

MEDILL

Undergraduate Handbook

Table of Contents

Welcome to Medill	1	Advising, Counseling & Academic Resources	17
About this Handbook	2	Faculty Adviser	17
Degree Requirements	2	Medill Office of Student Life	18
Journalism Courses	3	University Resources	18
Distribution Requirements	6	Academic Options	20
Electives	7	Double Major	20
Social Science Concentration	7	Study Abroad	21
Elective Concentration	7	Study at Another US Institution	21
Global & Diverse Cultures	8	Internships	22
Number of Courses & Quarters	9	Accelerated Master's Program	23
Rules, Policies & Procedures	10	Medill Integrity Code	24
Undergraduate Residence Requirement	10	Procedures	25
Course Load	10	Academic Standards	27
Grades	10	Probation	27
Add/Drop	11	Dismissal	28
Pass/No Credit	12	Incomplete Work	28
Independent Study	12	Appeal	29
Petition of Degree Requirements	13	Absence from Class	29
Course Sunset Rule	13	Preparing to Graduate	29
Registration	13	Petition	29
University Procedures	13	Honors	30
Medill Procedures	14	Ceremonies	30
Cancellation	15	Career Services	31
Withdrawal	15		
Holds	16		
Leave of Absence	16		
Transfer Students	16		
Non-NU Credit	16		
Advanced Placement	16		
Advanced Standing	17		
International Baccalaureate	17		
Appendices			
Appendix A: Journalism Distribution Requirements (list of courses fulfilling these requirements)			32
Appendix B: AP Scores and Credits			40
Appendix C: Medill Faculty in Evanston			42
Appendix D: Resources			45
Appendix E: Chart of Degree Requirements			48

Cover photos: Top, Elizabeth Gibson (BSJ08, MSJ08) covers a story about the US Coast Guard on Journalism Residency; Bottom left, a student uses the McCormick Tribune Center patio; Bottom right, Fisk Hall.

Welcome to Medill

Medill has epitomized excellence in journalism since 1921. Now, as the media face unprecedented change, Medill's undergraduate program continues to lead the way in preparing the next generation of journalists - multimedia professionals who will not only thrive in a dynamic media landscape but help shape it. Students receive both a broad liberal arts education and media expertise, and they learn from talented peers and a distinguished faculty who not only put students first but bring a strong mix of academic credentials and field experience to the classroom.

At Medill, you'll become grounded in the essentials of journalism excellence: accurate, thorough, enterprising and critical reporting; extraordinary writing; and skillful editing, presentation and production. You'll be trained to deliver high-quality news and information to different audiences - in the ways, places and times they want it. You'll be challenged to produce compelling, high-impact journalism across various media platforms: in newspapers and magazines, on television and online, as well as on cell phones, iPods and any other medium that comes along.

The Bachelor of Science in Journalism degree program features:

- a core of rigorous, hands-on skills courses
- a foundation in ethics, trends, history and law of journalism
- an opportunity to delve deeper into a specific medium (magazines, newspapers/online or video-broadcast
- a chance to focus on the "craft" of storytelling, either in magazine/features, interactive news or videography/broadcast
- electives that provide advanced training in several different categories:
 - journalism techniques, including design, online, and computer-assisted and investigative reporting
 - subject area expertise, such as covering the legal system, health and science, business, the environment
 - understanding of the business and decision-making aspect of media companies, including marketing, advertising and consumer insights
- a real-world, immersion experience working alongside industry professionals and mentors at one of more than 100 newspapers, online enterprises, magazines or broadcast stations in the United States or South Africa through Medill's Journalism Residency program

An excellent journalist also must have a strong foundation in a wide range of subjects. Consequently, the bulk of the undergraduate education consists of courses in the liberal arts - arts, humanities, social sciences and natural sciences - in order to build students' understanding of world events and their abilities to interpret and report on them.

Bottom line: During these four years at Medill, you will become a more educated, skilled and knowledgeable citizen. You will be inspired to follow the example of journalists who have changed society for the better. You will have fun and make lifelong friends. And you will have a leg up on the job market, thanks to Medill's reputation and its vast network of alumni.

Welcome to the "Medill Advantage."

About This Handbook

This handbook is one of Medill students' primary resources for information about degree requirements, academic policies and procedures, and Medill resources throughout their careers at NU. The degree requirements listed here are those by which degree progress will be monitored and audited in order to graduate. It is vital to keep this handbook and refer to it regularly for the duration of the NU and Medill career. Students are responsible for familiarity with the information and policies contained in this handbook. Failure to read the Handbook does not excuse students from knowledge of the information within.

Degree Requirements

The Bachelor of Science in Journalism program consists of five components:

1) 12-14 journalism units

Most courses count for one unit, except all Journalism Residency courses (EDIT 345, 346, 355, 356, 365, and 366), which are one or two units each depending on the focus students choose (storytelling or presentation).

2) 14 distribution requirements

Distribution requirements are taken in literature (three), history (three), math/science (three), political science (two), economics (one), religion/philosophy (one) and art/art history (one).

3) 8-10 elective units

Electives are unrestricted choices from any school in the University other than Medill.

4) Nine concentration units

Concentrations are divided into a three-unit social science concentration and a six-unit elective concentration in the Weinberg College of Arts and Sciences.

5) 11 units in global and diverse cultures

These units are among the 31-33 non-journalism courses required to fulfill the arts and sciences (23) and electives (8 or 10) requirements; they are not additional units required for graduation.

A minimum of 45 units (courses) are required for the Bachelor of Science in Journalism degree. At least 31 must be from outside Medill and no more than 14 can be Medill courses. Students with more than 45 units may take additional journalism courses.

Exceptions to any degree requirements and all independent study credit must be approved by the Senior Director of Undergraduate Education and Teaching Excellence. Petitions and rules for filing petitions are available in the Medill Office of Student Life.

All entering Medill students are expected to know how to type and how to use basic computer soft-

ware. See the Medill IT Web site for more information on computer software and audio/video equipment that is used for Medill courses.

Journalism Courses

Medill provides a compact core of journalism courses for its undergraduates. In the first year, students take Introduction to 21st Century Media, which provides an understanding of the issues that influence journalism and the media by using history to illuminate current trends. They also take Reporting and Writing and Multimedia Storytelling, a two-quarter series that gives students a grounding in the fundamentals of journalism necessary for any platform or storytelling format and an introduction to multimedia skills and how to use them to create more effective Web-based journalism. Enterprise Reporting in Diverse Communities, taken during the sophomore year, provides advanced skills in multimedia reporting and storytelling by covering issues relevant to Chicago's diverse neighborhoods.

In their sophomore year, students select one of the three junior- or senior-year Journalism Residency (JR) programs: Journalism Residency in Newspaper/Online; Journalism Residency in Magazine; or Journalism Residency in Broadcast. Journalism Residency is an academic internship for which students receive three units of course credit for working at a media company for 11 weeks. Students are eligible to do their residency during one of four possible quarters: winter or spring of junior year, and fall or winter of senior year. Students are assigned to a specific quarter for this residency, as well as the prerequisite journalism courses, through a placement process coordinated by the Medill Office of Student Life during winter quarter of sophomore year.

In preparing for their Journalism Residency experience, students take one media-specific presentation class (Newspaper/Online, Magazine or Videography and Broadcast), followed by one of three storytelling classes that focus on different techniques, either Interactive News, Magazine and Feature Writing or Videography and Broadcast. Students may choose any of the three storytelling classes, taking into account such factors as their area of interest and career development. Students are advised to complete their last JR prerequisite during the quarter directly preceding the internship. See the list below for specific JR prerequisite options. Students hoping to pursue a specific area while on JR (e.g. design; photography; or reporting on business, legal, environmental or health issues) should attempt to enroll in such an elective that provides additional depth and training before the JR quarter.

Students will receive a stipend to help offset their costs while on their Journalism Residency. Students requiring additional financial assistance also may apply for it through the Benjamin H. Baldwin Fund. More information on this fund is available from the Director or Coordinator of Journalism Residency.

Students who wish to pursue opportunities that require specific timing of the Journalism Residency quarter (e.g. leadership positions in campus media, studying abroad, Medill electives for which JR is a pre-requisite, such as EDIT 373 Investigative Journalism) should consult their faculty advisers and the Medill Office of Student Life to discuss their plans.

Students are also required to take Media Law and Ethics before they go out on their Journalism Residency. In addition, students are encouraged to start taking their journalism electives in their sophomore year, particularly if they wish to take three or four journalism electives.

Undergraduate Handbook

Students must take at least two journalism electives, and may take up to four, from as many of the following categories as their program allows: Elective Category I: Storytelling Techniques, Elective Category II: Subject Areas, and Elective Category III: Media & Marketing Communications. These electives may be chosen regardless of a student's Journalism Residency program. For example, a student pursuing a Journalism Residency in broadcast may take courses in magazine writing, newspaper reporting, investigative journalism, IMC, audio and video, or a combination of these. See the full category listings below.

Suggested Journalism Curriculum

First year

- 201-1 Reporting and Writing
- 201-2 Multimedia Storytelling
- 202 Introduction to 21st Century Media

Sophomore year

- 301 Enterprise Reporting in Diverse Communities (prereq: 201-1,2)

Mid-sophomore through early senior year

Journalism Residency in Newspaper/Online

- 310 Media Presentation: Newspaper/Online (prereq: 301), then
- One of the following:
 - 320 Storytelling: Interactive News
 - 321 Storytelling: Magazine and Feature Writing
 - 322 Storytelling: Videography and Broadcast
- 370 Media Law and Ethics
- 345 Journalism Residency in Newspaper/Online: Reporting (1 or 2 units; prereq: 310 & 320, 321 or 322; 370)
- 346 Journalism Residency in Newspaper/Online: Presentation (1 or 2 units; taken with 345)

Journalism Residency in Magazine

- 311 Media Presentation: Magazine (prereq: 301), then
- One of the following:
 - 320 Storytelling: Interactive News
 - 321 Storytelling: Magazine and Feature Writing
 - 322: Videography and Broadcast
- 370 Media Law and Ethics
- 355 Journalism Residency in Magazine: Writing (1 or 2 units; prereq: 311 & 320, 321 or 322; 370)
- 356 Journalism Residency in Magazine: Presentation (1 or 2 units; taken with 355)

Journalism Residency in Broadcast

- 312 Media Presentation: Videography and Broadcast (prereq: 301), then
- One of the following:
 - 320 Storytelling: Interactive News

Undergraduate Handbook

- 321 Storytelling: Magazine and Feature Writing
- 322 Storytelling: Videography and Broadcast
- 370 Media Law and Ethics
- 365 Journalism Residency in Broadcast: Reporting (1 or 2 units; prereq: 312 & 320, 321 or 322; 370)
- 366 Journalism Residency in Broadcast: Production (1 or 2 units; taken with 365)

Sophomore, junior and senior year

- Two to four journalism electives

Electives must be taken from different categories, e.g. a student taking two electives must take them from two different categories; those with three electives, from all three categories. Only students taking four electives can take two from the same category. The three elective categories are below:

Elective Category I: Storytelling Techniques

310 Media Presentation: Newspaper/Online
311 Media Presentation: Magazine
312 Media Presentation: Videography and Broadcast
320 Storytelling: Interactive News
321 Storytelling: Magazine and Feature Writing
322 Storytelling: Videography and Broadcast
368 Documentary (prereq: 365 & 366)
371 Journalism of Empathy
374 News and Numbers
375 Literary Journalism (prereq: JR)
376 Design and Infographics
378 Photojournalism

Elective Category II: Subject Areas

372 International Journalism: South Africa (prereq for South Africa program)
373 Investigative Journalism* (prereq: JR)
380 Legal Reporting
381 Business Reporting
382 Environmental Reporting
383 Health and Science Reporting
384 Building Interactive Communities
390 Special Topics
399 Independent Study

* This course may be taken a second time for credit with permission from the instructor.

Elective Category III: Media & Marketing Communications

IMC 300 Consumer Insight and Analysis
IMC 301 Introduction to Integrated Marketing Communications
IMC 303 Advertising Strategies
IMC 304 Direct, Database and E-commerce Strategies

Seniors pursuing the BSJ degree are allowed to take a Medill graduate journalism course under the fol-

Undergraduate Handbook

lowing conditions: 1) they have a minimum 3.0 grade point average in journalism courses and a minimum 3.0 average overall; 2) they have written permission of the instructor teaching the graduate course and written permission of the Senior Director of Graduate Education & Teaching Excellence; 3) they use the credit as an optional 14th journalism unit, not as one of the three categories of electives listed within the undergraduate curriculum; and 4) they apply the course to just one degree.

Distribution Requirements

Courses taken to fulfill the distribution requirements expose students to a variety of liberal arts disciplines. See Appendix A for a list of pre-approved courses that meet these requirements.

The requirements include:

- **Three history courses** to be chosen from courses through the history department or certain other departments. At least one course must be in U.S. history and at least one in non-U.S. history
- **Three literature courses** in any department of the University teaching literature in English or a foreign language (English 206, 207 and 208 do not meet this requirement)
- **Three mathematics/science courses.** Courses in astronomy, biological sciences, chemistry, computer science, electrical engineering & computer science, geological sciences, mathematics, physics, or logic courses in the philosophy department can be taken for two of the three courses. No 100-level math course may be taken for credit after a 200-level or higher math course has been completed. At least one mathematics/science course must be a statistics course from this approved list:
 ANTHRO 362-0: Quantitative Methods of Analysis
 SESP 210-0: Introduction to Statistics and Research Methodology
 BME 220-0 Introduction to Biomedical Statistics
 IEMS 201-0: Introduction to Statistics
 MATH 202-0: Finite Mathematics; 285-1,2,3 Accelerated Math for MMSS
 POLI SCI 310-0 Methods of Political Inference; 311-0 Logics of Political Inquiry; 312-0 Statistical Research Methods; 315-0 Introduction to Positive Political Theory
 PSYCH 201-0 Statistical Methods in Psychology
 SOCIOL 226-0 Sociological Analysis; 303-0 Analysis and Interpretation of Social Data; 329-0 Field Research and Methods of Data Collection
 STAT Any course in this department
- **Two political science courses**, one in American government and one in international politics/relations/studies
- **One economics course**, from the economics department or certain other departments
- **One religion/philosophy course**; logic courses in philosophy cannot be used to meet this requirement because they are part of the mathematics/science requirement (these courses are: PHIL 150-0, 250-0, 350-0, and 351-0)
- **One art/art history course**; selected courses from departments other than art or art history meet this requirement

No course may be used to fulfill more than one Medill degree requirement except for units that meet the Global and Diverse Cultures requirement; these 11 units are among those also used to fulfill the 31-

33 nonjournalism units required for the Bachelor of Science in Journalism degree.

Refer to Appendix A for a detailed list of courses that may be used to fulfill distribution requirements.

Refer to Appendix B to see how AP credits may be applied to distribution requirements.

Electives

The 8 to 10 electives can be chosen from any school or department at Northwestern other than Medill. It is important to strike a balance when choosing electives. Students are advised to experiment to some extent in the first two years to discover particular areas of academic interest. Some of the electives they choose will fall into place later, as part of a social science concentration or an elective concentration. Some may also meet the Global and Diverse Cultures requirement. Students should save some of their elective choices for the time when they are permitted to take upper-level courses. Note: Students can use academic credits (including applied music credits) awarded by Northwestern's School of Music as electives.

Social Science Concentration

Students must choose a three-unit social science concentration in any one of the following Northwestern departments: anthropology, economics, gender studies, history, political science, psychology or sociology. Students may apply only one 100-level course toward this requirement. At least one of the three units must be at the 300-level. Courses used to meet this requirement cannot be applied to a WCAS major or minor (see "Elective Concentration" below). Some or all of these units also may meet the Global and Diverse Cultures requirement. Students may not apply more than one unit from any single field study or independent study course toward the social science concentration. Students also may not apply AP credits to the social science concentration.

NOTE: International Studies core courses (Global History 201-1,2), may count toward the three-unit social science concentration in political science.

Elective Concentration

Students must complete a six-unit concentration in any department of WCAS (other than the area selected for the three-unit social science concentration). For any concentration except astronomy, biological sciences, chemistry, geological sciences, mathematics, physics or a foreign language, students may not apply more than one 100-level course and must take at least two 300-level courses. Some or all of these units also may meet the Global and Diverse Cultures requirement. Students may not apply more than two units of field study or independent study credit toward the six-unit concentration. Students also may not apply AP credits to the elective concentration.

Students are exempted from this requirement for a six-unit elective concentration if they:

- 1) Complete a WCAS minor. Note that courses used to fulfill the three-unit social science concentration and courses used for the distribution requirements, as well as journalism courses, cannot be used

to fulfill requirements for the WCAS minor. Also, the minor must be in a subject other than that selected for the three-unit social science concentration.

2) Complete a double major in a WCAS department, or an interdisciplinary or adjunct major offered through WCAS. Note that courses used to fulfill the three-unit social science concentration, as well as journalism courses, cannot be used to fulfill requirements for this second major. Also, the major must be in a subject other than that selected for the three-unit social science concentration. Permission to pursue a second major must be secured from the appropriate WCAS department.

See page 20 for details about completing a WCAS minor or double major.

Global and Diverse Cultures Requirement

To gain a deeper understanding of diverse cultures and the world beyond the United States, Medill students must complete an 11-unit Global and Diverse Cultures requirement within the non-journalism courses needed to meet their arts and sciences (23 units) and electives (eight or 10 units) requirements.

Among these 11 units, students must take at least three units in a foreign language, unless they can demonstrate proficiency as defined by the Weinberg College of Arts and Sciences. WCAS proficiency can be accomplished in two ways: 1) by having earned a high enough AP score on a College Board Advanced Placement foreign language examination; or 2) by passing an individual Foreign Language Proficiency Examination given by each department. Information on placement exams, exam schedules and exam results can be found on the following Web sites:

<http://www.northwestern.edu/orientation/wildcatwelcome/before/academicplacement/index.html>

<http://placement-test.mmlc.northwestern.edu/>

<http://placement-test.mmlc.northwestern.edu/results/index.html>

Students who took the language placement exam and did not show sufficient skills to fulfill the WCAS language requirement must either 1) continue studying the language at the level indicated by the placement score; or 2) enroll in a new language. If they choose to continue studying the language at the level indicated, students should check the following page of WCAS' Web site to verify exactly how many and which courses will meet the WCAS proficiency standards:

<http://www.wcas.northwestern.edu/advising/forlangtable.html>

One exception to the WCAS standards for proficiency is for students who place into either the Spanish or French 115 sequence. Completing either Spanish 115-1,2 and French 115-1,2 are acceptable ways to fulfill Medill's foreign language requirement.

Students starting a new language will take three introductory units to fulfill the Medill requirement. Introductory language classes offered by the University are typically labeled 101-1,2,3.

For more information on specific language classes and requirements, check with the appropriate WCAS foreign language department or the University's Council on Language Instruction (CLI) at <http://www.cli.northwestern.edu/>.

MEDILL

Undergraduate Handbook

In certain cases of a clinically diagnosed disability affecting foreign language acquisition, students may apply to seek to satisfy the Medill foreign language proficiency requirement by using both language and non-language classes. In such circumstances, the students should contact the Office of Services for Students with Disabilities (SSD) and file the petition for appointment of a language proficiency adviser (LPA). (See complete instructions for seeking accommodations on the WCAS Web site at http://www.wcas.northwestern.edu/advising/FL_SSD.html.) Final decisions regarding this petition must be approved by the LPA, CLI and Medill's Senior Director of Undergraduate Education & Teaching Excellence. It is advised that students start this process early so that they have sufficient time to make a plan to satisfy the Medill foreign language requirement before graduating.

The other nonjournalism courses used to meet this 11-unit requirement must focus on one or more of the following themes: gender, race, age, class, ethnicity, religion or disability. Refer to the Medill website for a Medill-approved list of classes offered throughout the University; students may petition the Senior Director of Undergraduate Education & Teaching Excellence if they believe another class qualifies. AP credits may not be applied to the Global and Diverse Cultures requirement, with the exception of language courses.

Number of Courses and Quarters

All Medill students must successfully complete 45 one-unit courses in order to graduate. Almost all courses taught at Northwestern are worth one unit. (One important exception for Medill students are JR courses; they may be either one or two units depending upon a student's concentration.) Two half-unit classes count as one full unit, and two one-and-a-half-unit courses count as three full units toward this requirement.

The final 23 courses must be taken at Northwestern, and the last three quarters of work must be completed while the student is enrolled at Medill. Exceptions are sometimes made for approved study abroad programs or for summer work taken at other universities with prior approval by the Senior Director of Undergraduate Education & Teaching Excellence.

If a student takes four one-unit courses per quarter, three quarters per year, for four full years, that will equal a total of 48 courses. Since only 45 courses are required for graduation, three quarters with only three courses (which also counts as a full load) will allow on-time graduation (assuming no AP, IB or transfer credits have been applied). Journalism Residency is a three-unit quarter, reducing to two the number of three-unit quarters students are allowed in this example.

Of the 45 units required for the Bachelor of Science degree in Journalism, at least 31 must be outside Medill and no more than 14 can be Medill courses. If a student has more than 45 units, additional journalism courses may be taken.

In addition, all Northwestern undergraduate students are subject to the Undergraduate Residence Requirement. Each student has a basic requirement for 12 full-time quarters of enrollment at NU, but the number of quarters required can be reduced through AP credits and in other specific ways. For a brief description, see below. For the official policy, see the Undergraduate Catalog : www.registrar.northwestern.edu/nucatalog/

Rules, Policies & Procedures

In addition to this Handbook, Medill students are responsible for familiarity with the University policies outlined in the Undergraduate Catalog. Of particular importance is the Undergraduate Residence Requirement.

The Undergraduate Residence Requirement (URR) is predicated on the principle that when a student receives a bachelor's degree from Northwestern University, the majority, and certainly the most advanced portion, of his/her academic work is completed on campus as a full-time student under the instruction of NU faculty during the regular academic year. Being "in residence" for a quarter means that the student is enrolled during the fall, winter or spring quarter at Northwestern, is being taught by or is under the supervision of Northwestern faculty, and completes three or more credits. It includes the Journalism Residency program.

The URR is important to understand, particularly when considering a double major or study abroad. Please refer to the Undergraduate Catalog for a full description of the requirement:
www.registrar.northwestern.edu/nucatalog/

Course Load

Registration for three or four credit-bearing courses a quarter is a typical full-time academic load. Registration for fewer than three courses or more than five requires permission from the Senior Director of Undergraduate Education & Teaching Excellence. Registration for a fifth course will not be permitted until the beginning of drop/add week. First-quarter freshmen and students on probation cannot take more than four classes without permission.

Grades

Undergraduate journalism courses employ intermediate grading, meaning that instructors may use grades of A, A-, B+, B, B-, C+, C, C-, D, and F.

Specific grade requirements for Medill students are:

1. Minimum grade point averages of 2.00 or better for all non-journalism courses taken for a letter grade, and 2.25 or better for all journalism courses must be achieved. In addition, all journalism students are subject to the following grade requirements:

- The journalism grade point average shall reflect the grades of all journalism courses attempted (including F's).
- All X and Y grades (incompletes), unless made up satisfactorily by the end of the subsequent quarter, shall be counted as F's.
- A grade of F and/or N earned twice in the same required course shall be grounds for mandatory transfer out of Medill.

MEDILL

Undergraduate Handbook

- Students must earn the following to be eligible for the Journalism Residency program:
 - 1) A minimum 2.25 grade point average in these courses: Reporting and Writing, Multimedia Storytelling, Enterprise Reporting in Diverse Communities, and the two JR prerequisite courses.
 - 2) A 'C' or better in Enterprise Reporting in Diverse Communities and the JR prerequisite courses.
 - A maximum of two units of 'D' or below in journalism courses or three units of 'D' or below in all NU courses will be permitted. Exceeding these limits shall be grounds for mandatory transfer out of Medill.
 - When courses are repeated, both the previous grade and the subsequent grade are computed in the grade-point average. One course does not substitute for the other.
 - Students who do not meet the minimum grade point requirements are placed on academic probation. Continued poor performance will result in a mandatory transfer to another school within Northwestern or dismissal from the University (see page 27).
2. Medill undergraduates are required to take these courses for letter grades (A, A-, B+, B, B-, C+, C, C-, D, F):
- all journalism courses (except for Journalism Residency, and those which may from time to time be offered by the faculty under the Pass/No Credit (P/N) option)
 - all courses in the social science concentration
 - all distribution requirements
3. Any other course may be taken on the P/N option, if that option is available. However, a total of no more than three courses, outside of the Journalism Residency quarter, however, may be taken P/N and counted toward the 45 units required for graduation. Only one course per quarter may be taken on the P/N option.

Add/Drop

The first week of classes during each quarter is the change of registration period, when students are allowed to adjust their schedules by either dropping or adding a course.

Students have until the end of the first week of classes to add a course and until the end of the sixth week of classes to drop a course. If a student drops a course by the deadline and has followed the proper procedures, no grade is recorded. A course dropped after the drop/add deadline must be approved by the Senior Director of Undergraduate Education & Teaching Excellence and only in circumstances which merit special consideration. Any course dropped after the deadline without the Director's approval is regarded as a failure and is recorded with a grade of F.

Students can drop and add courses online via CAESAR up until the deadlines published by the University Registrar's Office.

Pass/No-Credit Option

The P/N grade option is open to full-time students for courses without grade restrictions. When this option is available, it allows students to explore a subject without concern about how it will affect their grade point average.

Although many undergraduate classes are open to this option, there are certain restrictions which apply in Medill. Please refer to the “Grades” section of this Handbook on page 10.

There is a limit to the number of P/N units allowed. Students may not apply more than three P/N units, outside of the Journalism Residency quarter, toward the 45 required for graduation. Only one course may be taken in any quarter under this option. This includes courses taken in the Schools of Education and Social Policy, Music, and Communication that are taken under the Target P/N option that result in the awarding of a letter grade.

Students considering the P/N option should check CAESAR to determine if any restrictions apply. Students planning to use the P/N option must do so when initially registering for the course. For instructions on selecting the P/N option, please see “Instructions on using CAESAR” at <http://www.northwestern.edu/caesar>. If the P/N option is not selected at the time of registration, students must go to the University Registrar’s Office and complete a P/N form.

A change from the P/N option to the regular grade system, or vice versa, must be done prior to the deadline established by the University Registrar’s Office. www.registrar.northwestern.edu/registration/pn_option.html

Independent Study

Independent Study (EDIT 399) 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.
2. Locate a 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 project. Faculty advisers can often suggest fellow faculty members who have research interests in the area proposed.
3. Turn that plan into a detailed proposal that, if approved, will become the syllabus. It should include: information about the area of study, required and suggested reading previously agreed upon, written 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 Director of Student Life for consideration and approval by the Senior Director of Undergraduate Education & Teaching Excellence.

The deadline for submission of petitions is the end of the fourth week of the quarter prior to the quarter in which the independent study is to take place. Students planning to extend their work beyond one quarter may do so only with the permission of the sponsoring faculty member and the Senior Director of Undergraduate Education & Teaching Excellence.

Petition of Degree Requirements

Occasionally students may wish to take a course that, based upon the description and content, they believe should count toward a distribution or concentration requirement for which it is not pre-approved. In such cases students may file a petition to ask for an exception. Students must complete the following steps:

1. Complete a "Petition Cover Form," available on the Medill Web site.
2. Write a brief statement explaining why the course should be allowed to meet a requirement for which it is not pre-approved.
3. Obtain a copy of the syllabus and a statement from the instructor supporting the petition.
4. Present all above materials to the Director of Student Life by the Friday of the fourth week of the quarter. All petitions are considered by the Senior Director of Undergraduate Education & Teaching Excellence.

Course Sunset Rule

It is Medill's policy that any Medill course not offered for three consecutive years shall be removed from the list of approved courses. If a course has not been offered for two consecutive years, the Medill Administration notifies the instructor of record and the faculty of the course's status and its potential deletion.

Registration

University Procedures

Medill students register for all non-journalism courses at a time designated by the University Registrar's Office. Registration appointment times are determined by the number of completed quarters at Northwestern. Students may register any time after their appointment, but not before. The appointment times and course listings are listed in CAESAR, which is made available to students before pre-registration. Students register for the next quarter during the current term.

Undergraduate Handbook

Pre-registration and registration periods are assigned as follows:

- Students with eight or more completed quarters register in the first group
- Students with five to seven completed quarters register in the second group
- Students with two to four completed quarters register in the third group
- Students with zero to one completed quarter will register in the fourth group

What is a “completed quarter”?

For students who began at NU as freshmen:

A Fall, Winter or Spring quarter in which one or more credits were earned or a Summer quarter in which at least three credits were earned. Enrollment in the current term is not counted.

For students who transferred to NU:

Calculate the total number of completed quarters by dividing the number of transfer credits by four and rounding up to the nearest whole number. That number, plus the number of quarters completed at NU (computed in the same way as the above group of students), is the total number of completed quarters.

Some courses require permission from a particular department (no permission numbers are used for Medill classes). In such instances a registration permission number needs to be obtained from the appropriate department and submitted at the time of registration.

Medill Procedures

The registration process can vary from quarter to quarter. Medill participates in a University process called pre-registration, which takes place each quarter during the week prior to the regular registration period. During pre-registration, students with declared majors or minors in participating departments can register for up to two courses in their major or minor. Therefore, Medill students will typically register for their Medill course(s) during pre-registration, depending upon their prerequisites and assigned JR quarters. They will then complete non-Medill course registration during the regular registration period.

The Medill Office of Student Life e-mails students prior to the registration period notifying them which Medill courses are available. Students file preferences for Journalism Residency quarters in mid-sophomore year. Assigned quarters and prerequisite courses are posted each year prior to spring quarter on a bulletin board on the 2nd floor of Fisk Hall; students are expected to check these lists for assigned JR prerequisite courses and follow instructions from the Medill Office of Student Life regarding registration for these courses (some courses' registration will be automatically handled by Medill and others will require students to register themselves).

For the actual quarter of Journalism Residency, the Medill Office Student Life will automatically register students who have successfully completed all prerequisites for the Journalism Residency quarter and who are on the approved preference lists. Students will be granted credit upon successful completion of the reporting/writing and presentation/production components of the program.

Online registration via CAESAR is possible from any computer with an Internet connection, so

Undergraduate Handbook

Journalism Residency students register for their next quarter in the same way, as if they were on campus. When they return to campus for the following quarter, students can adjust their schedules, if necessary, during drop/add week.

Since students need to meet a variety of course requirements in order to earn their Bachelor of Science in Journalism degree, the Medill Office of Student Life can also assist them in making non-Medill course selections. Special attention should be given to choosing courses that meet the distribution requirements, as well as the social science and elective concentrations.

Cancellation

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. Cancellation forms are available in the University Registrar's Office; they must be dated, completed and delivered to the University Registrar's Office 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.

Withdrawal

A student who withdraws from the University after having already attended classes in any quarter must fill out a withdrawal form. A withdrawal form may be picked up at the Medill Office of Student Life or the University Registrar's Office. The completed form requires the signature of the Senior Director of Undergraduate Education & Teaching Excellence and may also require signatures from the Housing, Financial Aid, and Student Accounts offices. Once all required signatures have been obtained, the form must be brought to the Medill Office of Student Life. The Office must be informed of the student's reasons for withdrawing and how it will affect future registrations. The form then will be submitted to the University Registrar's Office for processing.

The Office of Student Financial Services 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 seeks to re-enroll after one quarter or more of absence must fill out an application to re-enter. The FRET (Former Returning Student) form is available from the the University Registrar's Office or that office's Web site. It requires approval from the Medill Senior Director of Undergraduate Education & Teaching Excellence and must be filed at least six weeks before the quarter a student plans to return. If specified at the time of withdrawal, re-entry may also require approval from the University Dean of Students.

Before approval for readmission is granted, the student's record will be reviewed to verify that he or she left in good academic standing and that any predetermined conditions for re-entry have been met. When a student has been inactive in a program for longer than a 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.

Registration Holds

Students will be blocked from registering if they have a hold on their record. Holds are indicated on the student's Personal Academic Information Screen. Most holds are placed by Student Financial Services, Student Health 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.

Leave of Absence

Unlike a withdrawal, a leave of absence is arranged in advance between the student and the Medill Office of Student Life. A student may opt to interrupt his or her undergraduate program for an internship, related work experience or for personal reasons.

Requests for a year or less are generally approved. Leaves of more than a year will be granted only in special circumstances. All decisions on leaves of absence and readmission are made by the Senior Director of Undergraduate Education & Teaching Excellence. Requests for leaves of absence must be received at least one month before the leave would begin.

Students returning from a leave of absence must file a FRET form with the University Registrar's Office at least six weeks before registration. Please refer to the procedures described in the "Withdrawal" section on page 15.

Transfer Students

Transfer credit is evaluated by the University Registrar's Office. No student may use journalism credits earned at other universities toward the Bachelor of Science in Journalism degree.

Non-Northwestern Credit

Advanced Placement Credit

Advanced Placement credit is awarded through the Weinberg College of Arts and Sciences. Students who have submitted scores from the Advanced Placement examination receive notification of credit from WCAS. (See Appendix B for information on scores and credits.) For questions or possible corrections, contact Assistant Dean Richard Weimer at 847/491-7559 or rpw@northwestern.edu.

Journalism students may use Advanced Placement credit toward the fulfillment of any degree require-

ment except journalism courses, courses in the social science concentration or courses in the six-unit elective concentration. Students may use credit from the English Composition/Literature exam (which appears in CAESAR as LT) in partial fulfillment of the distribution requirement in literature. Credit from the English Language exam (which appears in CAESAR as LC) counts only as elective credit.

Advanced Standing Credit

Advanced Standing credit is awarded through the Weinberg College of Arts and Sciences to students who have taken college courses during their senior year in high school or the summer before their entry to Northwestern. Questions about Advanced Standing credit should be directed to the WCAS Office of Undergraduate Studies and Advising or the University Registrar's Office.

International Baccalaureate Credit

International Baccalaureate (IB) credit is awarded through the Weinberg College of Arts and Sciences. Scores of 5, 6 or 7 on the Higher Level Examinations of the IB qualify for one, two or three units of NU credit, depending on the examination(s) completed. Scores for subsidiary level exams are not recognized. Questions about IB credit should be directed to the WCAS Office of Undergraduate Studies and Advising.

Journalism students may use IB credit toward the fulfillment of any degree requirement except journalism courses, the social science concentration or the six-unit elective concentration.

Advising, Counseling & Academic Resources

Medill students can make use of many advising resources during their careers at Northwestern. These include people as well as documents in print and online. One important resource is this Handbook, which students are required to keep and use each quarter before registration and when considering their academic options. Others include the Undergraduate Catalog and a number of University offices and Web pages.

Faculty Adviser

Students are assigned a Medill faculty adviser prior to their first year. Faculty advisers are valuable sources of information regarding Medill courses and professional goals, particularly as they relate to academic options such as double majors. If the initial adviser/student match is not satisfactory or professional interests change, a student can and should request assignment to another adviser. Students seeking a switch should contact the Medill Office of Student Life. Appendix C contains a full list of Medill faculty available to advise students and their areas of expertise.

Beyond the time spent with their advisers in discussion sections for EDIT 202, students are required to meet one-on-one with their advisers three times during the first year: 1. during Wildcat Welcome; 2. during fall quarter, prior to winter quarter pre-registration; and 3. during winter quarter, prior to spring quarter pre-registration. Students are not required to meet with their advisers beyond the first year, but are encouraged to do so to take advantage of their professional experience and advice.

Medill Office of Student Life

1845 Sheridan Road, 847-467-1882

Staff members in the Office of Student Life, Fisk Hall Suite 100, work with students from orientation through graduation to help maximize their time at the University. They assist students with:

- Course Planning
- Understanding Degree Requirements
- Registration
- Study Abroad
- Interschool Transfers
- Petitions to Graduate
- Campus Resources Outside of Medill
- Medill Resources and Forms

More information about staff and services can be found through the Medill website. To make an appointment with a staff member in the Medill Office of Student Life call or visit Fisk Hall Suite 100.

Resources Within Other Northwestern Schools

Deans' and departmental offices in other schools at NU can be a valuable resource, particularly when a student is considering an elective course, a double major or a minor. Visit the relevant school's Web site to learn about its advising resources and policies.

University Academic Advising Center

1936 Sheridan Road, 847-467-3900

The Center offers academic counseling, advice and information to undergraduates throughout the University. They specialize in issues that cross school boundaries since Northwestern offers a wide range of courses and academic programs and exploring transfer between two schools or a double major can be confusing.

The University Academic Advising Center also offers help with study skills and with career exploration and planning. It's a place to go to learn how to be a more successful student – and how to better prepare for whatever you might do next.

Another specialty of the University Academic Advising Center is advising for students considering careers in the health professions – medicine, dentistry, physical therapy, and so on. The Center offers group and individual advising sessions and also maintains a recommendation service for students applying to medical and dental schools. Medill students who are pre-med should visit the Center before the end of their sophomore year. For more information or to make an appointment, visit www.northwestern.edu/advising-center/

Study Abroad Office

630 Dartmouth Place, 847-467-6400

Students considering studying abroad should begin with a visit to the Study Abroad Office at 630 Dartmouth Place. The Office hosts sessions called “Study Abroad 101” to introduce students to the process of selecting and applying to a program; it also has a resource library and advisers to guide students’ choice of programs. The Study Abroad Office is also the main resource for students who want to learn about study abroad costs and financial aid and about all the necessary paperwork involved (including how to apply to specific programs and how to request Northwestern permission to attend them). For more information, visit www.northwestern.edu/studyabroad/

Medill students considering study abroad should also consult page 21 of this handbook to follow Medill’s procedures for approving your experience abroad.

Counseling and Psychological Services (CAPS)

633 Emerson St, 847-491-2151

At some time during college, many students experience stress, depression, anxiety, and other difficulties. They may have problems dealing with social relationships – with friends, family, romantic partners, and others. They may have difficulty adjusting to the rigorous and competitive academic environment at NU. CAPS offers a variety of services, including both individual options and group workshops. Services are free to full-time students during the time they are enrolled.

The CAPS Web site provides information on how to access their services and what to do if a student thinks another student should visit CAPS or is in crisis. For more information, visit www.northwestern.edu/counseling/

Services for 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, for certifying eligibility for services, for determining reasonable accommodations and for developing plans for implementing these accommodations.

If a student has (or suspects that he/she might have) a disability that affects access, learning, and/or class performance, he/she should check with the Office of Services for Students with Disabilities. Office staff can help evaluate the situation. They also may be able to 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/

*Further advising resources (academic, cultural and social) are listed in Appendix D.

Academic Options

Double Majors and/or Minors

Some Medill students complete the major or minor requirements in an academic discipline within the Weinberg College of Arts and Sciences. Medill students who complete a major or minor in WCAS are exempt from the six-unit elective concentration requirement. Permission to pursue a double major or a minor must be obtained from the appropriate WCAS department.

A student pursuing a double major in political science, for example, would take all prerequisite and major courses required of a political science major in the Weinberg College of Arts and Sciences. The student would NOT be required to complete WCAS distribution, foreign language or freshman seminar requirements. Similarly, a student pursuing a minor would take the prerequisite and minor courses required by the department. WCAS also offers adjunct majors or minors in several cross-disciplinary areas, such as Business Institutions, International Studies, Gender Studies and Legal Studies.

Certain disciplines lend themselves to the double major or minor more readily than others, depending upon the amount of overlapping coursework required for both programs and also upon the specific departmental requirements for the chosen discipline. Enrollment in courses outside of Medill is open to Medill students on a space-available basis. It is very important for students considering this option to consult with both their Medill adviser AND the departmental adviser in their chosen discipline in WCAS. The Medill Office of Student Life is another resource for students planning a double major or a minor.

Although Medill does not normally allow students to “double count” courses (using one course to meet two requirements), an exception is made in the case of double majors. A Medill student completing a double major in WCAS can apply courses used to meet Medill’s distribution requirements toward the second major. Courses used for Medill’s three-unit social science concentration, as well as journalism classes, cannot be applied to a WCAS major.

Medill students completing a minor may not double count minor courses toward Medill’s distribution requirements, social science concentration or the journalism major.

When the petition to graduate is completed at the end of the junior year, the student completes two forms, one outlining coursework to be applied toward the BSJ degree and the other outlining coursework to be counted toward the double major or minor. Please see “Preparing to Graduate,” on page 29 of this Handbook.

Completing a double major does not qualify a student for a second bachelor’s degree. The Bachelor of Science in Journalism is the only degree such a student would be awarded. On the final transcript it will be noted that the student fulfilled all departmental requirements for the additional major.

For a list of the programs offered by WCAS, students should refer to the Undergraduate Catalog and/or visit the WCAS Office of Undergraduate Studies and Advising, 1922 Sheridan Road. In general, majors require from 10 to 14 courses and minors from 6 to 9 courses.

Study Abroad

International study is a worthy option for any Medill student who has a solid academic record and is successfully working toward a degree. Studying abroad offers the benefit of broadening a student's global and cultural awareness, which complements a career in journalism.

Study abroad generally is undertaken during the junior year. Students should keep the following guidelines in mind as they consider international study:

1. A cumulative grade point average of 3.0 is expected, as well as good progress toward NU degree requirements.
2. The program of study should relate to the student's academic and career goals.
3. Credits received by participation in an approved study abroad program may be used for any degree requirement, with the exception of journalism courses.

Students interested in international study should visit the Study Abroad Office at 630 Dartmouth Place to review program options and requirements. Students also can consult the Study Abroad Office Web site at <http://www.northwestern.edu/studyabroad/>, or e-mail specific questions to studyabroad@northwestern.edu. All students planning to study abroad for NU credit apply to a specific program through the Study Abroad Office. Check the Study Abroad Web site for application submission deadlines. Students participating in affiliated programs will be able to apply their full financial aid packages to study abroad.

Careful planning is necessary to accommodate study away from Northwestern and also completion of the Journalism Residency program. As part of the application process for study abroad, students must meet with a staff member from the Medill Office of Student Life to discuss degree progress and course selection abroad.

Students who intend to study abroad for the entire junior year will schedule the Journalism Residency during the senior year. Students studying abroad in the fall of their junior year complete the Journalism Residency in the spring quarter of their junior year or during senior year.

NOTE: Students planning to spend a partial year abroad should consider fall semester programs, which typically ends at the same time as NU's fall quarter. The timing of spring semester programs abroad usually causes the student to miss both winter and spring quarters at NU but does not offer the opportunity to earn more than six units of credit.

Study at Another Institution Within the United States

Students may wish to take courses at another college or university and transfer the credit to Northwestern, typically involving summer courses at an institution close to the student's home. A limited amount of credit may be transferred, and such coursework must be in compliance with the

Undergraduate Handbook

University Residence Requirement (see the Undergraduate Catalog) and meet the following criteria:

1. Courses must be taken at an accredited college or university acceptable to Northwestern. This is determined by the University Registrar's Office.
2. Medill will not accept transfer credit for any course taken at a junior or community college by a Medill undergraduate with junior or senior standing.
3. The courses must be acceptable for transfer to Northwestern and be applicable to the student's degree program. This is partially determined by the Medill Office of Student Life, with final approval by the University Registrar's Office.
4. The first three requirements must be met BEFORE the student enrolls in the course(s).
5. An official transcript of work completed must be received by the University Registrar's Office by the end of the next quarter in residence at Northwestern. Undergraduate students must earn grades of "C" or better in classes taken at other universities that are transferred to Northwestern and applied to the Bachelor of Science in Journalism degree. In other words, grades of F, D (of any type), C- and P (for "pass") will not be accepted.
6. Credits received by taking courses at other U.S. universities in the summer or at other times may be used for any degree requirement except for journalism courses. No student may use journalism credits earned at other universities toward the Bachelor of Science in Journalism degree.

To obtain approval for such study, the student should complete an Application for Credit for Non-Northwestern Courses, available at www.registrar.northwestern.edu/student_info/coll_credit.html, and have it approved by a staff member in the Medill Office of Student Life before the study is undertaken.

Internships, Field Studies and Special Programs

Some Medill undergraduates interrupt their Northwestern studies to take an internship with a news organization or a governmental body, or to participate in a study program at another school. These experiences must be planned carefully with the help of the Medill Office of Student Life and the University Registrar's Office.

Medill does not grant credit for internships outside of the Journalism Residency program. Students may, however, register for EDIT 388-0, a 'zero credit' internship option that exists to serve Medill undergraduates who participate in media internships that require course registration. Students registered for EDIT 388-0 will receive 'S' (for 'satisfactory') or 'U' (for 'unsatisfactory') on the transcript upon completion of the internship. Students planning to register for EDIT 388 must make an appointment with the Medill Career Services Office in Fisk 106.

Medill students also may seek internship or field study credit through other schools; however, any internship credit or any field study credit a Medill student wishes to apply toward the minimum 45

Undergraduate Handbook

units required for the BSJ degree must receive prior approval from the Senior Director of Undergraduate Education & Teaching Excellence if the internship or field study involves work in journalism (newspaper, magazine, radio, television), mass communications, public relations, advertising and/or direct marketing.

The Accelerated Master's Program

This program allows students to earn both the BSJ and MSJ degrees in less than five years. For program descriptions and application information, students should visit the Graduate Admissions Web site: www.medill.northwestern.edu. Interested Medill students apply during their junior year.

Admission to the Accelerated Master's Program may be for any quarter of what would have been the student's senior year. Candidates must meet the following requirements:

1. Completion of at least 40 of the required 45 undergraduate credits before beginning graduate course work
2. Completion of at least 10 of the required journalism courses, specifically all courses with the exception of at least two elective journalism credits
3. Completion of the social science concentration, elective concentration and all distribution requirements

Accelerated students are excused from a combination of non-journalism and journalism elective credits. The exact combination will depend upon whether students choose to pursue 12, 13 or 14 credits in the journalism major.

Accelerated students complete between 10 and 14 units of graduate study, depending upon their focus. Neither the BSJ nor the MSJ degree will be conferred until the student has successfully met all requirements for both degrees, because the student is being excused from certain undergraduate requirements based on graduate work performed. In addition, students will not be eligible for undergraduate or graduate honors until all required graduate work has been completed and grades are recorded.

Northwestern considers students to have undergraduate standing until the 12th quarter of study is completed. Consequently, through the 12th quarter, tuition is at the undergraduate rate and students who receive financial aid will continue to receive it through Undergraduate Financial Aid. Students who require more than 12 quarters to complete their degree requirements will thereafter be considered graduate students and will pay the graduate tuition rate; they can apply for financial aid through the Medill Office of Graduate Admissions and Financial Aid.

Students considering the Accelerated Master's Program should consult with their faculty adviser and the Medill Office of Student Life to discuss the advisability of the plan and to organize their undergraduate coursework accordingly.

For application information and program descriptions, students must contact the Office of Graduate Admissions: Fisk 104, medill-admis@northwestern.edu, or 847-491-5228.

NOTE: The Accelerated Master's Program is not open to students entering the IMC program.

Medill Integrity Code

All Medill students are bound by the code below.

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 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

MEDILL

Undergraduate Handbook

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.

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

*Please note these procedures are undergoing a revision and may be changed during the 2007-08 academic year. If and when a change is approved, students will be notified and the new procedures will be available for review.

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 Senior Director of Undergraduate Education & Teaching Excellence for undergraduate matters; the Senior Director of Graduate Education & Teaching Excellence 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

Undergraduate Handbook

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.

Academic Standards

Academic Probation

Academic probation constitutes notice of unsatisfactory academic performance. Students on academic probation are expected to fulfill any probationary conditions established by the Senior Director of Undergraduate Education & Teaching Excellence and to demonstrate significant scholastic 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, mandatory transfer or dismissal.

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

- They have received one or more low grades. Medill allows only three grades of 'D' or below before a student faces mandatory transfer out of Medill and possibly out of Northwestern.
- Their overall level of academic achievement is weak. The minimum acceptable cumulative grade point average for non-journalism coursework is 2.0; for journalism it is 2.25. Students who are dangerously close to those minimum requirements will be placed on academic probation so that their progress can be closely monitored.
- They have received a low grade in one or more journalism courses. In particular, marginal grades in any of the first four required journalism courses (Reporting and Writing, Multimedia Storytelling, Introduction to 21st Century Media, Enterprise Reporting in Diverse Communities) are cause for concern. Students who have received a low grade in one or more of these courses may be advised to consider transferring to another program at Northwestern more suited to their talents and needs. (Specific grade requirements for the Journalism Residency program are on page 10-11.)

These factors have emerged in the past as sources of academic trouble for Medill students:

- An unrealistic view of how much time it takes to master Northwestern classwork. Some faculty advise a minimum of 1-1/2 hours of study for each hour spent in class.
- Spending too much time on extracurricular projects.
- Personal or family problems that inhibit the student from learning but are not shared with those who might be able to help.

It should be remembered that 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.

Medill faculty advisers and members of the Medill Office of Student Life are excellent resources that students can seek out for help with either academic or personal problems. If necessary, these advisers will in turn refer the student to other sources of assistance. Tutoring, counseling and training in how to

study are readily available at Northwestern.

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 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. There are two types of dismissal: from the School (in which case the student will be given the opportunity to apply to another school at NU), or from the School and the University. In the latter instance, students eventually can apply for re-entry to Medill. Such students are expected to show significant improvement in their educational performance through studies at another school.

Incomplete Work and Missed Examinations

Students should not carry work from one quarter to another. 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 (and in the case of WCAS, the Office of Undergraduate Studies and Advising also must approve). 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 following procedures apply:

Medill coursework: The student must obtain permission from the instructor for an incomplete or make-up examination. There should be a clear understanding on the part of both the instructor and the student about the circumstances under which the incomplete or missed examination will be made up.

WCAS coursework: Students who wish to take a 'Y' (Incomplete) for a course in the College must get permission by filing a "Petition for an Incomplete" with the WCAS Office of Undergraduate Studies and Advising. On the petition, the student provides a written explanation of the circumstances leading to the request and presents the petition to the course instructor for his or her comment. The petition is then returned to the Office of Undergraduate Studies and Advising, where it is determined whether or not the request is consistent with faculty policy. WCAS faculty may assign a 'Y' grade only with permission from the Office of Undergraduate Studies and Advising.

Students who expect to miss or have missed a final examination must get permission from the WCAS Office of Studies to take a make-up examination. Requests for make-up examinations may be made no later than the first week of the following quarter.

Students should review WCAS policies at www.wcas.northwestern.edu/advising/rulespol.html

Appeal of Medill Course Grades

The following procedures are available for the review of alleged unjust, prejudiced, or capricious grading for a course, not for the review of the judgment of an instructor in assessing the quality of a student's work, nor for the re-evaluation of the quality of that work by other instructors. (The right and responsibility to assess the quality of a student's work remains with the instructor.) Unjust grading includes (but is not limited to) the assignment of grade on some basis other than academic performance in the course, the assignment of a grade by more exacting or demanding standards than were applied to other students in a course, or the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Students who believe that 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 ten weeks of 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 appropriate administrative officer (the chair of IMC for IMC courses, the Senior Director of the Graduate Education & Teaching Excellence for graduate journalism courses, and the Senior Director of Undergraduate Education & Teaching Excellence for undergraduate journalism courses) to review the situation, with the goal of reaching an agreement between the student and instructor. In either case, if the instructor agrees that a grade change is justified, the instructor should submit a change of grade form to the Medill Office of Student Life.

If the situation still is unresolved, the student may submit an appeal, in writing, to the Dean of Medill and should provide the Dean with all relevant materials. If, after review, the Dean should find the allegation of unjust grading is supported by substantial evidence, the Dean shall proceed to determine the most appropriate remedy. The Dean might direct the instructor to grade the student's work anew or to give the student a new examination in the course, or might take other action to bring about 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 appropriate administrative officer.

Absence from Class

Consistent with Medill and Northwestern policy, students are expected to attend all class sessions. All journalism courses and many other courses require attendance at the first session as a prerequisite for continuation in the course. In such cases, students who miss the first session may be arbitrarily dropped from the course and their place given to another student. When it is necessary to miss a class, the instructor should be notified. The instructor may or may not allow the student to make up work missed. Excessive absence is considered grounds for failure in any course.

Preparing to Graduate

Petition

All undergraduate students must submit a Petition to Graduate (formally known as an Application for a Bachelor's Degree) one calendar year before their anticipated graduation. If a student is away from

Undergraduate Handbook

campus during the quarter when they should file, it is best to submit the Petition ahead of departure. The Petition is available at www.registrar.northwestern.edu/student_info/degraud.html ; it must be reviewed and approved by a member of the Medill Office of Student Life, who will forward it to the University Registrar's Office for review by a degree auditor.

Within a few weeks of receipt, the student's degree auditor will send a Summary of Credits for Graduation to the student via email. It will indicate requirements that are yet to be completed and if there are any problems the degree auditor has identified. It is the student's responsibility to check this summary carefully and resolve any discrepancies immediately. Failure to comply with the requirements outlined on the Summary of Credits may delay or prevent graduation. Students completing a double major or minor in WCAS must submit a second petition to the University Registrar's Office.

The Petition process should be relatively straightforward if the student has kept detailed track of requirements met. It is imperative, if a student's plans for graduation change, that the degree auditor in the University Registrar's Office and the Medill Office of Student Life be kept informed.

Honors

Students may achieve academic distinction in several ways. Students who have achieved a minimum 3.70 grade point average for a quarter are placed on the Dean's List. Medill awards academic honors at graduation to the top 16 percent of each BSJ class. Students graduate "summa cum laude" if their cumulative grade point average at Northwestern places them in the top 3 percent of their Medill class; "magna cum laude" is awarded to the next 5 percent of the class, and the following 8 percent receive "cum laude." Also, the top 10 percent of each year's graduating class is invited to join the honorary journalism society, Kappa Tau Alpha. The graduating senior who has the highest cumulative grade-point average wins the Medill Valedictorian Award, which includes a cash prize. (Medill students found guilty of a violation of the Medill Integrity Code are prohibited from graduating with honors.)

Ceremonies

Graduation from Northwestern involves several events:

- Commencement is the University graduation ceremony. It is attended by undergraduates and graduate students from all the schools on Northwestern's Evanston campus and is where the official conferring of degrees occurs. Commencement typically takes place (weather permitting) at Ryan Field.
- Convocation is Medill's graduation ceremony. At Convocation, each individual student graduating from Medill is recognized by name and diplomas are distributed. Medill Convocation typically takes place at Cahn Auditorium the day after Commencement.
- Baccalaureate is an interdenominational religious ceremony coordinated by the University Chaplain. It takes place in Alice Millar Chapel.

Commencement is handled by the Office of Special Events (Scott Hall, Room 106, 491-3600).

Graduating seniors with questions about Commencement should contact that office or review their Web site. The Medill Office of Student Life will notify graduating students of details regarding Convocation.

Career Services

Medill Career Services (MCS) works collaboratively with academic departments and individual faculty members, student services, employers, alumni and other relevant constituencies of Medill to enhance student and alumni career development. The MCS staff provides information on careers, jobs and internships through emails, its interactive Web site, presentations, various campus media, outreach and orientation programs. It also provides information on career and employment topics and the ethical obligations of students, employers, and others involved in the employment process.

Career Advising

MCS staff provides career advising services to assist students and alumni at any stage of their college experience or working career. MCS helps clients establish short-term and long-term career goals and assists in exploring career options through internships, summer and part-time jobs, freelancing and other career-related activities.

MCS encourages students to take advantage of its services as early as possible in their academic programs. It provides career advising through scheduled appointments with individuals, as well as through group workshops.

Employment Services

MCS assists students in:

- exploring a full range of career and work possibilities that match their career goals;
- obtaining information on employment opportunities and prospective employers;
- connecting with employers through campus interviews, job listings, referrals, direct application, networking, job-search events, career fairs, and,
- developing and maintaining relationships with employers that provide internships and employment opportunities for students.

Office hours: Monday through Friday, 8:30 a.m. to 5 p.m. Contact: 847/491-2049; medillcareerservices@northwestern.edu

MEDILL

Undergraduate Handbook

Appendix A - Journalism Distribution Requirements

KEY: AR - Art/Art History, EC - Economics, HS - History, LT - Literature, MS - Math/Science (not statistical), MS - Math/Science (statistical), PSA - American Political Science, PSI - International Political Science, RP - Religion/Philosophy*

NOTE: Course content changes from year to year. A course may fulfill a distribution requirement during one academic year and not during another. This list is updated annually to reflect changes.

DEPARTMENT	COURSE	05-06	06-07	07-08
African American Studies	210-1,2	LT	LT	LT
	212-1,2	HS	HS	HS
	214-0	HS	HS	HS
	220-0	HS	HS	HS
	225-0	HS	HS	HS
	226-0	HS	HS	HS
	236-1,2	HS	HS	HS
	245-0	HS	HS	HS
	259-0	LT	LT	LT
	316-0		LT	LT
	319-0	PSA	PSA	PSA
	325-0		PSA	PSA
	327-0			LT
	330-0	HS	HS	HS
	331-0	LT	LT	LT
	332-0	LT	LT	LT
	335-0		LT	LT
	342-0		HS	HS
	345-0		PSI	PSI
	348-0		HS	HS
	350-0	LT	LT	LT
	360-0	LT	LT	LT
	365-0	HS	HS	HS
	378-0	LT	LT	LT
	379-0	LT	LT	LT
	381-0	LT	LT	LT
Anthropology	213-0	MS	MS	MS
	220-0	RP	RP	RP
	306-0	MS	MS	MS
	310-0	MS	MS	MS
	312-0	MS	MS	MS
	313-0	MS	MS	MS
	314-0	MS	MS	MS
	315-0	MS	MS	MS

MEDILL

Undergraduate Handbook

	COURSE	05-06	06-07	07-08
Anthropology cont'd	317	MS	MS	MS
	341-0	EC	EC	EC
	347-0	PSI	PSI	PSI
	350-0	RP	RP	RP
	362-0	MS*	MS*	MS*
Art History	all courses	AR	AR	AR
Art Theory and Practice	all courses	AR	AR	AR
Biological Sciences	all courses	MS	MS	MS
Biomedical Engineering	220-0	MS*	MS*	MS*
Chemistry	all courses	MS	MS	MS
Civil Engineering	206-0	MS	MS	MS
Classics (literature classes taken in Greek or Latin count as LT)	210-0	HS	HS	HS
	211-0	HS	HS	HS
	212-0	HS	HS	HS
	240-1,2	LT	LT	LT
	244-0	LT	LT	LT
	260-0	RP	RP	RP or LT
	321-0	HS	HS	HS
	340-0			LT
	345-0	LT	LT	LT
	392-0			HS
	394-0			LT
Cognitive Science	210-0	MS	MS	MS
	211-0	MS	MS	MS
Communication, School of, Intro & Related Courses	103-0	LT	LT	LT
Communication Studies	322-0	PSA	PSA	PSA
	325-1,2,3	HS	HS	HS
	380-0	PSA	PSA	PSA
Comparative Literary Studies	all courses	LT	LT	LT
	210-0	RP or LT	RP or LT	RP or LT
	279-0	RP or LT	RP or LT	RP or LT

MEDILL

Undergraduate Handbook

	COURSE	05-06	06-07	07-08
Computer Science	all courses	MS	MS	MS
Earth & Planetary Sciences (formerly Geological Sciences)	all courses	MS	MS	MS
Economics	all courses	EC	EC	EC
	315-0	HS	HS	HS
	318-0	HS	HS	HS
	321-0	HS	HS	HS
	323-1,2	HS	HS	HS
	324-0	HS	HS	HS
Education & Social Policy	210-0	MS*	MS*	MS*
Electrical and Computer Engineering	all courses	MS	MS	MS
Engineering, General	220-0	AR	AR	AR
English	all lit. courses	LT	LT	LT
	(NOTE: 206, 207 & 208 do <i>not</i> meet LT req.)			
Environmental Sciences	201-0			MS
	202-0			
	203-0			
European Thought and Culture	all courses	HS	HS	HS
French	210-0	LT	LT	LT
	271-0	LT	LT	LT
	272-0	LT	LT	LT
	277-0	LT	LT or RP	LT or RP
	278-0			LT
	279-0	LT	LT	LT
	310-0	LT	LT	LT
	312-0	LT	LT	LT
	314-0	LT	LT	LT
	316-0	LT	LT	LT
	320-0	LT	LT	LT
	322-0	LT	LT	LT
	335-0	LT	LT	LT

MEDILL

Undergraduate Handbook

	COURSE	05-06	06-07	07-08
French cont' d	344-0			LT
	346-0	LT	LT	LT
	350-0	LT	LT	LT
	360-0	LT	LT	LT
	362-0	LT	LT	LT
	364-0	LT	LT	LT
	365-0	LT	LT	LT
	366-0	LT	LT	LT
	382-0	LT	LT	LT
	384-0	LT	LT	LT
	386-0	LT	LT	LT
Gender Studies	230-0		HS	HS
	231-0			LT
	321-0			HS
	324-0			HS
	361-0			LT
	362-0			LT
	391-0			LT
Geography	210-0	MS	MS	MS
	211-0	MS	MS	MS
	313-0	MS	MS	MS
	341	MS	MS	MS
German	221-1,2,3			LT
	222			HS
	223			LT
	224-0	HS	HS	HS
	225-0			LT
	226-0			LT
	227-0			LT
	230-0	RP	RP	RP
	232-0	LT	LT	LT
	234-1,2	HS	HS	HS
	238-0	LT	LT	LT
	240-0	HS	HS	HS
	245-0	LT	LT	LT
	246-0			LT
	321-1,2,3			LT
	322-0	LT	LT	LT
	323-0			LT
324-0	LT	LT	LT	
327-0			LT	

MEDILL

Undergraduate Handbook

	COURSE	05-06	06-07	07-08
German cont'd	329-0	LT	LT	LT
	333-0			LT
	335-0			LT
Greek	301-0			LT
History	all courses	HS	HS	HS
Industrial Engineering and Management Sciences	201		MS*	MS*
International Studies	201-1,2	PSI or HS	PSI or HS	PSI or HS
	202	PSI	PSI	PSI
Italian	202-0			LT
	204-0			LT
	275-0	LT	LT	LT
	290-0	LT	LT	LT
	360-0	LT	LT	LT
	370-0	LT	LT	LT
Latin	310-0			LT
Linguistics	250-0		MS	MS
Materials Science and Engineering	101-0	MS	MS	MS
Mathematics	202-0	MS*	MS*	MS*
	285-1,2,3	MS*	MS*	MS*
	all courses	MS	MS	MS
No 100-level math class can be taken for credit after a 200-level or higher course.				
Performance Studies	316-0	LT	LT	LT
	328-0	LT	LT	LT
Philosophy	150-0	MS	MS	MS
	250-0	MS	MS	MS
	350-0	MS	MS	MS
	351-0	MS	MS	MS
	all other courses	RP	RP	RP
Physics & Astronomy	all courses	MS	MS	MS

MEDILL

Undergraduate Handbook

	COURSE	05-06	06-07	07-08
Political Science	220-0	PSA	PSA	PSA
	221-0	PSA	PSA	PSA
	230-0	PSA	PSA	PSA
	240-0	PSI	PSI	PSI
	250-0	PSI	PSI	PSI
	301-0			HS
	302-0			HS
	310-0	MS*	MS*	MS*
	311-0	MS*	MS*	MS*
	312-0	MS*	MS*	MS*
	315-0	MS*	MS*	MS*
	320-0	PSA	PSA	PSA
	323-0	PSA	PSA	PSA
	324-0	PSA	PSA	PSA
	325-0	PSA	PSA	PSA
	327-0	PSA	PSA	PSA
	328-0	PSA	PSA	PSA
	329-0			PSA
	330-0	PSA	PSA	PSA
	331-0	PSA	PSA	PSA
	332-0	PSA	PSA	PSA
	333-0	PSA	PSA	PSA
	340-0	PSI	PSI	PSI
	341-0	PSI	PSI	PSI
	342-0	PSI	PSI	PSI
	343-0	PSI	PSI	PSI
	344-0	PSA	PSA	PSI
	345-0		PSA	PSA
	346-0	PSI	PSI	PSI
	347-0			PSI
	348-0		PSI	PSI or EC
	349-0			PSI
	352-0	PSI	PSI	PSI
	353-0	PSI	PSI	PSI
	354-0	PSI	PSI	PSI
	355-0	PSI	PSI	PSI
	356-0	PSI	PSI	PSI
	357-0	PSI	PSI	PSI
	358-0	PSI	PSI	PSI
	359-0	PSI	PSI	PSI
360-0	PSI	PSI	PSI	
361-0	PSI	PSI	PSI	
362-0	PSI	PSI	PSI	

MEDILL

Undergraduate Handbook

	COURSE	05-06	06-07	07-08
Political Science cont'd	368-0			PSI
	370-0			PSI
	372-0			PSI
	374-0	PSI	PSI	PSI
	375-0	PSI	PSI	PSI
	376-0			PSI
	377-0			PSI
Psychology	201-0	MS*	MS*	MS*
	212-0	MS	MS	MS
Radio/Television/Film	180-0	AR	AR	AR
Religion	all courses	RP	RP	RP
	220-0	LT	LT	LT
	221-0	LT	LT	LT
Religion cont'd	310-1	LT	LT	LT
	331-0	LT	LT	LT
	320-0	LT	LT	LT
Slavic Languages and Literature	210-1,2,3	LT	LT	LT
	211-1,2	LT	LT	LT
	255-0	HS	HS	HS
	261-0	HS	HS	HS
	267-0			LT
	310-0	LT	LT	LT
	311-0	LT	LT	LT
	313-0	LT	LT	LT
	314-0	LT	LT	LT
	318-0	LT	LT	LT
	319-0	LT	LT	LT
	350-0	LT	LT	LT
	359-1,2	LT	LT	LT
	360-0	LT	LT	LT
	361-0	LT	LT	LT
	369-0	LT	LT	LT
	375-0	LT	LT	LT
	377-0	LT	LT	LT
	378-1,2	AR	AR	AR
	390-0	LT	LT	LT
	391-0			HS
	392-0	LT	LT	LT
		COURSE	05-06	06-07

MEDILL

Undergraduate Handbook

Sociology	226-0	MS*	MS*	MS*
	303-0	MS*	MS*	MS*
	314-0	RP	RP	RP
	329-0	MS*	MS*	MS*
Spanish	210-0			LT
	211-0			LT
	220-0	LT	LT	LT
	223-0	LT	LT	LT
	230-0			LT
	231-0			LT
	250-0	LT	LT	LT
	251-0	LT	LT	LT
	260-0	LT	LT	LT
	261-0	LT	LT	LT
	310-0			LT
	320-0	LT	LT	LT
	321-0	LT	LT	LT
	323-0	LT	LT	LT
	330-0	LT	LT	LT
	331-0	LT	LT	LT
	332-0	LT	LT	LT
	333-0			LT
	334-0			LT
	335-0			LT
	340-0	LT	LT	LT
	341-0	LT	LT	LT
	342-0	LT	LT	LT
	343-0	LT	LT	LT
	344-0	LT	LT	LT
	345-0	LT	LT	LT
	346-0	LT	LT	LT
347-0	LT	LT	LT	
395-0			LT	
397-0			LT	
Statistics	all courses	MS*	MS*	MS*
Theatre	140-1,2	LT	LT	LT

Appendix B - Advanced Placement Examination Scores and Credits

MEDILL

Undergraduate Handbook

KEY: 1X - 100-level credit 2X - 200-level credit 3X - 300-level credit

NOTE: Credit awarded for AP exams will be updated on a yearly basis to reflect any changes.

AP EXAM	SCORE	CREDITS
American Government	5	1 Unit (P SC 2X)
American History	5	2 Units (HIST 2X)
Art History	5	1 Unit (ARTH 2X)
Art (Studio)	5	1 Unit (ART 1X)
Biology	5	1 Unit (BIOL 1X)
Chemistry	3 or 4	1 Unit (CHEM 101; placement in 171)
	5	3 Units (CHEM 101, 102, 103; placement in 210-1 or 212-1)
Comparative Government	-	No Recognition
Computer Science A&AB	4 or 5	1 Unit (CSC 110)
Macro Economics	5	1 Unit (ECON 201)
Micro Economics	5	1 Unit (ECON 202)
English (LANG or LIT)	5	2 Units (ENG 1X)
European History	5	2 Units (HIST 2X)
Environmental Science	5	1 Unit (ENV SCI 1X)
French (LANG or LIT)	4	1 Unit (FREN 2X)
	5	2 Units (FREN 2X)
German Language	4	1 Unit (GERM 2X)
	5	2 Units (GERM 2X)
Human Geography	5	1 Unit (Geography 1X)
Italian	4	1 Unit (Italian 2X)
	5	2 Units (Italian 2X)
Japanese	4	1 unit (AAL 2X)

MEDILL

Undergraduate Handbook

	5	2 Units (AAL 2X)
Latin (Vergil or Literature/Catullus)	4 5	1 Unit (LAT 1X) 2 Units (LAT 2X)
Mathematics AB (Or AB subscore of Math BC)	4 5	1 Unit (MATH 220) 2 Units (MATH 220, 224)
Mathematics BC	below 4 4 or 5	See Math AB 2 Units (MATH 220,224)
Music	-	No Recognition
Physics B	5	2 Units (PHYX 130-1,2)
Physics C-1	5	1 Unit (PHYX 135-1)
Physics C-2	5	1 Unit (PHYX 135-2)
Psychology	4 or 5	1 Unit (PSY 110)
Spanish (LANG or LIT)	4 5	1 Unit (SPAN 2X) 2 Units (SPAN 2X)
Statistics	4 or 5	1 Unit (STAT 202)
World History	5	2 Units (HIST 2X)

MEDILL

Undergraduate Handbook

Appendix C - Medill Faculty in Evanston

Approximately 40 Medill faculty are available to counsel undergraduates on academic or professional matters. Here are the names and office locations of Medill faculty in Evanston, as well as information about their areas of specialization. Phone numbers are all in the 847 area code and indicate the last digit of the campus prefix; either 491 or 467 unless otherwise indicated. The e-mail suffix for each address is: @northwestern.edu. MTC=McCormick Tribune Center.

Name	Specialty	Office	Phone	E-mail
David Abrahamson	Magazine	Fisk 201A	7-4159	d-abrahamson
Beth Bennett	Broadcast	MTC 4-129	1-2060	e-bennett6
Michele Bitoun	Newswriting, Journalism Residency	Fisk 204D	7-2785	m-bitoun
Martin P. Block	Integrated Marketing Communications (IMC), Advertising	MTC 3-123	1-5298	mp-block
Roger Boye	Newswriting	Fisk 205	1-2069	r-boye
Janice Castro	Internet, Online	Fisk 204B	7-1770	jcastro
Clarke Caywood	IMC, Public Relations, Marketing	MTC 3-101	1-5011	c-caywood
Tom Collinger	IMC, Direct Marketing	MTC 3-139	7-3433	t-collinger
Susan Mango Curtis	Visual Journalism	MTC 2-113	7-2999	mangocurtis
Michael Deas	Editing, Reporting	MTC 2-121	1-5904	m-deas
Jack Doppelt	Law/Ethics, Global Journalism	MTC 2-123	1-3955	j-doppelt
Eric Ferkenhoff	Newswriting, Reporting	Fisk B-5	1-2442	e-ferkenhoff
Doug Foster	Magazine	Fisk 204C	7-7661	dmfoster
Stephan Garnett	Newswriting, Reporting	Fisk	1-5661	stephangman@aol.com s-garnett
Loren Ghiglione	Management	MTC 2-117	1-2045	ghiglion
Rich Gordon	New Media	MTC 4-119	7-5968	richgor

MEDILL

Undergraduate Handbook

John Greening	IMC, Advertising	MTC 3-131	1-2058	j-greening
Ava Greenwell	Broadcast	MTC 4-133	7-2579	a-greenwell
George Harmon	Newswriting	Fisk 310	1-2092	g-harmon
Gerri Henderson	Consumer Insight	MTC 3rd floor	7-1820	henderson
Alex Kotlowitz	Magazine	Fisk 204	1-5661	a-kotlowitz
Craig LaMay	Law/Ethics	Fisk 214	1-8727	clamay
Mark LaMet	Newswriting, Reporting	Fisk B8C		m-lamet
John Lavine	Media Management	Fisk 209	1-5439	j-lavine
Ed Malthouse	Database Marketing	MTC 3-129	7-3376	ecm
Jon Marshall	Newswriting, Reporting	Fisk B8	7-2450	j-marshall
Frank Mulhern	IMC	Fisk 209	1-5877	fjm274
David Nelson	Media Management	MTC 2-125	1-2087	d-nelson
Mary Nesbitt	Newspaper, Management	Fisk 304	7-4285	m-nesbitt
Arsenio Oloroso	Newswriting	Fisk B11	1-3634	a-oloroso
Abe Peck	Magazine	Fisk 201C	1-2068	a-peck
David Protes	Law/Ethics, Investigative Reporting	Fisk 204A	1-2065	d-protes
Richard Roth	Newspaper, Editing	Fisk 209	7-6759	profroth
Don Schultz	IMC	MTC 3-103	1-2059	dschultz
Ted Spiegel	IMC	MTC 3-117	1-7951	t-spiegel
David Standish	Magazine	Fisk 201E	1-2085	d-standish
Larry Stuelpnalgel	Broadcast	MTC 4-135		lls768
Jakki Thomas	Market Research	MTC 3-125	1-2196	jakki
Mindy Trossman	Law/Ethics	MTC 4-127	3-3802	m-trossman
Paul Wang	Market Research	MTC 3-121	1-5019	p-wang

MEDILL

Undergraduate Handbook

Michele Weldon	Newswriting, Reporting, Editing	MTC 2-119	1-2064	m-weldon
Charles Whitaker	Magazine	Fisk 201B	1-3014	c-whitaker
Patti Wolter	Magazine	Fisk 201D	1-5269	p-wolter

Appendix D - Resources

Medill Office of Student Life:

- Director of Student Life, Keri Disch, Fisk 101D: 1-4484, kdisch
- Assistant Director, Dorina A. Rasmussen, Fisk 101E: 1-3586, da-rasmussen

Medill Career Services:

- Interim Director of Career Services, James O'Brien, Fisk 107: 1-5634, j-obrien
- Associate Director, Nancy Bennett, Fisk 107: 7-1598, n-bennett
- Assistant Director, Diep Duong, Fisk 107: 1-2049, dnduong
- Program Assistant, Beverly Stewart, Fisk 106: 1-2049, b-stewart

Office of Graduate Admissions and Financial Aid:

- Director of Graduate Admissions & Financial Aid, Anne Penway, Fisk 104B: 7-1238

Medill Administration:

- Dean, John Lavine, Fisk 209: 1-2045, j-lavine
- Senior Associate Dean, Administration, Richard Roth, Fisk 209: 7-6759, profroth
- Associate Dean, Curriculum & Professional Excellence, Mary Nesbitt, Fisk 301: 7-4285, m-nesbitt
- Associate Dean, Student Services, Tom Collinger, MTC 3-139: 7-3433, t-collinger
- Associate Dean, Research, Frank Mulhern, Fisk 209: 1-5877, fjm274
- Senior Director of Undergraduate Education & Teaching Excellence, Michele Bitoun, Fisk 204D: 7-2785, m-bitoun
- Senior Director of Graduate Education & Teaching Excellence, Janice Castro, Fisk 204B: 7-1770, jcastro
- Senior Director of Technology and Student Services, Douglas Troutman, MTC 3-133: 7-1651, troutman

The Journalism Residency Program:

- Director of Journalism Residency, Michele Bitoun, Fisk 204D: (847) 467-2785, m-bitoun
- Coordinator, Mark LaMet, Fisk B8C: m-lamet

Medill Information Technology

- Senior Director of Technical Instruction & Chief Engineer, Jeff Prah, MTC 4-105: 1-4341, j-prah
- Director of Technology, Greg Schrader, MTC 2-115: 7-3153, g-schrader
- User Support Specialist, Jesse Henderson, MTC 2-137: 1-5813, jjh912
- Web Application Developer, Bret Walker, Fisk B7-B: 7-7845, bret-walker
- User Support Specialist, Florin Munteanu, Fisk B7-A: 7-0613, florin-munteanu
- User Support Specialist, Todd Schanbacher, MTC 2-137: 7-7617, t-schanbacher
- Teaching Technologies Specialist, Jonathan Love, MTC 2-109: 7-6369, j-love
- Teaching Technologies Specialist, Matt Paolelli, MTC 2-109: 7-0580, m-paolelli

University Resources:

- Academic Advising Center, 1940 Sheridan Road, 847-467-3900
www.northwestern.edu/advising-center/
- African American Student Affairs, 1914 Sheridan Road, 847-491-3610
www.northwestern.edu/aasa
- Asian/Asian-American Student Affairs, 1936 Sheridan Road, 847-467-7583
www.northwestern.edu/asian-american/
- Course and Teacher Evaluation Council (CTEC)
www.registrar.northwestern.edu/ctec/
- Counseling and Psychological Services (CAPS) Searle Hall, 633 Emerson St., 847-491-2151
www.northwestern.edu/counseling/
- Degree auditors, University Registrar's Office, 633 Clark St., 847-491-5234
www.registrar.northwestern.edu
A-L: Jane Baugher, e-baugher; M-Z: Jalila Lewis Lee, jalila-lewis
- Undergraduate Financial Aid, 1801 Hinman Ave., 847-491-7400
www.ug.finaid.northwestern.edu
- Hispanic/Latino Student Affairs, 1936 Sheridan Road, 847-467-7337
www.northwestern.edu/latino/
- International Office, 630 Dartmouth Place, 847-491-5613
www.northwestern.edu/international
- Lesbian, Gay, Bisexual and Transgender Support Network, 847-491-1205
www.northwestern.edu/lgbt/
- Multicultural Center/Multicultural Student Affairs, 1936 Sheridan Road, 847-467-6200
www.northwestern.edu/mcc/
- Norris University Center, 1999 S. Campus Drive, 847-491-2301
www.norris.northwestern.edu
- Office of Fellowships, 1940 Sheridan Road, 847-491-2617
www.northwestern.edu/fellowships/
- Religious Life, 1870 Sheridan Road, 847-491-7256
www.northwestern.edu/chaplain/

MEDILL SCHOOL OF JOURNALISM

Undergraduate Handbook

- SafeRide, 847-491-7000
www.northwestern.edu/saferide/
- Services for Students with Disabilities, Scott Hall, 601 University Place, 847-467-5530 (voice); 847-467-5533 (TTY)
www.northwestern.edu/disability/
- Student Financial Services, 555 Clark St., 847-491-8950
www.northwestern.edu/sfs/
- Student Health Service, 633 Emerson St., 847-491-8134
www.nuhs.northwestern.edu
- Study Abroad Office, 630 Dartmouth Place, 847-467-6400
www.northwestern.edu/studyabroad/
- Undergraduate Housing, 601 University Place, 847-491-7564
www.northwestern.edu/housing/
- University Career Services, 620 Lincoln St., 847-491-3700
www.northwestern.edu/careers/
- University Sexual Harassment Prevention Office, 633 Clark St., 847-491-3745
www.northwestern.edu/sexual-harassment
- WCAS Office of Undergraduate Studies and Advising, 1922 Sheridan Road, 847-491-8916
www.wcas.northwestern.edu/advising
- The Women's Center, 2000 Sheridan Road, 847-491-7360
www.northwestern.edu/womencenter/

MEDILL SCHOOL OF JOURNALISM

Undergraduate Handbook

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MEDILL SCHOOL OF JOURNALISM

Undergraduate Handbook

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Undergraduate Handbook