

Northwestern | Political Science

Guide to Graduate Study

This guide outlines the requirements of the doctoral program in Political Science and answers common questions students may have in planning their program of study. Students and faculty should consult the Director of Graduate Studies (DGS), the Program Coordinator (PC) and The Graduate School's (TGS) website, www.tgs.northwestern.edu for the latest information on policies and procedures.

In addition to the requirements of the Department, students are responsible for meeting the requirements of TGS with respect to such matters as credits, academic standing, milestone deadlines and registration.

This Guide outlines the steps involved in a student's career from matriculation in the first year to graduation as a Doctor of Philosophy. While this handbook is designed to provide a guide to these procedures and requirements, most students recognize that one often learns from more advanced graduate students, faculty advisors, the DGS, and the PC (about whom more information appears below). Each student bears ultimate responsibility for meeting standards and requirements, but the overall process involves participation in a community of scholars. The Department takes great pride in this community spirit, and students should avail themselves of its benefits.

Table of Contents

- I. Program Administrative Structure
 - 1.1 The Graduate School (TGS)
 - 1.2 The Weinberg College of Arts and Sciences (WCAS)
 - 1.3 Director of Graduate Studies (DGS)
 - 1.4 The Graduate Committee
 - 1.5 Program Coordinator (PC)
 - 1.6 Graduate Student Tracking System (GSTS)
 - 1.7 Faculty Advisors
 - 1.8 The Commune
- II. Summary of Academic Requirements for the PhD Degree
 - 2.1 TGS Requirements
 - 2.2 Department Requirements and Milestones
- III. The First Year of the PhD Program
 - 3.1 Coursework
 - 3.2 Required Methods Courses
 - 3.3 Responsible Conduct of Research (RCR) Training
 - 3.4 Research Paper Requirement: Guidelines for Students and Faculty
 - 3.5 Annual Progress Evaluation
- IV. The Second Year & Beyond: Qualifying Exam, and Second Field Requirement
 - 4.1 Preparation for the Qualifying Exam
 - 4.2 First Field Qualifying Exam
 - 4.3 Second Field Requirements
 - 4.4 Taking Courses in the Third Year and Beyond
- V. The Master's Degree
 - 5.1 Requirements
 - 5.2 Application for the Master's Degree
- VI. Admission to Candidacy
 - 6.1 Candidacy for the PhD
 - 6.2 Dissertation Proposal
- VII. The Dissertation
 - 7.1 Composition of the Dissertation Committee
 - 7.2 Defense of the Dissertation

- 7.3 Time Limits
- VIII. Unsatisfactory Progress
- IX. Other Matters
 - 9.1 Transfer Credits
 - 9.2 Leaves of Absence
 - 9.3 Grade Requirements
 - 9.4 Departmental Standards and Expectations
 - 9.5 Language and Research Skills Proficiency Requirements
 - 9.6 Advanced Year Registration
 - 9.7 Teaching Requirement
 - 9.8 Political Science Graduate Teaching Certificate
 - 9.8 Funding
 - 9.9 External Funding
 - 9.10 Conference and Travel Policies
 - 9.11 Academic Honesty
 - 9.12 Conflict Resolution
 - 9.13 Placement
 - 9.14 Using GSTS
 - 9.15 University Nondiscrimination Statement

I. PROGRAM ADMINISTRATIVE STRUCTURE

In order to best use this guide, students should become familiar with the following entities and their abbreviations.

1.1 The Graduate School (TGS)

TGS is responsible for the administration of graduate programs. Admissions, funding, awarding of degrees, etc. are administered by TGS. TGS has numerous rules and deadlines with which you should become familiar. TGS also coordinates professional development and facilitates associations for graduate students. For information on TGS policies and programs, please consult their website: www.tgs.northwestern.edu

1.2 The Weinberg College of Arts and Sciences (WCAS)

WCAS coordinates the academic activities of 30 departments in the Arts and Sciences, including Political Science. WCAS, acting on recommendations of each department, is responsible for the allocation of teaching assistantships and fellowships for students beyond year 5. WCAS information can be found here: www.weinberg.northwestern.edu

1.3 Director of Graduate Studies (DGS)

The DGS is a tenured member of the faculty who directs the graduate program. The DGS chairs the Graduate Committee and acts as an intermediary between graduate students, TGS, and WCAS.

1.4 The Graduate Committee

The Graduate Committee is appointed prior to each academic year by the Department Chair. It is comprised of the DGS, acting as the Committee's Chair, and representatives from each of the five sub-fields. The Committee's main role is review program initiatives and curricular updates, select nominees for internal fellowships and prizes, and when necessary, decide upon specific policies related to TGS and WCAS.

1.5 Program Coordinator (PC)

The PC is a staff-member employed by the University to aid students and faculty with the administration of the program. In particular, s/he handles applications for funding, admissions, milestone tracking, degrees, qualifying exams (sometimes referred to as "prelims") and dissertation committees. The PC is a good first point of contact on matters of Departmental and University policy.

1.6 Graduate Student Tracking System (GSTS)

The GSTS is an online tool which houses all information about graduate students, including enrollments, funding, milestones, and advisor information. All TGS Forms for milestone completion are housed in GSTS. It is also a place where students can enter awards, publications, honors, and other achievements which may be selected to be featured on the Department website. Students are responsible for keeping information current, especially as pertains to their faculty advisor and dissertation committee, qualifying exam form, prospectus form, and dissertation defense. GSTS can be accessed here: <http://gsts.northwestern.edu>.

1.6 Faculty Advisors

The Department encourages extensive student-faculty interaction. Every incoming graduate student will be assigned a faculty Program Advisor in their first field of interest to advise on coursework and other academic issues. The faculty advisor serves as the liaison between their advisee and the faculty and is the primary source of academic advice. The advisor will be available to meet with the student to offer advice and develop a proposed plan of study. Students should meet with their advisor at least once per quarter to discuss course selection and as needed for other issues.

As stated above, students will be assigned an advisor in their first year, who will continue through their second year. After the second year, students are required to submit confirmation of their advisor to the PC via the Graduate Student Tracking System (GSTS). Students are not required to remain with their Program Advisor if they find that their research interests align more closely with those of another faculty member. One should select an advisor who is an expert in the area of research that one wants to pursue. Consider the potential advisor's reputation in the area of mutual research interest, accessibility and responsiveness to students, and the placement record of the potential advisor's students. It is advisable to consult other graduate students about their experiences with various faculty members.

By the end of the second year, students must have an advisor who will serve as the first member of their dissertation committee, and this advisor must be recorded in GSTS.

Principal Research Advisor

I have a principal research advisor.
 No Yes

The **Principal Research Advisor** (also known as mentor, PI, dissertation director, advisor) is the [Graduate Faculty member](#) who works with the student to develop a research topic, formulate ideas and structure for, and guides the progress of the thesis/prospectus /dissertation. A student may have a **Principal Research Co-Advisor** who also works with the student to develop a research topic, formulate ideas and structure for, and guides the progress of the thesis/prospectus/ dissertation.

Faculty Name	Role	Accepted?
Luchins, Daniel J		
d-luchins@northwestern.edu		
MED-Psych & Behavioral Science		
Chang, Chin-Hung		
chin-hung.chang@northwestern.edu		
WCAS Asian Languages & Culture		

To add an advisor, start typing the faculty member's name in the **Search faculty** field until you see his or her name. Click the name and then use the dropdown to indicate whether they will be the advisor or a co-advisor, then click the **Add** button.

Note: In order to add a faculty member, the "I have a principal research advisor" slider must be moved to **Yes** (otherwise the add faculty tool will not be visible).

1.7 The Commune

The Graduate Student Commune is the organization of Political Science graduate students. It provides advice to the Department on teaching, recruitment, and organizes resources and activities for graduate students. It is composed of all students currently enrolled in the graduate program. The Commune elects representatives to represent the graduate students in matters affecting the graduate community. The Commune email is commune.polisci@gmail.com.

II. SUMMARY OF ACADEMIC REQUIREMENTS FOR THE PH.D. DEGREE

There are several requirements that must be fulfilled in the course of studies toward a Ph.D. in Political Science. Some are established by TGS; students should consult the TGS website to familiarize themselves with those requirements. The Department also specifies additional requirements. The most important TGS and Department requirements are explained in detail in this Guide, and can be summarized as follows:

2.1 TGS Requirements

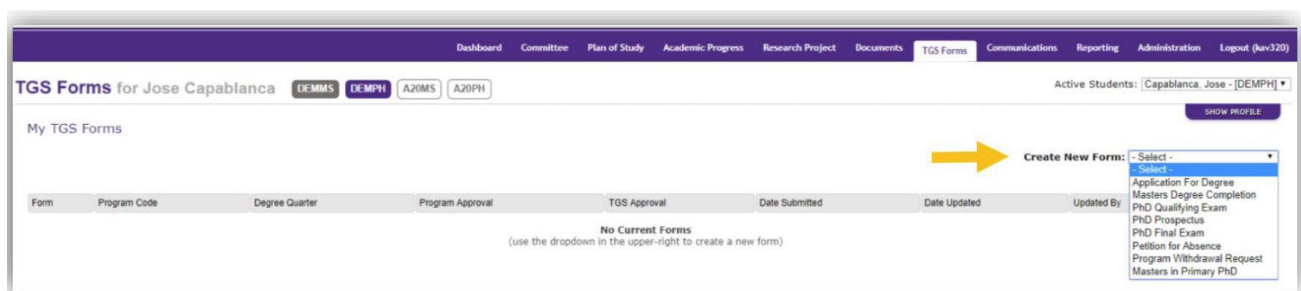
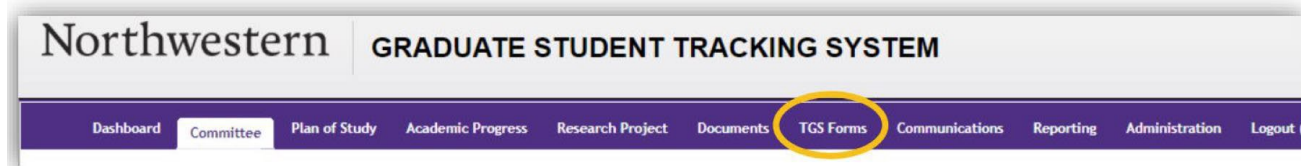
- Eight (8) quarters of fulltime registration (registered in 3 ABC graded graduate courses) to be completed consecutively over two years, including summers. More information about this requirement can be found here: <https://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#residency>
- Maintenance of a B (3.0) average is required to remain in good standing. More information on TGS policies concerning coursework and grades can be found here: <https://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#coursework>
- Failure to adhere to the TGS timeline and requirements will result in a student being placed on academic probation.
 - When a decision to place a student on probation is made by the program, the student and The Graduate School will be notified in writing. In Political Science this notification can happen at any time during the academic year.
 - When a decision to place a student on probation is made by The Graduate School, the student will be notified in writing, along with the program's Director of Graduate Study, and will be given at most two quarters (excluding summers) to resume satisfactory academic standing.
 - During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive financial aid and will be excluded from TGS.
 - More information may be found here: <https://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>

2.2 Department Requirements and Milestones

- A minimum of two years of full-time graded coursework (18 courses).
- Completion of the First Year Review process
- Two courses in Methods (PS403 and PS405 – offered in Fall and Winter quarters respectively each year). Political Theory majors are exempt from this requirement, but are encouraged to explore it.
- Successful completion of a Research Paper Requirement (due on the first day of the Spring quarter of the second year).
- Successful completion of first field Qualifying Examination in the Fall of the third year, or, with permission of DGS and advisor, in the Spring of the second year. Students must have no incomplete grades, and they must have fulfilled the Research Paper Requirement before exams may be taken.
- Successful completion of second field course requirements, with a minimum of a B+ GPA in all of these courses.
- Acceptance of a dissertation proposal in Spring of the third year, or by the end of the Fall of the fourth year at the latest.
- Successful defense of dissertation.

A summary of TGS's Ph.D. requirements and a time line can be found here: <https://www.tgs.northwestern.edu/academics/degree-requirements/index.html>

Note that determinations regarding whether a student is in good academic standing are based in large part on achieving each milestone in a timely fashion. The department tracks each of these steps. Coursework will automatically be registered, but students are required to notify the PC via GSTS of the completion of each additional milestone using TGS Forms.



TGS forms and their uses:

Form Name	Audience	Use
Application for Degree	Master's and PhD students	Use this form to petition to graduate for a future quarter, indicate the name as it should appear on the diploma, and the address where the diploma should be mailed. The diploma mailing address can be updated even after the form is submitted and approved.
Master's Degree Completion	Master's students	Use this form to indicate that you are completing master's degree requirements, your faculty committee members, your advisor and whether or not you completed a master's thesis (and if so, the title).
PhD Qualifying Exam	PhD students	Submit this form once you have passed the qualifying exam.
PhD Prospectus	PhD students	Submit this form once you have passed the prospectus.
PhD Final Exam	PhD students	Submit this form leading up to your dissertation defense.
Petition for Absence	Master's and PhD students	Submit this form to request a general or family leave of absence, or a parental accommodation.
Program Withdrawal Request	Master's and PhD students	Submit this form to request to withdraw from your graduate program.
Masters in Primary PhD	PhD students	Submit this form to request a master's degree along the way to the PhD in the same program.

III. THE FIRST YEAR OF THE PH.D. PROGRAM

The first-year program generally incorporates core subfield courses and required courses.

3.1 Coursework

Over the course of the Ph.D. program, eighteen (18) courses must be completed to fulfill the Department's requirements for coursework. Students take 3 or 4 courses per quarter for each of the first two years (summers are excluded). Under University regulations, all students are required to be enrolled full-time each quarter: full-time is defined as being enrolled in 3 graded units of study. Students should select their courses from among the graduate 400-level offerings of the Department. Students take core courses in their chosen first and second fields. Students may benefit from taking a fourth course, particularly in languages or methods.

In consultation with their advisor and the DGS, students may take a limited number of courses in other departments and schools. Interdisciplinary study receives broad support in the Department and in the wider University. In addition, the CIC (Committee on Institutional Cooperation - a consortium of Midwestern research universities) Traveling Scholar Program offers students the opportunity to take classes at other Big Ten universities, the University of Chicago, and the University of Illinois, Chicago. Information about this program can be found here:

<https://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#taking> .

The number of courses taken outside the department of Political Science during the first two years of study that can satisfy the coursework requirement for the doctorate is three (3). This limit can be raised if necessary to complete a TGS approved special credential. Students taking more than three courses outside of the department must seek approval from their advisor, the field head of the student's exam field and the DGS. Students should notify the PC of the approval.

Undergraduate (300-level) courses in other departments may be taken to satisfy Departmental requirements if no graduate course covering the same material is available. Students must consult with their advisor before enrolling in a 300-level course. Students should also consult with the course instructor to arrange extra work since graduate students taking 300-level courses will be required to meet higher performance standards than undergraduates. Students need written permission from the faculty advisor and the DGS to take more than two 300-level courses in any year.

The Department discourages graduate students from enrolling in Political Science 499 (Independent Study). Prior PC approval is required for all 499 registrations, and DGS approval must be acquired if a student wishes to take more than two 499s.

If a student must take an incomplete grade (Y) at the end of a term, that grade must be reported to the PC before the start of the following term. Students have one quarter to complete any incomplete grades, and risk being placed on academic probation should the incomplete grade not be resolved.

Students are ineligible to apply for Department funding awards if they have more than one incomplete grade on their transcript.

Many seminars require a paper as a key component of the learning experience. It is natural that papers for various seminars will reflect your intellectual interests, and will often derive from the same underlying scholarly project. However, it is essential that the work you submit in each seminar consists of original work for that seminar. Students are free to explore various components of a single research trajectory across multiple seminars, but they are not permitted to submit multiple drafts of the same (or substantially similar) papers to different seminars. If a student recycles work in this way, the department will consider it an academic integrity issue. (See the university's Principles Regarding Academic Integrity at <https://www.northwestern.edu/provost/policies/academic-integrity/principles.html> for more information.)

3.2 Required Methods Courses

All students, except those studying Political Theory as a first field, are required to take POLISCI 403 (Probability and Statistics) and POLISCI 405 (Linear Models). Political Theory students are encouraged to explore the courses, as it may pertain to their second field and the broader discipline. These courses are usually completed in the first year. Students may elect to take one or both during their second year in consultation with their first-year advisor.

Students who wish to be exempted from these classes on the basis of equivalent training prior to coming to Northwestern must contact the methods field head and have written permission from their advisor and the DGS.

3.3 Responsible Conduct of Research (RCR) training

As part of the curriculum, we believe all students should understand ethical standards and dilemmas associated with research. Current graduate students in the Department of Political Science should maintain active compliance with Responsible Conduct of Research (RCR) Training. All Political Science graduate students are required to complete RCR training.

There are several components of RCR training:

- Completion and certification of [Collaborative Institutional Training Initiative \(CITI\) Program](#) - Social Science
- POLISCI 519: Successful completion and enrollment via [CAESAR](#) , a 4-hour Instructor-Lead Training session.
- POLISCI 403: Probability and Statistics. This introductory course on research design reviews a number of topics on the responsible conduct of research. There are specific segments dedicated to RCR components (data management, authorship, ethics of research).

3.4 Research Paper Requirement: Guidelines for Students and Faculty

The Research Paper is expected to be an original scholarly paper demonstrating the student's ability to analyze a significant problem in the format of a journal article. It is normally 20-40 pages in length. The Research Paper is a core requirement of the program that is tied to coursework.

The process of completing the research paper requirement is as follows:

1. Students select a paper produced in a political science graduate seminar at Northwestern taken during the first three (3) quarters of their graduate career at Northwestern University to submit.
2. The paper is chosen in consultation with a relevant faculty member (often an instructor for a seminar in which the paper was written, a faculty member who does work in a related field, or the student's faculty advisor). Students should consult with the faculty member who taught the seminar for which they originally wrote the paper. That faculty member, in consultation with each student's advisor and any other relevant faculty members, will suggest an additional reader for the research paper who will help determine whether the paper fulfills the research paper requirement.
3. This faculty member (now known as 'first reader'), in consultation with any other relevant faculty members, will suggest an additional (second) reader for the research paper who will help determine whether the paper fulfills the research paper requirement.
4. Research papers due on the first day of fall quarter of the second year.
5. The paper must be submitted to both readers by the deadline, and the student must complete the Research Paper Requirement form sent by the PC. Within six weeks of receiving the paper, the faculty readers must evaluate and assign one of three grades via online form:

(a) Approved, (b) Not Approved, (c) Revise and Resubmit

For all Revise and Resubmit grades, the latest deadline for revision is February 1 of the student's second year. Students failing to meet this deadline will be considered to have failed to maintain satisfactory academic progress in the program and will be removed from the program. They will not be permitted to enroll in the following Fall and will leave before qualifying exams and before receiving the M.A.

Resubmitted Research Papers will receive one of two grades: (a) Approved (b) Not Approved.

In cases where the two readers' evaluations diverge, the DGS will appoint a third reader from the relevant disciplinary field to break the tie. Papers will be graded no later than March 1 (one month after the submission deadline for the revised version). Students whose papers are not approved after the revise and resubmit will be considered to have failed to maintain satisfactory academic progress in the program and will be removed.

3.5 Annual Student Evaluation

The faculty meets each Spring Quarter to evaluate continuing graduate students. It is on the basis of this evaluation that assessments are made regarding their satisfaction of the criteria for continuing in good standing. In cases in which a student is not making acceptable progress toward the completion of the degree, the Department uses this meeting to examine the difficulty and to suggest a course of action. This may include counseling the student to reassess his or her commitment to the program. The Department reserves the right to remove a student from the program if the difficulties are insurmountable. Students will be notified of their annual status at the end of each academic year via GSTS.

Prior to this annual meeting, first and second year students will meet with their Program Advisor to discuss their academic progress during the previous year, as well as plans for study and research in the coming years. This meeting must be held before classes end in the Spring Quarter. Written evidence of this meeting must be submitted to the PC by July 1.

IV. THE SECOND YEAR & BEYOND: QUALIFYING EXAM, AND SECOND FIELD REQUIREMENT

During the second year, students:

- Complete course requirements, including Second Field requirement, and refine research interests.
- Prepare to take qualifying examination(s) at the end of the second year or the beginning of the third year.

4.1 Preparation for the Qualifying Exam

Students bear responsibility for choosing their courses to meet the substantive requirements of their first and second fields. Students are advised to focus on core courses in particular fields. Readings from course syllabi are often especially relevant to the questions that appear on the exams.

Students should also consult with the relevant field head prior to sitting for the exam. This is an opportunity for students to review their study plan, as well as to gather information helpful to their preparations.

4.2 First Field Qualifying Exam (Also referred to as “Prelim” or “Comprehensive Exam”)

Students must take a qualifying exam in their primary field of study no later than the Fall term of the third year. All first field exams will be administered immediately prior to the first week of the Fall quarter. Students who do not pass the exam may retake it once, normally at the end of the fall quarter.

Students may petition the DGS and their advisor to take an exam earlier than their third year. If approved, students may take an exam at the end of spring quarter (the week that grades are due).

Students must have completed their coursework (18 courses), cleared all incomplete grades, and fulfilled the Research Paper Requirement before taking their qualifying examination. This requirement can only be altered with the consent of the student’s advisor and the DGS.

Students take a written examination in their first field. The qualifying exam is a two-day open-book, open-note exam with full access to relevant resources, including the internet. The individual subfields are responsible for writing the exams. If students have not passed their exams for the first field and completed the course requirement for the second field by the end of the third year, they will be considered as having failed to maintain satisfactory academic progress by the Department and risk expulsion from the program.

The first field exam is offered in the following fields:

American Politics
Comparative Politics
Methodology
International Relations
Political Theory

Field heads are responsible for soliciting other faculty members for questions and composing the first field exam. Students are advised to consult with the field head and others in the field in which the exam is to be taken. Students are also encouraged to consult previous exams, which can be obtained from the PC. Students may want to form study groups to prepare for exams. It is advisable to consult syllabi and notes from relevant courses offered over the previous two years.

Students may elect to take two first field exams in lieu of completing the second field course requirements.

Committees composed of two or three faculty members drawn from the subfield of the exam are responsible for evaluating the written exam. The grading process is double-blind, with student names withheld from exams submitted for grading and faculty names withheld from the feedback that students receive with their exam results.

Committees assign one of three grades: **Pass with Distinction, Pass, or Fail.**

If the committee does not agree about the grade for the exam, an oral exam will be used to resolve the grade. The oral exam will be scheduled within a month of the original date of the exam. While it may include questions beyond the scope of the written exam questions, the focus is on clarifying the student’s thought process and responses in the exam itself. An oral exam is a continuation of the exam, rather than a new exam.

Students have two opportunities to pass qualifying exams. Failure to perform adequately on the second iteration of an exam constitutes grounds for expulsion from the program.

4.4 Second Field Requirements

The second field is offered in the following fields:

- American Politics
- Comparative Politics
- International Relations
- Methodology
- Political Theory

To complete the second field requirement, students are required to take five (5) graduate courses designated by the subfield, complete any subfield requirements listed earlier in this document, and earn a minimum grade of B+ in each of those courses during their first two years of study. Students may propose courses from outside the department, which will be subject to approval on a case-by-case basis by the DGS in consultation with members of the field in question.

At the completion of coursework, students must be able to demonstrate that they have completed their 5 course requirement by sorting the courses into the 'Second Field in [subfield]' box on GSTS.

Plan of Study

The Plan of Study tab displays your completed and planned courses, which can be categorized under the program's course requirements.

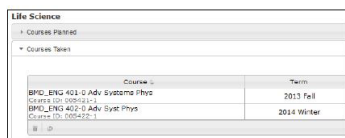
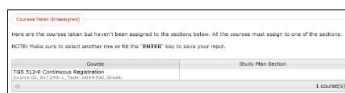
Note: Course requirements are defined and maintained by your program.

Unassigned Courses

Unassigned courses are listed in the top left section of the Plan of Study tab and need to be assigned to one of the program's course requirements.

To assign a course to one of the course requirements, click the course row in the Courses Taken table and a dropdown will appear. Select the appropriate course requirement, then click "Enter" on your keyboard.

The assigned course will then appear under the appropriate course requirement section further down the page.



Planned Courses

To add a course that you plan to take in the future, start typing the course name or catalog number in the **Search Courses** field under the appropriate course requirement section, select the course when it appears, choose a planned term from the dropdown, then click **Add**.

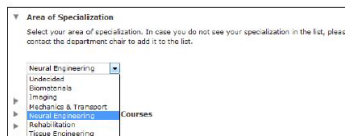
Note: In order to add a planned course, the "Completed and ready for review" slider must be moved to **Not Yet** (otherwise the Search Courses tool will not be visible).



Specialization

Indicate your specialization (if applicable) using the dropdown under **Area of Specialization**. Your choice will auto-save.

Note: Specializations are defined and maintained by your program.



The student may construct custom-designed second field with written approval from the DGS following the student's consultation with his or her academic advisor.

4.5 Taking Courses in the Third Year and Beyond

Students who need to acquire additional skills relevant to their field of research may take additional courses beyond the 18 credit Departmental and TGS course requirement.

Students wishing to take undergraduate language classes, see Sect IX for procedures. These classes must be taken for a grade.

Students will be able to register for one additional course beyond TGS 500. Students who choose to take a course P/NP must manually adjust the Grading Option from ABC to P/N on Caesar. Should a student wish to register for more than one additional course, they must write to their Student Services Coordinator at TGS, who can be found here: <https://www.tgs.northwestern.edu/academics/academic-student-services/index.html>.

Per TGS policy, “auditing” a graduate course is not permitted.

V. THE MASTER'S DEGREE

The Department does not have a separate MA program and does not admit students solely for the purpose of obtaining an MA. This degree is awarded exclusively to students who are in the process of obtaining their Ph.D.

5.1 Requirements

The Master's degree is awarded upon satisfactory completion of the following requirements:

Nine credits of graduate work, subject to the requirements outlined above. According to TGS: “nine quality letter-graded (ABC, not P/NP) courses approved for TGS credit (i.e., courses with a career of TGS, as designated in CAESAR)” as a minimum for the master's and PhD degrees”.

The Department requires a Research Paper, outlined in section IV, completed no later than the Spring quarter of the second year. Therefore, students must have completed 3 quarters (at least 9 courses, taken at Northwestern or transferred in), passed the Research Paper Requirement, and have cleared all incomplete grades before they are eligible to apply for the MA.

5.2 Application for the Master's degree

Responsibility for filing for the MA degree with TGS at the appropriate time lies with the student. At present, the MA is granted quarterly and the deadline for the application is no later than the 2nd week of the quarter. No "Y" (incomplete) grades will be accepted on applications for the MA. Applications are submitted through GSTS and email notification of an application must be sent to the PC. The PC provides Departmental endorsement of successful applications. Students are responsible for meeting deadlines set by TGS for the award of Master's degrees. More information is available here: <http://www.tgs.northwestern.edu/academics/academic-services/masters/degree/index.html>

VI. ADMISSION TO CANDIDACY

6.1 Candidacy for the Ph.D

Admission to candidacy for the Ph.D. means that a student has:

- 1) Passed the required Qualifying Exam
- 2) Completed the second field course requirement
- 3) Completed nine quality letter-graded courses
- 4) Secured the recommendation of the student's advisor and the Department.

While all students complete the first field Qualifying Exam in the Fall quarter of the third year or earlier, they cannot be admitted to candidacy until the summer of their third year at the earliest.

We recommend that students defend their dissertation prospectus in the Spring of their third year. To remain in good academic standing, students must defend a dissertation proposal by the end of the Fall quarter of the fourth year.

Candidacy certifies that the student is proficient in her or his first and second fields, and is prepared to move on to the dissertation stage of the graduate career. More information can be found in TGS's statement on candidacy:

<https://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#candidacy>

6.2 Dissertation Proposal

Students must submit a dissertation proposal (the “prospectus”) to a faculty committee by the end of the fall quarter of their fourth year, following successful completion of the qualifying examination and the second field course requirement.

The dissertation proposal must be defended no later than the end of the Fall quarter of the student’s fourth year of study if the student is to remain in good standing.

Details concerning this TGS policy (including acceptable conditions and procedures for extensions) can be found here: <http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#prospectus>. Upon the approval of the dissertation proposal, the student becomes an “ABD” (all-but-dissertation) and the student’s principal advisor generally becomes Chair of the student’s dissertation committee.

If the student does not complete, submit, and defend the prospectus by the stated deadline, the student will be placed on academic probation by the Department and/or TGS.

The format of the proposal varies across fields and is adaptable to specific research projects and contexts. As a general rule, a proposal includes a concise statement of the question or problem that the student intends to research. It justifies the project on theoretical grounds (that is to say, it demonstrates why political scientists should be interested in the project), which often incorporates a review of relevant scholarly literature. It shows how the scholar intends to go about collecting and analyzing evidence that is relevant to the question or problem. In sum, the proposal should be a map of the work required to complete the dissertation.

A minimum of three faculty members serve on the prospectus committee. At least two members of this committee, including the Chair, must be Northwestern University Graduate Faculty. Almost all faculty members who hold tenured or tenure-line appointments will be considered Graduate Faculty. Information about who is eligible can be found here: [:http://www.weinberg.northwestern.edu/graduate/program-administration/graduate-faculty-membership.html](http://www.weinberg.northwestern.edu/graduate/program-administration/graduate-faculty-membership.html)

Non-Northwestern faculty must be approved by TGS. The process for adding a non-Northwestern faculty member to a committee can be found on GSTS.

Committee

To add a committee member, start typing the faculty member’s name in the **Search faculty** field until you see his or her name. Click the name and then use the dropdown to indicate the role (if applicable), then click the **Add** button.

The screenshot shows a web form titled "Committee". At the top, there is a toggle switch for "I have formed a committee." with "Yes" selected. Below this is a text box with instructions: "The Committee has expertise in and informs the student's area of research, serves as reader of the thesis, prospectus, or dissertation, and determines the outcome of the proposal defense/final exam. A minimum of three individuals must serve on the committee. At least two members of this committee, including the chair, must be members of the Northwestern University Graduate Faculty." The form is divided into sections: "Northwestern Faculty" and "Non-Northwestern Committee Member". Each section has a "Faculty Name" search field. A search dropdown is open, showing a list of faculty members with their names, email addresses, and departments. A red arrow points to the search field in the "Northwestern Faculty" section, and another red arrow points to the search field in the "Non-Northwestern Committee Member" section. A third red arrow points to the "Add" button in the dropdown menu. The dropdown menu also shows "Accepted?" checkboxes and "No records to view" messages for each faculty member.

To add a committee member who is not a faculty member at Northwestern, use the **Non-Northwestern Committee Member** add faculty tool (see screenshot on previous page). Click the + button at the lower left of the tool, then fill in the person's identifying information and click the **Submit** button.

Note: In order to add a committee members, the "I have formed a committee" slider must be moved to Yes (otherwise the add faculty tools will not be visible).

VII. THE DISSERTATION

The time needed to complete the dissertation varies with the amount of research or fieldwork required, the conditions of funding and other contingencies. Important information can be found here: <http://www.tgs.northwestern.edu/studentsvcs/doctoral/degreecompletion/>

7.1 Composition of the Dissertation Committee

At the point of a successful defense of the prospectus, the prospectus committee often becomes the dissertation committee, although students are free to change the composition of this committee.

This committee will include at least three faculty members, all of whom must be formally acknowledged by TGS, i.e., "Graduate Faculty." The members of the committee will be nominated by the student's dissertation Committee Chair (usually the student's advisor) in consultation with the student.

The committee members should be selected on the basis of their expertise in the field of the dissertation and their willingness to serve. The Chair of the committee and at least one other faculty member must be members of the Department of Political Science. If a former member of the faculty, i.e. one who has retired or moved to a different university, is to be a member of the committee, his or her written consent must be obtained beforehand. Approval also must be obtained from TGS. (The PC can facilitate these requests.)

Students should make sure that their committee information is recorded in GSTS.

7.2 Defense of the Dissertation

Arrangements for the dissertation defense must be made with the PC at least four weeks prior to the defense. The finished dissertation must in all cases be in the hands of the committee at least four (4) weeks before the scheduled date of the examination.

The committee may require revisions or refuse to certify the dissertation. With the agreement of the dissertation advisor and the candidate, the defense may be opened to other graduate students and faculty members. Defenses are assumed to be public events, with an open oral defense followed by a closed discussion with only the committee and the student.

The final format and conditions of acceptance of the dissertation are specified in detail by TGS. Students should consult TGS's web site for a comprehensive list of rules and procedures. It is the responsibility of the student to see that the final document meets these specifications. The Department has no authority to waive or alter these requirements.

Prior to the defense, students must review the following page: <http://www.tgs.northwestern.edu/academics/academic-services/phd/degree-completion/index.html>

The PC can advise students for successful completion of the necessary steps.

7.3 Time Limits

Each doctoral student must complete all requirements for the Ph.D. by the established deadline. Graduate Faculty legislation states that all requirements for the doctoral degree must be met within nine years of initial registration in a doctoral program. Specific information concerning those who advance to a ninth year can be found near the end of this

document.

Students who fail to complete their degree within the stated time limit will be placed on academic probation and risk expulsion from the program.

Extensions of completion time are possible only by petitioning TGS. Such extension requests are reviewed on an individual basis. As a condition of the extension, the student, whether in residence or not, must register for TGS 513, Advanced Continuous Registration, for each quarter, with the exception of the Summer, until all requirements for the degree are completed. Any lapse in registration must be paid in full, including appropriate retroactive registrations fees, or no degree will be awarded nor will a transcript be released. Students in this advanced continuous registration status are not eligible to receive federal loans or to qualify for the University health insurance subsidy, nor will they be eligible for fellowships, traineeships, teaching or research assistantships, and scholarships. Tuition for TGS 513 is currently \$1000 per quarter. No second extension will be granted.

This status is considered less than half-time and therefore does not provide students with the ability to defer loans or extend visas. In cases of extreme hardship, special dispensation might be granted. Students, not the programs, should email a petition to TGS Senior Director of Student Services, Kate Veraldi, at k-veraldi@northwestern.edu with their rationale for the request.

VIII. UNSATISFACTORY PROGRESS

Failure to make satisfactory progress, as determined by the Department, may result from (but is not limited to) unsatisfactory performance in classes, unsatisfactory performance on the Qualifying Exam, second field course requirement, unsatisfactory teaching, unsatisfactory research progress, or failure to meet other Departmental requirements. A student's failure to make satisfactory progress must be reported by the Department to the student and to TGS in the Department's annual academic progress report.

Unsatisfactory progress may lead to exclusion. Exclusion is defined by the University here: (<https://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>). Prior to exclusion, a student should have reasonable opportunity to remediate deficiencies. TGS will move to exclude a student if the student is shown not to be in good academic standing in two consecutive annual academic progress reports. Exclusion always requires approval from both the Department Chair and the DGS.

A decision of exclusion must be provided in writing to the student and TGS. The notification must include the effective date of the exclusion, a clear statement of reasons for exclusion and any relevant documentation.

Students who wish to appeal the Department's decision to exclude must first appeal directly to the Department through the DGS. The Department must inform the student and TGS of the outcome of the appeal in writing. A student may then appeal the Department's decision to TGS. TGS will only consider appeals on the basis of procedural errors or failure to comply with established Department or TGS policies. TGS will not consider appeals on the basis of substantive academic decisions.

Appeals to TGS must be made in writing within ten days of the Department's final written notification of exclusion and include supporting material at that time. The Dean of TGS will determine if an appeal will be administered within TGS or the University Hearing and Appeals System or other sanctioning body within the University. The Dean's decision will be made in a timely manner, and will be communicated in writing to the student and Department. This decision is final and cannot be further appealed.

IX. OTHER MATTERS

9.1 Transfer Credits

TGS does not honor the transfer of credits, but the Department may consider them. Doctoral students may petition to transfer up to two quarters (six credits) of coursework. Such coursework must be from graduate level courses at approved, accredited institutions. To meet Departmental requirements, a minimum of eighteen (18) graded courses must be taken, of which a minimum of twelve (12) must be taken at Northwestern University and a B (3.0) average must be maintained. A student who receives a master's degree from TGS automatically waives all residency credit for graduate

work completed at another institution or another School or College of Northwestern University.

Students who petition for transfer credits need to submit syllabi and other evidence of course content and requirements to their advisor. The advisor will evaluate the quality of this previous coursework and other information related to the merits of the request and forward this information to the DGS. In instances where the transfer of credits for methodology courses is requested, the instructors for the corresponding courses at Northwestern will be called upon to provide their professional judgment concerning the merits of the request. These processes are designed to ensure that the student consults with his or her advisor regarding the wisdom and the implications of the transfer of credits.

Transferred credits cannot be used to effectively become a part-time student. Transfer credits are intended to speed your process through the program. As a result, students who receive transfer credits must take their exam in the spring of the second year. Students who do not fulfill this requirement will be put on Departmental probation.

All students must continue full-time study in order to remain in good standing. Remaining in good standing is a condition for continued access to funding. This is why students who complete their 18 credits of coursework (either at Northwestern exclusively or with the transfer of credits) need to progress directly to the next stage of their studies. Students who register for fewer than three seminars during a term must register for 590 Research to maintain full-time registration.

9.2 Leaves of Absence

When special circumstances interrupt a student's studies, the student may request a leave of absence in writing to the DGS. The leave of absence is a pause in pursuit of the Ph.D., usually for one academic year. Common reasons for requesting a leave of absence include family emergencies and illness. Upon receiving a response, the student should then submit an online form, found on the TGS website, to TGS explaining why a leave is necessary. No leave is given for more than twelve consecutive months. A request for renewal beyond a year must also be addressed to the DGS and TGS Dean.

A student granted a leave of absence by TGS is not required to register for each quarter of the leave. While TGS and Department milestone deadlines are extended by the length of the leave, students should do their best to catch up quickly upon their return. Students on leave of absence are generally NOT eligible for financial aid, Department or TGS grants, or TGS loans, however there may be exceptions made in certain circumstances. It is important for students considering a leave to contact their TGS Student Services Representative to discuss health insurance continuation, library privileges, NetID expiration, etc.

More information can be found here: <https://www.tgs.northwestern.edu/academics/leaves-withdrawal-readmission.html>

9.3 Grade Requirements

Grades given in courses are A, A-, B+, B, B-, C+, C, C-, D and F. Students do not receive credit for a grade of D or below. A grade of Y indicates incomplete coursework and is given, with prior agreement of the instructor and GPA, when a student does not submit all assigned work in a course. A grade of W indicates withdrawal. **All Y grades must be made up within one calendar year of the date the grade is incurred.** A grade of D, F, N, or Y entered for a course reduces the effective credit toward full-time status that quarter by one-third for each such entry regardless of the number of courses in the registration for that quarter. Full-time status will be restored if the Y is removed within one calendar year. To restore full-time status the work in the course must be completed and a Change of Grade form forwarded to the Office of the Registrar before the deadline.

Grades can only be changed when the instructor makes an error. A request to raise or lower a letter grade after course completion and grade submission must be forwarded to the TGS Dean by the course instructor with a full explanation of the reason(s) for such a request. The Dean submits the request to a subcommittee of the Administrative Board for its recommendation. The Registrar will not accept a grade change request for the permanent record without the Dean's approval.

TGS requires at least a 3.0 (B) average (on a 4.0 scale), with no accumulation of Y grades, for good standing. The department requires a 3.3 (B+) average for the five courses that count towards the second field qualification. Carrying a Y grade for more than one academic year endangers one's good standing status. Students not in good academic standing are notified in writing and are subject to academic probation. The Department Chair is notified when a student is warned

of a marginal academic record, warned of an excessive number of Y grades, and/or placed on academic probation. A student who fails to maintain good standing is in jeopardy of being excluded from TGS. TGS requires that students receiving funding from the University maintain a 3.0 average and keep an academic record free of incomplete grades.

9.4 Departmental Standards and Expectations

TGS's grade requirements do not fully reflect the Departmental criteria used to assess student progress. It is rare that students have GPAs below 3.5, much less the 3.0 GPA minimum that TGS requires. Students should be concerned about GPAs below 3.5, as this may indicate sub-standard performance. In addition to grades, the faculty members look for a variety of signs of scholarly excellence in the student's exams, research, and seminar presentations. The situation may arise in which the faculty recommends that a student consider leaving the Ph.D. program, in spite of a GPA that exceeds TGS requirements, because the student has not given strong evidence of the capacity or willingness to write a first-rate dissertation. Students are advised to ask professors to explain and interpret their grades in order to gauge their progress in the program.

9.5 Language and Research Skills Proficiency Requirements

The Department has no formal language requirement, but students should learn those languages that are necessary for their dissertation research and scholarly career. Students must identify their language needs in their dissertation proposals, and an evaluation of the student's competence will be made at the time of the dissertation proposal defense by the student's committee. Dissertation committees may also require demonstration of competence in computer techniques, statistics, research methodology or mathematics if those skills are necessary for the proposed dissertation research.

Several language acquisition opportunities are available to students. These include:

Summer Language Grant Program:

(<https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/summer-language-grant.html>). This program provides some financial support for successful applicants who need support to travel to a foreign country or to attend a domestic language immersion program to acquire or improve their command of a foreign language. This language must be relevant to the student's research. Successful applicants must have some exposure to the target language prior to applying.

School of Professional Studies (SPS) summer language classes:

(<https://sps.northwestern.edu/summer/index.php>). An arrangement between SCS and TGS enables Ph.D. students to register for summer intensive language courses on campus without additional tuition charges. Students can register for these courses in CAESAR instead of or in addition to (depending on how many language courses are taken) registering for TGS 500, the typical summer quarter registration. These classes do not count towards the graduate degree requirement.

Courses via CIC (detailed above in III (A)):

Students may take classes, including language classes, at any Big Ten school, the University of Chicago, or the University of Illinois, Chicago.

Language Courses during the Academic Year:

Students may take 100, 200, and 300 level language classes through WCAS during the academic year or summer. Students must take these classes for credit and a grade. Students who are registered for full-time coursework must take these classes as their fourth class in a given term. Students beyond coursework would take these courses in addition to 500, or 512 registrations. Visit the Non-TGS registration page for information on how to register for these language courses: <https://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#registering>

9.6 Advanced Year Registration

PhD students who have reached their ninth quarter of study are considered to have reached "advanced year registration status". In practical terms, this means that third year students (those who have completed their 18 credits of coursework) are considered to have reached advanced year registration status. More information about advanced year registration can be found here: <https://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#registering>.

Funded students who have completed all course requirements must register for TGS 500. Students may register for non-

required coursework in addition to TGS 500. These courses should be related to the student's area of study, and should not be taken to fulfill Departmental degree requirements. Additional information on continuous registration can be found here: <https://www.tgs.northwestern.edu/about/policies/general-registration-policies.html#continuous>.

9.7 Teaching Requirement

Every graduate student is expected to have some practical experience in teaching within the Department. In most cases this requirement is met by participating as a teaching assistant in an undergraduate course.

Students who are supported by external funds that do not require teaching must consult with the Associate Chair prior to their third year to make arrangements to obtain teaching experience. Teaching experience is vital to a professional academic record, and students are encouraged to take initiatives to improve their skills.

TGS requires that non-native English speakers take an English language test before serving as TAs. Students may be exempt from this test if they have a four year degree from an institution where the primary language of instruction is English, and have passed the speaking portion of the TOEFL.

9.8 Political Science Graduate Student Teaching Certificate

Graduate students interested in receiving department recognition of their teaching must achieve the following requirements. Participation in the Searle Graduate Teaching Certificate Program, which might optionally be completed for additional recognition, would also fulfill some of the requirements for department recognition.

To pursue the award:

- Students must have served as a Teaching Assistant (TA) for at least three quarters

To complete the award, the student must complete the following steps:

- Write a statement of teaching philosophy
 - Produce a portfolio documenting their teaching
 - Be observed and evaluated by a member of the department teaching committee, department faculty, or a Searle Center staff member
 - Be trained in how to conduct observations and observe at least one TA section or graduate student workshop and complete a feedback report
 - Obtain a nomination from a faculty member for whom they have served as a TA
 - Attend quarterly department teaching committee meetings and lead at least one professional development experience or service project, described below.
1. In order to be eligible for recognition, students must commit to serve on a departmental teaching committee, which will operate as follows:
 - a. Members of the committee will be all graduate students currently pursuing the department teaching recognition, any previous awardees who would like to continue their involvement, any current Searle Center Graduate Teaching Fellow(s), and the Commune Co-Chairs (ex officio) and the Directors of Graduate and Undergraduate Studies (ex officio).
 - b. Graduate student members of the committee will be responsible for coordinating at least one professional development experience or service project for fellow graduate students. (A full program of proposed teaching professional development events and projects is attached in the Appendix.)
 2. Students who complete all of the above will receive formal recognition from the department in the form of a "Graduate Student Teaching Award," which will be presented at the end of the year.. There will be no limit on the number of graduate students recognized each year. Each recipient will be awarded a \$500 honorarium.

9.8 Funding

All students admitted to the Department of Political Science Ph.D program are provided with a guarantee of 20 quarters of funding, provided they remain in good standing. This guarantee includes fellowship funding over the course of two years (i.e., a stipend without a requirement to serve as a TA or equivalent position) and TA funding over the course of three years. Students are required to take fellowship funding during their first year. The Department leaves it to the student's

discretion as to when he or she will take the second year of fellowship funding. It is typical for students to take this during their fifth year to aid in dissertation research and writing.

Students are never guaranteed funding beyond the end of their fifth academic year. Students who require additional funding in their sixth year occasionally are able to compete for University funding, take positions as a Research Assistant with faculty members who have the interest and resources to hire them, or find employment in another unit of the University. It behooves such students to make themselves aware of these opportunities. Advisors, other students, the PC, and the DGS are valuable sources of information about these opportunities.

9.9 External Funding

Advanced graduate students should note that the Department expects them to apply for outside funding. Updated information about external funding appears here: <https://www.tgs.northwestern.edu/funding/fellowships-and-grants/external-fellowships.html>. Students are strongly encouraged to consult with the Office of Fellowships: www.northwestern.edu/fellowships.

It is within the discretion of TGS to award students who win external funding up to four (4) matched quarters to be used only in the sixth year. This provides an incentive for students to apply for external funding. The number of quarters of funding eligible to be matched in the sixth year is equal to the number of quarters of external funding received.

Students who enter the University with substantial external funding or who win such funding while enrolled in the Department may be entitled to this same three quarter match. This entitlement most often applies for students who arrive with or acquire the Social Science and Research Council of Canada three year fellowship (for Canadian citizens) or the National Science Foundation three year fellowship. Students who wish to consider these options are urged to contact their advisor.

Students who receive external funding awards that fall short of the University's base stipend level are urged to accept the award. TGS will "top up" fellowships to match the University's prior commitment of financial support for students in years 1-5. Student beyond 20 quarters (year 5) are not eligible for the TGS top-up. Those who have further questions about this policy should consult with the PC and TGS.

Students who receive nationally or internationally competitive awards may be eligible for an External Award Supplement. Students are eligible to receive an External Award Supplement of \$500 per month for each year that they are supported on the eligible external award. Students must provide the PC with a copy of the external grant award. The PC will then forward a grant request to WCAS.

9.10 Conference and Travel Policies

Graduate students are strongly encouraged to present the results of their research at scholarly conferences while they are still doing graduate work. Chicago is frequently the site of professional meetings, particularly the Midwest Political Science Association Meetings, and this provides an opportunity to present papers without incurring travel expenses. Students are encouraged to consult with their advisor and dissertation committees on possibilities for publication and conference presentations.

TGS provides up to \$800 for students traveling to conferences and/or seminars to make presentations on behalf of the University. The award is not intended to support attending courses at other schools, research or general educational travel. Students should apply at least two weeks (14 days) before travel. Applications are accepted on a rolling basis through the year or until funds are depleted. TGS will not accept applications to support travel that has already begun or has been completed. The link to this application can be found here: <https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/index.html>.

The Department also provides up to \$500 in matching funds to support travel to conferences and seminars. This application is available on the Department's web site or from the PC. Applications for these funds may be made in conjunction with an application to TGS for travel support.

Students are eligible to receive a total of two conference travel grants from TGS during their graduate career. This means two applications, not two total award amounts that can be split over multiple conferences. If a student applies for a travel grant that is less than the maximum amount available per award, that student has used up one of his or her

possible graduate career CTG awards.

9.11 Academic Honesty

The Department actively defends customary standards of academic honesty and cases of proven academic dishonesty almost always result in expulsion from the program without the awarding of the degree. Students should acquaint themselves with University requirements in this area, particularly with regard to plagiarism. The Office of the Provost has a publication entitled "Plagiarism and How to Avoid it" which deals with the topic in detail, and can be found here: <http://www.northwestern.edu/provost/students/integrity/plagiarism.html>

9.12 Conflict Resolution

If a student encounters a challenge with a fellow student, faculty member, advisor, or Department administrator, there are several ways to seek resolution. Within the Department, the first stop should be with the PC. If the problem cannot be resolved there, the student should visit the DGS, and then, if necessary, the Department Chair. If the problem lies with one of these three individuals, students are encouraged to contact both of the other two immediately. Appropriate steps will be taken to review the grievance and find a solution that works for both parties.

Northwestern takes student concerns very seriously, and students with issues outside the reach of the Department should contact the Office of Student Conduct and Conflict Resolution, which can be found here: <https://www.northwestern.edu/student-conduct/>. TGS recommends that students contact Gayle E. Woloschak, TGS Assoc. Dean of Graduate Student and Postdoctoral Affairs, in the event of a conflict with and advisor/faculty member. <https://www.tgs.northwestern.edu/campus-life/dealing-with-conflict.html> Students are not required to contact the Department to pursue assistance with a problem if they find resources elsewhere.

9.13 Placement

The Department considers placement in an academic or non-academic position to be the final milestone for graduate students, and provides resources and workshops to help students to prepare for the job market.

Northwestern has a number of resources available to students, starting with Northwestern Career Advancement: <https://www.northwestern.edu/careers/explore-careers/graduate-student-programming/index.html>.

The Commune holds programs throughout the academic year designed to inform and assist students with understanding the job seeking process. The PC is available to help students compile application materials and send confidential letters of recommendation. The Department website is a place where many students post biographies. Faculty advisors should be consulted on cover letters, portfolio assembly, and networking. It behooves students to begin the job seeking process early; make appointments to see NCA, the PC, and their faculty advisor well before graduation.

9.15 Using GSTS

The Department encourages students to make frequent use of GSTS to keep their committee and the department as a whole informed of academic achievements and research projects.

Upon logging in to GSTS, you will land on the Dashboard screen, and can access your Profile:

Profile

The profile section displays your contact, **demographic**, **financial aid**, and **milestone** information, as well as **administrative notes**. Your student profile section can be viewed by clicking the **SHOW PROFILE** button, located at the upper right of the Committee, Plan of Study, Academic Progress, and Research Project tabs.

Financial Aid

Grant/Scholarship	Chart String	Term	Offered Amount	Accepted Amount	Disbursed Amount
RAC - MEAC	110 - 1326120	2015 Summer	\$ 2,688.00	\$ 2,688.00	\$ 672.00

A financial aid summary can be displayed by clicking the **FINANCIAL AID** button at the upper right of your profile. This information is maintained in CAESAR.

Milestones

Milestone	Deadline	Status	Date Updated	Details	Type
TGS PhD Degree Completion	2020-08-31	Initiated	2011-09-30		TGS
TGS Prospectus	2014-08-25	Completed	2014-08-25		TGS
TGS Qualifying Exam	2014-08-25	Completed	2014-08-25		TGS
CITI/RCR	2012-09-20	Initiated	2014-11-14		
Proposal/Prospectus	2013-06-20	Initiated			
Versant	2011-12-20	Initiated			
TA Requirement	2014-03-20	Initiated	2014-11-19	TA for Mascotology 101	

Academic Progress

You can track and maintain your academic activities throughout the year on the Academic Progress tab to facilitate the program's annual review of your progress.

Progress Items

There are 12 sections where you can record various progress items:

- **Self-Evaluation** – you can use the Self-Evaluation dropdown to rate your progress on a 4-point scale.
- **Narrative Statement on Progress** – allows a space for you to provide a narrative overview of your academic progress thus far.
- **Research Topic** – provides space for you to type a brief overview of your research topic.
- **Awards** – a place to list any external awards.
- **Publications** – a place to list books, journals, and other publications you've authored.
- **Honors** – a place for you to list honors, accolades, and citations.
- **Meetings Attended/Presentations** – a place to list conferences attended and presentations given.
- **Teaching** – a place to record NU classes you've taught or were otherwise involved with. Start typing a course name or number the **Search Courses** box to find NU courses.
- **Other Courses of Seminars Attended** – A place to list any courses, seminars, trainings, or other items attended that are not included elsewhere in the Academic Progress tab.
- **Goals for Academic/Research Progress for Upcoming Year** – a space for you to provide a narrative describing your academic and research goals for the upcoming year.
- **Annual Meeting** – a place for you to record the date of your annual meeting and list the committee members who were present.
- **Comments** – a free-text field for you to add any comments or progress items that were not included in the other categories.

9.15 University Nondiscrimination Statement

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination

against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, equity@northwestern.edu.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.