



NORTHWESTERN  
UNIVERSITY

SCHOOL OF  
CONTINUING  
STUDIES

# STUDENT HANDBOOK

Northwestern University School of Continuing Studies  
Graduate Programs

2009-2010

Clinical Research and Regulatory Administration  
Computer Information Systems  
Creative Writing  
Liberal Studies  
Literature  
Medical Informatics  
Public Policy and Administration  
Quality Assurance and Regulatory Science  
Sports Administration

# The SCS Graduate Student Handbook

Welcome to Northwestern University School of Continuing Studies' graduate programs.

This Graduate Student Handbook is your guide to your SCS graduate program of study and Northwestern University. It will provide you with information about various practical aspects of graduate life and is intended to help you navigate through your program and its administrative procedures. The handbook is your reference tool for a wide range of student concerns, from course registration to your culminating project. In many cases, 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.

If you are looking for your program's academic requirements, please refer to the curriculum maps in place the year you first enrolled in courses. You may find these maps at:

<http://www.scs.northwestern.edu/grad/information/handbook.cfm>.

In addition to the policies contained in this handbook, you are also expected to be familiar with University-enacted rules and regulations, which are found in the Northwestern University Student Handbook: <http://www.northwestern.edu/handbook/>.

We hope this handbook will help you plan your studies effectively, provide you with useful information, and direct you to the resources you need.

Best regards,



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

The Graduate Student Handbook can also be found on the SCS website, 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.

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## How to Use this Handbook

The policies and procedures in this handbook are reviewed on a regular basis. You are responsible for adhering to the most up to date version of the student handbook, so please check back with us regularly for updates, which can be found at:

<http://scs.northwestern.edu/grad/information/handbook.cfm>

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.

## Know Which School Confers Your Degree

Please note that some processes and policies differ depending on which school confers your degree. All degrees are awarded by Northwestern University but are conferred by a particular school within the university. This is merely an administrative distinction and has no bearing on program quality. 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 table carefully:

Program	Degree conferred by:		
	School of Continuing Studies	The Graduate School	McCormick School of Engineering
Master of Science in Clinical Research and Regulatory Administration	All students		
Master of Science in Computer Information System	Students who began taking classes fall 2006 & after		Students who began taking classes summer 2006 & earlier
Master of Arts in Creative Writing	Students who began taking classes winter 2009 & after	Students who began taking classes fall 2008 & earlier	
Master of Fine Arts in Creative Writing	All students		
Master of Arts in Liberal Studies	Students who began taking classes winter 2009 & after	Students who began taking classes fall 2008 & earlier	
Master of Arts in Literature	Students who began taking classes winter 2009 & after	Students who began taking classes fall 2008 & earlier	
Master of Science in Medical Informatics	All students		
Master of Arts in Public Policy and Administration	Students who began taking classes spring 2006 & after	Students who began taking classes winter 2006 & earlier	
Master of Science in Quality Assurance and Regulatory Science	All students		
Master of Arts in Sports Administration	All students		

It is important to know which school confers your degree. Different schools within Northwestern University may require different forms for degree completion and have different processes for form submission, petition processes, and other administrative details.

If your degree is conferred by TGS, you are known as a "TGS student;" if your degree is conferred by McCormick, you are a "McCormick student." You should

indicate what school confers your degree (SCS, TGS or McCormick) on all university documentation and correspondence. TGS students are subject to SCS policies and TGS policies, located at <http://www.tgs.northwestern.edu/abouttgs/policyguide/>. McCormick's policies do not materially differ from SCS'. If you are in a TGS-conferred program you are entitled to TGS services and may need to consult with a TGS advisor on occasion; however, SCS can provide most of the help you will need.

## Getting Started

### New Student Orientation

Orientation is held four times a year, typically two weeks prior to the beginning of each quarter. An invitation will be sent via email and we encourage all new students to participate. To accommodate the busy schedules of working adults, orientation is conducted using web-conferencing, which means that students can participate from home or their office. Check your email for notice of other opportunities to gain familiarity with NU processes and services.

### Identification Cards and NetIDs

The University provides all students with an identification number known as a student or "empl" ID. This student number is used by the registrar and student accounts to identify you. We recommend that you get a picture ID called a WildCARD, which has your student ID number on it. The WildCARD allows access to University libraries and use of Northwestern shuttles, including the intercampus shuttle. Students obtain their WildCARD from the Evanston or Chicago WildCARD office. For more information, visit <http://www.univsvcs.northwestern.edu/WildCard>.

Northwestern also issues electronic identification user names known as a "NetID." A NetID enables you to access your email, view electronic course materials, see your grades, and use online reference materials from the University libraries. Your assigned NetID and temporary password are included 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, e-mail customer support at [scs-help@northwestern.edu](mailto:scs-help@northwestern.edu) or call 312/503-3333.

### Email Account

As a condition of taking graduate classes with SCS, you must maintain an active Northwestern email account. Email is the University's mechanism for official communication with students, and Northwestern expects that students will read official email in a timely fashion. If a non-Northwestern email account is your primary email, you may choose to forward your Northwestern email to your primary email account. However, you will still need to maintain the Northwestern account by periodically updating your password. For more information on Northwestern email, go to <http://www.it.northwestern.edu/accounts/index.html>.

## **Name and Address Changes**

Students who change a permanent or local street address or email address must update their address information online by logging onto CAESAR and clicking on Personal Portfolio in the Student Enterprise Menu. Essential communications such as billing statements, convocation tickets, and diplomas require up-to-date contact information. Students who change their names must provide documentation at the registrar's office to affect a name change.

## **Student Loans and Financial Aid**

If you have questions about financial aid, please direct them to the Chicago Office of Financial Aid <http://chicagofinancialaid.northwestern.edu/> or 312/503-8722.

We recommend that you schedule an appointment with a financial aid advisor two to three months before the beginning of the loan period to review procedures and to discuss your application.

## **Parking**

### *Chicago Campus*

When attending classes on the Chicago campus, students may park for a reduced rate in several garages. The parking ticket must be validated in the Chicago Avenue lobby of Wieboldt Hall to get the reduced rate. On-campus parking permits for the Chicago campus are available through the Parking Office in Abbott Hall, Room 100, open 8 a.m. to 5 p.m. Mondays through Fridays. For more information about parking on the Chicago Campus, please visit <http://www.northwestern.edu/userservices/transportation/parking/index.html>.

### *Evanston Campus*

Students may park without a permit in most lots on the Evanston campus after 4 p.m. Mondays through Fridays, and in all lots during the weekend. For additional information about parking in Evanston, please visit <http://www.northwestern.edu/up/parking/>.

### *Loop Campus*

There are no University lots on the Loop campus. Students may park for a reduced rate at Traders Self-Park Garage, 326 S. Wells from 4 p.m. to 10 p.m. Mondays through Fridays and 9 a.m. to 5 p.m. Saturdays. The parking ticket must be paid for in cash at the SCS office at the Loop campus building at 210 S. Clark St. For more information about parking rules and regulations, visit: <http://www.northwestern.edu/up/parking/>.

## Required Proof of Immunization

All students taking two or more classes per quarter are required by Illinois State law and University regulations to provide proof of immunizations, in English. For more information about required documentation, please visit the University Health Services website at <http://www-chicago.nuhs.northwestern.edu/entrance.aspx>

## Health Insurance

School of Continuing Studies students who are enrolled in at least two classes per quarter in a degree-seeking program on a continuing basis are eligible to enroll in Northwestern's health insurance plan. Part-time students must show proof of registration in two classes on a continuing basis to be eligible to participate.

In order to take advantage of this plan, SCS students must also pay the Health Clinic Use Fee each quarter to use Health Service, which serves as the primary healthcare provider for the plan. For more information about Health Service, visit: <http://www-chicago.nuhs.northwestern.edu/>. For details about the health plan, enrollment instructions, and information about adding a spouse or dependents, visit the website of the Office of Risk Management: <http://www.northwestern.edu/risk/studhosp.htm>.

TGS students (see [degree conferral table](#)) may be eligible for a health insurance subsidy from TGS. In order to qualify, students must be registered full-time (3 classes) in the quarter in which they first enroll in the health insurance plan each year.

# Program Tools and Resources

## Graduate Program Staff

The SCS graduate program staff is available to assist you throughout your education at Northwestern University.

### *Administrative Staff*

Joel Shapiro  
Assistant Dean of Graduate Programs  
[jshapiro@northwestern.edu](mailto:jshapiro@northwestern.edu)  
847/491-4340

Chris Bray  
Graduate Program Coordinator  
[c-bray@northwestern.edu](mailto:c-bray@northwestern.edu)  
847/491-3051

Mary Morley Cohen  
Director, Graduate Programs  
[m-cohen@northwestern.edu](mailto:m-cohen@northwestern.edu)  
847/491-9994

Nancy Ferguson  
Graduate Program Coordinator  
[n-ferguson@northwestern.edu](mailto:n-ferguson@northwestern.edu)  
847/467-7854

### *Program Faculty Directors*

CRRA: Paula Carney: [p-carney@northwestern.edu](mailto:p-carney@northwestern.edu)

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

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

MA & MFA Creative Writing: Sandi Wisenberg [wisenberg@northwestern.edu](mailto:wisenberg@northwestern.edu)

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

MPPA: Please contact the academic coordinator at [n-ferguson@northwestern.edu](mailto:n-ferguson@northwestern.edu)

MQARS: Andrew Ott; [a-ott@northwestern.edu](mailto:a-ott@northwestern.edu)

MSA: Dan Migala: [d-migala@northwestern.edu](mailto:d-migala@northwestern.edu)

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

## Academic Advising

Students with academic questions should turn first to their academic coordinator and may be referred further to an SCS staff member, a TGS advisor, or a faculty member as appropriate.

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)

A meeting with a program coordinator is encouraged for new students, either on the phone, via email, or in-person. At this first meeting, we will review your course options for the quarter, 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 or thesis project

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

Program	Coordinator
Clinical Research and Regulatory Administration	Chris Bray
Computer Information System	Chris Bray
Creative Writing (MA and MFA)	Nancy Ferguson
Liberal Studies	Nancy Ferguson
Literature	Nancy Ferguson
Medical Informatics	Chris Bray
Public Policy and Administration	Nancy Ferguson
Quality Assurance and Regulatory Science	Chris Bray
Sports Administration	Chris Bray

## The Graduate School Advisors

Academic advising for all programs is provided by SCS. For additional questions regarding the policies and procedures of The Graduate School, please contact your Graduate School Advisor. (Applies only to students in TGS-conferred programs. See [degree-conferral table](#) for more information.) The Graduate School advisors are:

- Antoaneta Condurat (student last names beginning with A-J): 847/491-8469 or [a-condurat@northwestern.edu](mailto:a-condurat@northwestern.edu)

- Kate Veraldi (student last name K-Q) 847/467-4108 or [k-veraldi@northwestern.edu](mailto:k-veraldi@northwestern.edu)
- Stephen Scott (student last name R-Z) 847/491-3226 or [sms@northwestern.edu](mailto:sms@northwestern.edu)

For more information on TGS staff, visit:

<http://www.tgs.northwestern.edu/abouttgs/tgsstaff/>

## **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, allowing for many types of electronic interactions between faculty and students: discussion boards, class announcements, class rosters, assignment dropboxes, syllabi, multimedia files and text documents can all be made available to students within each class. Your instructors will use Blackboard to upload assignments, readings, tests, and to start discussion groups. See the frequently asked questions and tutorials 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. Your instructor must activate the class site, so if you don’t see a Blackboard site for your course, please check with your instructor.

## **Program Communication Tools**

### ***Program Listservs***

We recommend that you sign up for the 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. To subscribe to a list, send an email to: [Listserv@Listserv.it.northwestern.edu](mailto:Listserv@Listserv.it.northwestern.edu), leave the subject line blank. In the body of the email type: SUBSCRIBE listname your name(example: SUBSCRIBE SCS-MSCIS John Doe). Below is a list of listservs you may sign up for:

- Sports Administration: MSA-STUDENTS
- Literature: SCS-MALIT
- Liberal Studies: SCS-MALS
- Creative Writing: SCS-MCW
- Medical Informatics: SCS-MMI
- Public Policy and Administration: SCS-MPPA
- Quality Assurance and Regulatory Science: SCS-MQARS
- Information Systems: SCS-MSCIS

Once you have subscribed, you will receive a Guidelines Document that includes the same instructions listed here. You will also receive a subscription confirmation from NUIT.

To post to the list, send an email (from the email address you signed up with) to:

listname@Listserv.it.northwestern.edu (example: [SCS-MMI@Listserv.it.northwestern.edu](mailto:SCS-MMI@Listserv.it.northwestern.edu))  
You must be subscribed to a list in order to post. Please note that when you post or reply to the Listserv, **your post/reply goes to ALL subscribers to the list, not just the author of a particular post. Please be considerate of your fellow students.** For more help with listservs go to: <http://www.it.northwestern.edu/Listserv/howto.html>.

### ***Program-Specific Community Sites***

Each program has a Blackboard site that SCS staff uses to communicate important program-specific information, such as capstone and thesis information and other useful tools. To access your program site, sign into the course management site here: <https://courses.northwestern.edu/webapps/login/>. Please note that you must have an active NetID to log into this site.

In addition to a program Blackboard site, MMI students also have access to an additional community site at: <https://my.medinformatics.northwestern.edu/>. Please note that you must have an active NetID to log into this site.

### **Bookstores**

Students are responsible for checking bookstores, either on-campus or online, 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 available, contact the instructor by email, because he or she may have ordered them at another store or copy shop. Books are usually listed on the course syllabus, which may be obtained from the instructor and is normally available **two weeks** before classes begin. Instructors using Blackboard are required to post the syllabus on the course site.

### ***Locations***

For classes taught on the Evanston campus:

Norris Center Bookstore, 1999 S. Campus Drive  
847/491-3990 [northwestern.bkstore.com](http://northwestern.bkstore.com)

For classes taught on the Chicago and Loop campuses, and all online courses:

Abbott Hall Bookstore, 710 N. Lakeshore Drive, Room 140  
312/503-8486 [abbotthall.bkstore.com](http://abbotthall.bkstore.com)

### **Writing Support**

The Writing Place is a free tutoring service available to SCS students and provides assistance to students who need help writing papers. See [www.writing.northwestern.edu](http://www.writing.northwestern.edu) or [www.library.northwestern.edu/schaffner/writingplace.html](http://www.library.northwestern.edu/schaffner/writingplace.html).

## **Math Support**

SCS offers a free math tutoring service for students, the Math Place, in the Schaffner Library in Wieboldt Hall on the Chicago campus, 339 E. Chicago Avenue, 2nd Floor. A tutor will be available to assist students who can use extra help with math courses, including Precalculus, Algebra, Calculus, and Statistics. Interested students should make tutoring session appointments in advance through the Schaffner Library. For more information, visit: [www.scs.northwestern.edu/ugrad/information/tutoring.cfm](http://www.scs.northwestern.edu/ugrad/information/tutoring.cfm).

## **English as a Second Language (ESL)**

Classes and tutoring are available at no fee through Northwestern's ESL department. Visit <http://babel.ling.northwestern.edu/~esl/> for more information. Specific questions should be directed to Julia Moore at [jmm@northwestern.edu](mailto:jmm@northwestern.edu).

## **Career 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 website 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.

## Program and Course Policies

The School of Continuing Studies makes every effort to create graduate programs that meet the needs of working adults. We therefore allow you to manage your own course schedule, to determine how many courses you can manage each quarter, and to take a quarter off when you wish.

Although our programs are flexible, there are several policies you must adhere to in order to maintain adequate academic progress and successfully complete your program. Please familiarize yourself with the following policies governing all graduate students.

### Selecting Courses

Only courses required in your program's curriculum will be counted towards your degree. Before you select courses, make sure to check the curriculum requirements in place at the time you began taking courses in your program. You will find your curriculum requirements online at <http://scs.northwestern.edu/grad/information/handbook.cfm>.

In the section that follows, you will find information on additional courses that may count towards your degree. Students who wish to take additional courses beyond those required for the degree must check with their program coordinator for permission.

### *Independent Study*

An independent study is the most advanced course a student can take and is comparable in its demands to a 400-level graduate course. Below are the general guidelines for a for-credit internship:

- Please check the [program-specific policies](#) for the number of independent study courses allowed in your program and any other requirements for internships.
- Identify an SCS faculty member that will supervise your independent study.
- In consultation with your faculty advisor, come up with an academic course of study, including readings, assignments, and a breakdown of how grades will be calculated.
- Submit a completed Special Registration form by the deadlines given in the graduate calendar (<http://www.scs.northwestern.edu/grad/calendar/>).

If you drop an independent study course, you must tell the program coordinator immediately.

## ***Internships***

Internships can provide a great opportunity for students to gain workplace experience as part of their graduate study. While SCS does not actively place students in internships, we encourage students to seek out internship opportunities, either as a supplement to their graduate program or as a for-credit course.

In order for an internship to be counted toward your degree, it must be related to your course of study, and it must be combined with an independent study course. Below are the general guidelines for a for-credit internship:

- Please check the [program-specific policies](#) for the number of independent study courses allowed in your program and any other requirements for internships.
- Find out specifically what you will be doing and what resources you will have access to at the internship.
- Identify an SCS faculty member that will supervise your independent study.
- In consultation with your internship supervisor and your SCS faculty advisor, come up with an academic course of study, including readings, assignments, and a breakdown of how grades will be calculated. The internship supervisor should e-mail a written evaluation of the student's performance to the instructor. The evaluation should be based on clearly defined tasks and will factor into the student's final grade.
- Submit project outline to internship supervisor, including a suggested timeline for meetings with faculty advisor.
- Submit an [Intent to Register form](#) by the deadlines given in the graduate calendar (<http://www.scs.northwestern.edu/grad/calendar/>).

Once successfully completed, your independent study will be counted as an elective towards your degree.

## ***MCW 579/580: Practicum in Teaching or Publishing***

Students in SCS's Creative Writing Programs (MA or MFA) may earn credit for internships or other positions involving teaching writing or working in the publishing industry. Below are the steps for registering for a practicum course.

- Find and set up the placement first before registering. If you need help securing a position, contact [Sandi Wisenberg](#) for teaching opportunities or [Susan Harris](#) for publishing opportunities. This must be done well in advance of registration in order to have time to secure a position.
- In consultation with your practicum supervisor (Sandi Wisenberg for teaching/MCW 579 and Susan Harris for publishing/MCW 580), come up with an academic course of study, including readings, assignments, and a breakdown of how grades will be calculated.

- Once the practicum proposal has been approved, submit an [Intent to Register form](#) by the deadlines given in the graduate calendar (<http://www.scs.northwestern.edu/grad/calendar/>).

### ***Culminating Project***

In all programs students must complete a culminating project. For all programs this can be achieved by undertaking independent research (590) and in some programs this may be achieved by completing a capstone project class (498). Students should check their curriculum map to see whether 498 is an option available to them.

Students may register for the 498 or 590 courses in the same quarter as their last remaining course but not before. It is expected that students will turn in their culminating project within one year from the date of registration.

### ***Auditing Classes***

If you are a degree-seeking student in a graduate program, you may audit (sit in on) most graduate courses free of charge, provided that you secure the permission of your academic coordinator at least **two weeks** before the quarter starts and secure permission of the instructor.

Students are not allowed to audit the following courses:

- workshops or project-based classes
- courses that are full
- courses in a distance-learning format (unless you are a student in a distance-learning program)
- courses that are required for your degree

Please note that you may not turn in work to be graded. You need not register for courses you are auditing, and the course will not appear on your transcript.

### ***Course Substitutions***

In rare circumstances, SCS may allow students to waive a core requirement and substitute an elective course in its place. If you are a student who believes that you already mastered the content covered in a core course, please send an e-mail to your

academic coordinator stating the reason you feel you are eligible for a course substitution. If you took a similar course in the past, please include a syllabus. If you possess relevant training or certification, please include evidence and details. If you have significant related professional experience, please provide documentation that demonstrates your mastery of course content.

### ***Taking Classes Outside of Your Program***

Some programs allow students to take courses outside of their subject area and will count these courses their degree. Below is a list of these programs and the process for registering for each type of course. Please check your [curriculum requirements](#) to see how many of each course will be counted towards your degree.

Students taking courses outside their program will be charged tuition at the same rate as if they were taking courses in their program. 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.

### Creative Writing (MA or MFA)

- Students may register for Any LIT course directly through CAESAR.
- During the regular academic year, students may register for any 300-level ENGLISH, COMP\_LIT, GERMAN, SLAVIC\_STUDIES classes. During the summer session, all approved courses will be listed on [http://scs.northwestern.edu/grad/information/summer\\_courses.cfm](http://scs.northwestern.edu/grad/information/summer_courses.cfm). In order to register, fax a [graduate registration form](#) directly to the SCS registrar at 312/503-4942.
- To register for any other courses outside of your program, contact your academic coordinator.

### Liberal Studies

- Students may register for any LIT course directly through CAESAR.
- During the regular academic year, students may register for any 300-level ENGLISH, HISTORY, PHIL, SOCIOL, CLASSICS, ART\_HIST, THEATRE classes. During the summer session, all approved courses will be listed on [http://scs.northwestern.edu/grad/information/summer\\_courses.cfm](http://scs.northwestern.edu/grad/information/summer_courses.cfm). In order to register, fax a [graduate registration form](#) directly to the SCS registrar at 312/503-4942.
- To register for any other courses outside of your program, contact your academic coordinator.

### Literature

- During the regular academic year, students may register for any 300-level ENGLISH, COMP\_LIT, GERMAN, SLAVIC\_STUDIES classes. During the summer session, all approved courses will be listed on [http://scs.northwestern.edu/grad/information/summer\\_courses.cfm](http://scs.northwestern.edu/grad/information/summer_courses.cfm). In order to register, fax a [graduate registration form](#) directly to the SCS registrar at 312/503-4942.
- To register for any other courses outside of your program, contact your academic coordinator.

### Public Policy and Administration – On Campus

- Students pursuing the Health Policy specialization may register for courses in Northwestern's public health (PUB\_HEALTH) program. You will find the public health course schedule at: <http://www.publichealth.northwestern.edu/MPH/courses/courses.htm>.
- Students may register take for their PUB\_HEALTH courses on CAESAR with a permission number. To receive a permission number, e-mail Karen Quintana

at [k-quintana@northwestern.edu](mailto:k-quintana@northwestern.edu).

- Any additional course registrations require approval by the appropriate SCS academic coordinator.

### All Other Programs

If you wish to take a course that is not listed in your degree requirements, you must complete the following process, whether or not the course will be counted toward your degree.

1. Secure the permission of your academic coordinator at least **two weeks** before you plan to register.
2. Secure permission of the department in which the course is being offered and from instructor.
3. Once you have secured the above permissions, submit the Graduate Registration form, which you will find on the SCS forms page:  
<http://scs.northwestern.edu/forms/>.

Please note that not all programs or courses will allow outside students to enroll.

### ***Program-Specific Course Policies***

#### Clinical Research and Regulatory Administration

No additional policies.

#### Computer Information Systems

No additional policies.

#### Creative Writing (MA & MFA)

- A student admitted into one genre may apply to switch to another genre if:
  - the student has taken at least one writing workshop in the genre to which he/she was admitted and
  - a new writing sample (not included in original application) reflecting ability in new choice of genre is submitted to the SCS Graduate Admissions office no later than the application deadline for a given quarter. No formal application is required but a cover letter should accompany the sample
- Applications to switch genres will be reviewed at the quarterly admissions meeting. Students allowed to switch genres may be allowed to count workshops taken in the previous genre as electives toward the degree. Students should consult with SCS Graduate staff before applying to switch genres in order to review all the potential consequences of making such a change.
- Students may take one workshop outside their genre as an elective by petitioning their coordinator with a writing sample in that genre. Students

must complete this process at least two weeks before they intend to register

#### Liberal Studies

- A maximum of two independent studies may be applied to the degree.
- Students who plan to take more than two graduate day-school courses must arrange their course of study with the MALS faculty director. For more information, see [Taking Classes Outside Your Program](#).
- MALS students may take any classes offered in the MALit program without requesting permission.

#### Literature

- A maximum of two independent studies can be applied to the degree.
- Students who plan to take more than two graduate day-school courses must arrange their course of study with the MALit faculty director. For more information, see [Taking Classes Outside Your Program](#).
- Students are required to take LIT 410 Introduction to Graduate Study. SCS will not allow students to substitute the day-school version of English 410 Introduction to Graduate Study.
- MALit students may petition their coordinator to take one class in the MALS program. These courses begin with the "IPLS" prefix.

#### Medical Informatics

No additional policies.

#### Public Policy and Administration – On Campus

- Students are allowed one independent study.
- MPPA students may take a maximum of one course outside of their program. If approved, the course will be counted as an elective. For more information, please see [Taking Classes Outside Your Program](#).

#### Public Policy and Administration – On Campus

- Students are allowed one independent study.

#### Quality Assurance and Regulatory Science

No additional policies.

#### Sports Administration

No additional policies.

## **Grade Requirements and Academic Progress**

Students must achieve a minimum cumulative grade average of B (3.00) before they are allowed to graduate. Please note that only courses required for your degree will be calculated into your cumulative grade point average.

Students are not allowed to carry more than one incomplete (Y) grade at a time. Students who have two or more incomplete grades on their record will be prevented from registering for additional classes until the incomplete work is turned in and grades submitted.

### ***Academic Probation***

Students whose GPA is below 3.00 or students who have two or more incompletes on their record 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. SCS may periodically notify you of your academic progress, but it is your responsibility to monitor your progress and take corrective action if necessary. Please contact your academic coordinator if you receive a notice of academic probation.

### ***Grades for Graduate Credit***

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. Pass/no pass courses do not count towards degrees or certificates.

Courses graded with an F do not count toward your degree. Students who fail core courses must retake them. 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 cumulative GPA.

In rare circumstances, students may be granted a grade of incomplete, which is designated with a grade of "Y." Students must get advance permission from their instructor to receive a grade of incomplete. All incomplete work must be turned in within one calendar year, regardless of registration status during that year. After one calendar year, a grade of Y will be converted to an F.

When an instructor grants an incomplete, he or 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. 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***

Pass/No Pass courses may not be taken toward the master's degree or certificate 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.

Visiting Scholars receive grades of "S" or "U" (satisfactory or unsatisfactory). A "U" grade will result in a registration hold on future classes until the student meets with the Assistant Dean of Graduate Programs to discuss whether the hold should be lifted.

### ***Calculating Your Grade Point Average***

At the end of each course, you will receive a letter grade that has a corresponding number associated with it. This number will factor into your cumulative grade point average (GPA). The possible grades and associated grade point numbers are as follows:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00

It is important to be aware of your cumulative GPA, since the university uses this number to determine your academic status and your continued participation in your program. Your quarterly and cumulative GPA is listed on your unofficial transcript, which you can view on CAESAR.

### ***Grade Petitions***

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. If you believe your grade has been miscalculated, your first step is to discuss your concerns with your instructor. If, after speaking with your instructor, you feel the error has not been rectified, you may

submit a student affairs petition, which you can find at  
<http://www.scs.northwestern.edu/forms/studentaffairspetition.pdf>.

## **Student Conduct**

All participants in a class are expected to behave in a manner conducive to a successful and enjoyable learning experience. 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 for Student and Alumni Services.

## ***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. We strongly encourage students to visit the University's Writing Place, which provides a wealth of information about avoiding issues of academic integrity in one's writing: [http://www.writing.northwestern.edu/avoiding\\_plagiarism.html](http://www.writing.northwestern.edu/avoiding_plagiarism.html).

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.

You will find information about academic integrity violation procedures and sanctions in the appendix of this document. It is the responsibility of every member of the academic community to be familiar with these procedures and to bear in mind relevant

policies governing activities not directly addressed herein, such as internships, specific graduate programs, and University research. Students are responsible for knowledge of the information provided by the Undergraduate Academic Conduct Committee on their Web page at [www.northwestern.edu/uacc/](http://www.northwestern.edu/uacc/).

## **Time Away from Studies**

### ***International Students***

Students on an F-1 or J-1 visa must consult with the International Office regarding their registration requirements and leave policies ([www.northwestern.edu/international](http://www.northwestern.edu/international)).

### ***Taking off 3 Quarters***

Students who are not registered for a course for three consecutive quarters are automatically deactivated by the CAESAR system. In order to be reactivated and take courses again, students must submit the SCS Application for Readmission at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). If admitted, students may be subject to new curriculum requirements.

### ***TGS Continuous Registration***

If you are in a TGS-conferred program and you are not planning to register for any courses, you must register for TGS 512 Continuous Registration. For the full policy, see: <http://www.tgs.northwestern.edu/studentsvcs/generaldegreereq/registration/continuousregistration/>. Students who maintain their status through continuous registration do not need to reapply for admission, regardless of the number of quarters they register for TGS 512. TGS students who fail to register for 512 for two consecutive terms (excluding summer) will be withdrawn from the university.

### ***Certificate and Degree Deadlines***

All graduate students must complete their degree within 5 years or request special permission to extend this degree deadline. Professional graduate series students must complete their programs within two years or request special permission to extend this deadline.

### **SCS Students**

Students in SCS-conferred programs who are approaching the two- or five-year deadline must submit a Degree Deadline Extension Petition at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). A valid reason must be demonstrated when requesting a degree extension, and a timetable for completion of the program must be provided. Students whose deadline has passed and who do not submit an acceptable degree deadline request will not be allowed to graduate. Any SCS student granted an extension may be subject to additional requirements.

### **TGS Students**

After the 5 year degree deadline has passed, TGS students will be charged a higher continuous registration fee during any quarter they are not registered for classes. For more information, please refer to TGS' information Advanced Continuous Registration: <http://www.tgs.northwestern.edu/studentsvcs/doctoral/degreecompletion/limitationoftime/>.

## **Transferring Programs Within SCS**

### ***Changing Your Program Status***

Students wishing to change their status from non-degree to degree-seeking must complete the Application for Program Transfer form at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms), and should submit this within their first three courses. Your transfer application must include your unofficial SCS transcript and a brief statement about why you are requesting the transfer. Any allowable transfer credit will be determined at the time of admission.

Visiting scholars wishing to earn graduate credit must complete a full Application for Admission, which can be found online on the SCS website under the relevant program. Please note that any courses taken as a visiting scholar will not transfer to degree programs

Students who wish to transfer from an on-campus program to the corresponding online program and vice-versa must also fill out an Application for Program Transfer. Any allowable transfer credit will be determined at the time of admission.

### ***Transferring to a New Program***

Students wishing to transfer from one SCS graduate program to another must fill out the Application for Program Transfer form at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms).

Your transfer application must include your SCS transcript, a new statement of purpose, an updated resume, and updated letters of recommendation. Please note that some programs require relevant writing samples. For more information, please review the admissions requirements for your desired program on the SCS web site or contact graduate admissions at 312-503-0875.

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.

Only graduate courses taken at Northwestern University are eligible for transfer credit.

## Course Registration

For the most up-to-date information on graduate courses, please consult the course listings on the School of Continuing Studies website [www.scs.northwestern.edu/grad/courses](http://www.scs.northwestern.edu/grad/courses). There you will find including course descriptions, instructor information, day/time and campus information, term start and end dates, and course prerequisites. Room assignments are posted one week prior to the beginning of the quarter and can be found at <http://www.scs.northwestern.edu/grad/courses/rooms.cfm>.

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

### Registering for Courses

We encourage you to register for your courses 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.

For the most part, you may register for courses online through CAESAR; however, some courses do require paper registration. For more information, see sections on Independent Study, 590 Registration, and Taking Courses Outside Your Program.

The default status for students is part-time, which means that CAESAR limits self-service registration to two courses. Students may take three or more classes per quarter; however they must first contact the SCS Registrar at [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu) to request a status change from part-time to full-time. This request must be made before students attempt course registration on CAESAR; otherwise, students will have to register for their third and fourth class by submitting a paper registration form.

If you are a TGS or McCormick student, please be aware that CAESAR is not in service during the week before the start of a quarter, and you may not register online during this time. You may, however, submit a paper registration form to the SCS Registrar.

## Using 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 website's help page at <http://www.northwestern.edu/caesar/help/> provides the information that you need to navigate CAESAR confidently and easily, and includes tip-sheets and tutorials.

Before registering for classes on CAESAR, please consult the official course schedule on the SCS website: [www.scs.northwestern.edu/grad/courses](http://www.scs.northwestern.edu/grad/courses). The SCS website is typically updated more quickly than CAESAR and in case of discrepancy will be regarded as the official schedule.

## Independent Study (499) Registration

The total number of independent study sections you may take differs by program. Please refer to the program-specific policies above to see how many, if any, independent study courses you may take. Below is the process for registering for an independent study

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 quarter starts. Make sure to include a reading list, assignments and papers to be submitted, assessment criteria, and percentage of the final grade comprised by each assignment or paper.
3. Once your registration is approved, the SCS registrar will register you and send you an email confirmation.
4. Please remind your instructor to submit your grade by the deadline.

## 590 Thesis/Capstone Registration

You cannot register for your capstone or thesis course through CAESAR. Please see [Completing Your Degree](#).

## Registration for Visiting Scholars

Visiting Scholars register for their first quarter with a New Graduate Student Registration form at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). Subsequent registrations are handled via CAESAR.

## Course Tuition and Billing

Please see the SCS website for the most up-to-date tuition information:

<http://scs.northwestern.edu/grad/information/tuition.cfm>.

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 or bill reduction for a change of registration past the seventh day of the quarter.

## Dropping Courses and Course Refunds

If you would like to drop a course, you must officially drop through CAESAR or through the SCS Registrar; simply notifying your instructor, talking with your coordinator, or ceasing to come to class is not sufficient.

### *Dropping a Course*

Students may drop courses without penalty during the first week of classes, which is called the "add/drop period." If you drop a course during the add/drop period, you will be eligible for a full refund. Please check the graduate calendar for term add/drop deadlines:

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

After the add/drop deadline has passed and prior to the end of the sixth week of the quarter, students may still drop courses. These courses will not appear on the transcript; however, students will only be eligible for a partial course refund and only if the student drops all courses in the given quarter. Dropping all your courses in a given quarter is also known as withdrawing from the university.

### *Dropping All Your Courses*

Please note that if you wish to drop the last course in your schedule (also known as withdrawing from the university), you may not do this through CAESAR. In order to drop the final course in your schedule, please submit a Graduate Change of Registration Form, which can be found on the forms page on the SCS website:

<http://scs.northwestern.edu/forms/>.

If you drop all courses in a given quarter, you may be eligible for a partial refund after the add/drop period. For more information about refunds, contact Student Financial Services at [www.northwestern.edu/sfs](http://www.northwestern.edu/sfs).

### ***Final Course Withdrawal Deadline***

The final course withdrawal deadline occurs during the 6<sup>th</sup> week of the quarter, and you will not be allowed to drop any courses after this time without special permission. Please check the graduate calendar for term withdrawal deadlines:

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

In extenuating circumstances, you may be allowed to withdraw from a course after the final course withdrawal deadline has passed. To petition for a late withdrawal, submit a Student Affairs Petition form, which is available at [www.scs.northwestern.edu/forms](http://www.scs.northwestern.edu/forms). Petitions claiming medical or other substantial emergency require supporting documentation. Please note that students whose petitions are granted will be issued a grade of "W" for the course, which will be listed on your transcript.

# Completing Your Degree

## Graduation Requirements

The following requirements must be fulfilled in order to be eligible for a master's degree:

1. Successful completion of a culminating project, either independent research (590) or capstone project class (498). Students should check their curriculum map to see whether 498 is an option available to them.
2. Completion of your program-specific curriculum, as outlined in the curriculum map, with a minimum cumulative grade point average of 3.00.
3. Timely submission of graduation forms. Required forms vary depending on the school that confers your degree (see below).

### ***Required Forms for SCS Students***

- a. Application for Degree Form  
([http://www.scs.northwestern.edu/forms/Application\\_for\\_Degree.pdf](http://www.scs.northwestern.edu/forms/Application_for_Degree.pdf))
- b. SCS Master's Degree Completion Form  
([http://www.scs.northwestern.edu/forms/grad\\_candidate\\_certification\\_form.pdf](http://www.scs.northwestern.edu/forms/grad_candidate_certification_form.pdf))

### ***Required Forms for TGS Students***

- a. Application for Degree Form (found on CAESAR – instructions on how to fill this out are found in [an appendix to this handbook](#))
- b. Master's Degree Completion Form (found on CAESAR – see [appendix](#) for instructions)

Deadlines for submission of all forms may be found at the SCS graduate calendar:

<http://scs.northwestern.edu/grad/calendar/>.

## 590 Capstone Project Process

Every master's degree student at SCS must complete a culminating project. For all programs this requirement can be achieved by undertaking independent research (590); in some programs this may also be achieved by completing a capstone project class (498). If you are in a program with a capstone project class (498) and wish to register for it, you may do so in CAESAR, in the same way as you would any other class.

This section explains the administrative process for independent capstone research (590), from proposal to registration to final submission.

## ***Introduction – The Capstone Project***

The capstone project is an opportunity for students to demonstrate the knowledge and skills they have developed during their program and must contain elements of independent research and original analysis. Depending on program and content, this may be best achieved through any of a variety of means but it should be guided by a question, the answer to which will be of some significance to a definable audience. While exact details vary between programs, the capstone project is intended to be one of considerable scope and depth. As such, it is unlikely that it can be completed in a ten week quarter and you should anticipate the process will take three to six months, once registration has been approved. Due to the variable nature of this process, SCS cannot provide a guaranteed graduation date to any student.

## ***Eligibility for Capstone Registration***

The earliest stage in the program that you may register for your capstone is in the quarter in which you are taking the final classes required by your curriculum.

## ***Overview of Steps in the Capstone Project Process***

This section gives a brief overview of the Capstone Project process. Further detail on each step may be found below.

1. Review capstone process and policies specific to your program.
2. Identify a topic for your capstone project.
3. Identify and approach a member of your program's faculty to be your first reader. A second reader will also be required to approve the final draft of the paper but this person may be identified after the proposal is approved.
4. Submit the [Intent to Register form](#) (PDF), written proposal and your reader's written approval of the proposal to your academic coordinator by the deadline (posted at the [SCS graduate calendar](#)) for your intended quarter of registration.
5. Research and write your capstone, in consultation with your first reader; revise until first reader is satisfied.
6. Give your approved 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 capstone.
7. Submit your final capstone, formatted in compliance with your program specific guidelines, along with your signed [degree completion form](#) (TGS students use CAESAR) to your academic coordinator, prior to the deadline for graduation (posted at the [SCS graduate calendar](#)).

### 1. Review the capstone process and program-specific guidelines

It is your responsibility to review the processes, policies, and guidelines contained within this handbook. Questions may be directed to your academic coordinator.

### 2. Identifying a Topic for your Capstone

It is your responsibility to identify a topic for your capstone.

### 3. Readers

#### *The role of the first reader*

The first reader has two main roles: adviser and assessor. As an adviser, the first reader may lend assistance and guidance to a student's proposal, research and analysis. The extent of this involvement will vary and is largely up to the reader's discretion. As an assessor, the first reader determines whether the capstone has reached a sufficient standard of quality, befitting the culminating project of a Master's degree. The first reader may continue to request corrections until he or she feels this standard has been met.

The first reader must approve the capstone proposal and as such, must be selected prior to submission of the proposal to SCS.

#### *The role of the second reader*

The second reader may also act in advisory role if s/he and the student so wish but the principal expectation is that the second reader will act an assessor in the manner described for the first reader above.

The second reader may be selected and approved after the capstone proposal has been approved and the student has been registered for 590.

#### *Who can be a reader?*

### **SCS-Conferred Degrees**

To ensure compliance with Northwestern's academic policies and standards, all capstone readers must be pre-approved by SCS administration, with the following exception:

If the proposed reader was the sole instructor for a graduate-level course, in the student's program, at any stage during the two years prior to the intended quarter of registration, there is no need to seek approval from SCS.

## TGS-Conferred Degrees

Literature, liberal studies, and creative writing students must choose readers from a list of approved faculty members, which can be found at:

<http://www.tgs.northwestern.edu/facultyandstaffinfo/gradfacultymembership/graduatefacultylist/>. Students may select readers on the general list from any department and school.

## For All Programs

All other potential readers, including those who have taught as co-instructors in SCS graduate programs, must be vetted and approved prior to their substantial involvement in your project. Potential readers will be evaluated for their academic and professional expertise and experience as it relates to your topic.

To petition to use a non-approved reader, you must submit a copy of the proposed reader's CV/resume, along with a basic outline of the intended topic of your capstone, to the program's academic coordinator. Please allow at least one to two weeks for the evaluation to be completed.

## 4. Registering for your 590 and The Capstone Proposal

*How to Register for a Capstone.*

To register for your 590, you must submit the following three documents to your academic coordinator:

1. [Intent to Register form](#)
2. written proposal (guidelines for this are below)
3. Your first reader's written approval of the proposal (email is acceptable)

### *Important Policies related to Capstone Registration*

- Deadlines for the completion of this process, for each quarter, may be found at the [SCS graduate calendar](#). SCS is not obliged to accept any proposals received after this deadline.
- Once a student has been informed by the Academic Coordinator that the proposal has been approved, it is the student's responsibility to ensure that the registration is correctly entered into CAESAR.
- It is only necessary to register for 590 once (*MFA in Creative Writing students register for 590 twice. For more information, see [program-specific capstone guidelines](#) in the appendix*).
- Students who have not completed their capstone within the quarter of their 590 registration will be given a 'K' (continuing) grade.
- Completed capstones are only graded as 'P' (pass): No letter grades are awarded.
- Students are expected to complete their capstone project or thesis within one year of their initial registration.

## *The Capstone Proposal*

*(This description of the requirements for the proposal is relevant to all programs except for the MA and MFA in Creative Writing. Students in those programs should consult the relevant program-specific policies section.)*

The proposal is a one to two page summary of what you plan to do for your capstone. Far more than just an administrative obstacle, the proposal is an important part of the capstone process and must convince the first reader that you have a clear idea of the question that is going to be addressed and a reasonable sense of how to do so. It is not expected that you will have the answer to the question at this point.

The proposal must contain the following elements:

**Title:** A working title that adequately describes the purpose of the paper or project.

**Guiding research question:** A statement of the question you are trying to answer or of the problem you hope to solve with your research.

**Significance:** A description of your intended audience and how it will benefit from your project or paper.

**Methodology:** Describe: (1) the information and resources you will need to develop your argument and complete your project, (2) how you plan to collect the relevant data, (3) your plan for analysis, and (4) how the analysis relates to your topic or research question.

**IRB approval:** If you are planning to conduct interviews, surveys, or involve people in your research in any way, you must contact [Northwestern's Institutional Review Board \(IRB\)](#) before you finalize your proposal. Your final proposal should include a statement indicating IRB approval or waiver.

**Preliminary bibliography:** A properly formatted bibliography containing your key research sources. Your bibliography must include at least 4 peer-reviewed sources. If you are uncertain about whether an article you are considering is peer-reviewed, consult Ulrich's International Periodical Directory through the Northwestern Library website

## *Proposal Approval*

SCS will vet all submitted proposals to ensure that they meet these guidelines. SCS reserves the right to refuse capstone registration to any students who do not adequately meet these guidelines. Where appropriate, SCS will seek further information from first readers if aspects of the proposal are unclear. This may result in partial or complete rewrites of the proposal being required.

## 5. Research and Write Capstone

This process is completed by the student. Readers may be consulted for advice and guidance but the extent of this is negotiable.

You should consult your curriculum map for the length required of your capstone as this may vary depending upon quarter of entry. Guidelines for referencing, formatting and structure are available from your program's site on Blackboard.

## 6. Readers' Approval

Once you feel the capstone is complete, you should give it to your first reader in its final state. The first reader should be given three weeks to review the capstone and may request as many corrections as s/he feels are necessary. This process is repeated until the first reader is satisfied that the capstone is of sufficient quality.

Once the project is approved, it should be submitted to the second reader, who also should be given three weeks to review the project. As with the first reader, the second reader may request as many corrections as they feel are necessary to bring the project to a satisfactory quality.

## 7. Capstone Submission

Two documents are required for submission of the capstone:

- a) A complete, correctly formatted electronic copy of the capstone.

Capstone projects must be submitted, in a single document, electronically to the Academic Coordinator by the deadlines for graduation listed on the [SCS graduate calendar](#).

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:

[Title of your project]

By

[Your Name]

Capstone Project

Submitted in partial fulfillment of the

Requirements for the degree of

Master of [Arts, Fine Arts or Science] in [your program name]

[month/year i.e. December 2009 or June 2010]

[first reader name], First Reader

[second reader name], Second Reader

Guidelines for the expected format of capstone projects are listed in the Blackboard site for the relevant program.

- b) Degree Completion Form (SCS students) or Master's Completion Form on CAESAR (TGS students).

#### For SCS Students

The [Degree Completion Form](#) must be signed by both readers and posted to the address at the bottom of the form.

#### For TGS Students

The Master's Completion Form must be submitted through CAESAR. Instructions on how to do this are given in an appendix to this handbook. Notify first and second readers that they must send an email, copying the student, to [capstone@northwestern.edu](mailto:capstone@northwestern.edu) with "[student last name] thesis approval" in the subject line and the following text in the body of the email:

I [reader name here] certify that I have read [student first and last name]'s master's thesis entitled [Title] and find that, in scope and quality, it satisfies the requirements for the [program name here] degree, as described in the SCS graduate student handbook.

[reader name, title, and contact information]

Please remember that it is the graduating student's responsibility to ensure the readers send the necessary email approval.

## After Submission

As a final step, SCS administration will review the capstone project to ensure it meets with all university requirements for formatting and academic integrity. Please note that all capstones submitted to SCS will be passed through plagiarism-checking software.

## **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 convocation 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 must select a white hood for Master of Arts and a black tassel.
  - Candidates from McCormick School of Engineering (MSCIS matriculated before fall 06) select an orange hood for Master of Engineering and an orange tassel.
  - Candidates from School of Continuing Studies MA programs must select a white hood for Master of Arts and a white tassel.
  - Candidates from School of Continuing Studies MS programs must select a gold hood for Master of Science and a white tassel.
  - Candidates from School of Continuing Studies MFA program must select a brown hood for Master of Fine Arts and a white tassel.

## 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>.

#### *The Roberta Buffett 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 <http://www.cics.northwestern.edu/>.

#### *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.

### *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. 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**

### **Distance Learning Office**

Contact [distanceeducation@northwestern.edu](mailto:distanceeducation@northwestern.edu) for information related the tools utilized in distance-learning courses.

### **The Graduate School**

633 Clark Street, Rebecca Crown 1-502

Evanston, IL 60208-1113

<http://www.tgs.northwestern.edu/>

### **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)

### **Sports and Athletic Facilities**

Memberships and daily fee rates are available.

Crown Sports Pavilion/Norris Aquatics Center

2311 Campus Dr.

Evanston, IL 60208

847/491-4303

[www.northwestern.edu/fitness-recreation](http://www.northwestern.edu/fitness-recreation)

### **Student Accounts**

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)

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

### **SCS Student Advisory Board**

The Student Advisory Board serves as an advocate for the diverse SCS student body. We ensure that student's needs and concerns are addressed by providing a link between the student body and the SCS administration. We also strive to build a more cohesive community for students by hosting social activities each quarter. For more information

visit: <http://www.scs.northwestern.edu/student/sab/>

## **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.

# 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 Violation Procedures

Instructors may require students to submit their work electronically in addition to or in place of printed form. All student work may be analyzed electronically for violations of the university's academic integrity policy and may also be included in a database for the purpose of testing for plagiarized content.

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 the 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 which 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.

## **Northwestern University's Rules and Regulations of Student Conduct**

All SCS Graduate students are subject to University-enacted rules and regulations, which are found in the Northwestern University Student Handbook, which can be found at <http://www.northwestern.edu/handbook/>. Students are expected to be familiar with all policies in this Student 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.

For questions about the policies in the Northwestern University Student Handbook, please contact SCS's Associate Dean for Student and Alumni Services, Timothy Gordon, PhD.

## Additional Information for Online Students

### *Your Course Environment*

Distance Learning courses are presented using Northwestern's Course Management System (Blackboard). Courses that include synchronous components also utilize web-based conferencing software. Instructors may use synchronous sessions to facilitate real-time activities and presentations. Both tools will be demonstrated during new student orientation sessions.

Each course requiring synchronous sessions will typically follow the meeting date listed in the catalog. Detailed course information can be found at [www.scs.northwestern.edu/grad/courses](http://www.scs.northwestern.edu/grad/courses). The listing will look similar to the example below:

**Graduate Course Listings**

Program:

Department:

Campus:

Day:

Course No:

Term:

**Important note for MMI Online students:**  
The course description and schedule for [CIS 313](#) and [CIS 317](#) may be found [here](#).

The course description and schedule for PUB HLTH 302 Introduction to Biostatistics can be found at <http://www.publichealth.northwestern.edu/mphcurriculum.htm>.

**Master of Science in Medical Informatics**

**MED INF 407-DL ( Core Course )**

**Legal, Ethical, and Social Issues**

This course addresses the legal, ethical, and social issues in health care informatics and will equip students with the knowledge and analytic tools needed to spot those key issues, thereby better protecting students and their employers in the medical informatics field. The health care industry is highly regulated, and this course also covers regulatory informatics requirements as they apply to work with health care data and information management systems. The course will also cover topics such as HIPAA privacy and security, fraud and abuse, confidentiality, antitrust law, intellectual property, the Joint Commission, disclosure, and compliance programs.

**Fall 2008**  
[ONLINE](#)                      W                                      7:00 - 9:00 PM                                      Sec. 51  
9/24/08 - 12/3/08    Instructor: [K. Lindgren](#)

In the above example, the last two lines provide the relevant information regarding synchronous sessions. For the example class, the "W" indicates that required real-time sessions will be held on some or all of the Wednesdays. The rest of the information shows that the synchronous sessions will be held from 7:00-9:00 pm (all times are given in U.S. Central time) in the period between 9/24/08 and 12/3/08. Each instructor's

syllabus will specify the weeks in which a synchronous session will be held.

It is vital that students attend all synchronous sessions for a given course. Not only are these sessions an important component of the course, students are also graded on participation in synchronous class discussions. In the event a student is unable to attend a session, s/he should request permission from the instructor ahead of time. Synchronous sessions are archived on Blackboard, and students who miss a sessions will be expected to review that session before the next synchronous session.

Northwestern's web conferencing software 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 or computer headset and microphone (USB microphone headsets are recommended). A URL will be provided for each session. To access the audio and visual components of the web conference, students log on to the Conferencing system using their Northwestern email address and use their headset and microphone. In the event of technical issues preventing the session from taking place, students may access support listed on the website, and faculty may provide alternate learning content (e.g. pre-recorded lecture).

### ***Proctored Exams***

Participation in the Distance Learning Program requires in-person, proctored, final exams selected courses. Detailed instructions are provided in the Blackboard Course Management course sites. Students may contact [scstesting@northwestern.edu](mailto:scstesting@northwestern.edu) for support with proctored testing.

In order to schedule an exam:

- Complete the Proctor exam form and either click "submit" to electronically submit the form or print and fax the form to the number indicated. This form will also be found in the Blackboard Course site.
- Wait receive notification of test center verification
- Call the testing center to set up the exam in accordance with the completion date and length of exam as given by the instructor
- All exams will be posted on the Blackboard Course Management System
- Bring pencils, pens, government issued identification, and any other materials allowed and/or required by the instructor to the exam. Make sure to check with the center ahead of time to find out what identification is required.

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

Each student will undoubtedly find his/her own methods to be successful in their program. Below are a few tips that may help students better navigate the challenges associated with online learning.

### Working Effectively in a Distance Education Course

- Carefully read the course syllabus at the beginning of the term. Review the syllabus frequently as the quarter progresses. Be mindful of deadlines; begin work on large projects early in the quarter
- Email the instructor with any questions about the course, the syllabus, or any assignments
- Check blackboard for announcements at several times per week, and before each synchronous session
- Manage time appropriately. Set aside specific times each week to work on the class. For each course taken, most students spend on average 10-15 hours per week out of the classroom working on projects and researching and studying. However, this can vary greatly, depending on your personal and professional circumstances.

### Group projects

- Clearly understand what is to be turned in as an individual and as a group
- Schedule group work well in advance to ensure that all members are available to work together
- Take individual responsibility for team projects

### Synchronous Sessions

- Complete all readings before each session, and review them after the session
- Take notes
- Be explicitly communicative. Without being able to rely on eye contact or body language, students must make a concerted effort to express themselves during sessions.

### Threaded Online Discussions on Blackboard

- Keep messages brief, yet informative
- Appropriately credit the source of any ideas you present
- Write and save your response in a word processing application, and then copy and paste to the response into the discussion board.
- Read a response several times before sending it
- Understand how the instructor participates in the discussions, whether as an active participant, facilitator, or reader
- Share resources and news related to the course with classmates

### ***On-Campus Workshops***

SCS encourages all distance learning students visit campus at least one time during their program, so that they have the opportunity to meet program faculty, SCS staff, and their fellow students. To facilitate these meetings, SCS hosts on-campus workshops twice each year, in the fall and spring quarters. Workshops generally include orientation sessions for newer students as well as advanced research workshops for students further along in the MMI program. Students may attend as many workshops as they wish. There is no fee for attending the workshops; however, students must pay for their travel and hotel expenses. Northwestern provides discounted rates on area hotels. Please contact your academic coordinator for more information on on-campus workshops.

## How to Submit the Application for a Degree Form through CAESAR

*(Note: This appendix is relevant only to TGS students)*

This process is for TGS students who will complete all the requirements for their degree, in either the Fall or Spring quarter and wish to apply for graduation. It must be filled out by the deadlines listed on the [TGS academic calendar](#). TGS will only accept the Application for Degree forms submitted through CAESAR: they will not accept paper copies.

1. Log on to Caesar.
2. 'For Students'
3. 'TGS forms'
4. 'Application for Degree'
5. Fill out all requested information. Please pay particular attention to mark either a December or June date for graduation.
6. 'Submit' the form electronically to TGS.

Please note that this form is relevant only to the graduation cycle that you mark it for. In other words, if you put yourself down for a June graduation but do not end up completing your capstone in time to do this, you would need to fill out this form again for the December graduation.

## How to Submit the Master's Completion Form through CAESAR

(Note: *This appendix is relevant only to TGS students*)

This process is for TGS students who have completed all requirements for their Master's degree, including their capstone. It must be filled out by the deadlines listed on the [TGS academic calendar](#). TGS will only accept the Master's Completion Forms submitted through CAESAR: they will not accept paper copies.

Please note that you must have completed the 'Application for Degree' form in the previous appendix to be able to submit the Master's completion Form.

1. Log on to Caesar.
2. 'For Students'
3. 'TGS forms'
4. 'Master's Completion Form'
5. Fill out all the requested fields

Please note these special instructions for these fields:

Examination date: a date is required to submit the form; please just use the current date  
Is Committee Chair same as Advisor?: click yes

6. 'Submit'

## **Program-Specific Guidelines for Capstones**

### ***MA in Creative Writing***

An original creative work of high literary merit (judged on the basis of art as well as craft). Prose work should be at least 75 double-spaced pages and no more than 100 pages. Poetry should be 25 single-spaced pages and no more than 35 pages, with each poem on separate pages. The project may be one long piece or a series of shorter pieces. This final project may be an expansion of work begun during a previous course, but it must be a project of greater scope than work done during a normal workshop or independent study. It should be a culmination of work achieved during the entire program, and students should strive to produce a publishable project. The project is subject to review and revision until the final product represents work of publishable quality.

Students work on their theses throughout their program, using workshops and independent study courses to write and revise their stories and poems. By the time you register for the thesis, you should have a substantial draft. In the thesis class, you work with your advisor to polish and refine the stories or poems until they are of publishable quality.

### ***MFA in Creative Writing:***

An original creative work of high literary merit (judged on the basis of art as well as craft). Prose work should be at least 140 double-spaced pages and no more than 170 pages. Poetic work should be 50 single-spaced pages and no more than 45 pages, with each poem on separate pages. The project may be one long piece or a series of shorter pieces. This final project may be an expansion of work begun during a previous course, but it must be a project of greater scope than work done during a normal workshop or independent study. It should be a culmination of work achieved during the entire program, and students should strive to produce a publishable project. The project is subject to review and revision until the final product represents work of publishable quality.

Students work on their theses throughout their program, using workshops and independent study courses to write and revise their stories and poems. By the time you register for the thesis courses, you should have a substantial draft. In the thesis class, you work with your advisor to polish and refine the stories or poems until they are of publishable quality.

MFA students take 590 twice, typically as the last courses in their degree program, and students have up to one year after the first 590 registration to work on the project before they need to register for their second 590 class. The instructor of the second 590 is considered the committee chair/first reader of the student's final MFA thesis.

### ***MALS and MALit:***

An essay or research project of 35-75 double-spaces pages. This project may be an expansion of a seminar paper from a previous course, but must be more than just a long term paper; students research and explore a topic thoroughly, drawing on and integrating perspectives from various courses. The thesis is subject to revision until the final product represents the highest standards of the reviewers.

Students, especially in MALS, may want to consider capstone projects that engage a topic as part of a public intellectual discourse. Such projects encourage a discussion of the role of ideas in shaping our society and directly address the relevance of liberal studies today.

Students interested in pursuing a Ph.D. are encouraged to write a thesis in the form of a scholarly article. Students should review articles published in scholarly journals in their field of interest and should discuss their plans with their thesis advisor at the beginning of the thesis process.

### ***MCRRA***

Please see MQARS.

### ***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 capstone 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 final 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 medical informatics.

References In collaboration with your readers, agree on a citation style appropriate to your field of study (for MMI, this is typically APA). The citation style should be applied consistently throughout the project. If you are not familiar with this academic writing style, the library has manuals and guide sheets. Request help at SCS' Writing Place for further guidance on referencing. Northwestern provides free downloads of EndNote, a useful referencing application, through NUIT.

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.

## **MPPA**

The capstone project is designed to provide an avenue for students to demonstrate to faculty their mastery of the interdisciplinary curriculum and the conceptual implementation of the theories and practices in the field of public policy and public administration. The capstone is a research project of approximately 50-75 double-spaced pages with appropriate supporting materials. The final project should be viewed as an opportunity to engage in sustained independent study on a topic that draws on and integrates a number of different perspectives that students have been introduced to in various courses, and may be an extension of work done for a previous course.

The project must consist of original intellectual analysis (but need not consist of primary research from student) that addresses a contemporary policy or administrative problem defined and developed in concert with an extensive literature search. The project can 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. MPPA theses should adhere to this format:

Abstract One page or less, providing an overall description of what you did / 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 Clearly state 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 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.

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. 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 In collaboration with your readers, agree on a citation style appropriate to your field of study (for MPPA, this is typically APA). The citation style should be applied consistently throughout the project. If you are not familiar with this academic writing style, the library has manuals and guide sheets. Request help at SCS' Writing Place for further guidance on referencing. Northwestern provides free downloads of EndNote, a useful referencing application, through NUIT.

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.

## **MQARS**

The capstone project is an opportunity to apply learning from the entire program and demonstrate mastery of the curriculum in a single project. The project is a distinctly individual effort where a student either creates a new system to conform with modern regulatory requirements or analyzes the impacts of a particular event, or events, on quality or regulatory systems for an industry. In cases involving the creation of a new quality assurance system for a work related project, the individual must first negotiate with their direct manager to approve sharing the work with two MQARS faculty members, who will serve as readers, and who may be able to sign non-disclosure agreements. One of these readers must be from outside of the student's company. In addition, the student must state his or her approved role in the project and how the project will impact the applicable industry. Capstone projects that do not fall into these two categories may be appropriate, but must be reviewed with the program director before the project is started. Capstone project documentation must be written in a professional style and include approximately 50 to 75 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 regulatory problem, food safety/quality concern, or quality event and applies the conclusions to the industry as a whole. The project may begin from a question that has arisen in the student's work setting that could be appropriately addressed by material learned in the program. The project is subject to revision until the final product represents the highest standards of the reviewers. 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 or event and questions you sought to answer. Introduce the concepts, regulations and theories that apply to this project.

Statement of the Problem/ Research Question Describe the issue or topic you are exploring. For projects involving the creation of a unique quality system, describe the problem you are trying to solve.

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

Review of the Literature Literature includes relevant regulations, past inspections, litigation, and related scholarly articles and books. 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, you should read and synthesize no fewer than 7 pieces of independent sources related to your topic. These sources are defined as refereed research journals, publications and

web sites maintained by scholarly institutions, legal reviews and results of past FDA inspections. Avoid using documents that are not in the public domain. Research pieces published in journals or recent books that provide theory, practical application, and clearly explain the history of the relevant regulations along with the intent of the regulating agencies are recommended. 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 and must be properly cited using an appropriate format for your field. Your review should demonstrate an understanding of multiple perspectives on your topic, including the regulating agency, the industry, and the end consumer of a product. You should strive to have a balance of articles addressing all affected parties and should address possible pitfalls or loop-holes in the current regulated environment. For projects involving the creation of a new quality system, the review of available literature must define the state-of-the-art options and regulation requirements, appropriate laws and court cases for the new system, or explain why the current regulations are insufficient and introduce a possible solution path.

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. For projects involving the creation of a new quality system, describe the key attributes of the system and demonstrate that the system is functional and meets regulatory requirements. Use flow charts to show sample/data flow and computer screen shots to show user interfaces if needed. An independent audit of the system should be performed to verify that the system meets FDA regulations.

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 quality assurance and regulatory science.

References In collaboration with your readers, agree on a citation style appropriate to your field of study. The citation style should be applied consistently throughout the project. Request help at SCS' Writing Place for further guidance on referencing. Northwestern provides free downloads of EndNote, a useful referencing application, through NUIT.

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.

## **MSA**

The capstone project is designed to provide an avenue for students to demonstrate to faculty their mastery of the interdisciplinary curriculum and the conceptual implementation of the theories and practices in the field of sports administration. The capstone is a research project of approximately 40 to 50 double-spaced pages with appropriate supporting materials written under the supervision of a faculty member. The final project should be viewed as an opportunity to engage in sustained independent study on a topic that draws on and integrates a number of different perspectives that students have been introduced to in various courses, and may be an extension of work done for a previous course. The project must consist of original intellectual analysis (but need not consist of primary research from student) that addresses a contemporary administrative problem defined and developed in concert with an extensive literature search. The project can 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.

MSA capstones should adhere to this format:

Abstract One page or less, providing an overall description of what you did / 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 Clearly state 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 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.

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. 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 In collaboration with your readers, agree on a citation style appropriate to your field of study (for MSA, this is typically APA). The citation style should be applied consistently throughout the project. If you are not familiar with this academic writing style, the library has manuals and guide sheets. Request help at SCS' Writing Place for further guidance on referencing. Northwestern provides free downloads of EndNote, a useful referencing application, through NUIT.

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.