



NORTHWESTERN  
UNIVERSITY

SCHOOL OF  
PROFESSIONAL  
STUDIES

# STUDENT HANDBOOK

Northwestern University School of Professional Studies  
Professional Development Programs

2019-20

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# Getting Started

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

This Professional Development Student Handbook is your guide to your SPS professional development 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 the [Office of Professional Development](#) 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 Professional Development 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, program 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.

## Noncredit Student Responsibility

The student body at the School of Professional Studies is composed of all types of students and participants. Non-credit professional development courses are designed for a working adult population and are taught at a high academic level. Students under the age of 18 must have a parent or guardian contact the Office of Professional Development before course enrollment in order to ensure compliance with the [Minors at Northwestern Policy](#).

Northwestern University and the School of Professional Studies extends opportunities and privileges based on student category. You are a noncredit student if you are taking open enrollment courses or if you are a single course registrant in a certificate program housed in the Office of Professional Development Programs (PDP). Most certificate programs allow an individual to register for courses without formally being accepted into its program. Noncredit students are required to comply with all applicable University policies, including the [Northwestern University Student Handbook](#), which is the official statement of expected standards of conduct that are applicable to all students.

## NetID

Northwestern University issues each student an electronic identification user name known as a “NetID.” The NetID will take the format of three letters and four numbers (i.e., abc1234). A NetID enables students to access online course sites, view electronic course materials and see grades. A NetID and temporary password are sent via email during the initial course registration process. Students will need to activate their account by changing the password. For more information, click [here](#).

## Email Account

New Northwestern University Professional Development students are **required** to set up a Northwestern email address (@u.northwestern.edu) in order to receive important university and course communications. PLEASE NOTE: Northwestern email is the primary contact email for all Northwestern communication.\* 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 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](#).

\*Students or Northwestern University staff who already use an @northwestern.edu email address do not need to create a separate @u.northwestern.edu account.

## 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 grade reports and certificates of completion 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

Professional development students are not eligible to receive financial aid or federal loans, but may qualify for a [private loan](#) to offset tuition charges. Private loan eligibility may vary by lender and student. For questions regarding private loans, 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.

Northwestern is an approved institution for the Segal AmeriCorps Education Award, and eligible students may use that scholarship program for Professional Development coursework. PDP programs are not approved for workforce development, Post 911 GI Bill, Department of Defense, or Veterans Affairs assistance programs.

Attorneys unable to afford the tuition for a Northwestern University School of Professional Studies CLE-approved course due to a financial hardship may request a reduction in the tuition. A letter requesting the reduction must be received at least 14 days before the course begins and be accompanied by a completed course registration form. To apply for a reduction in tuition, attorneys should contact the Office of Professional Development.

## **Tuition Reimbursement and Benefits**

Students who intend to use tuition reimbursement benefits provided through their employer should contact their employer directly to determine eligibility for non-credit-bearing, non-degree coursework before beginning the payment and registration process with Professional Development Programs.

Benefits-eligible full-time Northwestern employees may use [Employee Reduced Tuition Benefits](#) for School of Professional Studies non-credit professional development certificate programs, upon approval of their [Tuition Reimbursement Application](#). For further assistance, please contact the [Office of Human Resources](#).

## **Tuition Refunds**

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

The University reserves the right to cancel classes when necessary, including due to insufficient enrollment, instructor illness, severe weather, or natural disaster. In the event of cancellation, registrants will be notified immediately and all tuition fees will be credited to their Northwestern student account.

Student-generated enrollment cancellations must be reported by dropping the course in [CAESAR](#) (Northwestern University's registration system). In order to receive a full tuition refund, students must have [dropped the course in CAESAR](#) before the end of the registration period, generally the day before the course begins. If a course has been dropped in CAESAR prior to the end of the registration period, or if a course has been cancelled by the University, all tuition fees will be credited to the student's Northwestern student account. This credit may be applied toward registration for any future course at Northwestern University.

Students who wish to request a refund to their original form of payment should send an email including their name and student ID number to Student Accounts Chicago at [studentaccounts-chicago@northwestern.edu](mailto:studentaccounts-chicago@northwestern.edu).

Please note that no refunds will be issued after the course begins.

Students dropping a course after the end of the registration period due to extenuating circumstances (e.g. a medical or family emergency), may request an exception to the Tuition Refunds Policy through the SPS [Student Affairs Petition](#) process.

## **Parking**

### ***Chicago Campus***

Students attending evening or weekend classes on the Chicago campus, may park in several garages for a reduced rate with validation of the parking ticket on the fourth or fifth floor lounges of Wieboldt Hall. For more information about parking on the Chicago campus, click [here](#).

### ***Evanston Campus***

Parking is permitted 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](#).

## **Service Animals on Campus**

Please see the University's Policy on Service, Assistance, and Other Animals for information about the appropriate use of and protocols associated with service, assistance, and other animals on campus: <https://policies.northwestern.edu/docs/animal-policy-final-012717.pdf>.

Students who require the use of a service animal on campus are strongly encouraged to contact [AccessibleNU](#) to register as a student with a disability and to determine what assistance is available. Employees who require the use of a service animal on campus are strongly encouraged to contact the [Office of Equity](#). The Office of Equity will assist the employee in navigating the workplace, communicating with colleagues about the presence of the service animal (if desired), and assisting with any related accommodation needs.

## **Additional Resources**

While noncredit students are not eligible for many of the health and wellness services provided by Northwestern University, the health of all Northwestern students remains a priority. In addition to off-campus resources listed in the Northwestern Student Handbook, below are links to resources that may be helpful for noncredit students.

- [Lactation Rooms](#) – Lactation rooms are available on both the Chicago and Evanston campuses, and can also be reserved within Wieboldt Hall by contacting the [Office of Professional Development](#).
- [Northwestern Women’s Center Community Resources](#)
- [Accessible NU](#)
- [Northwestern University Office of Equity](#) – Responds to reports of discrimination, harassment, and sexual misconduct
- [Northwestern Crisis Services](#)
- [Northwestern Crisis Intervention](#)
- [National Suicide Prevention Lifeline](#) (1-800-273-8255) – National network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.
- [Additional community and online counseling and psychological services resources](#) – Free or sliding-fee-scale services, or referrals to such services.

## Program Tools and Resources

### 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 one week prior to the start of the quarter. If a student registers for a class in the week prior to the start of the quarter, it typically takes up to 24 hours for the Canvas course site to become available. Canvas course sites are available indefinitely for all students with an active NetID. Students who are unable to view a course site should email the [Office of Professional Development](#).

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, view grades 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.



## SPS Learning Studios

[SPS Learning Studios](#) are skill building online tutorials available to all current noncredit professional development students. Each Learning Studio is self-paced, self-directed, and individualized online tutorials to support SPS students and assist in student success. These Studios are optional, noncredit, and zero-tuition courses housed in Canvas, with no registration requirements in CAESAR. An active NetID and password are required.

Currently available Learning Studios include:

- R programming
- Statistics
- Microsoft Excel

## 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 online conferencing, 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.

## **LinkedIn Learning**

Northwestern University and [LinkedIn Learning](#) have partnered to offer students unlimited, on-demand access to a full library of online courses at no additional cost. Students with an active NetID can use LinkedIn Learning to stay current in courses or for classes that require additional software skills.

## **Policies and Procedures**

SPS makes every effort to create professional development 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 complete certificate program requirements at their own pace.

Although SPS programs are flexible, there are several policies that students must adhere to in order to successfully complete a program. Students should familiarize themselves with the following policies governing all noncredit professional development students.

## **Terms and Conditions of Enrollment**

Students shall conduct themselves according to Northwestern University policies. Failure to conform to university policies shall be considered a breach of these Terms and Conditions and Northwestern University School of Professional Studies may, at its sole discretion, remove you from non-credit course enrollment(s).

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

### **SPS Student Populations**

Students of SPS's wide offerings of academic programing fall into two categories:

- 1) Undergraduate and graduate students who are pursuing a credit-bearing credential:
  - a. These students complete an application for program admittance.
  - b. Upon program completion credential award is noted on official University academic transcript.
- 2) Students in non-credit professional development programs and students-at-large taking individual undergraduate courses:
  - a. These students receive approval for attendance by registering online or completing an open-enrollment form.
  - b. Professional development programs are non-credit and do not receive a Northwestern University transcript. A grade report, similar to an unofficial transcript, or letter of completion can be provided upon request.
  - c. Individual, credit-bearing undergraduate courses taken as a student-at-large are noted on an official University transcript, but do not automatically apply toward a credential.

The following are SPS conduct policies and procedures specific to non-credit professional development students:

## Student Code of Conduct

All SPS students, as members of the Northwestern community, are expected to conduct themselves maturely and exemplify behavior consistent with Northwestern community principles and values. As a Northwestern student, you are expected to not only excel in the classroom but to engage in socially responsible behavior and to model exceptional conduct, character, and citizenship on campus, online, and beyond. All members of the Northwestern community are expected to deal with each other with respect and consideration. All SPS students are expected to be respectful of SPS staff time and resources.

SPS students are subject to University-enacted policies and standards, some of which are found in the [Northwestern University Student Handbook](#) and on the Office of Student Conduct website. SPS reserves the right to investigate and resolve reports of alleged misconduct. Any violation of these policies, or assisting or encouraging others in the violation of these policies may lead to student conduct action, including discipline.

Prohibited and restricted conduct includes, but is not limited to:

- Endangering self or others, including but not limited to the physical, psychological/emotional well-being of any person
- Interfering with the learning of others, including but not limited to in-person behavior, online behavior or use of University resources or systems to interfere with the work of another student, a faculty member, or a University staff member, or that otherwise interferes with normal operation of University systems or processes
- Acts of fraud, misrepresentation, or dishonesty including misuse of University documents or knowingly furnishing false information to the University
- Unauthorized entry or unauthorized use of University facilities, services, equipment, account numbers, or files, including using a NetID or account assigned to another user or providing another user with access to your NetID or account
- Theft of or damage to University property
- Discrimination, harassment and sexual misconduct
- Failure to comply to the reasonable request or instruction of a university staff member or emergency personnel acting in an official capacity

## Code of Conduct Violations

Alleged violations of *nonacademic* University policy or professional standards by all SPS students will be initially reviewed by the Assistant Dean of international and professional development programs/or designee to determine if and how a case will move forward. Options include:

- close the case due to insufficient information;
- school resolution by Assistant Dean and/or designee and SPS leadership;

- refer case to the Office of Student Conduct (OSC) for resolution; or
- refer case to Office of Equity (including the Deputy Title IX Coordinator).

All cases that involve allegations of violation of the Policy on Sexual Misconduct, regardless of the student involved, are referred to the Office of Equity.

### **Notification**

When the Assistant Dean or designee determines a code of conduct violation allegation will move forward within the School of Professional Studies, the student involved is notified via University email. Notification will typically include a brief description of the alleged misconduct, including the time, date and place the incident allegedly occurred, a list of any University policies allegedly violated, and next steps. Next steps typically include a request for a written response to the allegations and/or confirmation of meeting with the Assistant Dean and/or designee to discuss the allegations. The list of policies allegedly violated may be modified based on additional information revealed during case review.

### **Format**

Cases being considered within the School of Professional Studies will be structured as a discussion. The Assistant Dean and/or designee will share the information gathered and give the accused student an opportunity to respond to the allegations and provide supporting evidence or information. The accused student may also suggest witnesses to the Assistant Dean or designee.

School resolution of cases for students in non-credit-bearing programs will be managed by the program leadership. Potential sanctions will take into account the student's open enrollment and short-term relationship with the school. Sanctions may include immediate suspension or expulsion from the course or program. Should suspension or expulsion be under consideration, the Assistant Dean and/or designee will consult with additional SPS leadership to determine whether the accused student is responsible for the alleged policy violation and, if so, appropriate sanctions.

### **Standard of Evidence**

Northwestern University Office of Student Conduct and SPS use the preponderance of the evidence standard in disciplinary proceedings. This means that the University determines whether it is more likely than not that a policy violation occurred.

### **Notification of Outcome**

After information is gathered and considered, the Assistant Dean and/or designee will communicate in writing with the student whether a policy violation occurred and if sanctions will be implemented.

Alleged violations of policy resolved through SPS will not also be resolved through Northwestern University's Office of Student Conduct.

### **Returning to SPS**

If a student is found responsible for a policy violation and sanctions are implemented, all sanctions must be completed prior to re-enrolling at SPS. Students expelled from their program may not return to the program.

### **Participation**

The University expects students to participate promptly and fully in all aspects of the student conduct process, including in cases handled by SPS. If a student elects not to participate in any part of the process, the case may proceed without the accused student's participation. Accused students may be held accountable for any outcomes issued, even if they fail to participate.

### **Scope of the Code of Conduct**

The Student Handbook and SPS Conduct Policies apply to the following situations. SPS reserves the right to investigate and resolve reports of alleged misconduct occurring from the time of a student's application for admission through the completion of a course or program (even if the conduct is not discovered until after completion of program or course of study), including, but not limited to:

- During any part of the academic year, before classes begin or after classes end
- During time pursuing credit away from the campus
- During periods between terms of actual enrollment
- While on leave from the University
- Behavior occurring either on or off campus or online

### **Review of Outcome and/or Sanction Implemented by SPS**

Non-credit professional development students have a right to request a review of any outcome or sanction issued by SPS. Such reviews will be conducted by the SPS Associate Dean for Student and Alumni Services and an SPS academic leader.

Students must request a review of any outcome or sanction issued by SPS within 15 calendar days of receiving written notice of the outcome.

### **Student Classroom Conduct**

All course participants 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. Students should review the Rules and Regulations of Student Conduct. Students with questions about these policies should contact the [Office of Professional Development](#).

## **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 professional development 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 the proper use of resources. This University publication is also helpful: [Academic Integrity: A Basic Guide](#).

Proper acknowledgement of another's ideas, whether by direct quotation or paraphrase, is expected. In particular, if any written or electronic source is consulted and material is used from that source, directly or indirectly, the source should be identified by author, Title, and page number, or by website and date accessed. Any doubts about what constitutes "use" should be addressed to the course instructor. Failure to adhere to this policy may lead to disciplinary action, including student conduct review.

## **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 professional development courses in the School of Professional Studies must be referred to the Assistant Dean of international and professional education 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 international and professional education programs 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 may 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 program; notation on the official record; revocation of an awarded degree; or any combination of the previously listed sanctions. In cases of suspension and exclusion, the finding and sanctions will be determined by the Assistant Dean and additional SPS leader. In all cases of permanent exclusion from the program, 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 of international and professional education 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 SPS 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 SPS Office of Registration and Records for up to 10 years after the incident.

All references to the Assistant Dean of international and professional education 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.

## **Discrimination, Harassment, and Sexual Misconduct**

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 status, 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.

The Office of Equity responds to all reports of discrimination, harassment, and sexual misconduct. If you have questions or would like to make a report, please contact the [Office of Equity](#) directly.

## 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 or by contacting the [Office of the Registrar](#).

## Curriculum Policies and Procedures

### Certificate Requirements

To receive professional development certificate from SPS, students must fulfill the following requirements:

- Completion of the program-specific curriculum, as outlined on the program website.
- Adherence to policies on [student conduct](#) and [academic integrity](#) to the satisfaction of SPS.
- Submission of the [Program Completion Form](#).

### Language of Instruction

As an international institution for higher education, Northwestern University School of Professional Studies Professional Development Programs (PDP) attract students from around the world. Please note that the language of instruction for non-credit courses is English. Maximum benefit is derived for students with English language proficiency. Students registering for PDP courses are expected to be able to read and comprehend written and spoken English at the college level.

### Course Substitutions

Some professional development certificate programs may allow students to use comparable courses completed at other institutions to meet certificate requirements. Students should refer to the [certificate program webpages](#) or contact the Office of Professional Development for additional information.

### Curriculum Requirements

Students are responsible for noting any curriculum requirements in place at the time of initial enrollment into each certificate program. The most current curriculum requirements can be found on each [program's webpage](#).

### Course Registration

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

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

Room assignments are posted next to the course listing on the PDP website and will be displayed on the digital signage in Wieboldt Hall.

Generally, students may register for courses from the time registration opens until the course begins. Late registration may be allowed on a case-by-case basis and is not guaranteed. 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.

SPS encourages students to register for courses at the earliest possible date. Early registration helps SPS schedule courses that students need 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](mailto:onlinereg@northwestern.edu) or 312-503-6951.

### **Prerequisites**

Prerequisites indicate the expected background for a course and are listed in the course description on the website. If no prerequisite is noted, none is required. Students are responsible for being aware of course requirements as listed in the course description on the website.

### **Course Cancellation**

The University reserves the right to cancel classes when necessary, including due to insufficient enrollment, instructor illness, severe weather, or natural disaster. In the event of cancellation, registrants will be notified immediately and all tuition fees will be credited to their Northwestern student account.

### **Third Party Payment Documentation**

Students paying by third party billing must submit a paper registration form, along with a Letter of Credit from their employer or institution, to the SPS Registrar's Office via email at [pdp-reg@northwestern.edu](mailto:pdp-reg@northwestern.edu). A paper registration form can be requested from the SPS Registrar's Office.

### **Dropping a Course**

#### *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 course, generally the day before the course begins. Courses dropped during this time will not appear on the student's grade report, and all tuition fees will be credited to the student's Northwestern student account.

### How to drop a course after the Registration Period

Students may request to be removed from a course after the end of the registration period by submitting the [Change of Registration Form](#) to the SPS Registrar's Office before the last day of the course for which they registered. Per the [Tuition Refunds](#) policy, no refunds will be issued after the course begins; however, dropping a course will remove that course from the student's course record.

### Additional policies regarding dropping a course

- If a student needs to drop a course, they must officially [drop through CAESAR](#) or through the SPS Registrar; it is not sufficient to simply notify the instructor, speak with the program manager, or cease attending to class.
- Students may drop courses without financial penalty up until the day before the course begins. For specific information on refunds, please refer to the [Tuition Refunds](#) policy or contact [Student Financial Services](#).
- Students are not eligible for a tuition refund after the registration period has passed. For specific information on refunds, please refer to the [Tuition Refunds](#) policy or contact [Student Financial Services](#).
- Students dropping a course after the end of the registration period due to extenuating circumstances (e.g. a medical or family emergency), may request an exception to the Tuition Refunds Policy through the [Student Affairs Petition](#) process.

## **Grading and Attendance**

PDP courses are either graded on a Satisfactory Performance (S) / Unsatisfactory Performance (U) or a letter grade basis. The grading basis is noted in the course description and/or syllabus. Students who need to be graded on a letter grade basis should submit their request to the instructor at the beginning of the course. All grades of D or higher are considered passing grades and satisfy course completion; however, no courses with a grade of D may be used to fulfill a certificate requirement. 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.

Each instructor determines their own grading guidelines and expectations for satisfactory performance or grades, including how attendance and participation is evaluated. As a general note, the Office of Professional Development will allow a student to miss one class without penalty, provided that that the student coordinates with his or her instructor to make up missed work. For courses that consist of four or fewer sessions, a student should not miss any class.

### **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 the program manager to

receive a grade of incomplete. It is expected that requests will be made and accepted before the course ends. When an instructor grants an incomplete, they will also determine the amount of time the student has to finish the work within the maximum allotted 1 term of additional time allowed. Instructors may establish an earlier deadline for the completion of missing work, based on considerations specific to their course.

Students who fail to complete course requirements within the designated time period will receive a failing or unsatisfactory grade.

### **Course Credit**

All professional development courses are non-credit and are not eligible for academic credit. Some professional development courses are eligible for professional or continuing education credit. Students should consult the [Professional Development Programs certificate pages](#) for more information on course eligibility and professional or continuing education credits earned.

### **Auditing courses**

PDP courses cannot be audited.

### **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](mailto:eeo@northwestern.edu).

## **SPS Student Affairs Petition**

Students who feel that they have an extenuating circumstance related to the enforcement of school policy and procedures may request an exception to stated policies and procedures through the SPS Student Affairs Petition process. 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 to request an exception for an issue that arose in the fall quarter of the previous year).

To submit an SPS Student Affairs Petition, use the electronic form found on the SPS website on the [Forms and Documents page](#). A [NetID](#) and password are required to login to this page.

Students must include all relevant documents and evidence in the initial submission. Electronic supporting documents (doctors' notes, etc.) may be emailed to [spspetitions@northwestern.edu](mailto:spspetitions@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.

## **SPS 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 SPS Student Affairs Appeal process are final.

To submit an SPS 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 [spspetitions@northwestern.edu](mailto:spspetitions@northwestern.edu) or delivered to the SPS Registrar's Office on the Chicago campus.

## **Completing the Certificate**



### **Program Completion Form**

Once all program requirements have been met, students may submit a Program Completion Form to request a physical Certificate of Completion. The Program Completion – PDP/Post-baccalaureate form can be found on the [SPS Forms and Documents](#) page. A [NetID](#) and password are required to login to this page.

Students who no longer have an active NetID can request a Program Completion Form from the SPS Registrar's Office at [pdp-reg@northwestern.edu](mailto:pdp-reg@northwestern.edu).

### **Grade Report**

SPS's Registrar's Office does not issue official student transcripts for non-credit PDP programs. If documentation including a grade is needed, students may submit a request for a Grade Report. The Grade Report is an official document that lists the grades of all noncredit courses taken.

Students requesting a Grade Report should submit a Grade Report Request Form to the SPS Registrar's Office at [pdp-reg@northwestern.edu](mailto:pdp-reg@northwestern.edu). (The handwritten signature can be signed in ink first, and then scanned and emailed.) This letter and handwritten signature to comply with federal regulations about student records (FERPA). Grade Report Request Forms are sent out via Canvas at the end of each course, and can also be requested from the Office of Professional Development at [pdp@northwestern.edu](mailto:pdp@northwestern.edu).

### **Official Letter of Completion**

Students needing confirmation of course or program completion may request an official letter of completion from the Office of Professional Development at [pdp@northwestern.edu](mailto:pdp@northwestern.edu). This letter is generally sufficient to continuing education credit or to satisfy inquiries from employers. Grades are not included in this document.

## Additional Resources

### Additional Community and Online Counseling and Psychological Services Resources

*Free or sliding-scale services*

#### Family Institute at Northwestern University

*Services:* Clinical staff, therapy groups, specialized services

*Website:* <http://www.family-institute.org/>

*Phone:* 847-733-4300, ext. 0

**Bette D. Harris Family and Child Clinic:** “Within the Family Institute, at the Bette D. Harris Family and Child Clinic, clients pay what they can afford.”

*Payment:* The clinic uses a sliding-fee scale that gives clients of all income levels access to high-quality care, with fees at as little as \$5 (the range is \$5-\$75, with the average being \$12 and \$15 for individuals).

*Website:* <https://www.family-institute.org/about-us/bette-d-harris-family-child-clinic>

*Phone:* 847-733-4300, ext. 263

*Locations:* Primary locations are in Evanston, downtown Chicago, Northbrook and Westchester. There are several satellite locations in addition to the four main facilities. Ask registration attendant for the site nearest to you.

#### **Evanston (Headquarters)**

Bette D. Harris Center  
618 Library Place  
Evanston, IL 60201

#### **Downtown Chicago**

8 S. Michigan, 10<sup>th</sup> Floor  
Chicago, IL 60603

#### **Northbrook**

666 Dundee, Suite 1501  
Northbrook, IL 60062

#### **Westchester**

Westbrook Corporate  
Center  
One Westbrook Corporate  
Center  
Tower One, Suite 300  
Westchester, IL 60154

#### **Center on Halsted**

*Services:* Psychotherapy, counseling, support groups (free of charge for individuals of low income or who are experiencing relationship violence).

*Website:* <http://www.centeronhalsted.org>

*Phone:* 773-871-CARE (2273)

*Location:* 3656 N Halsted, Chicago, IL 60613

#### **Chicago Women’s Health Center**

*Services:* Counseling, health education, primary care and a host of physical health resources

*Website:* <http://www.chicagowomenshealthcenter.org/>

*Phone:* 773-935-7145

*Payment:* “At Chicago Women's Health Center, we believe that everyone should have access to quality health care, regardless of their ability to pay. In connection with our mission to make health care affordable, all of our services are offered on a self-pay sliding fee scale. Additionally, in order to be affordable to the growing number of people who have health insurance, we are actively working to increase options for using insurance for your visit.”

*Location:* 1025 W. Sunnyside, Suite 201, Chicago, IL 60640

**Rape Victim Advocates**

*Services:* Offers free and confidential counseling, education and training, medical and legal advocacy for victims

*Website:* <http://www.rapevictimadvocates.org/>

*Phone:* 312-443-9603

*Location:* 180 N. Michigan Ave., Suite 600, Chicago, IL 60601

**NoStigmas**

*Services:* Online mental health support groups, access to a directory of free and affordable mental health resources, informational and self-help articles and videos

*Website:* <https://nostigmas.org/>