

MEDILL

NORTHWESTERN UNIVERSITY
Journalism • Media • Integrated Marketing Communications



HANDBOOK & **PROGRAM** INFORMATION

Master of Science in Journalism
2014-2015



NORTHWESTERN
UNIVERSITY

CONTENTS

Introduction	3
<hr/>	
Welcome to Medill	
Academic Calendar	4
<hr/>	
Degree Requirements & Academic Options	5
<hr/>	
General Requirements	
Internships	
Global Journalism Residency	
Independent Study	
Registration	7
<hr/>	
Course Selection and Enrollment	
Add / Drop	
Using CAESAR	
Cancellation of Registration	
Registration Holds	
Withdrawal	
Leave of Absence	
Academic Regulations	9
<hr/>	
Satisfactory Academic Progress	
Academic Probation and Dismissal	
Incomplete Work and Missed Examinations	
Grading Policies	
Appeal of Degree Requirements	
FERPA	
Students with Disabilities	
RespectNU	
Medill Integrity Code	13
<hr/>	
Medill Resources	16
<hr/>	
Student Life	
Director of Graduate Education	
Medill Newsrooms (Chicago & D.C.)	
Medill Career Services	
Information Technology	
Financial Aid	
Northwestern Resources	17
<hr/>	
Useful links	

WELCOME

Medill seeks to develop journalists who are broadly educated in the liberal arts and sciences, embrace ethical best practices, understand the historical underpinnings of a free press, are technically skilled, knowledgeable about their audiences, and fluent in storytelling on multiple media platforms.

The Master of Science in Journalism (MSJ) degree program prepares students for careers in reporting, magazine writing and publishing, interactive publishing, video journalism, and many other fields. Medill's Chicago and Washington, D.C. classrooms operate as newsrooms, providing professional laboratories where students expand their knowledge and skills.

Since its founding in 1921, Medill has trained journalists who rank among the leaders of the profession. Medill students take pride in the school's traditions of ethical practice and excellence.

Medill Administration: MSJ Curriculum

Brad Hamm
Dean
medill-dean@northwestern.edu

Craig LaMay
Associate Professor
Associate Dean, Curriculum and Professional Excellence
clamay@northwestern.edu

Jon Marshall
Assistant Professor
Director, Graduate Education
j-marshall@northwestern.edu

Dorina Aguilar Rasmussen
Director
Office of Student Life
da-rasmussen@northwestern.edu

Kristen Reid Salomon
Assistant Director
Office of Student Life
kristen.salomon@northwestern.edu

MSJ Academic Calendar*

Fall 2014 – Fall 2015

Fall Quarter 14

First day of classes	Tuesday, September 23, 2014
Last day to add MSJ classes	Monday, September 29, 2014
Last day to drop MSJ classes	Monday, October 6, 2014
Thanksgiving holiday begins at 6:00 PM	Wednesday, November 26, 2014
Thanksgiving holiday: classes cancelled	Thurs-Friday, November 27-28, 2014
Last day of the quarter	Friday, December 12, 2014

Winter Quarter 15

First day of classes	Monday, January 5, 2015
Last day to add MSJ classes	Friday, January 9, 2015
Last day to drop MSJ classes	Friday, January 16, 2015
Martin Luther King Holiday: classes cancelled	Monday, January 19, 2015
Last day of the quarter	Friday, March 20, 2015

Spring Quarter 15

First day of classes	Monday, March 30, 2015
Last day to add MSJ classes	Friday, April 3, 2015
Last day to drop MSJ classes	Friday, April 10, 2015
Memorial Day Holiday: classes cancelled	Monday, May 25, 2015
Last day of the quarter	Friday, June 12, 2015
University Commencement	Friday, June 19, 2015
Medill Convocation	Saturday, June 20, 2015

Summer Quarter 15

First day of classes	Monday, June 22, 2015
Last day to add MSJ classes	Friday, June 26, 2015
Last day to drop MSJ classes	Friday, July 3, 2015
Independence Day: classes cancelled	Friday, July 3, 2015
Last day of the quarter	Friday, August 28, 2015

Fall Quarter 15

First day of classes	Monday, September 21, 2015
Last day to add MSJ classes	Friday, September 25, 2015
Last day to drop MSJ classes	Friday, October 2, 2015
Thanksgiving holiday begins at 6:00 PM	Wednesday, November 25, 2015
Thanksgiving holiday: classes cancelled	Thurs-Friday, November 26-27, 2015
Last day of the quarter	Friday, December 11, 2015

**All Medill classes (IMC and JOUR) follow the standard NU academic calendar for start and end dates of quarters. However, add/drop or withdrawal deadlines are specific to Medill and each academic program.*

MSJ

General Degree Requirements

The Master of Science in Journalism carries the following credit requirements:

Students pursuing a typical four-quarter curriculum will be required to earn 13* units to graduate:
4 units in Q1; 3 units in Q2; 3 units in Q3; 3 units in Q4

Accelerated Master's Program

Students who are pursuing the MSJ along with their BSJ work will be required to earn 9 units to graduate. Based upon prior academic work in the BSJ, they are waived from the Methods quarter and therefore pursue the following 3 quarters of the curriculum:

3 units in Q1; 3 units in Q2; 3 units in Q3

Media Strategy & Leadership Master's Program

Students typically earn 12 units in three quarters (four units per quarter) taking classes in the Medill MSJ and IMC programs as well as Kellogg. For details on core requirements and choice of concentrations, please review the information on the Medill website and consult with the Director of Graduate Education.

**The number of units required to graduate may be reduced if a student is waived out of a required course.*

Additional Academic Options

Internships

Some Medill graduate students interrupt their Northwestern studies to take a leave of absence in order to pursue an internship. These experiences must be planned carefully with the aid of Medill Career Services, the Office of Student Life and the Director of Graduate Education. Medill does not grant academic credit for internships. Upon completion of the internship, students registered for the JOUR 499-2 'zero credit' class option will receive an 'S' (for 'satisfactory') or 'U' (for 'unsatisfactory') on their transcript, based on the internship supervisor's evaluation of their work. Once a student has graduated, they may apply for the 'zero credit' internship course for one quarter immediately following the completion of degree requirements.

International students, due to visa restrictions, cannot interrupt their MSJ studies to do an internship or other work experiences. International students should work closely with their advisers at the Northwestern University International Office for all student visa requirements.

Global Journalism Residency Program

The Global Journalism Residency Program is an optional 5th quarter. The program consists of an intensive 1-unit independent study project in conjunction with a faculty-supervised ten-week 2-unit residency. All residency coursework is graded as Pass / No Credit (P / N). Global Journalism coursework may not be substituted for degree requirements.

During the preceding 4 quarters, students fulfill the prerequisite for the quarter abroad by taking JOUR 410-0 Global Journalism Seminar or another approved alternative. Any students found

guilty of a violation of the Medill Integrity Code, or not making satisfactory academic progress may not be allowed to pursue the Global Journalism Residency Program.

Independent Study

Independent study (JOUR 499-0) enables qualified students to engage in individualized study and research in an area of interest outside the available curriculum. Students who wish to propose an independent study project must complete the following steps:

1. Develop a detailed plan for the independent study. This will provide a basis for discussion with faculty members when searching for a sponsor.
2. Locate a full-time faculty member with the appropriate interests and expertise who is willing to sponsor the independent study project and agree upon a plan of study. At least one full-time faculty member must supervise the study. Students are encouraged to approach faculty advisers who can often suggest fellow faculty members who have research interests in the area proposed.
3. Turn that plan into a detailed proposal (essentially a syllabus). This proposal should include: information about the goals of study, required and suggested reading approved by the sponsoring professor, written or produced assignments and the purpose of each, a deadline for completion of work and grading criteria. Material in this course outline should not duplicate an existing course in the curriculum.
4. Obtain from the faculty sponsor a written statement agreeing to sponsor the independent study and approving the course of studies as outlined.
5. Present the proposal and sponsor's statement to the Assistant Director of Student Life and Director of Graduate Education for review. Independent study proposals must be submitted by the mid-quarter deadline each quarter. Late proposals may not be approved.

REGISTRATION

Course Selection and Enrollment

The Office of Student Life assists MSJ students with registration, which typically occurs during week eight of each quarter. During the Methods quarter, students will attend a large group advising meeting and then meet individually with their faculty advisers or advisers in the Office of Student Life to review their course options for their remaining time at Medill. Students may substitute an elective with any Northwestern graduate course, if all prerequisites for the course are met. In some quarters, students may take an optional fourth unit of study at Medill or elsewhere at Northwestern. Students are asked to consider the increased workload carefully. Only 400 level or above courses may be considered as degree requirements for the MSJ degree. Many Medill courses are subject to university enrollment requirements of at least 10 students per class, but exceptions and creative alternatives can sometimes be pursued for class sizes smaller than 10 students.

Add / Drop

After registration each quarter, MSJ students may alter their course schedules until the end of the first week of the subsequent quarter. No classes may be added after the end of the first week of the quarter, and if you did not attend the first class, you must contact the instructor for approval to add the course before you attend. Classes may be dropped up until the second week of the quarter. Class drop exceptions may be considered by the Director for Graduate Education until the end of the fourth week of the quarter. No class drop exceptions will be considered after the fourth week of the quarter.

Using CAESAR

To access your registration account, course schedules, course descriptions, instructor information, and personal information, open your Web browser to the [CAESAR](http://www.northwestern.edu/caesar) home page at www.northwestern.edu/caesar. In the login screen on the right, enter your net ID and e-mail password.

After a successful login, an enterprise menu will appear on the left side of the screen. Click the "For Students" link, followed by "Enrollment." Then click on the "View My Class Schedule" option in the drop-down menu. To see the weekly view, click on "View My Weekly Schedule." If there are any problems with your schedule, please contact the Assistant Director of Student Life or CAESAR's Help Desk.

Cancellation of Registration

Cancellation of registration occurs when a student has registered for a quarter during advance registration and then later decides not to attend classes that quarter. A cancellation must be dated, completed, signed by the Director of Graduate Education and delivered to the Medill Office of Student Life on or before the first day of classes for the quarter canceled. Nothing will appear on the student's record and no tuition will be charged, as long as this deadline is met.

Registration Holds

Students will be blocked from registering if they have a hold on their record. Most holds are placed by Student Accounts, Student Health, International Office or the University Registrar's Office, and in all cases students need to arrange with the appropriate office to have the hold cleared before they can register. [CAESAR](http://www.northwestern.edu/caesar) will indicate the appropriate contact information for students.

REGISTRATION

Withdrawal

A student who withdraws from Medill after having already attended classes in any quarter must fill out a withdrawal form, which is available in the Medill Office of Student Life. The completed form requires the signature of the Director of Graduate Education and should be submitted to the Office of Student Life. It will then be forwarded to the University Registrar's Office for processing. The Office of Student Accounts considers the date the completed form is filed with the University Registrar's Office as the effective date for determining financial adjustments. Tuition and refundable fees are refunded if the student withdraws as follows:

- If a student withdraws before the first 10 percent of the quarter has elapsed, 100 percent of the tuition (less the deposit) is refunded.
- After 10 percent and until 25 percent of the quarter has elapsed, 75 percent of the tuition is refunded.
- After 25 percent and until 50 percent of the quarter has elapsed, 50 percent of the tuition is refunded.
- After 50 percent of the quarter has elapsed, no refunds are given.

Any student who has not been registered for one quarter or more must fill out an application to re-enter. This form (often referred to as a FRET form) may be obtained from the Medill Office of Student Life or from the Office of the Registrar. It requires Medill approval and must be filed at least six weeks before the quarter a student plans to return.

Leave of Absence

Unlike a withdrawal, a leave of absence is worked out in advance between the student and the Medill Office of Student Life. A student may opt to interrupt his or her graduate program for an internship, related work experience or for personal reasons. Requests for Leave of Absence are approved by the Director for Graduate Education.

Students returning from a leave of absence must file a re-entry form with the University Registrar's Office at least six weeks before registration. This form (FRET) requires the signature of the Medill Office of Student Life. Before approval for readmission is granted, the student's record will be reviewed to verify that he or she left in good academic standing. When a student has been inactive in a program for longer than one calendar year, the student's preparation and ability to complete the degree program will be evaluated. The school cannot guarantee that the student will be able to resume studies precisely at the point at which they were interrupted. Course offerings, for instance, may change in the student's absence, and it is the student's responsibility to adjust to any changes in offerings or requirements.

International students, due to visa restrictions, cannot interrupt their MSJ studies, but must maintain continuous enrollment in the program. International students should work closely with their advisers at the Northwestern University International Office for all student visa requirements.

ACADEMIC Regulations

Medill graduate students are held to all policies and procedures outlined in the Northwestern University Student Handbook. A copy of the Northwestern University Student Handbook may be obtained online: www.northwestern.edu/handbook

Satisfactory Academic Progress

Students are expected to complete the Master of Science degree in journalism in four quarters of full-time enrollment. Students in the MSJ program are expected to maintain full-time enrollment (minimum of 3, maximum of 4 credits) unless an exception is approved by the Medill administration.

Students are considered to be making satisfactory academic progress if they complete at least three units of approved graduate credit per quarter with at least a 3.0 grade point average. Students receiving a grade of C+, C or C- will receive a notice from the Director of Graduate Education reminding them of the guidelines for satisfactory academic progress in the program; students receiving a cumulative GPA of less than 3.0 may be placed on probation (see full description below) by the Director of Graduate Education and Teaching Excellence. They will be allowed to continue their studies for an additional quarter to re-establish satisfactory standing, unless they are in the final quarter of the degree program. Students who have not achieved a 3.0 cumulative grade point average by the end of their final quarter will not be eligible for graduation. Any student who receives a cumulative total of three grades of C (C+, C or C-) or any grade of F is automatically dismissed from the program.

Financial aid may be jeopardized by a student's failure to maintain satisfactory academic progress as defined above.

Academic Probation

Academic probation constitutes notice of unsatisfactory academic performance. Students on academic probation are expected to fulfill any probationary conditions established by the Director of Graduate Education, and demonstrate significant improvement during the probation period. Failure to meet the conditions of probation or failure to demonstrate ability to successfully fulfill degree requirements within a reasonable time may be grounds for continued probation or dismissal.

Students are usually placed on academic probation for one of the following reasons:

- They have received two or more grades of C (C+, C, C-).
- Their overall level of academic achievement is weak. The minimum acceptable cumulative GPA is 3.0. Students who fall below that average are placed on probation so that their progress can be closely monitored, and will come off academic probation once their work improves. Students must maintain a minimum GPA of 3.0 in order to graduate.

Academic probation is not a punishment, but a tool for the school to monitor academic progress. Academic probation status is not recorded on the student's transcript. Probation may include recommendations to seek out additional advisers, or required meetings or additional work with faculty or a hold on course registration until other conditions are met.

Dismissal

Students with an accumulation of poor grades, those who are not making adequate progress toward their degrees or students who have been found guilty of a violation of the Medill Integrity Code or the Northwestern Code of Conduct may face dismissal from Medill and Northwestern. Students who have been dismissed have the right to present their side of the case to Medill's Academic Standards Committee.

ACADEMIC Regulations

Incomplete Work and Missed Examinations

Incompletes (Y or X grades) are rarely allowed in the graduate division and when allowed, are expected to be completed before the end of the next quarter in which the student is enrolled, or credit is forfeited. Such work represents a burden for both the student and the instructor. Only in circumstances beyond a student's control is permission granted to make up a final examination or to complete other assigned coursework after the end of a quarter. Students should keep in mind that it is at the instructor's discretion whether coursework or exams can be made up. In some cases, the incomplete may prevent a student from continuing to progress in the chosen concentration until the grade is resolved.

An instructor may determine that a final grade will be assigned based upon coursework and/or exams that a student has submitted for evaluation before and/or after missed work. If permission is granted, the incomplete work or missed examination must be made up before the end of the next quarter in which the student is in residence or credit is forfeited.

Should it be necessary to request an incomplete or a make-up examination, the student must obtain permission from the instructor for an incomplete or makeup examination. There should be a clear understanding on the part of both the instructor and the student about the circumstances and the timeline under which the incomplete or missed examination will be made up.

As noted above, students with incomplete grades are expected to make arrangements with their instructor for the completion of work. According to University regulations, Y or X grades that have not been completed by the end of a student's degree program will be converted to F on the transcript and credit will be forfeited.

Grading Policies

A student taking an optional course outside Medill not required for the degree may take the class on a Pass-No Credit (P/N) basis depending on that department's policy.

The following appeal procedures are available for the review of alleged unjust, prejudiced or capricious grading for a course, though not for the review of an instructor's judgment in assessing the quality of that work by other instructors. (The right and responsibility to assess the quality of a student's work remain with the instructor.) Unjust grading includes (but is not confined to) the assignment of a grade:

- on some basis other than academic performance in the course, or
- by resorting to more exacting or demanding standards than were applied to other students in a course, or
- by a substantial departure from the instructor's previously announced standards.

Students who believe they have received, in this sense, an unjustified grade in a Medill course should attempt to resolve the dispute by talking with the instructor within 10 weeks after the end of the quarter in which the grade was received. If the meeting does not produce a resolution that is satisfactory to both parties, the student should ask the Director of Graduate Education to review the situation, with the goal of reaching an agreement between the student and instructor. If the instructor agrees that a grade change is justified, the instructor will submit a Change of Grade form to the University Registrar's Office.

ACADEMIC Regulations

Grading Policies (continued)

If the situation remains unresolved, the student may submit an appeal—in writing, and accompanied by all relevant materials—to the dean of the Medill School of Journalism. If, after review, the dean should find that the allegation of unjust grading is supported by substantial evidence, the dean shall proceed to determine the most appropriate remedy. This might include directing the instructor to re-grade the student's work or give the student a new examination in the course or taking other action to effect substantial justice in the case. Except in the most extraordinary circumstances, however, the dean will not award the student a new grade. The decision of the dean shall be final and shall be reported in writing to the student, instructor and Director of Graduate Education.

Appeal of Degree Requirements

Students who wish to alter the requirements outlined in the school's published curriculum should consult with the Assistant Director or Director of Student Life to begin the petition process.

Students will develop a written proposal to support their request and include any supporting materials (e.g. descriptions of reading material, syllabi, statements from faculty), and submit the package to the Director of Student Life for consideration and approval by the Director of Graduate Education. Petitions must be submitted by the Friday of the fourth week of the quarter.

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), all students have certain rights with regard to their educational records. A copy of Northwestern's student records policy is available at www.registrar.northwestern.edu/ferpa

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;
- File a complaint with the U.S. Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

Students with Disabilities

Scott Hall, 601 University Place, 847-467-5530, 847-467-5533 (TTY)

The Office of Services for Students with Disabilities (SSD) is the central resource for students who have disabilities. Staff at the office work with others within the university to establish policies and procedures that facilitate reasonable accommodations for these students. The goal is to provide equal access and to avoid discrimination. The office is the designated university resource for:

- Obtaining and filing disability-related documents
- Certifying eligibility for services
- Determining reasonable accommodations
- Developing plans for implementing accommodations

If a student has (or suspects that they might have) a disability that affects access, learning, and/or class performance, they should check with the Office of Services for Students with Disabilities. The majority of accommodations and services for students with disabilities are coordinated by SSD. For instance, they may help obtain auxiliary services such as assessment, library and lab assistants, note takers, tutoring, assistive/adaptive technology, academic and psycho/social support, and mentorship. For more information, visit www.northwestern.edu/disability/

RespectNU

RespectNU is a systematic approach to promoting a safe and welcoming campus community for all students at Northwestern University. RespectNU builds community by:

- Creating a mechanism where students can report acts of bias and hate.
- Bringing a group of administrators together, the Bias Incident Response Team (BIRT) who will proactively respond to incidents of bias and hate and execute educational programs.
- Communicating the shared responsibility students, staff, faculty, and administrators have in fostering an inclusive and safe campus community.
- Providing students with an opportunity to make their voices heard while actively promoting inclusion within the student body.

Respect NU encompasses a reporting system where students are encouraged to submit any bias or hate related incidents that they observe on Northwestern University's campus. Respect NU is supported by the Bias Incident Response Team (BIRT) which is a group of committed administrators representing various departments within the Division of Student Affairs. While the BIRT is not authorized to sanction any offenders, they are committed to proactively responding to instances of hate and bias in the following ways:

- Support students who are targets or witnesses of hate or bias incidents
- Refer students to available campus resources and services including units that will conduct formal investigations
- Promote dialogue within the campus community about the impact of hate and bias
- Advocate for new programs, initiative, policies, and services that will promote a more inclusive Northwestern University

Northwestern University is committed to the principles of free inquiry and free expression which are central to the mission of the University. Incidents of hate and bias that violate Northwestern's Policy on Discrimination and Harassment, the Student Code of Conduct, or other university rules, regulations, and policies are not legally protected expressions, are not the proper exercise of academic freedom, and may be grounds for University disciplinary action. Such incidents are taken seriously by the NU administration and the campus community.

For more information, email inclusion@northwestern.edu or visit <http://www.northwestern.edu/inclusion/respectnu/index.html>

MEDILL INTEGRITY CODE

As members of the Medill community, all of our academic, professional, media, journalism and marketing communications work must meet the standards in this code.

To fulfill my community responsibilities, I commit to honesty and fairness and to not plagiarize, cheat, submit the same work more than once or present someone else's work as my own.

I further agree to avoid conflicts of interest or to identify conflicts to the appropriate individual(s) if they cannot be avoided. In addition, I will encourage those who have concerns about my work to voice their concerns, and if they are valid, I will correct my mistakes as soon as possible.

While enrolled at Medill, I accept that this code applies to my academic, professional, media, journalism and marketing communications work -- whether I am in school, on an internship or job, acting as a volunteer or in a professional/academic activity not associated with Medill or Northwestern.

Finally, because this is a community code, our collective credibility is harmed if anyone violates it. Therefore, I promise to promptly report violators of this code.

Three brief appendices that provide information about the code follow:

Appendix I: Background to the Integrity Code

Appendix II: The Code and Outside Conflicts

Appendix III: Persons Covered By the Code

Appendix I: Background to the Medill Integrity Code

For journalism, media and marketing communications this is an era of unprecedented transformation. Changes in each of these arenas emerge with increasing frequency and with new opportunities and challenges.

There are few factors in the digital age that are "for sure." Nevertheless, at Medill a constant is our ability as a community to champion professional and academic integrity. With the proliferation of information outlets, work based on integrity will be even more important. That is why we are committed to learning about and living by the standards in this code.

That is also why maintaining and deepening a commitment to it is a requirement to be a member of the community and for receiving a Medill degree. Those students who live these standards offer employers who hire them a distinct advantage. Those who violate this code hurt everyone at Medill.

Appendix II: The Code and Outside Conflicts

Because it is impossible to list every possible permutation of situations that might arise, the academic, professional, media, journalism and marketing communications standards and definitions in the Northwestern University and Medill handbooks are not all-inclusive.

MEDILL INTEGRITY CODE

(continued)

Therefore, I acknowledge that it is my responsibility to check in advance with the senior director of undergraduate or graduate studies or, if they are unavailable, a dean about what constitutes appropriate actions under contemporary standards or definitions. It is not a valid excuse to say, "I did not know the appropriate standards and definitions." It is my duty to keep up with them or to ask if I have a question.

Some outside organizations where I may be involved could have higher standards than these, and those standards should be embraced. If, however, I am asked to violate this code by an outside organization or situation, I should explain persuasively that I am covered by the Medill Integrity Code and what that means. After that explanation, if I am still expected to violate this code, I will contact Medill and discuss how best to proceed. If I follow these steps, I will have the full support of the Medill community as I move ahead in such a situation.

Appendix III: Persons Covered By the Code

This code applies to everyone enrolled at Medill from a student taking a single class to those who are full time.

Violating the code constitutes breaking Northwestern's and Medill's Academic Standards. This means that violations will be dealt with and enforced in accordance with the processes explained in the Medill and/or University standards and handbooks.

Penalties for code violations range from letters of warning to exclusion from Medill and/or Northwestern University. The process for adjudicating violations is available separately as part of the School's academic standards and it is each individual's responsibility to know them.

Procedures for Violations of the Medill Integrity Code

The following procedures should be followed whenever a Medill teacher or other individual believes that a violation of the Medill Integrity Code may have occurred. Any situation involving a possible violation of the Medill Integrity Code shall be referred to the appropriate administrative officer (the Director of Undergraduate Education & Teaching Excellence for undergraduate matters; the Director of Graduate Education for graduate matters). A case must be referred within one month of the date of the alleged incident or within one month of the date the individual becomes aware of the alleged incident, whichever is later. No action shall be taken on any case if more than one year has elapsed since the alleged incident. Also, a student may not change registration in a course in which an allegation of a violation of the Medill Integrity Code is pending or in which such a finding has been made, nor may a student receive a University degree if a charge of an integrity code violation is pending or if a suspension is in effect.

MEDILL INTEGRITY CODE

(continued)

Procedures for Violations of the Medill Integrity Code (continued)

The administrative officer shall review the facts of the alleged incident with the referring individual. If the administrator determines that a violation of the Medill Integrity Code may have occurred, the administrator shall notify the student in writing of the charge(s) made, including the date of the incident, activity in which the alleged violation took place, the individual alleging the violation, the nature of the alleged violation and the sanctions that may be imposed. If timely notification is important, verbal notification may be made, to be followed by written notification. In either situation, the student shall be advised of his or her right to request a meeting with the administrator to discuss the situation, at which time the student will be expected to present material or statements on his or her behalf. The student shall be given a reasonable time to prepare for the meeting.

After the meeting, the administrator shall review all matters involved in the case and inform the student in writing of the decision and penalty, if any, to be imposed. The letter shall inform the student that the decision and/or penalty may be appealed to the Academic Standards Committee of Medill. This is done by filing a written notice of appeal to the committee chair within 10 days of the date of the letter of notification. The appeal letter should state the grounds for the appeal and all other information the student thinks appropriate.

The Academic Standards Committee will review the appeal as soon as practical after it has been filed. The student will be invited to appear at the meeting to review the appeal, and the Committee may, at its discretion, invite the administrator and/or the instructor to the meeting. The Dean of Medill will select current students to serve on the Committee when that Committee meets to hear appeals of matters involving violations of the Medill Integrity Code. Three graduate students will be chosen when the allegations concern students enrolled in Medill graduate courses, and three undergraduates will be chosen when the allegations concern students enrolled in Medill undergraduate courses. Students who have been selected must confirm they have no conflicts of interest regarding either the alleged incident or the student. If the selected students fail to appear at Committee meetings, decisions rendered by the Committee will still be valid.

The decision of the Academic Standards Committee can be appealed to the Dean of Medill within seven days of the date of the letter of notification from the chair of the Academic Standards Committee. The decision of the Dean can be appealed to the Provost within seven days of the date of the letter of notification from the Dean. Proposed penalties take effect after the appropriate appeals period has expired or after all University appeals have been exhausted. If the student's final appeal is not granted, the penalty imposed by the administrator may be applied retroactively and, if necessary, current registration may be canceled.

If the alleged violation occurs in a class, the teacher of record determines the grade the student shall receive in the course after the appropriate appeals period has expired or after all University appeals have been exhausted. The teacher has full discretion as to how a proven violation of the Medill Integrity Code may be factored into computing the final course grade. A single act of proven violation of the Integrity Code may be cause for a failing grade in a course.

If a student from another school is alleged to have violated the Medill Integrity Code in a Medill course, Medill determines whether the violation has occurred (and the teacher of record determines the grade the student will receive in the course). If the finding of a violation is affirmative, the administrator will refer the case, along with documentation, to the school in which the student is registered for whatever sanction that school may consider appropriate.

MEDILL

Contacts & Resources

Office of Student Life, Fisk 100

Dorina Aguilar Rasmussen, Director	da-rasmussen@northwestern.edu	847-491-3586
Kristen Reid Salomon, Asst. Director	kristen.salomon@northwestern.edu	847-467-1884
Juanita Thompson, Program Asst.	j-thompson5@northwestern.edu	847-467-1882

Graduate Education

Jon Marshall, Director	j-marshall@northwestern.edu	847-467-2450
Jenna Braunstein, Program Asst.	jenna-braunstein@northwestern.edu	847-467-2095

Medill Chicago, 210 S. Clark St, Chicago; 312-503-4100

	http://news.medill.northwestern.edu/Chicago	
Lesa Lee, Program Asst.	l-lee@northwestern.edu	312-503-3802

Medill Washington, 1325 G St. NW, Washington; 202-661-0164

	http://news.medill.northwestern.edu/washington	
Wafaa Hussein, Program Asst.	w-hussein@northwestern.edu	202-661-0101

Medill Career Services, Fisk 106 medillcareerservices@northwestern.edu 847-491-2049

Jim O'Brien, Director	j-obrien@northwestern.edu	847-491-5634
Kimberley Cornwell, Assoc. Director	k-cornwell@northwestern.edu	847-467-6213
Angela Solis, Asst. Director	angela.solis@northwestern.edu	847-467-5066
Jerry Donahue, Asst. Director	john.donahue1@northwestern.edu	847-467-1598

Medill Information Technology, Fisk 301, MTC 4th floor

	www.medill.northwestern.edu/it/techspecs.aspx	
IT: Greg Schrader	g-schrader@northwestern.edu	847-467-3153
Digital & Visual Media: Jeff Prah	j-prah@northwestern.edu	847-491-4341

Medill Graduate Financial Aid & Work Study

Karla Davis, Director	karla.davis1@northwestern.edu	847-467-1238
Julie Collins, Assoc. Director	collinsj@northwestern.edu	847-491-5359
Jackie Jackson, Program Asst.	jackie-j@northwestern.edu	847-491-5228

Associate Dean of Student Services & Information Technology

Douglas Troutman	troutman@northwestern.edu	847-467-1651
------------------	--	--------------

Medill Professional / Student Organizations (graduate and undergraduate)

MSJ Student Association: Curriculum, Social, and Professional Development Committees
 Asian American Journalist Association (AAJA)
 National Association of Black Journalists (NABJ)
 National Association of Hispanic Journalists (NAHJ)
 National Lesbian & Gay Journalists Association (NLGJA)
 Native American Journalists' Association (NAJA)

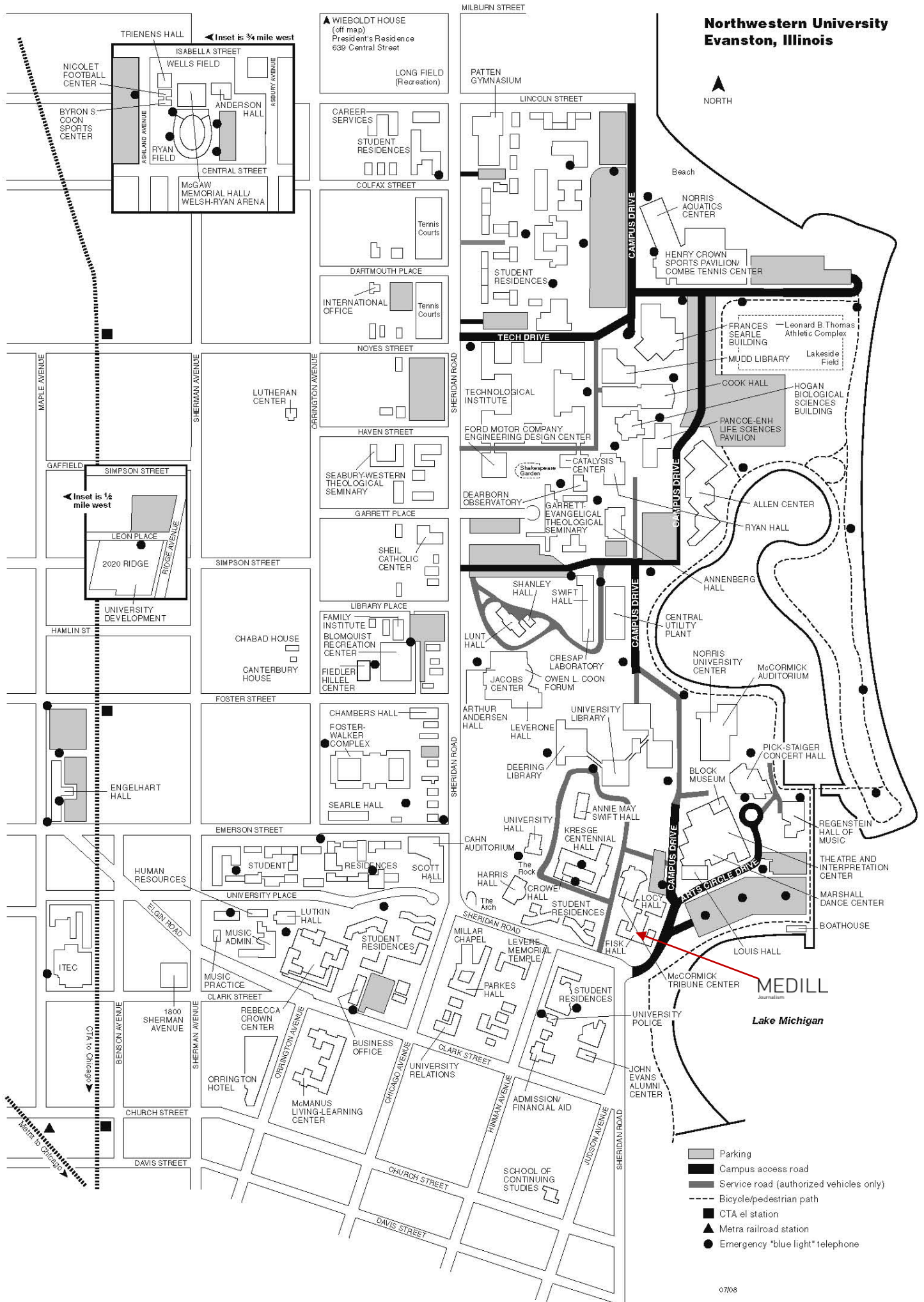
For information about how to get involved in student organizations, contact Kristen Reid Salomon.

NORTHWESTERN

Contacts & Resources

- Northwestern Directory: <http://directory.northwestern.edu/>
- Counseling and Psychological Services (CAPS), 633 Emerson St.
www.northwestern.edu/counseling; 847-491-2151
- Services for Student with Disabilities (AccessibleNU)
www.northwestern.edu/disability
- Norris University Center, 1999 Campus Drive
www.norris.northwestern.edu; 847-491-2301
- Student Financial Services, 555 Clark St.
www.northwestern.edu/sfs; 847-491-8950
- Student Health Service, 633 Emerson St.
www.nuhs.northwestern.edu; 847-491-8134
- University Library, Evanston, 1970 Campus Drive
www.northwestern.edu/libraries/index.html; 847-491-7658
- University Sexual Harassment Prevention Office, 633 Clark St.
www.northwestern.edu/sexual-harassment; 847-491-3745
- The Women's Center, 2000 Sheridan Rd.
www.northwestern.edu/womencenter; 847-491-7360
- Graduate Student Life at NU
<http://www.gradconnections.northwestern.edu/>
- Hispanic/Latino Student Affairs, 1936 Sheridan Road
www.northwestern.edu/latino; 847-467-7337
- African American Student Affairs, 1914 Sheridan Road
www.northwestern.edu/aasa; 847-491-3610
- Asian/Asian-American Student Affairs, 1936 Sheridan Road
www.northwestern.edu/asian-american; 847-467-7583
- International Office, 630 Dartmouth Place
www.northwestern.edu/international; 847-491-5613
- Gender and Sexuality Resource Center
www.northwestern.edu/lgbt; 847-491-1205
- Multicultural Center/Multicultural Student Affairs, 1936 Sheridan Road
www.northwestern.edu/mcc/; 847-467-6200
- Religious Life, 1870 Sheridan Road www.northwestern.edu/chaplain; 847-491-7256

Northwestern University Evanston, Illinois



- Parking
- Campus access road
- Service road (authorized vehicles only)
- Bicycle/pedestrian path
- CTA el station
- Metra railroad station
- Emergency "blue light" telephone