

**McCormick**

**Northwestern Engineering**

# **Instructor and Advisor Handbook**

[http://www.mccormick.northwestern.edu/docs/faculty\\_staff/InstructorAdvisorHandbook.pdf](http://www.mccormick.northwestern.edu/docs/faculty_staff/InstructorAdvisorHandbook.pdf)

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# I. INFORMATION FOR BOTH INSTRUCTORS AND ADVISORS

## A. ACCESS TO STUDENTS' RECORDS: RIGHTS AND RESPONSIBILITIES

Security of confidential information is a constant concern. Northwestern's policy is designed to allow access to those who need it while protecting those who might be hurt by the abuse of that access. Advisors may obtain a consent release form through the registrars' web site at: [http://www.registrar.northwestern.edu/PDFs/gen\\_consnt.pdf](http://www.registrar.northwestern.edu/PDFs/gen_consnt.pdf).

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

FERPA grants students the right to

- Inspect and review their educational records at Northwestern University.
- Request an amendment of their records to ensure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights.
- Consent to disclosure of personal identifiable information contained in their educational records.
- File a complaint with the U.S. Department of Educational concerning alleged failures by Northwestern University to comply with FERPA requirements

In general, public or directory information is anything that might be printed in a publication that the general public might see, such as the telephone directory, a Commencement Bulletin, or the *Daily Northwestern*. Northwestern considers the following to be public information: name, address (local and permanent), telephone number, NU school, class, sex, enrollment status (Full-time, part-time, not enrolled, etc.), major dates of enrollment, degree sought or earned, date degree anticipated or awarded, institution last attended (before NU), participation in officially recognized activities and sports, and weight and height of members of athletic teams.

ID number and birth date are considered to be public information by FERPA, but *not so* by our office. We will verify that our records agree with those of the caller, but will not volunteer the information.

All other student information is considered confidential and is not to be released without the student's written authorization except to those with a legitimate need to know. A blank consent form can be downloaded from [http://www.registrar.northwestern.edu/PDFs/gen\\_consnt.pdf](http://www.registrar.northwestern.edu/PDFs/gen_consnt.pdf). If you have any questions about whether information should be released, please call the Registrar's Office (xx1-5234) for guidance. Confidential information includes grades, grade point average, courses in which enrolled, including classrooms and meeting times, ethnic classification or anything else not on the above list. One frequent request is for information relating to the character, citizenship, demeanor or disciplinary record of the student. This most certainly is not public information and is not to be released without the written authorization of the student.

Incidentally, we also get many requests from companies wanting mailing lists of students for solicitation. Our policy is to deny these requests. Only campus organizations or departments may obtain student lists, even though the information is public.

## B. GUIDE TO ASSISTING STUDENTS WITH DISABILITIES

Northwestern University and Services for Students with Disabilities (SSD) are committed to providing a supportive and challenging environment for students with disabilities who choose to attend the University. Additionally, the University works to provide all students with disabilities a learning environment that affords them equal access and reasonable accommodation of their disabilities. These accommodations may include testing accommodations, access to materials in alternative formats, sign language interpreters and real-time captioning, note taking assistance, physical accommodations, and adaptive equipment. A student's need for accommodation is to be regarded as confidential information.

A Faculty Guide (<http://www.northwestern.edu/disability/faculty.html>) was created as a resource for faculty and provides general information about accommodating students with disabilities. Accommodations are determined on a case-by-case basis. Please contact SSD at 467-5530 or [ssd@northwestern.edu](mailto:ssd@northwestern.edu) with specific questions.

### **C. WEB RESOURCES**

The University Registrar's Office website <http://www.registrar.northwestern.edu> includes the following items:

- Academic Calendar
- Classroom Scheduling & Room Reservations
- Course Enrollments
- Registration Information
- Class Schedules
- Smart Classroom Information
- Transcript Information

as well as other various, relevant and helpful information.

The McCormick School of Engineering website <http://www.mccormick.northwestern.edu/> includes valuable information.

In general, if you find yourself with a question and are not sure who to ask, feel free to contact staff in the Academic Services Office, Tech L269. They will either answer your question or refer you on to the office/department/person that can.

## II. INFORMATION FOR INSTRUCTORS

### A. NOTES ON COURSE MANAGEMENT: REMINDERS, SUGGESTIONS, AND CAUTIONS

1. Make course plans known to students by providing the following at the beginning of the quarter:
  - a. Course outline
  - b. Homework requirement
  - c. Testing (providing some feedback before drop date)
2. After the drop date, do not suggest or advise dropping the course, since by faculty-adopted policy this is not allowed except in case of unusual extenuation.
3. In arriving at the final grade be extremely careful to avoid error. You will be held to the grade decision you submit to the Registrar.
4. University policy as stated in the Faculty Handbook should be followed.

“Graded examinations and papers should be provided for student inspection and discussion with the instructor. The faculty member is responsible for all work carried out by teaching assistants. During the quarter tests and quizzes should be graded and returned promptly in order to make the examination a part of the students’ learning experience. Reasonable opportunity shall be provided for students to review final examinations and papers with their instructors during a period of at least two weeks in the subsequent quarter. During this period instructors normally retain students’ papers and answers to examination questions. In order to verify grades recorded by the Registrar and to answer possible inquiries, instructors’ grade books shall be retained for at least one year.”

### B. BLACKBOARD COURSE MANAGEMENT SYSTEM

The following tutorial outlines the basics of Blackboard navigation:

[http://course-management.northwestern.edu/Quick-Tut\\_7.pdf](http://course-management.northwestern.edu/Quick-Tut_7.pdf)

Further information and specific assistance can be found by viewing the following site and/or emailing Academic Technologies.

Important URLs include:

<http://course-management.northwestern.edu> - Support site with tip sheets and FAQs

<http://courses.northwestern.edu> - Blackboard login page

For more support:

e-mail [course-management@northwestern.edu](mailto:course-management@northwestern.edu) or call 1-4044

### C. SAFE ASSIGNMENT: Plagiarism Detection Tool

SafeAssignment is a plagiarism detection tool that is part of the Course Management System. It is available to ALL faculty to use in any of their courses. For all assignments submitted, SafeAssignment prepares a Plagiarism Report in 24 hours or less. The report indicates which text is similar to text found on the Internet or in papers stored in the vendor’s database. Aside from letting students submit documents using the SafeAssignment feature, instructors can “quick submit” documents themselves as well.

For instructions on how to add, view, or submit a file to SafeAssignment as an instructor, please see:

[http://course-management.northwestern.edu/tips/instructor\\_guide.html](http://course-management.northwestern.edu/tips/instructor_guide.html)

### D. CLASS LISTS/ROSTERS

Instructors can access on-line class lists from the web using the following instructions:

1. Go to <http://www.registrar.northwestern.edu/>
2. Click on “Faculty and Staff”
3. Scroll down to “Registration” heading, click on “Class List”
4. Click on the link under the heading “Faculty”
5. Submit your NetID and password to Caesar
6. Click on “Search for a class”
7. Select “Term” and enter the course number without a hyphen
8. Click “Search classes” – select your class from the list

You should then see links to class lists, e-mail and a few other options. If you have problems, contact the University Registrar's Office.

## E. CLASSROOM SCHEDULING AND ROOM RESERVATIONS

Classrooms in the Technological Institute building are part of the University-wide classroom system under the jurisdiction of the Registrar's Office. Engineering, science and math courses receive a first priority but not a guarantee in tech classroom scheduling. Some classes may be assigned outside of the Tech building.

### MWF Classes

1. MWF is the normal sequence for classes meeting three days a week for 50 minutes.
2. MTWF and MWThF are the normal sequences for classes meeting four days a week for 50 minutes.

### TTH Classes

1. Classes should be scheduled to meet at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30 since most TTH classes are 80 minutes.

### Additional Guidelines

1. Departments may offer a maximum of 14% of their classes at each of the 4 prime hours: 10-11 AM, 11-12 PM, 2-3 PM, and 3-4 PM. Classes which cross two prime hours will be counted twice in distribution calculations. Remaining class offerings should be spread evenly over the rest of the day and week. Departments with schedules not in compliance with this policy will receive a low room assignment priority and risk not being assigned a room: [http://www.registrar.northwestern.edu/classrooms/gpcs\\_policy.pdf](http://www.registrar.northwestern.edu/classrooms/gpcs_policy.pdf)
2. The Registrar's Office reserves the right to ask a department to change the time of classes as room scheduling difficulties warrant.
3. All classes are assigned in accordance with past enrollments, unless justification is presented that the enrollment will increase to match the maximum enrollment requested.
4. All classes needing a specific classroom because of room facilities must complete a specific room request through their department. Without a request, your room will be assigned by size.
5. All requests to cancel or change the time of a class with students enrolled must be presented in writing and signed by the chair of the department and rests upon authorization of the dean of the school.

### Room Reservations

Classroom reservations for all buildings on campus and Quarterly assignments are handled by Anca Borsan, at 7-7866 and Maria Di Benedetto, at 1-8438, in the Registrar's Office. One time reservations are handled by Joanna Foley at 1-4363 in the Academic Services Office, Tech L269. The summer session office, at (312) 503-2399, handles all room reservations during the summer months.

### Special Request for Room Assignments

If an instructor has specific needs for teaching her/his class, including location, classroom type (fixed seats, movable seats), particular buildings or particular classroom, and those with special audiovisual equipment or computers, all request must be done on an **Excel** spread sheet and sent via e-mail to [j-rivera@northwestern.edu](mailto:j-rivera@northwestern.edu) each quarter by the faculty or staff member in his/her department who is responsible for classroom scheduling. **This form must be absolutely complete and specific. It is not sufficient to request a "Smart" room.**

## F. COMPUTER-AIDED (SMART) CLASSROOMS

The university has multiple high-tech classrooms with computer-aided equipment, AV equipment and projectors installed in the rooms. Facilities in each room are different; while many of these classrooms are in Tech the rooms are in high demand, and faculty must be willing to teach out of Tech in order to have to proper equipment for their class. It is the faculty member's responsibility to know exactly which rooms on campus will provide the necessary teaching facilities by using the Smart Classrooms List linked below. Not all smart classrooms requested are available at the faculty member's choice of time and location, so faculty must be flexible.

Tech Classrooms: Every room in Tech has a blackboard or whiteboard and overhead projector.

Visit [www.at.northwestern.edu/ctg/classrooms](http://www.at.northwestern.edu/ctg/classrooms) and select "classroom list" for more up to date information.

Smart Classrooms, also called technology-enhanced classrooms, create new opportunities in teaching and learning by integrating networking, digital, and audiovisual technologies. The Registrar schedules 92 Smart Classrooms on the Evanston campus for faculty use; 61 of these are Laptop-based\* Smart classrooms. NUIT's Academic Technologies supports and maintains the technology in these rooms and encourages you to contact them at 7-ROOM (7-7666) to schedule an orientation to learn more about these classroom facilities. **\*Special Note\*** because there is no resident computer in the laptop-based Classrooms, you are encouraged to bring your own laptop with you for training. The Office of the Registrar schedules these and all classrooms for use.

Smart classrooms are equipped with the **following**:

- Ceiling mounted LCD projector and projection screen
- Laptop connectivity for both Macintosh & PC
- VCR
- Sound system
- Wireless mouse
- Touch screen Control System
- Telephone
- Aux-video Input
- USB Input

Depending on the room equipment may also include:

- Resident networked Mac or/and PC w/DVD and Zip Drive\*  
(over 30 software titles available)
- Microphone (wireless handheld and /or lavalier)
- Slide projector
- Stereo Sound
- Cassette Player
- DVD player
- Document Reader

#### **G. MID-QUARTER DEFICIENCY REPORT**

Unsatisfactory course work or excessive absences by a student should be reported promptly to Assistant Dean Joe Holtgreive ([jjh@northwestern.edu](mailto:jjh@northwestern.edu)) in the Undergraduate Engineering Office. Deficiencies should be reported no later than the fifth week of the quarter. As soon as these reports are received, the student is notified of the deficiency and asked to see her/his advisor. It is hoped that the student will thus have a fair and timely warning and that they will discuss with a faculty member options for improvement.

#### **H. READING PERIOD**

In several schools of the university, including the Weinberg College of Arts and Sciences, the last week of scheduled classes is designated as a "reading period" and no class meetings are actually held, the time being given to reading, writing and review. In McCormick, however, no portion of the academic quarter is scheduled as a reading period. That is, the full quarter to the last day of scheduled classes is to be used for class meetings or appropriate assignments. However, McCormick observes the following three restrictions:

1. There should be no new (additional) material in a course after Wednesday of Reading Period, the last days of classes.
2. Final Examinations are not to be given before the end of the last week of classes.
3. Other than in the case of a paper or project report in lieu of a final examination, the deadline for all materials to be submitted for a grade normally must be set no later than 5:00 PM of the Saturday preceding the final exam week.

#### **I. CTEC: COURSE & TEACHER EVALUATION**

The Course and Teacher Evaluation Council (CTEC) is an evaluation process controlled by the Office of the University Registrar. CTEC began as a student government committee in 1971 and currently operates under the

direction of the Provost's Office. CTEC evaluates undergraduate and 400-level graduate courses and place a compilation of these undergraduate courses evaluations on the university web-site with the instructor's permission. It is a McCormick policy that all courses participate in the CTEC process.

The purposes of CTEC are three-fold:

1. To give students the opportunity to make informed registration decisions about classes and instructors;
2. To give faculty members feedback regarding which aspects of their teaching are successful and to determine which need improvement;
3. To assist University administrators in making decisions regarding faculty promotions and tenure.

Students fill out or view CTEC course evaluations on-line (<http://www.registrar.northwestern.edu/ctec/>)

- Students will login with their NetID to enter the site. Students will only be allowed to enter the sites of classes for which they are registered.
- Once an evaluation is submitted for a class, the link to that class will be closed. Identification will not be linked in any way.

## J. FINAL EXAMINATIONS

Regular final course examinations are held during the last week of each quarter, i.e. in the week following the last scheduled class (refer to the Class Schedule each quarter). **There should be no deviation from this examination schedule.**

### Make-up examinations

When a student has missed a final examination, a grade of "X" is assigned rather than a normal letter grade. To remove the notation of "X", which provides no credit for the student and carries zero points (the same as an F), the student must take a make-up examination. **Permission to take a make-up exam for an engineering course must have the written approval of both the instructor and the Associate Dean for Undergraduate Engineering.** Unless the student is able to demonstrate that the absence was due to extenuating circumstances beyond personal control (verification performed by the Office of the Associate Dean for Undergraduate Engineering) permission to take a make-up examination will not be granted and final grade in the course would reflect this fact. Make-up examinations are normally scheduled within the first month of the quarter following the one in which the "X" was given. In all cases, "X" grades must be made up before the end of the next quarter in which the student is in residence in any school at Northwestern University or the credit is forfeited.

## K. GRADES

McCormick faculty have the option of awarding grades as follows:

<u>Grade</u>	<u>Grade Points</u>	<u>Judgment</u>
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D	1.0	Poor but passing
F	0	Fail
X	0	Failed to earn credit: missed final examination
Y	0	Failed to earn credit: work incomplete

The following notations are not computed in the grade point average:

- P - Pass with credit
- N - No grade, no credit
- K - In progress
- S - Satisfactory: noncredit course
- U - Unsatisfactory: noncredit course
- W - Dropped course with permission

In arriving at a **final grade** be extremely careful to avoid clerical and judgment errors and be prepared to hold to the grade decision.

- a. Opportunities for grades must be equal for all students; therefore, extra work or reexamination is not appropriate for use in determining a grade (or change of grade) unless these steps are regular policy in the course, made known and available to all students. In particular after a final grade is assigned, discussion or consideration of make-up work or reexamination should be avoided, since University policy will not allow a grade change on this basis.
- b. Any error in grading, error of commission or omission, must be corrected and is the only basis for changing a final course grade. In such a case, a memo (detailing the nature of the error and why it would necessitate a change in grade) must be submitted to the Undergraduate Committee for approval. (See section J.)

Be sure to use the following grades correctly:

**Y Incomplete:** This grade may be used by the instructor only when, for verified or verifiable extenuating reasons, a student cannot complete the normal requirements of the course by the grading deadline. An incomplete is appropriate only in cases in which the student has participated to the fullest extent possible, developing considerable investment in the course, and is not appropriate in a situation in which the course would need to be essentially repeated at a later time.

**K Work in Progress:** Awarded only in those courses for which prior approval has been obtained from the Dean's Office. Individuals in unapproved course should receive a "Y".

**X Absent from the final exam**

**P/N Pass/No Pass:** Only grades "P" and "N" are acceptable entrances on the grade sheet, although the professor should be able to support the assignment of the P or N.

**S/U Satisfactory or Unsatisfactory** in a zero credit course. Only the grades "S" and "U" should be assigned.

All grades must be entered on Final Grade Lists via CAESAR, which is open each term from the beginning of exam week until 3:00 pm on the Monday after exams. After 3 PM, grades cannot be entered online and must be done on paper in the Office of the Registrar by the professor.

Faculty teaching a course must complete the "Access Authorization Form" in order to enter grades online. This form can be obtained online through the registrars' website at:

[http://www.registrar.northwestern.edu/faculty\\_and\\_staff/authform.pdf](http://www.registrar.northwestern.edu/faculty_and_staff/authform.pdf)

If you have any questions regarding these procedures, please contact the University Registrar's Office.

### **Solving the Most Common Grade Problems:**

1. The student is attending class but does not appear not on the grade roster:  
If possible, notify the student in writing that they do not appear on the roster of students in your class. If the course has concluded, a Change of Grade form will have to be used to record their grade.
2. The student is not attending class but appears on the grade roster:  
Assign an "F" grade and e-mail Oralia Gomez ( [o-gomez@northwestern.edu](mailto:o-gomez@northwestern.edu)) in the Office of the Registrar, indicating that the "student never attended" or "stopped coming to class after the first week" or other statement that is indicative of the situation. This notation will assist the Registrar's Office when settling potential discrepancies.
3. Be sure and save often as you enter your grades and be sure to do so after entering all grades.

For additional assistance and documentation, view the Online Grading Tip Sheet:

[http://www.registrar.northwestern.edu/faculty\\_and\\_staff/onlgradts.pdf](http://www.registrar.northwestern.edu/faculty_and_staff/onlgradts.pdf)

### **L. CHANGE OF GRADE**

The Change of Grade form below is used for the following purposes:

1. To report a final grade previously reported as incomplete (i.e., X or Y)
2. To report a grade for a student whose name does not appear on the class list
3. To report a letter grade change for approval by the Undergraduate Committee.

Faculty members may obtain change of grade forms in the Academic Services Office (Tech L269) and the faculty must have a signature card on file. Students cannot be involved in delivering blank or completed Change of Grade forms.

Faculty and Staff members will be asked to sign them out and record how many and which forms are in their possession.

**NORTHWESTERN UNIVERSITY**  
OFFICE OF THE REGISTRAR

**CHANGE OF GRADE**

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ School Level \_\_\_\_\_  Ugrad  Grad

Student ID Number/Empl. ID \_\_\_\_\_

Subject: SANDRINE Course No. \_\_\_\_\_ Sec. No. \_\_\_\_\_ Credit \_\_\_\_\_

Course Title \_\_\_\_\_

Reason (Explain) \_\_\_\_\_

Instructor Name \_\_\_\_\_ (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Deans Approval \_\_\_\_\_ Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Previous Grade \_\_\_\_\_ TO \_\_\_\_\_ New Grade \_\_\_\_\_

Quarter 20 \_\_\_\_\_

FALL  WINTER  SPRING  SUMMER

RO OFFICE USE  
C \_\_\_\_\_  
A \_\_\_\_\_

REGISTRAR

It is University policy that end-of-quarter grades (except K, X or Y) are FINAL once submitted to the Registrar's Office and **cannot be changed on the basis of a revision of judgment or a second or extended opportunity.**

Changes should be made to correct an actual error in grade computation or in transcribing a grade, or where some part of the student's work has been unintentionally overlooked. The change is a necessary only if the new grade is one that would have been submitted had there been no mistake in computing and had all the pertinent data been before the instructor at the end of the quarter.

The McCormick Undergraduate Committee must approve every change from one letter grade to another. Therefore, not only must the above Grade Report Form be presented, **but it must be accompanied by a written memorandum and appropriate documentation fully explaining the basis for the change and how the error would result in a change of grade.** The report form, memorandum, and documentation should be provided to the Associate Dean for referral to the Undergraduate Committee.

All grade changes for Undergraduates must pass through the Undergraduate Engineering Office before being sent to the Registrar's Office. All grade changes for graduate students must pass through the Graduate School before going to the Registrar's Office, except for MEM, MCM, MME and MMM students, whose cases are handled through the Associate Dean for Graduate Studies office before going on to the Registrar's Office.

# Access Authorization Form for Online Grade Processing

## Robert R. McCormick School of Engineering and Applied Science

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last Name, First Name, MI)  
E-mail \_\_\_\_\_ Department \_\_\_\_\_  
Work Address \_\_\_\_\_ Work Ph \_\_\_\_\_  
Netid \_\_\_\_\_ EmplID \_\_\_\_\_

The individual listed above performs the departmental responsibilities related to submission of end of term grades and will require access to online grade processing.

### Statement of Agreement

- I will not seek personal benefit or permit others to benefit personally from information contained in the Student Enterprise System (SES).
- The privacy and confidentiality of the student records is protected by The Family Educational Rights and Privacy Act. Access to student records is granted to University staff/faculty who have a legitimate educational purpose. It is unlawful to release student record information to any third party.
- I will not divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with University and department policies.
- I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will not divulge personal ID's or passwords to anyone, whether University personnel or others.

**I UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT MAY BE CAUSE FOR APPROPRIATE DISCIPLINARY ACTION, INCLUDING DISMISSAL.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Stephen H. Carr, Associate Dean

\_\_\_\_\_  
Applicant's Printed Name

<b>FOR OFFICE USE ONLY</b>
Data Custodian _____
Date _____

**Return completed form to the Office of the Registrar,  
Fax (847) 491-8458**

## M. ACADEMIC INTEGRITY

### Jurisdiction

Academic discipline and the need to respond to plagiarism, cheating in class, etc. are the responsibility of the undergraduate school that is offering the course in which the incident occurred. An exception to this jurisdictional arrangement is in the case of graduate students in these classes, they being under the jurisdiction of the Graduate School. In instances where an undergraduate student enrolled in another school is accused of having committed a violation of academic integrity in a McCormick course, McCormick determines whether such an act took place and the effect, if any, on the McCormick course grade. The school in which the student is enrolled makes any sanction beyond a course grade. Similarly, a McCormick student found to have committed a violation of academic integrity in a course of another school is referred to McCormick for determination of a further sanction, if any.

[http://www.mccormick.northwestern.edu/undergraduate/academic\\_integrity.php](http://www.mccormick.northwestern.edu/undergraduate/academic_integrity.php)

### Procedures

If an instructor believes there may have been an act of academic dishonesty, the instructor must immediately refer the matter to the Associate Dean for Undergraduate Engineering (or, in the case of a graduate student, to the Assistant Dean for Graduate Studies). The instructor should not attempt to deal with the matter personally and should avoid interviewing the student or students involved. This part of the process should be left to the Associate Dean.

All cases shall be referred within one month of the date of the alleged incident or within one month of the date the faculty member becomes aware of it, whichever is later. No action shall be taken on any case if more than one year has elapsed since the alleged incident. In the case of an undergraduate, the instructor should make a recommendation as to how the incident might affect the student's grade or standing in the class.

The Associate Dean meets with the student to gather information, to hear any explanation and determine what the sanction will be. The Associate Dean notifies the student in writing of her/his decision and informs the student of the appeals procedure.

If the matter is appealed, it is referred to the Academic Hearing Board, and a first meeting is called with available evidence placed before the Board. The instructor and the student are asked to meet with the Board, as well as any parties who may have been involved or may serve as witnesses. A request by the Board, the instructor, or the student for further information or testimony will be honored and pursued.

With all evidence developed as fully a possible, a final hearing is held with full opportunity to the student and the instructor to clarify charges and provide response. The Board will then make its recommendation, which may range from dismissing the charges exclusion from Northwestern. The Board, through its chair, shall inform the student that he or she may appeal the Board's decision by filing a further appeal in writing within ten days to the Provost of the University.

## N. ACADEMIC INTEGRITY – FACULTY RESPONSIBILITIES

In order to insure academic integrity in the classroom, it is necessary for the McCormick School of Engineering faculty to take certain steps that will discourage academic dishonesty and protect academic integrity. These steps include:

1. **Examination security.** Each department should institutionalize procedures that will safeguard examination security. Undergraduate students should not be given custody of, or other responsibility over, examinations, prior to their administration.
2. **Examination seating.** Every effort should be made to place students in alternate seats during examinations. In circumstances where it is known in advance that this will not be possible, other measures, such as the use of alternating examination formats, should be used.
3. **Notice of academic requirements.** Instructors should inform students of the academic requirements of each course in writing at the outset of the quarter. Such information should include (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.
4. **Proctoring of examinations.** Each department should establish and disclose a consistent policy with regard to the proctoring of examinations.
5. **Academic dishonesty.** All suspected cases of academic dishonesty should be reported to the Associate Dean of Undergraduate Engineering.

### **III. INFORMATION FOR ADVISORS**

#### **A. FACULTY ADVISING OF UNDERGRADUATES**

**The advisor should be a:**

1. Reliable Resource:

- A. Help the student pick the right courses
- B. Interact skillfully in the advising session
- C. Be aware of curricular selections: courses, requirements, options, themes
- D. Be knowledgeable about procedures: drop/add, P/N, petitions, etc.

2. Clearinghouse of Information:

- A. Counsel students with problems
- B. Act as a source of information
- C. Suggest academic activities and options
- D. Suggest study skills improvements

3. Personal/Professional Contact

- A. Model professionalism and inform students of professional activities
- B. Provide personal contact with a faculty member, as an individual

4. Career Development Aid:

- A. Help the student choose the best major for their interest and abilities
- B. Provide an assessment of progress
- C. Educate the student about engineering licensure
- D. Encourage Co-op, internships, and research opportunities
- E. Discuss post-graduation plans: employment, graduate school, Peace Corps, etc.

#### **B. ACCESS TO STUDENT INFORMATION**

Faculty or staff members serving in the role of an advisor, Department Chair, or Undergraduate Program Chair/Coordinator are allowed access to their specific students' academic records. Most information the advisor would need can be found through the advising portal of CAESAR. Additional information, if there is a need to know, can be obtained from the Academic Services Office, Tech L269.

Keep in mind the information presented in Section IA "Access to Students' Records: Rights and Responsibilities."

**ADVISOR**  
**CAESAR Access Authorization Form**  
McCormick School of Engineering

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last Name, First Name, MI)  
E-mail \_\_\_\_\_ Dept \_\_\_\_\_  
Work Address \_\_\_\_\_ Work Ph \_\_\_\_\_  
Netid \_\_\_\_\_ EmplID \_\_\_\_\_

The individual listed above performs the responsibilities related to undergraduate advising and will require access to CAESAR.

**Statement of Agreement**

- I will not seek personal benefit or permit others to benefit personally from information contained in the SES and/or CAESAR system.
- The privacy and confidentiality of the student records is protected by The Family Educational Rights and Privacy Act. Access to student records is granted to University staff/faculty who have a legitimate educational purpose. It is unlawful to release student record information to any third party.
- I will not divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with University and department policies.
- I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will not divulge personal ID's or passwords to anyone, whether University personnel or others.

I UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT MAY BE CAUSE FOR APPROPRIATE DISCIPLINARY ACTION, INCLUDING DISMISSAL.

\*\*Your access will be actived within 24 to 48 hours of when this request is submitted. To sign on to CAESAR use your Netid and Netid Password\*\*

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**\*MEAS Office of Student Affairs Approval**

<b>FOR OFFICE USE ONLY</b>	
Data Custodian:	_____
Level of Access:	_____
Date:	_____

Return Completed Form to: **Office of the Registrar, 633 Clark Street #1-621, Evanston or FAX #1-8458**

## C. ABET REQUIREMENT

All McCormick programs, with the exception of applied mathematics, computer science and medical engineering, are accredited by the Engineering Accreditation Council of the Accreditation Board for Engineering and Technology. ABET accreditation, which is administered on a national basis, is important in professional engineering fields. Additional information concerning professional accreditation may be obtained from the Office of the Associate Dean for Undergraduate Engineering.

## D. SOCIAL SCIENCES/HUMANITIES THEME REQUIREMENT

### Introduction

The social science / humanities theme requirement (known generally as the theme) is a set of seven courses required to earn a McCormick degree. There are more than 1,000 courses that qualify. To fulfill the requirement, each student must select a group of related courses built around one central “theme” or topic of interest to the student.

### Approved Theme Courses

All theme courses fall into one of three general areas: FAL (Fine Arts, Language, & Literature), SBS (Social & Behavioral Sciences), and HSV (Historical Studies & Values). If a course falls into more than one category, the student can choose which category they would like to use.

A listing of the current courses approved for use in a theme, and the categories into which they fall, can be found in the Academic Services Office, Tech L269. The listing is also on-line in PDF format: [themelisting.pdf](#)

### Theme Design Options

Students have two framework options for structuring their theme. In Option A, students take three thematically related courses to form the focus of their theme. Under this option, three courses must be from one area (SBS/FAL/HSV), and two courses must come from each of the other two areas, for a total of seven. These “distribution” classes are intended to create a well-rounded set of courses.

Option B allows the student to study a subject more in-depth by taking five related theme courses and two distribution courses. Under this option, a maximum of five courses can come from one area (SBS/FAL/HSV), with two additional courses from one or both of the other areas.

### Option A

This option is designed for the student who is interested in many different subject areas, as it features greater breadth and less depth.

- Seven courses total
- The subject matter of at least three courses must be thematically related
- Maximum of three 100-level courses, unless the student has taken three 100-level foreign language courses; in the latter case, a maximum of four 100-level classes total can be used.
- Minimum of two courses in each general category (FAL, HSV, SBS) (3+2+2)
- The thematic linking of courses can cross categories (HSV, FAL, SBS) but the linking needs to be obvious

### Option B

This option is ideal for the student who would like to focus on a specific area of study, as it features greater depth and less breadth.

- Seven courses total
- The subject matter of at least five courses must be thematically related
- No more than five courses are allowed from any one category (HSV, FAL, SBS) (at most 5 + at least 2)
- All three categories need NOT be represented (though they can)
- The thematic linking of courses can cross categories (HSV, FAL, SBS) but the linking needs to be obvious

Questions about the Theme Requirement should be directed to Mary Stanton ([m-stanton@northwestern.edu](mailto:m-stanton@northwestern.edu)), Freshman/Sophomore Program Coordinator, in the Academic Services Office, Tech L269.

## **E. REGISTRATION AND ADVISING – Study Plan Holds**

Registration for the following quarter is held in approximately the seventh week of every quarter.

1. Each advisor will receive the study plan of his/her advisees.
2. Advisors **will not** receive a paper copy of the course offerings for the up-coming quarter. Advisors are encouraged to use CAESAR with their students, because the information is often more accurate than a printed copy.
3. Students will be asked to see their advisors during the designated advising week which is normally two weeks prior to the opening of registration for students. Students will sign up for an appointment on a [blue advising sign-up sheet](#) which the advisor should have posted on his or her office door.
4. After seeing the student and agreeing upon a set of courses for the ensuing quarter, the advisor should sign and date the Study Plan. The student will then return the Study Plan to the Academic Services Office. A hold will be placed on each student's record that will only be removed upon the presentation of a signed Study Plan. All students who have difficulty finding their advisors are instructed to check with the Department Chair.

## **F. McCORMICK SCHOOL RECOGNITION FOR ADVANCED PLACEMENT TESTING**

Northwestern University, through the Weinberg College of Arts and Sciences, determines each year what credit, if any, is awarded for particular scores on particular exams. Therefore, the credit earned by AP or IB exams will vary depending upon the year of entry for the student. The URL <http://www.wcas.northwestern.edu/advising/ap.html> documents the possible credit for each entry year. These units are only official once they have been posted to a student's transcript. That occurs after WCAS has received documentation of the test scores and informs the University Registrar's Office to authorize the credit. These credits can then be used as appropriate in a McCormick degree program.

## **G. SIGNATURES ON DROP AND ADD SLIPS – Permissions Numbers**

CAESAR has significantly reduced the need for the add/drop slip; However, there are several occasions where it is still employed. Students need an add/drop slip (available from Tech L26) to:

1. Add a 6<sup>th</sup> course (or any course putting a student over 5.99 units) – students need to secure permission from the Assistant Dean in Tech L268.
2. Add courses after the official close of the add period – The student is required to secure the signature of the professor as well as a permission number (issued by the department office) before bringing the add/drop slip to the Assistant Dean for final approval. The registrar's office will add the student upon receipt of the slip.
3. Drop courses after the close of the drop period – The student is required to secure the signature of the professor as well and the approval of the Assistant Dean.

If the action in question requires department consent (i.e., the class is full, or is on permission) the student will be directed to the department for a permission number.

## **H. STUDY ABROAD**

There are various programs available and certain procedures must be followed if the student wishes to have this credit accepted towards her/his Northwestern degree. Students inquiring about studying abroad should be directed to the Assistant Dean in Room L268. An extensive amount of information regarding opportunities is available at the University's Study Abroad Office, 630 Dartmouth Place. <http://www.northwestern.edu/studyabroad/>

## **I. TRANSFER CREDITS FROM OTHER INSTITUTIONS**

Students who want to study at other accredited institutions and earn transfer credit for that work to Northwestern must obtain **advance approval** of their proposed study. Petition forms for obtaining such approval are available at <http://www.mccormick.northwestern.edu/undergraduate/forms.php>

The McCormick School Academic Services Office also has forms available for engineering students. If courses are taken elsewhere during an absence from Northwestern (or during the summer) an official transcript of the work must be sent directly to the Office of the Registrar before the end of the next quarter in residence at Northwestern. Credit will not be finalized on the student's record until receipt of an official transcript.

## **J. TWO BS DEGREES**

Students with wide-ranging interests may work toward two Bachelor of Science degrees in the McCormick School. The work in both areas need not be completed at the same time, but the full requirements for each degree must be approved by each department (program) no later than two academic quarters before the completion of work for the

second degree, yet no earlier than the junior year. The full requirements for each degree must be satisfied. At least six additional units of earned credit (or equivalent credit) must be presented before the awarding of each additional degree. Students wishing to file for multiple degrees must complete a curriculum petition and multiple degree course form, both of which are available in Academic Services, Tech L269.

## **K. CONCURRENT BS/MS DEGREES**

During their senior year, qualified undergraduate students in the McCormick school may work simultaneously toward the Bachelor of Science and Master of Science degrees in engineering. Integrated planning of course work involves the possibility of taking graduate-level courses during the third and fourth years. Also provided are early assurance of graduate admission and early planning of project or research work. The course requirements remain unchanged for two degrees. No course used for the MS requirement may be used for the BS requirement.

Students may make application to the BS/MS program any time during the seventh through the ninth quarters, in accordance with departmental advice. However, upon beginning graduate study, students may have no more than four courses to complete toward the undergraduate degree. The graduate application must be accompanied by a full plan of BS/MS studies and must be approved by the student's Department Graduate Coordinator and chairman, Assistant Dean, and the Dean of the Graduate School. A department may require that students complete additional work preliminary to a concurrent BS/MS programs at any level. Once the program is approved, any changes must be approved at all levels as above. A full info sheet and application can be obtained from the Undergraduate Engineering Office or on our website.

## **L. P (PASS) – N (NO CREDIT) GRADE OPTION**

In the McCormick School of Engineering and Applied Science of the Technological Institute, a maximum of eight (8) quarter courses may be taken by undergraduates under the P-N Option, and used toward the degree. During the freshman and sophomore years, only one (1) course may be taken in any quarter under the P-N Option. Junior, pre-senior and senior students are not subject to any limitations in a given quarter other than the overall guidelines. **None of the courses in the following distribution areas can be taken P/N: Mathematics, Basic Science, Basic Engineering, Engineering analysis and Computer Proficiency, Engineering Design and Communication (which includes the speaking requirement).** Non-Northwestern University courses that were taken for a grade (but which will appear without a letter grade on the student's transcript, nevertheless) are exempted from P-N restrictions.

**The P-N Option may be used in the following areas:**

### **1. Undergraduate Program**

- a. Social Science – Humanities Theme-any 300-level course and a maximum of four (4) 100 or 200-level courses taken P/N, may be used towards satisfying these requirements.
- b. Unrestricted Electives

### **2. Departmental Programs (the 16 courses that fall under “Major Program”)**

**Applied Mathematics** - See Advisor.

**Biomedical Engineering** - No courses in the department program.

**Chemical Engineering** - A maximum of two (2) technical electives NOT offered by the department.

**Civil Engineering** - A maximum of two (2) courses, which can be chosen from any of the sixteen (16) in the departmental curriculum.

**Computer Engineering** – Among the sixteen (16) departmental courses, the P/N option may only be used within the three (3) general technical electives (that can be any 300-level courses from science, mathematics, computer science of the tracks beyond the required five (5) courses from the track and two (2) fundamental EE courses). In addition students may have no more than two (2) P or D grades within the sixteen (16) courses.

**Computer Science** – No courses in the departmental program.

**Electrical Engineering** – Among the sixteen (16) departmental courses, the P/N option may only be used within the (10) technical electives. In addition, students may have no more than (2) P or D grades with the sixteen (16) departmental courses.

**Environmental Engineering** - A maximum of two (2) courses which can be chosen from any of the sixteen (16) in the departmental curriculum.

**Industrial Engineering** –At most two (2) technical electives can be taken P/N. No P/N is allowed in the IEMS core courses and the four (4) IEMS technical elective courses.

**Manufacturing and Design Eng.** - Only two (2) of the technical electives may be taken P-N.

**Materials Science and Engineering** - One (1) elective course as long as it is not a MSci course.

**Mechanical Engineering** - No courses in the departmental program.

**Combined Studies** - The student should consult her/his advisor.

Courses in the McCormick School of Engineering may be closed to the P-N Option if the department offering the course recommends it and the Curriculum Committee approves.

McCormick students will need to secure approval to take a course P/N. Staff members in the Undergraduate Engineering Office are qualified to sign a P/N form to grant this approval. Students should be certain to check with the basic guidelines to be sure the course is eligible to be taken Pass/No Credit (as listed above). Students will be held accountable to the regulations in these guidelines.

## **M. UNDERGRADUATE (DEPARTMENTAL) HONOR PROGRAMS**

### **1. Qualifications**

Students with a strong academic record may be admitted to the Honors Program any time after the sophomore year. At the time of admission to the program, the student must have a cumulative grade point average of 3.50 or higher and not have been found guilty of academic dishonesty. Admission to the program will be confirmed by filing of an HONORS PROGRAM FORM in Academic Services. **This form is to be signed by the appropriate advisors and submitted no later than three full quarters prior to graduation.**

### **2. Requirements**

A student must:

- a. Complete at least three (3) units of approved advanced study with a B-average or better. This could be done by taking courses normally accepted at the graduate level.
- b. Complete an extended independent study program (at least two quarters) on the same topic leading to an acceptable report.

### **3. HONORS PROGRAM ADVISOR**

Each Department Chair is responsible for arranging for some person or group within the department to administer the honors program. This person or group defines units of approved advanced and independent study, as well as evaluating the performance of each student at the end of the project.

### **4. RECOGNITION**

Successful completion of the Departmental Honors Program is noted on the student's transcript, and students are recognized in the Commencement Program. If the student's performance is not judge to meet the standards of success, the student will receive course grades and credits as earned.

### **5. DEPARTMENTAL AND PROGRAM ARRANGEMENTS**

Applied Mathematics - See Professor Silber

Biomedical Engineering - See Professor Olds

Chemical Engineering - See Professor Snurr

Civil Engineering - See Professor Schofer

Computer Science - See Professor Dinda

Computer Engineering - See Professor Ismail

Electrical Engineering - See Professor Berry

Environmental Engineering - See Professor Gaillard

Industrial Engineering - See Professor Jeremy Staum

Manufacturing and Design Engineering - See Professor Apley

Materials Science and Engineering - See Professor Shull

Mechanical Engineering - See Professor Neelesh Patankar

Combined Studies - The student should consult her/his advisor

## **N. MILITARY SCIENCE PROGRAM CREDITS**

With the exception of Naval Sci. 110, Northwestern credit is granted for successful completion of Naval Science courses subject to limitations imposed by the responsible University faculty committee and by the undergraduate schools. Naval Science courses are open to non-NROTC students with department approval. These units which carry Northwestern credit can then be used in a McCormick when and where appropriate.

## **O. UNDERGRADUATE RESIDENCE REQUIREMENT**

[www.registrar.northwestern.edu/nucatalog/](http://www.registrar.northwestern.edu/nucatalog/)

The Undergraduate Residence Requirement (URR) replaces the Undergraduate Enrollment Requirement as of September 1, 2001. The 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 or her academic work is completed on a Northwestern campus as a full-time student under the instruction of Northwestern Faculty during the regular academic year. Thus, 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, for instance, Practicum in the School of Education and Social Policy and Teaching Media in the Medill School of Journalism. It does not include study abroad of any type or co-op in the McCormick School.

The URR applies only to undergraduate students seeking a bachelor's degree. Its provisions are

- A student entering as a freshman is required to be in residence for 12 quarters in a four-year degree program and 15 quarters in a combined degree program (or two bachelor's degrees) involving two schools.
- A student entering as a freshman may gain exemption from the required residency by up to four quarters through any combination of a maximum of 12 credits earned through the Advanced Placement or the International Baccalaureate programs; a maximum of 12 credits earned through approved study abroad; credits earned through "credit by examination" at Northwestern; credits earned at Northwestern through less than full-time enrollment; and a maximum of four transfer credits from other (domestic) colleges or universities earned at any time prior to the final three quarters of residence. Each four such credits confer one-quarter exemption from the URR.
- A student entering as a transfer student will have his or her residence requirement determined at the time of transfer; in no case will the residence requirement be determined to be less than six quarters and 23 credits. The URR, once established, is not subject to the exemption possibilities listed above.
- A student who completes three or more credits in a single Northwestern Summer Session will gain exemption from one quarter of the URR. A second quarter of exemption may be earned by completing four credits in a second Summer Session.
- A student who receives Northwestern credit for study abroad must be in residence for either the final three quarters before the awarding of the degree or if approved study abroad occurs in the senior year-in residence for five of the six quarters before the awarding of the degree.
- A student who takes more than four credits in one quarter will be subject to an overload charge if these credits are used to accelerate graduation. (Acceleration occurs when the total quarters completed by the student, including those allowed in the second and the fourth exemption provisions above, at graduation total less than 12 for a single-degree program or 15 for two bachelor's degree programs involving two schools.)

Students may appeal for URR variances to the Residence Requirement Appeals committee, which consists of the associate provost of University enrollment, the associate provost for undergraduate education, the University registrar, and two associate deans from different undergraduate schools. The deans serve three-year terms on a rotating basis.

For additional information, interpretation, or application of the URR, contact the Registrar's Office, 633 Clark Street, Evanston, Illinois 60208-1118, 847-491-5234.

## **P. CATALOG YEAR**

Degree requirements may change from year to year. Your catalog year along with your specific major determine the specific requirements to complete in order to earn the engineering degree. The default is the academic year a student first entered McCormick, though this is able to be changed to any later catalog year up through the year of graduation. By changing catalog years, all requirements associated with that year must be completed. Most changes on a year-to-year basis are minor, however, changing catalog year may have major implications for completing a degree and the student should understand exactly how this will impact requirements.

## **Q. DEGREE AUDITS/CHECK-OFF**

The Academic Services Office, Tech L269, maintains the official degree audit for an undergraduate engineering student. The document used is called a check-off and lists all the requirements necessary for a student's degree. All grades and transactions, such as transfer credit and petitions, are posted to this form. This check-off is available to the student and his/her advisor upon request. CAESAR also provides the functionality of an electronic

degree progress report. All efforts are made for this to reflect the information in the official audit but do remember that is it not official.

#### **R. GRADE POINT AVERAGE REQUIREMENTS**

The grade point average of the 48 requirements students are using to complete an engineering degree needs to be at least 2.00. In addition, the 16 courses in the Major Program distribution area must also have a grade point average of at least 2.00 with no more than two of the 16 courses having a grade of “D.”

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