



NORTHWESTERN
UNIVERSITY

SCHOOL OF
PROFESSIONAL
STUDIES

STUDENT HANDBOOK

Northwestern University School of Professional Studies
Undergraduate and Post-Baccalaureate Programs

2016–17

Northwestern University School of Professional Studies Undergraduate and Post-Baccalaureate Student Handbook

Welcome to Northwestern University School of Professional Studies (SPS).

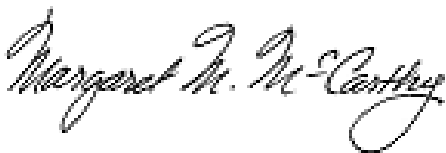
This Undergraduate Student Handbook is your guide to your SPS undergraduate and post-baccalaureate program of study and Northwestern University. It will provide you with information about various practical aspects of your education and is intended to help you navigate through your program and its administrative procedures. The handbook is your reference tool for a wide range of student concerns, from course registration to your program completion. 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 [academic and career adviser](#) or the appropriate resource.

In addition to the policies set forth 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](#). Please familiarize yourself with the scope and the specifics of the University's [Student Code of Conduct](#).

The SPS Undergraduate and Post-Baccalaureate Student Handbook can also be found on the [SPS website](#), where all updates and new information will be posted. SPS 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.

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

Sincerely,



Margaret M. McCarthy
Associate Dean for Student and Alumni Services
Northwestern University School of Professional Studies

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Types of Student

Undergraduate students, post-baccalaureate students and students-at-large are considered Northwestern University students and part of the Northwestern University community. They have all its privileges and are subject to all its rules and regulations, as well as to the rules and regulations of SPS listed in this handbook. Students in undergraduate courses at SPS fall into several categories.

Undergraduate Degree–Seeking Student

SPS offers three bachelor’s degrees. Each degree carries its own set of requirements, outlined below. More information can be found on the [undergraduate degree requirements web page](#).

Bachelor’s degrees earned by SPS students are conferred by two of Northwestern’s undergraduate schools, the Judd A. and Marjorie Weinberg College of Arts and Sciences and the School of Communication. Students may not earn more than one degree from a single school or a degree from both schools. Students may choose to pursue optional minors. Degrees are conferred after grades have posted for the student’s final courses; see also [Completing a Degree or Certificate Program](#).

Bachelor of Philosophy (BPhil)

BPhil degrees are conferred by Weinberg College, Northwestern’s largest school. Unlike the other two bachelor’s degrees, the BPhil has a foreign language requirement. To earn the BPhil degree, students must complete a total of 45 units, including a 10- to 23-unit major, distribution requirements, electives, a writing requirement, a literature requirement and two years of study of a foreign language at an accredited college or university (or demonstrate intermediate-level foreign language proficiency). For more information on fulfilling the language requirement, students should talk to their [academic and career adviser](#).

Bachelor of Science in General Studies (BSGS)

Also conferred by WCAS, BSGC degrees do not require proficiency in a foreign language. To earn the BSGS, students must complete a total of 45 units, including a 10- to 23-unit major, distribution requirements, electives, a writing requirement and a literature requirement.

Bachelor of Philosophy in Communication (BPhilCom)

Conferred by Northwestern’s School of Communication, the BPhilCom is an interdisciplinary professional degree awarded to majors in communication studies, communication systems and radio/television/film. To earn the BPhilCom degree, students must complete a total of 45 units, including a 10- to 20-unit major, distribution requirements (including psychology), electives, a writing requirement and a literature requirement.

Certificate and Nondegree Student

Post-Baccalaureate Certificate Student

Most post-baccalaureate programs culminate in a certificate and provide an opportunity to engage in targeted, comprehensive study for credit. They are designed to enhance skills and knowledge, to advance careers and to provide credentials needed for changing careers or to prepare students for graduate or professional school. Certificates are available in a variety of concentrations in information technology, business, liberal arts and sciences and health professions. Two programs—pre-med completion and prespeech—do not provide a certificate, due to federal financial aid restrictions.

Post-baccalaureate designation requires an application, and enrollment in a professional health careers program requires a separate, more extensive application. Up to two courses taken as a student-at-large may be applied to a certificate. Undergraduate degree seekers are not eligible to apply for certificates, except those certificates that are designated within the undergraduate programs. More information can be found on the [post-baccalaureate certificate web page](#).

Student-at-Large

Students-at-large are not seeking a degree or a certificate. They may take courses for personal enrichment or to prepare for future educational or career paths. They may take courses for credit or audit courses in which auditing is permitted. They are not eligible for financial aid. More information can be found on the [student-at-large web page](#).

Should students decide after taking courses to earn a degree or post-baccalaureate certificate, they must apply for admission to the appropriate program before enrolling in their second (for certificate-seeking applicants) or fifth (for degree-seeking applicants) course at SPS. Courses taken as a student-at-large may be applied toward an SPS bachelor's degree or post-baccalaureate certificate (if approved). Some restrictions apply; meeting with an [academic and career adviser](#) is recommended.

Getting Started

New Student Orientation

An online orientation session is available in an asynchronous format to accommodate the busy schedules of working adults. All students must schedule time to view the orientation session before beginning their studies at SPS. Students are encouraged to contact their [academic and career adviser](#) with any follow-up questions or concerns. To access the online orientation, click [here](#).

Identification Card

The University provides all students with a seven-digit identification number (typically starting with a 2) known as a student or “empl” ID. This student number is used by the registrar and student accounts. SPS recommends that students obtain a WildCARD, a picture ID card bearing the student ID. 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, click [here](#).

Online students who are unable to visit the Evanston or Chicago campuses to have a WildCARD created may email a digital photo of themselves to [Student Services](#). The photo must be taken in front of a white background from a distance of two to three feet. No other photos will be accepted. In addition, please send a notarized copy of a valid photo ID to Northwestern University School of Professional Studies; Wieboldt Hall, Sixth Floor; 339 East Chicago Avenue; Chicago, IL 60611-3008. Please mark this to the attention of Student Services.

Online students will receive their WildCARD barcode number, which provides access to certain library resources, during the first week that courses begin.

NetID

Northwestern also issues each student an electronic identification user name known as a “NetID.” The NetID will take the format of three letters and three numbers (i.e., abc123). A NetID enables students to access email, view electronic course materials, see grades and use online reference materials from the University libraries. An assigned NetID and temporary password are included in the admissions packet. Students will need to activate their account by changing the password. For more information, click [here](#).

Email Account

As a condition of taking classes with SPS, students 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. All communication from students to University administration should be conducted with a Northwestern email account. If a non-Northwestern email account is a student’s primary email, he or she may choose to forward Northwestern email to the primary email account. However, students still need to maintain the Northwestern account by periodically updating the password. For more information on Northwestern email, click [here](#).

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 (see the [Using CAESAR](#) section for more information on the purpose and uses of 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 SPS Registrar's Office to effect a name change.

Student Loans and Financial Aid

For questions regarding financial aid, please contact the [Chicago Office of Financial Aid](#) online or at 312-503-8722. SPS recommends that students schedule an appointment with a financial aid adviser two to three months before the beginning of the loan period to review procedures and to discuss their application.

Tuition Refunds

Tuition information is adjusted annually. It can be found on the tuition page for each the [degree program](#) or [certificate program](#).

Students who drop courses or withdraw from the university may be eligible for a partial tuition refund, less any nonrefundable fees and deposits. The tuition refund policy is applied as of the date the request is received. For more information on the refund policy for a course drop, contact the [Student Financial Services](#).

Parking

Chicago Campus

When attending classes on the Chicago campus, students may park in several garages for a reduced rate if they receive validation of the parking ticket on the fourth or fifth floor lounges of Wieboldt Hall. On-campus parking permits for the Chicago campus are available through the Parking Office in Abbott Hall, Room 100, from 8 a.m. to 5 p.m. Mondays through Fridays. For more information about parking on the Chicago campus, click [here](#).

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, click [here](#).

Required Proof of Immunization

All on-campus students taking two or more classes per quarter are required by Illinois law and University regulations to provide proof of immunizations, in English. For more information about required documentation, please visit the [University Health Services](#) website.

Health Insurance

SPS on-campus students are eligible to enroll in Northwestern's health insurance plan if they show proof of continuing registration in at least two classes per quarter in a degree-seeking program. University Health Service is the primary provider under the plan. To use University Health Service, SPS students must pay the health clinic use fee each quarter. 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](#).

Global Safety and Security

Northwestern University encourages its students to participate in a wide variety of educational experiences abroad. To minimize health and safety risks, the University has adopted policies and procedures to govern undergraduate and graduate travel for international opportunities and experiences. Those policies and procedures are detailed at the website of the [Office of Global Safety and Security](#).

SPS students considering travel related to credit-bearing educational experiences, or with non-credit experiences related to their study at Northwestern should visit the Global Safety and Security website to become familiar with the policies related to international travel for Northwestern students. Any questions regarding eligibility for academic or extracurricular experiences abroad should be directed to the student's [academic and career adviser](#).

Service Animals in Wieboldt Hall

Wieboldt Hall welcomes trained and tethered service dogs and miniature horses. No other animals are allowed on the private building premises. Owners will be asked to immediately remove nonservice animals brought on the premises.

Program Tools and Resources

Academic and Career Advising

Student Services Philosophy

The Student Services team supports our adult students in their academic and career development, provides access to Northwestern University resources and fosters networking and community within programs. Advisers work collaboratively with students while empowering them to develop and implement academic plans that achieve their scholarly and professional goals. The Student Services team is invested in preparing students to apply their Northwestern education to their next step of professional success.

Additional Information on Academic and Career Advising

Students with academic questions should turn first to their [academic and career adviser](#). Advisers encourage students to take full advantage of their help in

- Academic planning and course selection
- Career resource education
- Résumé and cover letter guidance
- Supporting the student experience

A meeting with an [academic and career adviser](#) is encouraged for new students. Appointments are available by email, phone, in-person on the Chicago campus, or online via Blue Jeans conferencing service. At this first meeting, a student will review course options for the quarter with an eye toward creating a plan for the entire academic career at Northwestern. Follow-up advising meetings are recommended at these milestones:

- Each quarter until Performance-Based Admission is completed (for PBA students only)
- Once or twice per academic year
- At the start of the academic year in which graduation is expected

Advisers may refer students to an SPS staff member, faculty director, or faculty member if appropriate.

To schedule an appointment, please contact the appropriate [academic and career adviser](#).

Learning Management System (Canvas)

[Canvas](#) is Northwestern University's Learning Management System. Canvas is a cloud-hosted system that allows Northwestern instructors and students to deliver course materials, submit assignments and tests, view grades, and create learning activities.

Canvas course sites should be available to registered students two weeks prior to the start of the quarter. If a student registers for a class in the two weeks prior to the start of the quarter, it typically takes up to 24 hours for the Canvas course site to become available. Students who are unable to view a course site should email the course instructor.

To access Canvas and view frequently asked questions and tutorials, click [here](#).

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 [CAESAR help and how-to page](#) provides the information needed to navigate CAESAR confidently and easily and includes tip-sheets and tutorials.

Before registering for classes on CAESAR, students should consult the [official course schedule](#) on the SPS website. The SPS website is typically updated more quickly than CAESAR and in case of discrepancy will be regarded as the official schedule.

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 at the stores listed below, students should contact the instructor by email; 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 Canvas are required to post the syllabus on the course site.

For classes taught on the Evanston campus

[Norris Center Bookstore](#), 1999 South Campus Drive
847-491-3990

For classes taught on the Chicago campus and all online courses

[Abbott Hall Bookstore](#), 710 North Lake Shore Drive, Room 140
312-503-8486

Writing Support

The Writing Place is a free tutorial service provided to currently enrolled SPS students who feel that they need extra help with writing assignments. In-person consultations are available on the Chicago and Evanston campuses, or can take place by phone or online. All appointments must be made online. Please visit [The Writing Place website](#) to view resources or schedule a consultation appointment.

Appropriate areas for consultation might include

- Whether a paper draft matches an assignment
- How to select and include relevant examples to support an argument
- Whether the paragraph structure and internal order of a paper are effective
- Questions on specific punctuation, grammar or syntax rules
- Whether the scope of a paper is appropriate, too broad or too narrow
- Citation questions or concerns

Math Support

[The Math Place](#) is a free tutorial service provided to currently enrolled SPS students who feel that they need extra help with their math assignments. Appointments are available by phone, in-person on the Chicago campus, or online via Blue Jeans conferencing service, Skype or Google Hangouts. All appointments must be made online.

Tutor assistance includes help with precalculus, algebra, calculus and statistics. Sessions are most productive when the student seeks help on a specific assignment or subject and attempts an assignment before seeing the tutor. Students should bring all relevant materials, such as the course syllabus, class notes, handouts, assignment sheets and workbooks.

Other Tutoring Services

In addition to the services described above, SPS students can also make use of group study and tutoring options, which are identified [here](#).

Policies and Procedures

SPS makes every effort to create undergraduate and post-baccalaureate programs that meet the needs of working adults. SPS therefore allows students to manage their own course schedules, to determine how many courses they can successfully complete each quarter and to take a quarter off when needed.

Although SPS programs are flexible, there are several policies that students must adhere to in order to maintain adequate academic progress and successfully complete a program. Students should familiarize themselves with the following policies governing all undergraduates.

Student Affairs Petition

Students may appeal for an exception to stated policies and procedures through the Student Affairs Petition process. The following are some petitionable items:

- Approval of field study
- Approval to take classes during the day
- Consent to receive an incomplete (including instructor consent)
- Extension of deadlines for incompletes (including instructor consent)
- Credit by CLEP exam
- Transfer credit
- Course substitutions for requirements
- Changes to the course plan of a certificate program
- Permission to drop a course after the deadline

A petition must be submitted within 1 calendar year of the academic quarter in which the issue occurred (e.g., a student must submit a petition by no later than the end of the fall quarter of 2016 to request an exception for an issue that arose in the fall quarter of 2015).

To submit a Student Affairs Petition, use the electronic form found on the SPS website on the [Forms and Documents page](#).

Students must include all relevant documents and evidence in the initial submission. Electronic supporting documents (doctors' notes, etc.) may be emailed to onlinereg@northwestern.edu or delivered to the SPS Registrar's Office on the Chicago campus. All petitions should include an explanation of the issue in question and requested outcome, legible documentation from a credible source, and an accurate timeline of their actions within the situation (e.g. last date of attendance).

Students should not use the petition process frivolously. The committee will be most understanding of cases in which the student could not have reasonably foreseen the circumstances.

Student Affairs Appeal

Students may appeal a decision made by a Student Affairs committee, or appeal a decision based upon policy (i.e., dismissal from the program due to academic performance). The decisions of the Student Affairs Appeal process are final.

To submit a Student Affairs Appeal, use the electronic form found [here](#). Students must include all relevant documents and evidence to support their appeal. Electronic supporting documents (doctors' notes, etc.) may be emailed to onlinereg@northwestern.edu or delivered to the SPS Registrar's Office on the Chicago campus.

Satisfactory Academic Progress

Federal and state regulations require recipients of financial aid to maintain satisfactory academic progress (SAP) in their programs of study. The University expects that students will make progress toward completion of the degree or professional development program in which they are enrolled. The following requirements apply to both part-time and full-time students for all terms of enrollment within an academic year, including those terms for which no financial aid was granted.

For additional information on SAP requirements, please contact the [Chicago Office of Financial Aid](#).

Academic Probation

Students taking undergraduate-level courses at SPS are expected to maintain a minimum cumulative grade point average of 2.0 (C) throughout their studies and to successfully complete all classes taken each quarter. Performance-Based Admission (PBA) students are expected to maintain a minimum cumulative GPA of 2.7 (B) while on PBA. Courses with D grades will not be counted toward the major or minor and may amount to no more than one-fifth of total coursework.

Those students in Premedicine and Professional Health Careers programs are required to maintain a minimum cumulative GPA of 3.0 (B), effective fall 2016.

Academic probation

Academic probation is a warning status applied to students who do not meet minimum expectations. Students will be placed on academic probation if they have

- A cumulative GPA under 2.0 (or 3.0 for those in Premedicine and Professional Health Careers programs)
 - A cumulative GPA of 2.0 in a major/minor
 - An F grade in a course
- or

- Two or more incomplete (Y) grades

Students receiving a notice of academic probation must carefully follow the instructions in the notice and contact their [academic and career adviser](#) for additional help or guidance.

Additional Policies on Academic Probation

- A student's academic performance may affect eligibility for federal financial aid programs. For more information, please refer to the [SAP policy](#) or contact the [Student Financial Aid Office](#).

Dismissal

Students on academic probation may be dismissed from their programs for consistently poor academic performance. Specifically, students will be dismissed if they have a cumulative GPA under 2.0 in three consecutive quarters of enrolling in coursework – unless other programmatic or admissions-based stipulations apply (for instance, Performance-Based Admission or a Professional Health Career program stipulations).

- Performance-Based Admission students will be dismissed if they cannot maintain a minimum cumulative GPA of 2.7 in their first 4 courses.
- Premedicine and Professional Health Careers program students will be dismissed if they cannot maintain the required minimum GPA of 3.0, with a probationary period of one quarter.

Students may also be dismissed for

- Students may also be dismissed after being placed on academic probation in the for three consecutive enrolled terms
- Violating academic integrity
- Violating the student code of conduct
- Refusal to change majors/minors if the student is unable to maintain a 2.0 in major/requirement areas

Degree and Certificate Requirements

To receive an undergraduate degree or post-baccalaureate certificate from SPS, students must fulfill the following requirements:

- Completion of the program-specific curriculum, as outlined by the credit evaluation (or adviser-approved course of study), with
 - Adherence to policies and procedures outlined in this handbook (more information can be found in [Curriculum Policies and Procedures](#))
 - A minimum cumulative grade point average of 2.0 (more information can be found within the [Grade Requirements and Academic Progress](#) section), except for those in Premedicine and Professional Health Careers, who must maintain a minimum of 3.0.

- Adherence to policies on [student conduct](#) and [academic integrity](#) to the satisfaction of SPS.
- Timely completion of the program and submission of graduation or certificate forms. More information can be found in the [Completing a Degree or Certificate](#) section.

Curriculum Policies and Procedures

Curriculum Requirements

Before students select courses, they must make sure to check the curriculum requirements in place at the time of initial enrollment into the degree or certificate program. Undergraduate students can find this information on the credit evaluation issued to them at the time of admission (or as an update from the Registrar's Office). For post-baccalaureate students, this is the list of courses initially agreed upon with an adviser at the time of admission. Post-baccalaureate students who wish to change their planned curriculum may submit a petition to the Student Affairs Committee explaining their reasons for doing so.

The most current academic year's major requirements can be found on the [Undergraduate Programs](#) page. General degree requirements can be found on the [Degree Requirements](#) page.

Course Registration

Students should consult the [undergraduate course listings](#) for the most up-to-date information. Course descriptions, instructor information, day/time and campus information, term start and end dates and course prerequisites are listed.

Students register for all courses through [CAESAR](#). More information may be found at the [Using CAESAR](#) section of the student handbook.

[Room assignments](#) are posted one week before the quarter begins.

Students may register for courses from the time registration opens, approximately six to eight weeks before the quarter starts, until the add/drop deadline near the end of the first week of classes, but they will pay an additional \$75 fee for late registration, which occurs approximately two to four weeks before the term starts. Exact details are found in the [SPS Undergraduate Academic Calendar](#).

Students are responsible for adhering to registration deadlines. It is the student's responsibility to register and, if necessary, drop classes by the posted deadlines. No one will complete this for the student, except in cases where a class is cancelled.

SPS encourages students to register for courses at the earliest possible date. Early registration helps SPS serve its students more effectively. Some courses fill up quickly, and early registration will let

SPS staff know whether an additional section (where possible) is needed. Students who delay registration may find that an under-enrolled course has been cancelled due to apparent lack of interest.

If registration questions or problems arise, please contact the SPS Registrar's Office at onlinereg@northwestern.edu or 312-503-6951.

Taking More than Two Courses in a Quarter

SPS undergraduate and certificate programs are designed to be completed part-time to accommodate the busy schedules of working adults. If the schedule of a student who is not on Performance-Based Admission allows, he or she may take up to four courses in a quarter. Generally, students are required to have a 2.7 cumulative grade point average to take more than three courses. PBA degree students are limited to two courses until formally admitted.

CAESAR limits self-service registration to two courses. To register for more than two courses, students must contact the SPS registrar at onlinereg@northwestern.edu to request that their enrollment capacity be lifted. This request must be made before students attempt course registration on CAESAR or they will have to register for their third and fourth classes by submitting a paper registration form.

Prerequisites

Prerequisites indicate the expected background for a course. If no prerequisite is noted, none is required. Three hundred-level courses are generally designed for junior and senior standing and in all cases assume prior experience with University courses. If students are just entering Northwestern or returning after an absence, they should take 100- or 200-level courses before attempting 300-level courses, even when no prerequisites are noted.

Students are responsible for discussing course requirements with their [adviser](#). They should look carefully at the requirements for each major, minor or certificate and plan early how to sequence courses to take care of prerequisites.

Course Tuition and Billing

Please see the SPS website for the most up-to-date [tuition information](#). Students should consult [Student Financial Services](#) for more information about how to pay tuition.

Dropping Courses and Course Refunds

Dropping a course refers to the student removing him- or herself from enrollment. Students who drop all their courses for a given quarter are sometimes referred to as “withdrawing” from the academic quarter. At SPS, this simply indicates that an active student is not enrolled for that quarter, not that the individual is no longer a student.

How to drop a course during the Registration Period

Students can drop a course via self-service in CAESAR until the end of the registration period for the term (until roughly the end of the second week of the term, exact dates found on the [SPS Undergraduate Academic Calendar](#)). Dropped classes prior during this time will not appear on the student's official transcript.

How to drop a course during the term

After the end of the registration period, students may request to drop a course until the drop deadline (roughly at sixth week of the term, exact dates found on the [SPS Undergraduate Academic Calendar](#)). To drop a course after the registration period and prior to the drop deadline, students must submit a [Change of Registration form](#) to the SPS Registrar's Office in order to withdraw from the course. The SPS Registrar's Office will accept this form by email at onlinereg@northwestern.edu, providing it is sent from the student's Northwestern email account. Dropped classes prior during this time will not appear on the student's official transcript.

Requesting to be withdrawn from a class after the drop deadline

In rare cases, a student may request to be removed from a course after the drop deadline. Requests to be removed from a class after the drop deadline is considered a withdrawal. Students may initiate a request for withdrawal by submitting the [Change of Registration form](#) to the SPS Registrar's Office until the Friday of the week before finals (prior to the date of final exam, project or paper in the particular course has been reached), a date that we will confirm with your instructor. The SPS Registrar's Office will accept this form by email at onlinereg@northwestern.edu providing it is sent from the student's Northwestern email account.

All withdrawals after the drop deadline will result in a "W" (withdrawal) grade being posted to the student's official transcript. Undergraduate and Post Baccalaureate program students may have up to five W's on their SPS transcript. Requests for withdrawals that exceed this limit will be denied.

Additional policies regarding dropping a course

- If a student needs to drop a course, he or she must officially drop through CAESAR or through the SPS Registrar; it is not sufficient to simply notify the instructor, speak with one's adviser, or cease attending to class.
- Students may drop courses without academic or financial penalty during the registration period each quarter. If a student drops a course before the add/drop deadline, he or she may be eligible for a refund. Please check the [SPS Undergraduate Academic Calendar](#) for registration period dates. For specific information on refunds, contact [Student Financial Services](#).

- CAESAR will not allow a student to drop all of his or her classes in a given term. If a student would like to drop all classes in a given term, he or she should use the [Change of Registration form](#) to request that the SPS Registrar make this change on his or her behalf.
- After the registration period has passed but before the end of the sixth week of the quarter, students may still drop courses without academic penalty. These courses will not appear on transcripts; however, students will not be eligible for a full tuition refund. For specific information on refunds, contact [Student Financial Services](#).
- Students who feel that extenuating circumstances may merit an exception to any of the above should submit a [Student Affairs Petition](#) outlining the reasoning and attach any relevant supporting documentation.

Credit Hours

Each course carries one unit of credit unless otherwise noted in the course description. One unit is equivalent to 4 quarter hours or $2\frac{2}{3}$ semester hours. Students transferring either semester hours or quarter hours to SPS should speak with an academic adviser about how credits are converted to units.

Course Numbering

- 100-level courses: primarily for freshmen and sophomores, usually without a prerequisite
- 200-level courses: primarily for sophomores, sometimes with the prerequisite of a 100-level course in the same or a related department
- 300-level courses: primarily for upper-class students, often with the prerequisite of a 100- or 200-level course in the same or a related department

Distribution Courses

Degree students complete coursework in the humanities, sciences and social sciences to obtain a broad experience in the liberal arts. The following areas include courses that satisfy these [distribution requirements](#):

- *Humanities*: art history, classics, comparative literary studies, dance history, English literature, history, music history, philosophy, religion and some courses in African American studies, foreign languages (up to two can be applied as humanities' requirements), gender studies, performance studies, radio/television/film and theater
- *Sciences*: astronomy, biological sciences, chemistry, computer information systems, computer studies, engineering, geography, geological sciences, mathematics, physics, statistics and some courses in radio/television/film, anthropology and psychology
- *Social sciences*: anthropology, economics, history, linguistics, political science, psychology, sociology and some courses in gender studies

Performance-Based Admission students must choose courses from these distribution areas or from communication or business to fulfill admission requirements. Students may contact an academic adviser if unsure about the area of the course. Keep in mind that PBA courses must come from at least two different areas (not just departments) of study.

Writing Requirement

The writing requirement ensures that students have the skills necessary to meet the rigorous writing demands of subsequent SPS courses in all majors and disciplines. Three expository writing courses—ENGLISH 110, 111 and 205—provide the tools to meet the demands of advanced academic writing. These may not be audited or taken on a pass/no credit basis. Performance-Based Admission students must pass one of these writing courses during their first four courses. Passing ENGLISH 111 or 205 with a grade of C or higher satisfies the writing requirement.

Students may also submit an appeal to fulfill the writing requirement. More information on this process can be found on the bottom of the [Undergraduate Degree Requirements](#) page of the SPS website.

Northwestern Courses Outside of SPS (Daytime Enrollment)

Students who have been admitted to an SPS bachelor's degree program or a post-baccalaureate program and wish to pursue academic interests not available in SPS have the option to pursue possible enrollment in daytime undergraduate-level courses in other Northwestern schools. The following policies and procedure apply to all SPS student seeking enrollment in daytime courses (these policies and procedures do not apply to Summer Session enrollment):

- SPS does not guarantee enrollment in courses at other schools within Northwestern University.
- Students are required to meet with their SPS academic adviser about selection of daytime courses and have the adviser sign the [request form](#). Students then will need to submit a [Student Affairs Petition](#) with the signed request form to the SPS Office of the Registrar. If approved, registration will be processed for the student on the first day of the term, if seats are available.
- To be eligible to pursue the possibility of enrolling in daytime courses, undergraduate students must have completed a minimum of 22 units (at least 4 units at SPS) and have a cumulative GPA of 3.5 or better. Post-baccalaureate students should have completed at least half of their certificate programs.
- If eligible, students should choose advanced-level courses that supplement their major or degree plans or certificate plans. Courses required for the major are eligible only if the relevant SPS courses have been cancelled.
- Students may not register for daytime courses to make up a deficiency resulting from failing or incomplete grades.

- Daytime courses may not be taken P/N.
- SPS students may take a maximum of three day classes (excluding daytime courses taken during Summer Session).

Double Majors

Before pursuing a double major, SPS undergraduate students should carefully consider the decision and must meet with an academic adviser. A course cannot count toward the requirements for two majors. Both majors will appear on the SPS transcript if requirements are completed.

Business Course Limitation

Students who began their degree studies at SPS before fall of 2016 are subject the following limitations: No more than 11 units in business (accounting, advertising, business law, finance, marketing, some organization behavior) are allowed in any degree program. Courses in computer information systems, organizational behavior (except as noted) and economics are not subject to the 11-unit limit.

Students who began their degree studies by fall of 2016 are no longer subject to such limits.

Advanced Study Requirement

Degree-seeking students must earn at least 14 units of courses at the 300 level.

Undergraduate Registration Requirement

The Undergraduate Registration Requirement applies to undergraduate students seeking a bachelor's degree and must be completed in addition to the established degree requirements. The URR is predicated on the principle that when a student receives a bachelor's degree from Northwestern University, the majority of the student's academic work is completed at the University.

SPS requires that students complete 45 units to meet graduation requirements. In addition, the URR specifies the number of quarters a student must be registered at Northwestern and the number of units of credit a student must earn at Northwestern.

URR for Students with Less Than 11 Units of Transfer Credit

Quarters at Northwestern: 9*

Earned Northwestern credits: 32

URR for Students with 11 to 22 Units of Transfer Credit

Quarters at Northwestern: 6*

Earned Northwestern credits: 23

*For the purpose of counting toward the URR, “a quarter at Northwestern” means that students have met all of the following criteria:

- Complete courses under the supervision of Northwestern faculty member(s)
- Register for and complete courses worth at least 1.00 unit of credit in a term
- Receive any of the following grades in credit-bearing classes: A, B, C (including pluses and minuses), D, F, P, N, X, Y or W

Please note that most study abroad and transfer credit does not count toward requirements of the URR, except courses in Northwestern study abroad programs with Northwestern course numbers and the SA course suffix. These count toward the URR as long as all other provisions are met.

Independent Study

An independent study is a customized course of study undertaken by a single student under the guidance of an instructor. Denoted by the course number 399, independent studies are comparable in their demands to other undergraduate-level courses.

To register for Independent Study, a student must

1. Identify an SPS faculty member to supervise the independent study. To ensure compliance with Northwestern’s academic policies and standards, all independent study instructors must be preapproved by SPS administration. If the proposed instructor was the sole instructor for an undergraduate-level course in the student’s program during the two years prior to the intended quarter of registration, there is no need to seek prior approval from SPS. SPS reserves the right to reject any independent study instructor who does not have the requisite content expertise in the student’s area of study. Students can make use of other faculty members within the university, subject to approval. Students with questions or concerns about choosing an independent study instructor should contact their [academic and career adviser](#).
2. Develop a syllabus, in consultation with his or her instructor that includes a list of readings, assignments, assignment deadlines and assessment criteria as well as a breakdown of how the grade will be calculated.
3. Submit a completed [Application for Independent Study](#), along with the course of study or syllabus, to the student’s academic adviser by the deadlines given in the [SPS Undergraduate Academic Calendar](#). Once registration is approved, the SPS registrar will register the student.

Additional Policies on Independent Studies

- Undergraduate degree-seekers may register for no more than four independent studies and may not register for more than one per term. Post-baccalaureate students are limited to two independent studies and must have two completed courses posted to their SPS transcripts before being eligible to apply for independent study.
- An independent study may be undertaken only if an equivalent course is not offered by SPS once within four consecutive quarters. Courses required by a program may not be taken as independent study, though exceptions may be made for some post-baccalaureate programs.

Students should contact their [academic and career adviser](#) for guidance on the independent study approval process.

- Students who drop an independent study course must tell their adviser immediately. The same deadlines and policies that apply to other courses apply to independent studies.

Internships

Internships can provide a great opportunity for students to gain paid or unpaid workplace experience. While SPS does not actively place students in internships, the school encourages students to seek out internship opportunities, either as a supplement to their program or as part of an independent study (399).

While an internship alone cannot be directly counted for credit towards one's degree, a student can take advantage of the internship's experience and resources as the foundation of an independent study. To incorporate an internship into an independent study, students should follow the independent study registration procedures and additional policies listed above. In addition,

1. Students should check their program's [degree requirements](#) before considering any internship options.
2. Students should determine specifically what they will be doing, what resources they will have access to at the internship and who will be supervising the internship.
3. Near the close of the internship, the internship supervisor should email a written evaluation of the student's performance to the instructor. This evaluation should be based on clearly defined tasks and will factor into the student's final grade.

Continuous Enrollment Requirement

Students who do not register for during the registration period for four consecutive quarters are considered to have "discontinued" their study at SPS and withdrawn from their program and deactivated by the CAESAR system. In order to be reactivated and take courses again, students must submit the SPS Readmission Request Form. If readmitted, students may be subject to new curriculum requirements and a readmission fee.

Leaves of Absence

Students may encounter unexpected issues that change their anticipated degree progress. They may "stop out," deferring enrollment to subsequent terms. They should check with the Financial Aid office about any effects on their anticipated aid awards. Students who have questions about or are considering leaves of absence should contact their academic and career [academic and career adviser](#).

The Following Policies Apply to Leaves of Absence

- Students may “stop out” by simply not signing up for courses for four consecutive quarters.
- Students who have stopped out for more than one calendar year must submit an Application for Readmission, located on the [SPS Forms and Documents](#) page.
- Students who have not formally begun a program may defer starting it for up to three quarters from their terms of admission. For example, a student admitted for a fall quarter may defer fall, winter and spring quarters but must start the program by the summer. Students who do not start their programs within this time must apply for readmission.

Voluntary Medical Leave of Absence

Purpose

The purpose of a voluntary medical leave of absence (MLOA) is to provide students time away from academic studies, for treatment of a physical or mental health condition that impairs a student’s ability to function safely and successfully as a member of the Northwestern University School of Professional Studies (SPS) community. The authority to grant a MLOA and permission to return from a MLOA resides with the Associate Dean of Students at SPS. Each leave is individualized based on the needs of the student and handled on a case-by-case basis.

Deadlines

Students can apply for a voluntary MLOA at any time; however, in order for a MLOA to take effect during an ongoing quarter, **the process must be completed before final exam date or final coursework is due;** whichever happens first. In addition, a MLOA cannot be processed if a student has taken a final exam or final coursework for any of their classes in the given quarter.

A voluntary MLOA lasts at least two full academic quarters. If a MLOA lasts for longer than an academic year, students are expected to adhere to curriculum changes in their program of study during their absence.

Requests for reinstatement from a voluntary MLOA must be submitted no later than six weeks before the term in which the student wishes to start. Applications for reinstatement will NOT be considered after the deadlines.

Quarter of Leave	Request for Reinstatement from MLOA Deadlines
Fall quarter	Six weeks prior to the start of summer term
Winter quarter	Six weeks prior to the start of fall term
Spring quarter	Six weeks prior to the start of winter term
Summer quarter	Six weeks prior to the start of spring term

Exact deadlines are indicated on the [Undergraduate](#) and [Graduate](#) Academic calendar as “Application for Readmission” due dates.

MLOA Request Process

To begin the process of applying for a MLOA, students must complete a Request for a Medical Leave of Absence form through the SPS Office of the Registrar. The form and all required documents must be emailed to sps-mloa@northwestern.edu.

Students should be prepared to submit a signed statement from your current treatment provider(s) verifying the need for leave and the estimated duration of treatment. The information should be submitted to sps-mloa@northwestern.edu to be included in the student’s petition for a voluntary MLOA.

Registration During MLOA

While on MLOA, a student may not register for classes at Northwestern until the student has been reinstated by the Associate Dean of Student Services and the Leave hold preventing registration in courses has been removed from their student account.

All incompletes must be resolved before applying for reinstatement from MLOA.

Students on medical leave are strongly encouraged to consult with Student Services in advance and have an academic plan in place, to allow registration to occur once the hold is removed.

College-Level Examination Program Credit

The College-Level Examination Program (CLEP) allows students to demonstrate knowledge and gain college credit in a variety of areas. CLEP credits can satisfy prerequisites or reduce the number of courses needed for a degree. SPS accepts up to 11 units of credit from CLEP tests. Accepted CLEP credits would count toward the maximum 22.5 credit transfer limit.

Students must submit a petition to the Student Affairs Committee to take a CLEP exam that can be counted toward a degree before registering for the test. It is helpful to consult an [academic and career adviser](#) before submitting the petition.

The [CLEP page of the SPS website](#) lists each exam, the minimum score required to receive credit, the units earned for successful completion of the exam and the equivalent SPS course for which students will earn credit. Please note that “1xx” indicates a 100-level course for which there is not an exact SPS equivalent. All official score reports are required to be on file in the SPS Registrar’s Office for credit to be awarded.

Advanced Placement Credit

The College Entrance Examination Board administers AP tests for high school students applying to colleges and universities. In nearly all subject areas, SPS counts a score of 4 or 5 on an AP test as one to two units of credit toward program requirements or electives; please check the [Northwestern University registrar website](#) for acceptable subjects and scores. AP tests do not satisfy major, minor or foreign language requirements. All official score reports must be sent at the time of application to the Registrar's Office, 339 East Chicago Avenue, sixth floor, Chicago, Illinois 60611-3008. They are required to be on file for credit to be awarded.

International Baccalaureate Examination Credit

Results of higher-level International Baccalaureate examinations are evaluated for possible award of academic credit. A score of 5 or higher on a higher-level IB examination currently receives course credit. All official score reports must be on file in the SPS Registrar's Office for credit to be awarded.

Grade Requirements and Academic Progress

A student must pass all courses required by the program curriculum. A minimum cumulative grade point average of 2.0 and at least a C- in all major and minor courses are required to graduate. No courses with a grade of D or P may be used to fulfill a major or a minor requirement. However, if a student decides to pursue a major in an area where he or she has already passed a course with a P grade, the student may petition the Student Affairs Committee to count the course toward the new major or to substitute another course.

Grades for Undergraduate Credit

Each instructor determines his or her own guidelines and expectations for grades, including how attendance and participation are graded. In general, however, students are expected to commit the time and effort to attend all class meetings. The faculty member may lower a student's final grade due to absences, so students likely to miss classes for any reason should not register for the course, since it may not be possible to earn a passing grade.

The following grades may be awarded for undergraduate courses at SPS:

Grade	Grade description	Grade point value
A	passing grade	4.0
A-	passing grade	3.7
B+	passing grade	3.3
B	passing grade	3.0
B-	passing grade	2.7
C+	passing grade	2.3
C	passing grade	2.0
C-	passing grade	1.7
D	passing grade (not for major or minor)	1.0
F	failing grade	0.0
X	failing grade (unauthorized withdrawal)	0.0
Y	incomplete	0.0
P	pass	no grade points awarded
N	no pass	no grade points awarded
V	audit	no grade points awarded

Passing grades

All grades of D and above are considered passing grades and satisfy the course requirement. Ds are not counted toward major or minor coursework, however.

Failing grade

Grades of F may be given for failing work or for cases where a student has failed to attend a single class or submit work. An X is given for unauthorized withdrawal from a class. Courses graded with an F do not count toward a degree. Failed required non-elective courses must be retaken. Both the grade for the original class and the retaken class are calculated in the cumulative GPA, and the failing grade remains on the transcript.

Incompletes

In rare circumstances, students may be granted a grade of incomplete, which is designated with a grade of Y. A student must get advance permission from the instructor and submit a [Student Affairs Petition](#) to receive a grade of incomplete. Y grades will count as a 0.00 in a student's grade point average. 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 four academic quarters from the quarter in which the incomplete grade was received (e.g., an incomplete grade received in the fall 2016 term must be completed by no later than the fall 2017 term). Students with extenuating circumstances can petition for an extension through the [Student Affairs Petition](#).

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 placed on academic probation and prevented from registering for additional classes until the incomplete work for at least one course is turned in with a grade entered in CAESAR.

Pass/No Pass Courses

The pass/no credit (P/N) option is designed to encourage students to learn more about subjects outside their fields of study without endangering their academic standing. It is available to students admitted into a degree program who have a cumulative GPA of 3.0. Students in certificate programs may not take courses P/N.

One P/N may be used for every nine courses completed at SPS. Students may take no more than four P/N courses in total and no more than one P/N course per quarter. P/N may be applied only toward distribution requirements or electives. It may not be used for English 110, 111 and 205 or any first- and second-year language courses. Consult courses listings for additional restricted courses. Courses taken P/N are not figured into the grade point average.

At Northwestern, the P/N option is a “blind registration”—instructors do not know whether a student is taking the course P/N. Faculty assign a grade for the course that is converted to a P or an N, as appropriate. A request to take courses P/N—or to change from P/N to a grade—must be approved by an academic adviser before the second class meeting. The Pass/No Pass Option Request Form can be accessed at the [SPS Forms page](#).

Auditing courses

Certain undergraduate courses may be audited. Students who audit do not receive a grade or credit; they attend all classes and participate in discussions but do not submit graded coursework. Audited courses do not count toward undergraduate degrees or post-baccalaureate programs.

Most courses in the following subject areas may not be audited: accounting, art, English writing, information systems, journalism, foreign languages, mathematics, physics, statistics and theatre. Some courses in other subject areas may not be audited.

Students may make credit/audit changes before the second meeting of the class.

Calculating Grade Point Average

At the end of each course students receive a letter grade that has a corresponding number of grade points associated with it. These are listed in the [grade table](#). A student's grade point average is calculated by dividing the total grade points earned by the number of courses attempted. All courses attempted are included in the calculation of the cumulative GPA, including courses for which a failing grade was received.

It is important that students are aware of their cumulative GPA, which is used to determine academic status and continued participation in a program. A student's quarterly and cumulative GPA is listed on the unofficial transcript, which can be viewed in CAESAR.

Grade Concerns

SPS follows Northwestern University practice which gives faculty members complete grading authority in their sole academic discretion. Accordingly, a course grade may be changed only to correct a clerical or computational error. It is not appropriate for students to seek grade changes for reasons of financial reimbursement by an employer, because the student is unhappy with a grade, or to seek to submit new or revised work after grades have been submitted to the Registrar's Office.

Students are entitled to an explanation of how their final course grade was determined and how the component parts of that grade were weighted. If a student seeks further clarification of a final course grade, he or she should discuss that matter directly with the faculty member.

Students are reminded to adhere to the [University's Student Code of Conduct](#) in all their interactions with faculty members and staff.

If, after consulting with the faculty member, a student believes a clerical or computational error has not been rectified or the student has not been given a reasonable explanation of the final grade, he

or she should submit a [Student Affairs Petition](#). Students are required to provide detailed documentation as evidence to support their petition.

All members of the Northwestern community – including students, faculty, and staff – must adhere to the university’s policy on discrimination and harassment. If you believe you have been discriminated against or harassed, carefully review the [university’s policy on discrimination and harassment](#) and contact Northwestern’s Equal Opportunity Office at 847-491-7458 or eeo@northwestern.edu.

Transfer Credit

Undergraduate degree candidates may satisfy up to one-half of their graduation requirements with coursework completed at other institutions. Transfer credit is awarded for courses taken at an accredited institution, passed with a grade of C (2.0) or better and similar in focus and classroom hours to courses at Northwestern.

Composition courses taken elsewhere can be transferred as elective credit to complete English writing requirements at SPS.

SPS does not accept military or lifelong learning, data processing or Microsoft applications training for credit. It does not evaluate graduate or professional coursework for credit. Approval of independent studies, field experience, externships, seminars, and the like needs to be requested by petition.

Upper-level courses are more rigorous than lower-level courses. Therefore, lower-level classes taken at other institutions may not count as upper-level courses even if the content and title appear similar.

All previously completed courses are evaluated, regardless of when they were completed. All transcripts from previous institutions must be submitted with the undergraduate application. Once admitted, students must petition to obtain pre-approval to transfer coursework toward an SPS degree. Students offered performance-based or transfer admission will receive an evaluation of their transfer credit upon admission.

Completing a Degree or Certificate Program

Degrees and post-baccalaureate certificates are conferred quarterly for students who have met all of their [degree requirements](#) or stated program courses. If certificate students have modified their courses, they will need to submit a [Student Affairs Petition](#) to formalize the new curriculum after speaking with their [academic and career adviser](#).

Only undergraduate degree-seeking students who have met all of their [degree requirements](#) may graduate.

Completing the Degree or Certificate

Undergraduate degree-seekers should submit a [Program Completion Form - Bachelor's Degree](#) form to the Registrar's Office with the appropriate graduation fee.

Post-baccalaureate students should submit a [Program Completion Form - PDP/Post-baccalaureate](#) form to the Registrar's Office as they are finishing their final course. Completion of the certificate will be designated on the SPS transcript and a physical certificate issued.

Graduation Ceremonies

Northwestern University hosts a number of graduation ceremonies each spring. All degree-seeking students are invited to participate in the University-wide commencement ceremony, usually held in Ryan Field. Additionally, each school holds its own convocation ceremony, where graduates are recognized by name by the dean of the school or the faculty director. Staff and faculty, fellow students, friends and family have the opportunity to join in the celebration. A student may participate in more than one ceremony, so he or she should make sure to RSVP for each ceremony individually. Click [here](#) for Commencement information.

Here are the things to remember about the graduation ceremonies:

- Graduation ceremonies are held only once a year, in June, for all degree completion dates.
- All diplomas are mailed to students approximately two months following degree conferral.
- Only degree-seeking students who have completed their program's requirements and applied for their degree may participate in the Convocation and Commencement ceremonies.
- [Rental arrangements](#) for caps and gowns must be made online no later than the first week of May. Students should be sure to select the appropriate school of enrollment and degree.

Honors and Awards

Dean's List

A GPA of 3.7 for the quarter is required for the Dean's List. Students must be matriculated in a degree program and have completed two or more units at SPS during the relevant quarter. "Dean's List" appears on transcripts for the relevant term(s).

Alpha Sigma Lambda Honor Society

SPS is the alpha chapter of [Alpha Sigma Lambda](#), the national honor society for evening colleges of liberal arts. A candidate for membership must be a matriculated student seeking a first bachelor's degree, have a cumulative GPA of 3.7 or better, be at least 24 years old and have completed at least nine units at SPS. Membership in Alpha Sigma Lambda is recorded on the transcript. Students are automatically considered for candidacy and if eligible are notified at the end of each quarter.

Graduation Honors

Students whose cumulative GPAs are in the top 5 percent of the Weinberg College of Arts and Sciences or School of Communication graduating classes have the notation "summa cum laude" placed on their records; those in the next 8 percent, "magna cum laude"; and those in the next 12 percent, "cum laude." These percentages vary year to year to take ties into account; the exact GPAs meeting these criteria differ each year as well. Because the SPS undergraduate degrees are conferred by these two schools, SPS undergraduates are pooled with all other graduating students from these schools for the determination of graduation honors.

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. Students must think about their 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. These policies extend to student interaction with administrative staff. Please review the [Rules and Regulations of Student Conduct](#) in the appendices of this document. Students with questions about these policies should contact the SPS 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 Professional 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 undergraduate 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 sensitivity to the nuances of ethical conduct in scholarly work. SPS strongly encourages students to visit the University's Writing Place, which provides a wealth of information about avoiding issues which could lead to failure in maintaining [academic integrity](#).

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; 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; submitting identical or nearly identical work for two different courses; 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 undergraduate students committed to intellectual pursuits, and it will be adjudicated in accordance with procedures approved by the School of Professional Studies.

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 undergraduate programs, and University research. Students are responsible for knowledge of the information provided by the [Undergraduate Academic Conduct Committee](#) by which SPS undergraduate students are governed.

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 the above link. 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.

Northwestern University's Rules and Regulations of Student Conduct

All SPS undergraduate students are subject to University-enacted rules and regulations, which are found in the [Northwestern University Student Handbook](#). Students are expected to be familiar with all policies in that Student Handbook.

SPS 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 SPS's Associate Dean for Student and Alumni Services.

Sexual Harassment

Northwestern University is committed to the maintenance of an environment free of discrimination and all forms of coercion that impede the academic freedom or diminish the dignity of any member of the University community. The University emphasizes this policy specifically as it pertains to the

prevention of sexual harassment and to the obligations of all students, faculty, administrators and staff in this regard.

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

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

Discrimination and Harassment

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information or any other classification protected by law in matters of admissions, employment, housing or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

Examples of discrimination and harassment may include

- Refusing to hire or promote someone because of the person's protected status
- Demoting or terminating someone because of the person's protected status
- Jokes or epithets about a person's protected status
- Teasing or practical jokes directed at a person based on his or her protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at or made in the presence of an individual or group of individuals in a protected group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group

For more information on discrimination, harassment and sexual harassment policies and to get help and advice, please visit the [Sexual Harassment Prevention Office website](#) or contact:

University Sexual Harassment Prevention Office
Rebecca Crown Center
Room 2-636 (East Tower)
633 Clark Street
Evanston, Illinois 60208-1117
847-491-3745
sexual-harassment@northwestern.edu

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.

Initiation of a Complaint

All cases of alleged academic dishonesty by students in undergraduate courses in the School of Professional Studies must be referred to the Assistant Dean of Undergraduate 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.

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, websites, 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 SPS, 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 SPS and 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.

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.

Meeting with the Assistant Dean

In meeting with the student, the Assistant Dean of undergraduate studies 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.

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.

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.

Sanctions

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.

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.

Appeals to the Academic Integrity Appeals Committee

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 10 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.

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.

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.

Appeal to the Provost

The student may appeal the Academic Integrity Appeals Committee's decision within 10 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; an appeal to the provost may concern the finding and/or the proposed sanction.

Cross-School Cases

In instances where a student registered in another school is alleged to have committed an act of academic dishonesty in a School of Professional Studies course, the authority of SPS 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. If the finding is affirmative and all appeals have been exhausted or the time for appeals has expired in SPS, 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.

In instances where a student registered in SPS 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 the School of Professional 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.

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.

General Considerations

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.

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.

Sanctions specified by the Assistant Dean for undergraduate programs, as modified by the School of Professional 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 Professional 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.

All materials relating to an allegation of academic dishonesty will be kept in the School of Professional Studies Office of Registration and Records for up to 10 years after the incident.

All references to the Assistant Dean for undergraduate programs in these procedures include the Assistant Dean's designee, whom the Assistant Dean may appoint at his or her discretion.

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.

General Resources/Directory

[SPS Student Services Page](#)

The central location for all SPS student resources.

[Human Resources, Benefits Division](#)

Evanston: 847-491-7513

Chicago: 312-695-8134

[International Office](#)

Assistance for international students with questions about visas and other requirements.

847-491-5613

[Sports and Athletic Facilities](#)

Memberships and daily fee rates are available.

Crown Sports Pavilion/Norris Aquatics Center

2311 Campus Drive

Evanston, IL 60208

847-491-4303

[Student Financial Services](#)

Tuition bills are available online through CAESAR. For questions, contact:

Evanston: 847-491-5224; studentaccounts-ev@northwestern.edu

Chicago: 312-503-8503; studentaccounts-chicago@northwestern.edu

[SPS Student Advisory Board](#)

The Student Advisory Board serves as an advocate for the diverse SPS student body. The SAB ensures that student's needs and concerns are addressed by providing a link between the student body and the SPS administration. The SAB also strives to build a more cohesive community for students by hosting social activities each quarter. For more information contact the SAB at sab@northwestern.edu.

[University Police](#)

Evanston: 847-491-3254

Chicago: 312-503-8314

Emergency: 911

Office of Distance Education

Contact distanceeducation@northwestern.edu for information related the tools used in distance-learning courses.

Students with Disabilities

All Northwestern University programs and activities, including SPS'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 should seek assistance from the [AccessibleNU](#) Office, located 2122 Sheridan Road, Room 130, Evanston, 847/467-5530. [AccessibleNU](#) 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. The majority of these services are coordinated by the Office of Services for Students with Disabilities, including adaptive equipment and devices for educational purposes.

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.

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 undergraduate students are available each fall.

Special Campus Libraries

These special libraries supplement the University Library and may be useful to SPS undergraduate students.

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.

Joseph Schaffner Library

The Joseph Schaffner Library in Wieboldt Hall primarily serves School of Professional Studies, Kellogg and Medill students. The [Schaffner Library](#) links for School of Professional Studies students connect to collections of resources located in the Schaffner Library or available online through Northwestern University Library's main library

Seeley G. Mudd Science and Engineering Library

The Science and Engineering Library (SEL) holdings include principal publications in engineering and computer science.