on campus. See [www.northwestern.edu/ipr](http://www.northwestern.edu/ipr).

#### *Kaplan Center for the Humanities*

The center fosters development of a broad, innovative humanities culture at Northwestern and promotes an interdisciplinary conversation among humanists. A lecture series featuring two or three distinguished speakers from outside Northwestern, to address a chosen theme and meet with students, is a highlight of each quarter. See [www.humanities.northwestern.edu](http://www.humanities.northwestern.edu).

#### *Transportation Center*

Transportation Center research focuses on transportation economics, policy, and planning, among other topics. The largest nongovernmental collection of transportation publications in the country is housed in the Transportation Library. See [www.transportation.northwestern.edu](http://www.transportation.northwestern.edu).

### The Library System

Northwestern University maintains an extensive library system to support its programs of study and

research. This system includes the University Library and a number of special libraries on the Evanston and Chicago campuses. The library holdings constitute a collection of approximately 6 million volumes, 3.9 million microfilms, and nearly 38,000 periodicals and serials. The Northwestern University library system ranks tenth among the nation's private universities.

As a distance learning student you will have access to all online library reference databases and resources as well as the ability to have books mailed to your home. Graduate students are entitled to a 12-week circulation period with limited renewals for hardcopy books. Students must pay shipping fees as well as any fines for overdue and/or lost materials. All books are subject to recall after 10 days.

#### *University Library*

Subject specialists are available to help locate specific research resources. The main library and the adjoining library contain the Evanston collections in the humanities, history, and the social sciences. The Government Publications and Maps Department has social science statistical data sets. Special library tours for graduate students are available each fall. Web site [www.library.northwestern.edu](http://www.library.northwestern.edu).

#### Special Campus Libraries

Below are some of the special libraries that supplement the University Library that will be useful to SCS graduate students. There is a page dedicated to students in the MMI Distance program at [www.galter.northwestern.edu/guides/mmi/](http://www.galter.northwestern.edu/guides/mmi/) — this guide will be helpful as you look for information that is more specific to your program and will assist you as you have questions about remote access. The Schaffner Library links at [www.library.northwestern.edu/schaffner/pathfinders/introduction.html](http://www.library.northwestern.edu/schaffner/pathfinders/introduction.html) were put together for School of Continuing Studies students. They will take you to collections of resources located in the Schaffner Library or available online through Northwestern University Library's main library.

#### *Galter Health Sciences Library*

The Galter Health Sciences Library on the Chicago campus serves the educational, patient care and research information needs of the faculty, staff, and students of Feinberg School of Medicine. Web site [www.galter.northwestern.edu](http://www.galter.northwestern.edu).

#### *Joseph Schaffner Library*

The Joseph Schaffner Library in Wieboldt Hall primarily serves School of Continuing Studies, Kellogg, and Medill students. Web site [www.library.northwestern.edu/schaffner](http://www.library.northwestern.edu/schaffner).

#### *Seeley G. Mudd Science and Engineering Library*

The Science and Engineering Library (SEL) holdings include principle publications in engineering and computer science. Web site [www.library.northwestern.edu/sel](http://www.library.northwestern.edu/sel).

## General Resources/Directory

### **CAESAR**

CAESAR is Northwestern's online student registration and services gateway.

Help Line: 847/467-4877

[www.northwestern.edu/caesar](http://www.northwestern.edu/caesar)

### **Career Services**

University Career Services lists part-time job opportunities.

University Career Services

620 Lincoln Street

Evanston, IL 60208

847/491-3700

[www.northwestern.edu/careers](http://www.northwestern.edu/careers)

The Vault—online career service for admitted SCS graduate students. E-mail

[talktoscs@northwestern.edu](mailto:talktoscs@northwestern.edu) for web site and password.

### **Course Management System**

Northwestern University's Course Management System is also known as "Blackboard." The Course Management System allows professors to make course information such as slides, text documents and multimedia files easily available to their students. Log on at [courses.northwestern.edu/webapps/login](http://courses.northwestern.edu/webapps/login) 24 hours after you register for a course. Support personnel can also be reached by e-mail at [course-management@northwestern.edu](mailto:course-management@northwestern.edu) or telephone at 847/491-4044.

### **E-Mail**

Students must create an e-mail account. Contact Northwestern University Information Technology (NUIT) for further information.

*NUIT Support (Evanston)*

1800 Sherman Ave.

Evanston, IL 60208

847/491-HELP

*NUIT Support (Chicago)*

Abbott Hall, Suite 600

710 N. Lake Shore Dr.

Chicago, IL 60611

847/491-HELP

[www.it.northwestern.edu](http://www.it.northwestern.edu)

### **Financial Aid**

For students in MMI, MPPA, MQARS, MSA, and MSCIS

Chicago Office of Financial Aid  
312/503-8722  
[chicagofinancialaid.northwestern.edu/scs](http://chicagofinancialaid.northwestern.edu/scs)

### **Human Resources, Benefits Division**

Evanston: 847/491-7513  
Chicago: 312/695-8134  
[www.northwestern.edu/hr](http://www.northwestern.edu/hr)

### **International Office**

Assistance for international students with questions about visas and other requirements.  
847/491-5613  
[www.northwestern.edu/international](http://www.northwestern.edu/international)

### **Libraries**

Northwestern maintains an extensive library system on two campuses with combined collections totaling more than 6 million volumes.

#### *Northwestern University Library*

1970 Campus Dr.  
Evanston, IL 60208-2300

#### *Schaffner Library*

339 East Chicago Ave.  
Chicago, IL 60611  
312/503-8422

Information (all libraries): 847/491-7658  
[www.library.northwestern.edu](http://www.library.northwestern.edu)

### **Parking**

#### *Parking Office (Chicago)*

Abbott Hall, Room 100  
710 N. Lake Shore Dr.  
Chicago, IL 60611  
312/503-1103  
[www.univsvcs.northwestern.edu/Parking](http://www.univsvcs.northwestern.edu/Parking)

### **Student Accounts** [www.northwestern.edu/sfs](http://www.northwestern.edu/sfs)

Tuition bills are available online through CAESAR. For questions, contact:  
Evanston: 847/491-5224; [studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu)  
Chicago: 312/503-8503; [studentaccounts-chicago@northwestern.edu](mailto:studentaccounts-chicago@northwestern.edu)

**SCS Student Advisory Board**

[sab@northwestern.edu](mailto:sab@northwestern.edu)

**University Police**

Evanston: 847/491-3254

Chicago: 312/503-8314

Emergency: 911

[www.northwestern.edu/up](http://www.northwestern.edu/up)

**Students with Disabilities**

All Northwestern University programs and activities, including SCS's, are meant to be accessible to all of its students, including those with mobility hardships or other physical or mental disabilities. Students with disabilities must seek assistance from the Office of Services for Students with Disabilities (SSD), located at 601 University Place, Evanston, 847/467-5530, [www.northwestern.edu/disability](http://www.northwestern.edu/disability). The SSD will advise students on their rights and responsibilities and help them work with faculty to create an appropriate learning environment. Services vary according to the type and level of impairment experienced by each student. The majority of these services are coordinated by the Office of Services for Students with Disabilities, including adaptive equipment and devices for educational purposes.

**WebEX technical support**

US residents call 1-866-229-3239

outside of the US call 1-408-435-7088.

Inform the operators that you are having difficulty starting a web conferencing session and provide title of the conference and the conference event number. (This information may be found on the original e-mail invitation.)

# Appendices

## **Family Educational Rights and Privacy Act**

Under the Family Educational Rights and Privacy Act (FERPA), all students have certain rights with regard to their educational records. A copy of Northwestern's student records policy is available at [www.registrar.northwestern.edu/ferpa](http://www.registrar.northwestern.edu/ferpa). FERPA grants students the rights to: Inspect and review their educational records at Northwestern University; request an amendment of their records to ensure the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights; consent to release or to restrict disclosure of personally identifiable information contained in their educational records, except under certain limited circumstances when, by law, consent is not required; and file a complaint with the U.S. Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

## **Academic Integrity and Ethics**

Academic integrity is fundamental to every facet of the scholarly process and is expected of every student in the School of Continuing Studies in all academic undertakings. Integrity involves firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual efforts of both oneself and others.

Ensuring integrity in academic work is a joint enterprise involving both faculty and students. Among the most important goals of graduate education are maintaining an environment of academic integrity and instilling in students a lifelong commitment to the academic honesty that is fundamental to good scholarship. These goals are best achieved as a result of effective dialogue between students and faculty mentors regarding academic integrity and by the examples of members of the academic community whose intellectual accomplishments demonstrate sensitivity to the nuances of ethical conduct in scholarly work.

Standards of academic honesty are violated whenever a student engages in any action that jeopardizes the integrity of scholarly work. Such actions include cheating in the classroom or on examinations, including master's final examinations and papers; the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence; fabrication of data; omission or concealment of conflicting data for the purpose of misleading other scholars; use of another's words, ideas, or creative productions without citation in either the text or in footnotes; paraphrasing or summarizing another's material in such a way as to misrepresent the author's intentions; and use of privileged material or unpublished work without permission. Academic dishonesty is a serious matter for graduate students committed to intellectual pursuits, and it will be adjudicated in accordance with procedures approved by the School of Continuing Studies.

Should the issue of academic dishonesty arise, the following procedure will be followed.

## I. INITIATION OF A COMPLAINT

- A. All cases of alleged academic dishonesty by students in graduate courses in the School of Continuing Studies must be referred to the Assistant Dean of graduate programs. Cases should be referred within one month of the date of the alleged incident, or within one month of the date the reporting individual becomes aware of the alleged incident, whichever is later. However, no action will be taken on any case if more than one year has elapsed since the alleged incident. Once a matter has been referred to the Assistant Dean, it may not be withdrawn without his/her approval, nor may the referring faculty member resolve the case without the Assistant Dean's approval.
- B. The Assistant Dean shall review the facts of the alleged incident, including statements of the reporting individual, the instructor(s), and any supporting material. The review process may include electronic searches of plagiarism resources, web sites, computer network traffic logs, and other databases. If, after the review, the Assistant Dean determines that there is cause for further investigation, he/she shall notify the student by letter of the date of the incident (if known), the course and instructor, and the nature of the alleged violation. A copy of the current procedures will accompany the letter.

The student will be asked to make an appointment with the Assistant Dean to discuss the case within seven working days of the date of the letter, at which time the student may present any relevant material or statements on his/her behalf. The student will have the right, prior to meeting with the Assistant Dean, to review relevant original materials in the School of Continuing Studies, to obtain copies of such materials if desired, and to discuss the matter with an adviser or other relevant individual. Review of original materials must take place by appointment during normal working hours at the School of Continuing Studies within seven working days of the date of Assistant Dean's letter.

If the student does not schedule a meeting to take place within seven working days, the Assistant Dean may make his or her determination on the basis of the evidence present at that time. The Assistant Dean may grant reasonable requests for an extension of this time deadline at his/her sole discretion.

- C. In certain cases where timely notification is important, verbal notification of the alleged violation may be made, but such verbal notification will be followed by a letter.

## II. MEETING WITH THE ASSISTANT DEAN

- A. In meeting with the student, the Assistant Dean will describe the charges made and detail the evidence supporting those charges. At this initial meeting, the student may decline to discuss the matter and/or request that the Assistant Dean defer making a determination until after a subsequent meeting between the student and the Assistant Dean, at which the student may present relevant information or evidence. This second meeting must be requested at the initial meeting and must be scheduled for a time within seven working days of the initial meeting.
- B. The Assistant Dean has the authority to determine, based on a preponderance of the evidence available to him/her, whether a violation of academic integrity has occurred.
- C. After his/her review, the Assistant Dean shall inform the student by letter of his or her decision and the sanction, if any, to be imposed.

## III. SANCTIONS

- A. Sanctions that may be imposed by the Assistant Dean include, but are not limited to: a letter of warning; a defined period of probation with the attachment of conditions; disqualification for academic honors; a defined period of suspension with or without the attachment of conditions; permanent exclusion from the University; notation on the official record; revocation of an awarded degree; or any combination of the previously listed sanctions. In all cases of permanent exclusion from the University, a notation shall be entered on the student's official transcript.
- B. Any grade entered for a student in a course in which an allegation of academic dishonesty is pending against him/her, whether for the course as a whole or for a piece of work submitted in the course, is subject to modification after all proceedings and appeals are concluded. Should the student be found to have violated academic integrity, the course instructor is empowered, at his/her sole discretion, to determine the effect this violation will have on the student's grade in the course. Possible actions range from disregarding the incident in calculating the grade to failing the student in the course.

## IV. APPEALS TO THE ACADEMIC INTEGRITY APPEALS COMMITTEE

- A. The Assistant Dean's decision and/or sanction may be appealed to the Academic Integrity Appeals Committee by filing a written notice of appeal within ten working days of the date of the letter of notification. The student's written notice of appeal must state what is being appealed--whether the finding of academic dishonesty, the

sanction imposed, or both--and must describe in detail the grounds for the appeal. The student's written notice of appeal should also state whether the student desires to present the appeal in person to the Academic Integrity Appeals Committee.

- B. If the student so requests, he or she will be granted an opportunity to appear to present his or her case to the Academic Integrity Appeals Committee and to hear and respond to any testimony provided by the Assistant Dean or witnesses appearing before the Academic Integrity Appeals Committee. Likewise, the Assistant Dean may be present to hear and respond to testimony of the accused student or any witnesses appearing before the Academic Integrity Appeals Committee. If the student wishes to present witnesses before the Academic Integrity Appeals Committee s/he must inform the Academic Integrity Appeals Committee at least seven working days before the appeal is to be heard of the names of the proposed witnesses and of the nature of the evidence they are prepared to present. However, the Academic Integrity Appeals Committee has sole discretion to determine what witnesses other than the accused student and the Assistant Dean it will hear, if any. The Academic Integrity Appeals Committee shall review the appeal as soon as practical after it has been filed.
- C. Following its review, the Academic Integrity Appeals Committee may sustain or reverse the finding of academic dishonesty, if that portion of the Assistant Dean's decision was appealed, and may, if a finding of academic dishonesty stands, sustain or modify (but not increase) the sanction, if that portion of the decision was appealed. The Academic Integrity Appeals Committee shall inform the student by letter of its decision.

## V. APPEAL TO THE PROVOST

The student may appeal the Academic Integrity Appeals Committee's decision within ten working days to the provost of the university. Such appeals must be in writing and include a detailed statement setting forth the grounds for the appeal. Appeals to the provost will be limited to alleged errors in procedures, interpretation of regulations, or alleged manifest discrepancies between the evidence and a school finding and/or sanction. The provost will receive appeals only after a sanction has been specified for the alleged violation (see III. above); an appeal to the provost may concern the finding and/or the proposed sanction.

## VI. CROSS-SCHOOL CASES

- A. In instances where a student registered in another school is alleged to have committed an act of academic dishonesty in a School of Continuing Studies course, the authority of the School of Continuing Studies will extend only to determining whether or not

the alleged action constitutes academic dishonesty and, if so, to the imposition of any grade penalty by the instructor in the course (see IIIB.). If the finding is affirmative and all appeals have been exhausted or the time for appeals has expired in the School of Continuing Studies, the case will be formally referred to the appropriate authority of the school in which the student is registered for whatever further sanction that school deems appropriate.

- B. In instances where a student registered in the School of Continuing Studies has been found to have committed an act of academic dishonesty in a course offered by another school, the Assistant Dean will notify the student in writing of the formal referral of the matter to School of Continuing Studies for determination of a sanction, if any. Such notification will inform the student that he/she should schedule an appointment with the Assistant Dean to take place within seven working days, to present any evidence of mitigating circumstances, but not on the underlying question of guilt or innocence. If the student does not schedule an appointment within the allotted time, or within such extension of time as the Assistant Dean may grant at his/her sole discretion, the Assistant Dean will make a decision regarding any sanction based on the available information.
- C. The Assistant Dean will inform the student in writing of any sanction imposed and of the student's right to appeal that sanction (but not issues of guilt or innocence) to the Academic Integrity Appeals Committee.

## VII. GENERAL CONSIDERATIONS

- A. A student charged with academic dishonesty may not change his or her registration in the course(s) in which a charge is pending or in which a finding of academic dishonesty has been made. Nor may such students receive a University degree while a charge of academic dishonesty is pending or a suspension imposed pursuant to a finding of academic dishonesty is in effect.
- B. At any stage of the proceedings described above, the student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing, but not by an attorney. This person may not, however, take part in the proceedings; the student must speak on his or her own behalf.
- C. Sanctions specified by the Assistant Dean for graduate programs, as modified by the School of Continuing Studies Academic Integrity Appeals Committee or the Provost (if an appeal has been filed), shall take effect at the expiration of the period for appeal of a decision if an appeal has not been filed, and after a decision has been reached by the School of Continuing Studies Academic Integrity Appeals Committee or the Provost if an appeal has been filed. If the appeal is not granted, the sanction will be

applied retroactively to the date specified by the Assistant Dean and if necessary, current registrations may be canceled.

- D. All materials relating to an allegation of academic dishonesty will be kept in the School of Continuing Studies Office of Registration and Records for up to ten years after the incident.
- E. All references to the Assistant Dean for graduate programs in these procedures include the Assistant Dean's designee, whom the Assistant Dean may appoint at his or her discretion
- F. If circumstances (e.g., departure of the faculty member) prevent the instructor of the course in which the violation is alleged to have occurred from participating at any stage of these procedures, the Assistant Dean may act on the instructor's behalf.

## Rules and Regulations of Student Conduct

University-enacted rules and regulations are found in several sources, including but not limited to the *Undergraduate Catalog*, the *Graduate Catalog*, the *NU Community Handbook*, [www.northwestern.edu/studentaffairs](http://www.northwestern.edu/studentaffairs), [www.scs.northwestern.edu](http://www.scs.northwestern.edu), notices disseminated from time to time by the University or its schools and departments – and this handbook.

SCS students, like all members of the Northwestern community, are expected to conduct themselves maturely. Physical or verbal abuse of any person, theft of or damage to University property, unauthorized entry of University facilities, disruption of teaching or administration, misuse of university documents or knowingly furnishing false information to the University shall be subject to appropriate disciplinary action. A student who violates any of the University's rules or regulations may be subject to probation, suspension or dismissal.

The following material includes those rules and regulations believed to be of broadest interest and most general application. When questions arise as to more particular areas, students are urged to contact the Associate Dean for student services for direction to the most appropriate source of information.

### **SCS Student Rights and Responsibilities**

*The rights of individual students include*

1. The right to pursue academic and other goals without being subject to discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status;
2. Protection against unlawful searches and seizures;
3. Freedom to communicate, assemble, and peaceably demonstrate;
4. Freedom to join organizations, to speak freely, and to exercise the civil rights to which any citizen of the United States is entitled, as long as the student does not claim to represent the

institution;

5. The right to a fair and impartial hearing, through either the University Hearing and Appeals System/Sexual Assault Hearing and Appeals System, regarding allegations of violations of institutional rules.

*The responsibilities of individual students include*

1. Compliance with University regulations as set forth in the Student Handbook, other official University publications, and federal, state and local laws. These regulations and laws include, but are not limited to, assaults, theft, damage to personal or University property, sexual assault, sexual harassment, rape, alcohol offenses, drug-related offenses, gambling, motor vehicle violations, unauthorized access to buildings or property of the university, and resisting or obstructing a police officer in the performance of his or her duties.
2. Cooperation with university officials, including University Police officers, acting in their official capacity within established guidelines. While retaining their rights against self-incrimination, students are required to provide identification when asked and surrender, upon request, their University identification card.

The student's awareness of the extent of his or her rights and responsibilities is necessary to the exercise of responsibility within the University community. To further these objectives and in recognition of students as members of the Northwestern University community, the University has adopted a policy statement regarding student rights and responsibilities. To view the statement, refer to page 11 in the *Community Handbook* or [www.northwestern.edu/studentaffairs](http://www.northwestern.edu/studentaffairs).

Northwestern University is committed to the maintenance of an environment free of discrimination and all forms of coercion that impede the academic freedom or diminish the dignity of any member of the University community. The University emphasizes this policy specifically as it pertains to the prevention of sexual harassment and to the obligations of male and female students, faculty, administrators, and staff in this regard.

### **Sexual harassment**

Northwestern University's Policy on Sexual Harassment

It is the policy of Northwestern University that no male or female member of the Northwestern community - students, faculty, administrators, or staff - may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- submission to or rejection of such conduct is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

*Examples of sexual harassment include...*

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, patting, or hugging
- Pressure for or forced sexual activity
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation
- Inappropriate sexual innuendoes or humor
- Obscene gestures
- Offensive sexual graffiti, pictures, or posters
- E-mail and Internet use that violates this policy

### **Discrimination**

Northwestern University does not discriminate or permit discrimination by any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, employment, housing or services or in the educational programs or activities it operates. Harassment – whether verbal, physical, or visual – that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic work performance, or creating what a reasonable person would sense is an intimidating, hostile, or offensive environment.

Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based on his or her protected status. It may also include the display or circulation of written materials or pictures that are degrading to a person or group described above, or verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

### **Guidance on Discrimination and Harassment Issues**

#### *Investigation and Confidentiality*

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled confidentially, with facts made available only to those who need to know in order to investigate and resolve the matter.

#### *Retaliation*

The University prohibits retaliation against anyone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed under "Where to Get Advice and Help."

### *Resolution*

If a complaint of discrimination, harassment or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the University, consistent with University procedure.

### *Academic Freedom*

Northwestern University is committed to the principles of free inquiry and free expression -- to providing an environment that encourages the exploration and exchange of ideas. The University's discrimination and harassment policies are not intended to stifle this freedom, nor will they be permitted to do so. Prohibited discrimination and harassment, however, are neither legally protected expression nor the proper exercise of academic freedom; and such conduct is incompatible with the values of the University.

### *You Have Responsibilities Under This Policy*

All members of the University community are responsible for creating a working, learning and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals listed under "Where to Get Advice and Help," if any of the following occurs:

- You believe you have been subjected to conduct or comments that may violate this policy
- You believe you have been retaliated against in violation of this policy
- You hold a supervisory, management or teaching position, and have been told about or witnessed conduct that you think may violate this policy.

Any member of the University community who believes that he or she has been a victim of sexual harassment has a number of options, including taking self-initiated actions; attempting to resolve the problems by informal procedures with the assistance of a confidential counselor, resolutions officer, or the University sexual harassment prevention officer; or bringing a formal complaint. The resolutions officer for SCS is Timothy Gordon, Associate Dean of Student Services and Registration.

A booklet, *What You Should Know About Sexual Harassment: Policy and Guidelines for the Northwestern Community*, is available from the Office of Sexual Harassment Prevention, the Office of the Provost, the Equal Employment Opportunity Office, the Women's Center, and the Chicago Campus Human Resources Office. For more information, visit [www.northwestern.edu/sexual-harassment](http://www.northwestern.edu/sexual-harassment).

### **Process for Filing and Resolving complaints**

When situations arise in which a student in the School of Continuing Studies is alleged to have violated NU Rules and Regulations, academic policies, sexual harassment policies, or other policies governing student expectations and behavior a complaint should be filed by the individual whom this behavior has impacted, also known as the complainant. A complainant may be a University official (faculty or staff), Northwestern student, and/or SCS student, or SCS faculty or staff.

A complaint, outlining the alleged violation and circumstances, should be put in writing, signed and sent to the Associate Dean of Student Services. The Associate Dean will inform the student against

whom the complaint has been filed of the complaint, within 3 days of the receipt of the complaint. This may be done initially by phone and a hard copy letter will be mailed to the student.

Once the student has been notified of the complaint he/she should schedule a meeting with the Associate Dean. This meeting will serve as the student's opportunity to discuss the complaint against them. At the conclusion of this meeting a number of outcomes may occur.

1. **Admission of Responsibility.** The student indicates that he or she has violated the noted regulation and admits responsibility. At this point the Associate Dean will provide the student with a letter, indicating any sanctions and reminders about processes.
2. **Denial of Responsibility.** If the student indicates that the information discussed in the meeting is untrue or inaccurate the complaint may be referred to the University Hearing and Appeals System (UHAS). A complete description of UHAS can be found on page 25 of the Northwestern University Handbook.
3. **Referral to UHAS.** The Associate Dean, at his or her discretion, can refer complaints to UHAS immediately. Typically referrals will be made when a student denies responsibility, has repeatedly violated a regulation, and/or if the complaint alleges violations that could result in harm to others or disruption to administrative or course proceedings.
4. **Sanctions.** There are a variety of sanctions that may be imposed on a student when he or she admits responsibility or is found responsible by UHAS. In the event the student admits responsibility to the Associate Dean, the Associate Dean will inform the student, in writing, by certified mail, of the sanction. Possible sanctions include but are not limited to:
  - Suspension of Registration Eligibility
  - Limitations on types and levels of course enrollment
5. **Appeal.** Should a student believe that a sanction or judgment made by the Associate Dean is inappropriate he or she may appeal, in writing within 5 days, to the Dean of the School of Continuing Studies. Appeals to UHAS decisions should occur as outlined in the UHAS description in the Northwestern University Student Handbook.

### **Complaints Against Faculty or Staff**

Where there exists a complaint against a member of the faculty, administration, or other staff of the University, there are established procedures for handling such complaints. A complaint against a faculty member may be filed with the Assistant Dean of Graduate Programs, as well as the Associate Dean of Academic Programs. A complaint against a member of the administration or staff should be filed with the appropriate superior or department head and with the dean having jurisdiction over the department. In no case should such complaints be filed with the University Hearing and Appeals System, as its jurisdiction is limited to complaints against students.

Graduate School Programs  
Independent Study (499) and Thesis Research (590)  
Intent to Register Form

**Please return to SCS Graduate Studies, 405 Church St., Evanston, IL, 60208. Fax 847/491-3660**

After this form is completely filled out, have the faculty member directing the 499 or 590 sign the form. Attach a copy of an e-mail of agreement from the instructor if you are doing a "distance" MCW independent study. Register on CAESAR when notified by the SCS Registrar's Office.

Student Name: \_\_\_\_\_ NU Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course: \_\_\_\_ 499 Independent Study \_\_\_\_ 590 Thesis Research

Quarter and Year of 499/590 registration \_\_\_\_\_

Program: \_\_\_\_\_

Faculty Sponsor Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

(Before signing, make sure the student's description fulfills the requirements stated below)

**School of Continuing Studies Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Thesis Research (590):** Attach a short proposal that includes a thesis statement (the argument of your Master's project) and a reading list of primary and secondary sources. You need to show that your project is feasible (that resources are available) and is of an appropriate scope for a Master's thesis.

**For Independent Study (499):** Provide description of work to be completed, including a reading list, number of papers/drafts, and percentages of work on which the final grade will be determined.