

Instructor and Adviser Handbook

<http://www.mccormick.northwestern.edu/faculty-staff-resources/documents/faculty/instructor-advisor-handbook.pdf>

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Undergraduate Engineering Office, Tech L269, 1-7379

TABLE OF CONTENTS	PAGE
1 Student Academic Records: Faculty Responsibilities under FERPA	3
2 Information Technology Tools and Web Resources	3
2.A CAESAR	3
2.B Canvas Learning Management System	4
2.C McCormick Advising System (MAS)	4
2.D AdviseStream	4
2.E Other Resources	4
3 Information for Instructors	5
3.A General Comments on Course Management	5
3.B Class Rosters	6
3.C Class and Classroom Scheduling	6
3.D Room Reservations	7
3.E Classroom Facilities & Technology	7
3.F Midterm Feedback	7
3.G Reading Period	7
3.H CTEC: Course and Teacher Evaluation	8
3.I Final Examinations	8
3.J Grades	8
3.K Grade Changes	10
3.L Academic Integrity	10
3.M Students with Disabilities	12
3.N Student Absences & Missed Work	12
4 Information for Undergraduate Advisers	13
4.A McCormick Advising Overview & Expectations	13
4.B Curricular Information	13
4.C Catalog Year	14
4.D Social Science/Humanities ('Theme') Requirement	14
4.E Quarterly Advising Meetings and Registration	15
4.F Advanced Placement Testing	15
4.G Transfer Credit from Other Institutions	15
4.H Undergraduate Registration Requirement (URR)	15
4.I GPA Requirements for McCormick Students	16
4.J P (Pass) / N (No Credit) Grade Option	16
4.K Late-Term Withdrawals	17
4.L Signatures on Drop and Add slips – Permission Numbers	18
4.M Curricular Petitions	18
4.N Study Abroad	18
4.O Departmental Honors	19
4.P Dual BS Degrees in McCormick	19
4.Q Concurrent BS/MS Degrees	20
4.R Military Science Program Credits	20
4.S ABET Accreditation	20

1 Student Academic Records: Faculty Responsibilities under FERPA

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

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 Education 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, weight and height of student athletes, and student photographs taken for University purposes, such as the WildCard.

ID number and birth date are considered to be public information under FERPA, but *not so* by McCormick. If an inquiry is made, we will verify that our records agree with those of the caller, but 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. 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 is not public information and is not to be released without the written authorization of the student.

We receive requests from companies wanting mailing lists of students for solicitation. Our policy is to deny such requests. Only campus organizations or departments may obtain student lists.

2 Information Technology Tools and Web Resources

Faculty teaching and advising responsibilities are supported by a variety of IT systems. A brief listing of relevant systems is provided here; further details are discussed in subsequent sections.

2.A CAESAR

CAESAR is the portal for students and faculty into Northwestern's student enterprise software system (SES): <https://www.caesar.northwestern.edu>

Within CAESAR, faculty may access lists of academic advisees, along with various academic records. However, specialized software systems (MAS and AdviseStream) provide more in-depth support of academic advising. For course instructors, CAESAR provides class rosters (including photo rosters), and is where course grades are entered. CAESAR also has a course search function to search course availability in any given academic quarter.

Finally, CAESAR hosts Northwestern's course evaluation system, known as CTEC. Instructors may find detailed reports for their own courses, or search for and access summary CTEC reports for any Northwestern class.

2.B Canvas Learning Management System

Northwestern uses a cloud-based learning management system known as Canvas for instructors to post course materials, schedules, assignments, and other resources:

<https://canvas.northwestern.edu>

Additional information regarding Canvas may be found at:

<http://www.it.northwestern.edu/education/learning-management/>
<https://community.canvaslms.com/community/answers>

Information about a broader range of digital learning tools, including plug-in apps that extend the functionality of Canvas, is available here:

<https://digitallearning.northwestern.edu>

2.C McCormick Advising System (MAS)

The McCormick Advising System supports McCormick undergraduate students and advisers:

<https://mas.mccormick.northwestern.edu>

Core functionality includes a degree audit to facilitate tracking student progress against degree requirements, quarterly study plans to be completed by students and approved by advisers, online utilities for declaring courses to be taken to satisfy the 7-unit Social Science and Humanities ('Theme') requirement and for declaring or updating graduation date, in addition to other summaries of students' academic records and standing.

2.D AdviseStream

AdviseStream is another system to support undergraduate advising, that is used across Northwestern:

<https://advising.northwestern.edu>

While MAS emphasizes technical information related to McCormick degree requirements and the transactional side of academic advising, AdviseStream focuses more on the adviser-advisee relationship. It provides effective tools for communications with your advisees, scheduling of advising appointments (it may be integrated with Northwestern's online Outlook calendar system), and recording of advising notes.

2.E Other Resources

The University Registrar's Office website <http://www.registrar.northwestern.edu> provides helpful information on many topics and policies relevant to teaching and advising, including the academic calendar, class scheduling, room reservations, registration, transcripts, etc.

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

Northwestern's undergraduate catalog is available online here: <https://catalogs.northwestern.edu/undergraduate/>

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

3 Information for Instructors

3.A General Comments on Course Management

Information about required course materials (e.g. texts) should be published **prior to the registration period for the quarter in which the course is offered**. It is McCormick's policy and practice that current text information, including ISBN numbers, should be included in the course information pages found on departmental websites. Note that timely notification of course texts is mandated by federal law. It also helps students to employ a full range of strategies to help manage or mitigate textbook costs. More generally, instructors are encouraged to consider student costs when selecting textbooks or other required course materials.

At the start of the quarter you should distribute a syllabus that articulates the learning objectives of the course, and provides an overview of the class, including topics such as:

- Schedule
- Reading
- Assignments
- Examinations
- Grading policies (see Section III.N for further discussion of student absences & missed work)
- Collaboration/cheating policies (see Section III.L)
- Syllabus statement from Accessible NU regarding accommodations for disabilities (see Section 3.M)

You should plan to schedule at least one exam or significant assignment prior to the drop deadline (typically the end of the 6th week of the quarter). In arriving at the final course grade, please be careful to avoid error, and be prepared to stand by the grade you have assigned. Grade changes are only permitted under a narrow set of circumstances (see Section 3.K, below).

All instructors should adhere to Northwestern policies articulated in the Faculty Handbook: "Faculty members should hold regular office hours, although in exceptional circumstances faculty members may, instead, with the approval of the department chair, offer students an alternative, easily accessible, regular method for communicating outside class. For students whose schedules conflict with the instructor's posted office hours, opportunity for consultation by appointment should be provided. 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 term, tests and quizzes should be graded and returned promptly. Reasonable opportunity shall be provided for students to review final examinations and papers with their instructors during a period of at least two weeks at the beginning of the subsequent term. Instructors normally retain students' papers and answers to examination questions during this period. In order to verify grades recorded by the registrar and to answer possible inquiries, instructors should retain their grade books for at least one year."

3.B Class Rosters

If you notice students attending class who are not on the course roster, please refer them to the Undergraduate Engineering Office.

Instructors can access class rosters within CAESAR:

- Log into CAESAR, and select 'My Classes'
- Verify that the correct academic term is selected
- Select the Class Roster icon next to the course for which you wish to see the roster. The Class Roster page appears.
- Note that photos may be included in the list, or you may select a 'photo roster' which provides a more compact way to view photos of enrolled students.
- Tools at the bottom of the page also provide a mechanism to send messages to enrolled students.

Alternatively, class rosters are also available in Canvas:

- Log into Canvas, and select the course of interest.
- Click 'People' from the options on the left-hand side of the course home page
- Communications with students can be managed from a mail system in Canvas; click on the 'Inbox' icon on the left edge of the Canvas browser window.

3.C Class and Classroom Scheduling

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 priority, but some classes may be assigned outside of the Tech building. To make efficient use of classroom facilities, the Registrar has established class scheduling principles that departments should follow.

MWF is the normal scheduling pattern for classes meeting three days a week for 50 minutes.

MTWF and **MWThF** are the normal patterns for classes meeting four days a week.

TTh is the normal scheduling pattern for classes meeting twice a week for 80 minutes. Preferred starting times for TTh courses are 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30.

Additional guidelines:

- No more than 14% of a department's offerings may cross each of the five prime hours: 10:00 am, 11:00 am, 12:00 pm, 1:00 pm and 2:00 pm.
- Fifty-minute sections begin on the hour.
- Departments with schedules not in compliance with this policy will receive a low room assignment priority and risk not having rooms available.
- The Registrar's Office reserves the right to ask a department to change the time of classes as room scheduling difficulties require.

The complete policy governing course scheduling is available here:

<http://www.registrar.northwestern.edu/room-request/scheduling-compliance-policy.html>

Classrooms are assigned in accordance with past enrollments, unless justification is presented that the enrollment will increase to match the maximum enrollment requested. All classes needing a specific classroom because of room facilities must complete a specific room request through their department. Without such a request, your room will be assigned by size. It is prudent to review the room assigned for your class as soon as it is posted within CAESAR, to increase the chance that a change may be made if necessary. 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.

3.D Room Reservations

Quarterly room assignments are integrated with course scheduling processes managed by the Registrar's office. Classrooms may be reserved on an ad hoc basis through the Room and Event Management System, accessible at: <http://res.northwestern.edu>. Training on the use of this system is available by calling 847-467-5916 or by sending an email to gp-classrooms@northwestern.edu.

3.E Classroom Facilities & Technology

The Technological Institute has the largest number of classrooms of any University building, and most are suitable for general teaching needs. All have a ceiling-mounted projector, but fewer of them have a resident computer. In those rooms, instructors need to bring a laptop in order to show presentations, online materials, or computer-based in-class activities. Most classrooms also have document cameras for projecting images of books & papers. Should you encounter issues with any of the classroom's IT systems, support is available by calling 7-ROOM (7-7666).

The Registrar's webpage on classrooms www.registrar.northwestern.edu/scheduling/general-purpose-classrooms.html#smart contains useful information and photos about classrooms across campus. Similar information is available in the roster of available rooms at res.northwestern.edu.

Certain teaching spaces on campus have been configured as 'Active Learning Environments' with enhanced technological tools to facilitate student collaboration and peer teaching. Further information is available at: <https://digitallearning.northwestern.edu/across-campus/active-learning-environments>. Faculty should specifically request these rooms if they wish to take advantage of these facilities in their classes.

3.F Midterm Feedback

Instructors should be assessing student performance regularly during the quarter. Students who are seriously underperforming (e.g. at risk of earning grades of D or F) should be brought to the attention of the Undergraduate Engineering Office. A simple way to do this is to log into CAESAR, click your course roster, and then click on Midterm Feedback in the right column for that particular student. Your report is immediately forwarded to our office. **Reports may be submitted any time in the quarter, but are particularly helpful as course drop and late-term withdrawal deadlines approach.**

It is also good practice for instructors to reach out directly to students who are struggling, to make sure they are aware of their status, and to encourage appropriate corrective action for improved performance. Northwestern's Academic Support and Learning Advancement office (<https://www.northwestern.edu/academic-support-learning/index.html>) offers a number of support programs for students.

3.G 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 held, the time being instead given to reading, writing and review. In McCormick, however, no portion of the academic quarter is designated 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. McCormick observes only the following three restrictions:

- There should be no new (additional) material in a course after Wednesday of the week before finals week, the last days of classes.
- Final examinations are not to be given before the end of the last week of class.

- 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 exam week.

3.H CTEC: Course & Teacher Evaluation

The Course and Teacher Evaluation Council (CTEC) is an evaluation process managed the University Registrar. A detailed description of CTEC policies and procedures is available here:

<http://www.northwestern.edu/ctec/index.html>

Prior to the end of the quarter, instructors are emailed, and provided an opportunity to add customized questions into the survey that students will complete. It is a McCormick policy that all courses participate in the CTEC process.

The purposes of CTEC are three-fold:

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

Faculty are notified after the completion of the quarter when their CTEC evaluation results are available. CTEC data are accessed from within CAESAR.

3.I Final Examinations

Regular final course examinations are held in the week following the last scheduled class. Exams are scheduled based on class meeting times, according to a quarterly final exam schedule published by the Registrar (a link to the Registrar’s final exam schedule is available within CAESAR under ‘My Classes’). **There should be no deviation from this published examination schedule.**

Make-up examinations

If a student misses a final examination, a grade of “X” is assigned (see Section 3.J below). This grade provides no credit for the student and carries zero points (functionally equivalent to an F in computing GPA). The student must take a make-up examination to have this grade removed and replaced with a regular course grade. Permission to take a make-up exam for an engineering course is at the discretion of the instructor. The instructor may call upon the resources of the Undergraduate Engineering Office for assistance in making this decision (e.g. to help verify the validity of any extenuating circumstances that led to the absence).

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 within one calendar year, or the “X” will automatically be converted to an “F”. This policy holds even when a student is not enrolled at the university during this year.

If a student is absent for a final exam, but the performance to date in the class is such that a failing grade is inevitable regardless of the outcome on the final, the instructor should simply assign a grade of “F”.

3.J Grades

McCormick faculty have the option of awarding grades as follows:

Grade	Grade Points	Judgement
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 grade notations are not used in computing grade point average:

P	Pass with credit
N	No grade, no credit
K	In progress (typically used in independent study or project courses that last multiple quarters)
S	Satisfactory: noncredit course
U	Unsatisfactory: noncredit course
W	Late-term withdrawal, after drop deadline; requires sign-off by the Undergraduate Engineering Office

In arriving at a final grade, instructors should be careful to avoid clerical and judgment errors, and be prepared to stand by the decision.

- 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 measures are regular policy in the course, made known in the course syllabus and available to all students. **In particular, discussion or consideration of make-up work or reexamination should be avoided after a final grade is assigned, since University policy will not allow a grade change on this basis.**
- Conversely, any error in grading (calculation error, missed work, etc.), must be corrected and is the only allowable basis for changing a final course grade. See Section 3.K below regarding grade change procedures.

Be sure to use the following grades correctly:

- Y Incomplete: This grade may be used at the instructor's discretion, only when, for verified or verifiable extenuating reasons, a student cannot complete the normal requirements of the course by the grade submission 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. Incomplete grades are not appropriate in situations where the course would need to be essentially repeated at a later time; under such circumstances, a failing grade is warranted. Incomplete grades must be resolved within one calendar year, or they convert automatically to an "F". Instructors may establish an earlier deadline to complete missing work.
- K Work in Progress: Available only in those courses that have been approved and configured for K grades. Individuals in unapproved courses should receive a "Y".
- X Absent from the final exam (see Section 3.I, above).
- P/N Pass/No Pass: Instructors should not be aware if a student has elected the P/N grading option. Regular letter grades will be converted to P/N by CAESAR for display on student transcripts.
- S/U Satisfactory or Unsatisfactory: In a zero-credit course, only the grades "S" and "U" should be assigned.

All grades must be entered into the CAESAR grade roster, available each term from the beginning of exam week until 3:00 pm on the Monday after exams. Be sure to hit "save" frequently when entering grades, and again after all grades have been entered. Before the 3 pm deadline, grades may be corrected online by hitting "save" after each change. After 3 pm, grades cannot be entered online and must be entered via the grade change process (Sect. 3.K below).

If a student has attended class but does not appear on the grade roster, please notify the student in writing that they do not appear on the roster of students in your class, and refer them to the Undergraduate Engineering Office. Keep your gradebook available for possible entry of a course grade at a later date.

If a student appears on the grade roster but has not attended class, assign an “F” grade, and send an email to nu-grades@northwestern.edu with the student’s name, class information, and an indication that the student stopped attending or never attended.

For additional assistance and documentation about grading:

<http://www.registrar.northwestern.edu/faculty-staff/grading-information/index.html>

3.K Grade Changes

It is University policy that end of-quarter grades (except K, X or Y) are final once submitted, and **cannot be changed on the basis of a revision of judgment or a second or extended opportunity**. Changes may only be made to correct an error in grade computation or transcription, or where some part of the student’s work has been unintentionally overlooked.

Grade changes may be requested online for the following purposes:

- To enter course grades if the deadline was missed
- To report a final grade previously reported as incomplete (i.e., X or Y)
- To submit a grade change request stemming from an error in the originally submitted grade, described above.

Instructions for making grade changes in CAESAR:

- Login to CAESAR using your NetID and password.
- Click on the grade roster icon for the class that contains the grade you want changed. (You will have to change the term if the class you are looking for is from a previous term.)
- Click the arrow icon at the right end of the row for the student whose grade is to be changed.
- Select the appropriate reason from the “Grade Change Reason” dropdown.
- Select a new grade from the “New Grade Input” dropdown.
- Include a full explanation for the requested grade change in the “Requestor’s Comment:” box.
- Click the “Submit to Dean’s Office” button. This completes your request.
- The Dean and the student will receive separate emails notifying them of your grade change request. These emails will not indicate specific grade values.

Grade changes for undergraduate students must be approved by the Associate Dean of Undergraduate Engineering, who may follow up with the instructor for additional information, or consult with the McCormick Curriculum Committee for guidance if there are questions about the propriety of a grade change request. Grade changes for graduate students must be approved within the Graduate School, except for McCormick Masters programs, whose cases are reviewed by the Associate Dean for Graduate Studies.

3.L Academic Integrity

Northwestern-wide policies concerning academic integrity may be found on the Provost’s website:

<http://www.northwestern.edu/provost/policies/academic-integrity/>

McCormick’s policies and procedures for addressing suspected academic integrity violations are available at:

<https://www.mccormick.northwestern.edu/students/academic-integrity.html>

Jurisdiction

Academic integrity investigations are the responsibility of the school that is offering the course in which the incident occurred. In instances where an student enrolled in another school (including graduate students enrolled in TGS) 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 course grade. The matter is then referred to the school in which the student is enrolled, for a determination of any sanction beyond a course grade. Similarly, a McCormick student found to have committed a violation of academic integrity in a course offered by another school is referred to McCormick for determination of additional school-level sanctions, if any.

Procedures

If an instructor believes there may have been an act of academic dishonesty, the instructor must immediately refer the matter to the relevant Assistant or Associate Dean (AD):

- Cases involving undergraduate students should be referred to McCormick's Associate Dean for Undergraduate Engineering
- Cases involving graduate students enrolled in TGS should be referred to McCormick's Assistant Dean for Graduate Study
- Cases involving graduate students enrolled in McCormick Master's programs should be referred to the Assistant Dean for Professional Master's Programs

Academic integrity referrals should include a description of the suspected misconduct, and any relevant documentation and evidence. **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 relevant 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. The instructor may offer a preliminary indication as to how the incident might affect the student's grade or standing in the class. The AD examines the evidence, and meets with the student to gather information, to hear any explanation and determine whether or not misconduct has occurred. The AD notifies the student in writing of her/his decision and informs the student of the appeals procedure.

If an academic integrity case is appealed, it is referred to the Academic Hearing Board, which is formed from faculty members of McCormick's Academic Standing Committee and student representatives. Prior to the appeal hearing, Board members are provided the student's appeal statement, as well as documentation from the AD. At the hearing, Board members hear statements from, and ask questions of, the student appellant, the AD, and any other parties who may have been involved or may serve as witnesses. Board members deliberate in private to reach their decision which should be conveyed to the student in writing. If the finding of misconduct is upheld, students are entitled to appeal to the Provost; such appeals must be filed within ten days.

Faculty Responsibilities

In order to insure academic integrity in the classroom, McCormick faculty should take appropriate steps that will discourage academic dishonesty and protect academic integrity. These steps include:

- 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.
- 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.
- 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.
- Proctoring of examinations. Each department should establish and disclose a consistent policy with regard to the proctoring of examinations.

The plagiarism detection software utility TurnItIn is available within the Canvas Learning Management System.

3.M Students with Disabilities

Northwestern University and Accessible NU (ANU) 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.**

Accessible NU provides a resource page for faculty with general information about accommodating students with disabilities: <http://www.northwestern.edu/accessiblenu/faculty/general-information/index.html>

Students must register with ANU, who then determines what accommodations may be appropriate on a case-by-case basis. Students should work with ANU to ensure that instructors are provided notification of any appropriate accommodations early in the quarter. Feel free to contact ANU with any questions at 847-467-5530, or by email: accessiblenu@northwestern.edu.

3.N Student Absences & Missed Work

Students may miss class for a variety of reasons and seek possible accommodations (permission to submit work late, requests for make-up exams, etc.). A few common scenarios are described below. In general, instructors may exercise their discretion and common sense concerning how best to handle such situations, always keeping in mind the necessity of considering fairness to other students in the class.

Religious observances

Northwestern's policies governing academic accommodations for religious holidays are described on the Provost's website:

<https://www.northwestern.edu/provost/policies/accommodations-for-religious-holidays/index.html>

Varsity athletes

If enrolled student athletes will miss class due to travel for competition, you should receive communications directly from the Academic Services office in the Athletics department. Given the schedule constraints and level of commitment associated with participation in varsity athletics, we encourage you to be as flexible as practical in helping students manage such conflicts. Note that Athletics can provide support for remote proctoring of tests, should a scheduled examination occur during a period of athletics-related travel. You should feel free to discuss any concerns you have regarding the impact of anticipated course absences with the Associate Athletics Director for Academic Services, or, in McCormick, with the Associate Dean for Undergraduate Engineering.

Illness

If student illness interferes with the timely completion of smaller assignments, we suggest you use your discretion to determine whether it is reasonable to accept work late, allow the student to skip that assignment, or some other remedy. For more serious situations, such as missed exams, the Undergraduate Engineering Office can contact University Health Services, to verify whether a student has sought treatment. Possible remedies include (i) scheduling a make-up exam, or (ii) allowing the student to skip this exam, and adjust the course grading algorithm appropriately. If an illness or other emergency creates a conflict with a final exam, we encourage you to consult with the Undergraduate Engineering Office. In this situation, awarding a grade of 'X' may be appropriate (see Sections 3.I and 3.J.)

Student group activity

Students may be engaged in some campus student organization or activity that might create a conflict with class at some point during a quarter. While we recognize that there may be many personal & educational benefits associated with participation in student organizations, it is our policy that instructors are under no obligation to make accommodations for missed class or assignments stemming from such elective activities. (You are still free to make accommodations, at your discretion.)

4 Information for Undergraduate Advisers

4.A McCormick Advising Overview and Expectations

Every McCormick undergraduate student is assigned a faculty adviser. Freshmen are advised centrally by dedicated McCormick School advisers. At the end of the freshman year, after students have declared a major, students are assigned to a faculty adviser that comes from the relevant department. Procedures for assigning faculty advising responsibilities vary from department to department. Typically, however, students remain with the same adviser throughout the duration of their studies. As a result, the adviser typically represents the longest sustained relationship that students have with any faculty member at Northwestern.

The adviser should strive to be a:

Reliable Resource

- Understand curricular issues: requirements, course sequencing, options, themes
- Help the student pick the right courses
- Interact skillfully in the advising session
- Be knowledgeable about procedures: drop/add, P/N, petitions, etc.

Clearinghouse of Information

- Suggest academic activities and options
- Counsel students with problems
- Connect students with other resources around campus
- Suggest study skills improvements

Personal/Professional Contact

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

Career Development Resource:

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

All McCormick undergraduate students complete an annual survey to rate their academic advising experience.

4.B Curricular Information

Northwestern's Undergraduate Catalog is the definitive source for academic policies and requirements. The catalog is available online:

<https://catalogs.northwestern.edu/undergraduate/>

All McCormick undergraduate degree programs are built around a standard structure with requirements organized into the following categories:

Mathematics	4 units
Basic Science	4 units
Engineering Analysis	4 units
Design & Communication	3 units
Basic Engineering	5 units
Social Science & Humanities	7 units
Major Program	16 units
<u>Unrestricted Electives</u>	<u>5 units</u>
	48 units

Most Northwestern courses count for one unit of credit; the required 48 units for an Engineering B.S. degree thus works out to an average of 4 courses per quarter.

Faculty advisers should fully understand the specific requirements outlined in the Undergraduate Catalog for their major(s). In addition, most departments maintain supplemental information booklets for undergraduate students that typically address details (e.g. technical electives) that may not be fully specified in the Catalog, as well as additional information about department policies.

Degree audits within the McCormick Advising System lay out the specific requirements in each of these curricular categories, and are filled in as students complete required courses. Advisers and students should consult the MAS degree audit regularly to monitor progress towards satisfaction of requirements.

4.C Catalog Year

Degree requirements may change from year to year. The ‘catalog year’ determines the specific requirements to earn the B.S. degree for each major. The catalog year defaults to the year a student first entered McCormick, though students are allowed to change to any later catalog year up through the year of graduation, if they feel that there is an advantage to following the curriculum defined by a later catalog year. Students that change catalog years must complete all requirements associated with that year. Most curricular changes on a year-to-year basis are minor. Still, changing catalog year may have major implications for degree completion, and a student should fully understand how such a change will impact their degree requirements before taking this step.

Note that MAS degree audits are updated for each catalog year. The catalog year of the degree audit appears prominently at the top of the page.

4.D Social Sciences/Humanities (‘Theme’) Requirement

The social science/humanities requirement (aka “the theme”) is a set of seven courses required of all McCormick students. This curricular category provides students considerable flexibility to pursue interests in non-technical areas. However, to promote a well-rounded education, these courses must satisfy some basic requirements:

- At least two courses must be taken from each category (Social Science, Humanities) for breadth.
- At least 3 courses must be ‘thematically related’ for depth.
- Students are limited to no more than 3 100-level courses, with the exception of foreign language.

Students must submit a proposal articulating their plan to satisfy the theme requirement using a tool within MAS. The proposal is routed to the adviser and the Undergraduate Engineering Office for approval. More complete information regarding this requirement is available at:

<http://www.mccormick.northwestern.edu/students/undergraduate/social-science-humanities-theme/>

4.E Quarterly Advising Meetings and Registration

Students are required to meet with their adviser quarterly, during the two-week period before course registration for the following quarter (this takes place approximately in the seventh week of every quarter). Prior to the registration period, a registration 'hold' is placed on all McCormick students, which is removed only after students have met with their adviser, and the adviser has approved the student's Study Plan within MAS for the upcoming quarter.

Faculty advisers will receive an email each quarter alerting them to the upcoming advising & registration period. Advisers should then provide the means for students to make advising appointments. (Note that AdviseStream provides tools to facilitate appointment scheduling.) Advisers may wish to encourage students to begin filling out the MAS Study Plan with courses that they plan to take, prior to the meeting, using the course search tools within CAESAR to explore scheduled course offerings during the upcoming quarter.

During the meeting, the student and adviser should work together to develop a plan for the upcoming quarter, which the adviser then approves within MAS. The remainder of the meeting can cover other topics, including a check-in about the student's experience during the current quarter, longer-term academic planning, exploration of other academic options or possible engagement with student activities, career planning, etc.

Students' advising holds are removed after the Study Plan has been approved. Note that students are unable to register until this meeting has taken place and the Study Plan approved. All students who have difficulty finding their advisors are instructed to check with the Department Chair.

4.F 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 Advanced Placement (AP) or International Baccalaureate (IB) exams will depend on a student's year of matriculation. These units are only official once they have been posted to a student's transcript by the Registrar's office. These credits can then be applied as appropriate towards McCormick degree requirements.

Information on the credit possible for AP & IB tests for each entry year is available at:

<http://www.weinberg.northwestern.edu/undergraduate/first-year-transfer/first-year/placement-and-credit/ap-and-ib-exams/>

4.G Transfer Credit from Other Institutions

Students who want to study at other accredited institutions and earn transfer credit for that work at Northwestern must obtain advance approval of their proposed study from the Undergraduate Engineering Office. General information regarding transfer credit is available here:

<https://www.mccormick.northwestern.edu/documents/students/undergraduate/forms/transfer-credit-policy.pdf>

Petition forms for obtaining such approval are available at:

<http://www.mccormick.northwestern.edu/students/undergraduate/forms.html#transferring>

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.

4.H Undergraduate Registration Requirement (URR)

The Undergraduate Registration Requirement (URR) applies to undergraduate students seeking a bachelor's degree and must be fulfilled in addition to the degree requirements established by the various school faculties. Each school

specifies a minimum number of units of credit needed for a bachelor's degree (42 or more, depending on the school). The URR specifies the minimum number of quarters a student must be registered at Northwestern and how much credit must be earned at Northwestern. It is predicated on the principle that when a student receives a bachelor's degree from Northwestern University, the majority of the student's academic work is completed at the University.

The basic provisions of the URR are as follows:

- A student entering as a freshman in a four-year degree program must be registered at Northwestern for at least 9 quarters and earn credit for courses worth at least 32 units at the University.
- A student entering as a freshman in a dual bachelor's degree program must be registered at Northwestern for at least 12 quarters and earn credit for courses worth at least 42 units at the University.
- A student entering as a transfer student in a four-year degree program must be registered at the University for at least 6 quarters and earn credit for courses worth at least 23 units at the University.
- A student entering as a transfer student in a dual bachelor's program must be registered at Northwestern for at least 9 quarters and earn credit for courses worth at least 32 units at the University.

Students in Northwestern's Honors Program in Medical Education and Integrated Science Program are subject to special URR regulations; refer to those programs' websites for details.

A field on the MAS degree audit page keeps track of students' progress towards completion of the URR.

Most study abroad credit does not count toward the URR. There is one exception: some Northwestern study abroad programs offer courses with Northwestern course numbers and the "SA" course designation. A student who completes at least 2 full units of credit in such a course during a quarter is considered to be registered at Northwestern for that quarter, and this credit will count toward the minimum needed to satisfy the URR. Transfer credit for study abroad courses that do not carry Northwestern course numbers and the SA designation will not be counted toward the URR.

Detailed descriptions of the policy, including definitions of what counts as a quarter of registration, are available in the Undergraduate Catalog, and at the following link:

<http://www.registrar.northwestern.edu/graduation/undergraduate-registration-requirement.html>

A student may appeal for a URR variance to the Undergraduate Enrollment Committee. The student should submit a written petition to the Office of the Registrar. The petition must be specific and document any unusual or mitigating circumstances, such as illness, family hardship, or a death in the family. The student should also submit a letter from an academic advisor who is familiar with the situation. Undergraduate Enrollment Committee convenes on a regular basis to review petitions.

For additional information, interpretation, or application of the URR, contact the Office of the Registrar at 847-491-5234, or nu-registrar@northwestern.edu.

4.I GPA Requirements for McCormick Students

The grade point average of the 48 credit unit requirements students use to complete an engineering degree needs to be at least 2.00. In addition, the 16 units used to satisfy the Major Program 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".

4.J P (Pass) / N (No Credit) Grading Option

In McCormick, a maximum of eight (8) quarter courses taken by undergraduates under the P/N Option may be 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. Non-Northwestern University courses that were originally taken for a grade (but which will appear without a letter grade on the student's transcript, nevertheless) are exempted from P/N restrictions.

None of the courses in the following curricular categories can be taken P/N: Mathematics, Basic Science, Basic Engineering, Engineering Analysis and Computer Proficiency, Engineering Design and Communication (including the speaking requirement).

In satisfying the Social Sciences/Humanities Requirement, any 300-level course, and a maximum of four 100- or 200-level courses may be taken P/N. Any unrestricted elective may be taken P/N.

Restrictions on allowable use of the P/N option within the 16-unit Major Program varies by Department/major, as follows:

- 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 IE/MS core courses, the four (4) IE/MS technical elective courses or the 1 engineering course. Only the last two (2) technical electives may be taken P/N.
- 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 MSc course.
- Mechanical Engineering - No courses in the departmental program.
- Integrated Engineering Studies – Maximum of two (2) courses.

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 these guidelines to be sure the course is eligible to be taken Pass/No Credit. Students will be held accountable to the regulations in these guidelines.

4.K Late Term Withdrawals

Students wishing to be removed from one or more classes following the drop deadline are required to meet with the Assistant Dean or other staff in the Undergraduate Engineering Office. Students should request withdrawals as early as possible to maximize available options for resolving course issues. Approved withdrawal requests must be submitted to the University Registrar's office by the withdrawal deadline posted in the academic calendar (typically the last working day prior to Reading Week).

Withdrawing from all classes

Students wishing to withdraw from all classes for the quarter should meet with the Assistant Dean. If the withdrawal is processed prior to the drop deadline, the classes will no longer appear on the transcript and the message “Withdrew on date” will appear. If the withdrawal is processed after the drop deadline, a W will appear for each class on the transcript and the message, “Withdrew on date” will also appear. A W grade does not factor into the quarterly or cumulative GPA.

Withdrawing from individual classes

Faculty who are contacted by a student wishing to withdraw from an individual class should refer the student to the Undergraduate Engineering Office and email a summary of their conversation with the student. This should include when the conversation took place, any relevant details on the student’s performance in the class, as well as and the faculty member’s recommendation on whether an incomplete grade would be an appropriate alternative to a full withdrawal. A W will appear on the transcript for each course from which the student withdraws. W grades do not factor into the quarterly or cumulative GPA.

4.L Signatures on Drop and Add Slips – Permission Numbers

Students typically pursue most course add or drop transactions online in CAESAR. However, students need to complete an add/drop slip (available from Tech L269) in the following circumstances:

- Adding a 6th course (or any course putting a student over 5.5 units)
- Adding courses after the official close of the add period after the first week of the quarter (also requires instructor signature)

Permission to add a course must be obtained from the Undergraduate Engineering Office, in Tech L269. Enrollment in over 5.5 units will result in additional tuition charges. If the action in question requires department consent (i.e., the class is full, or enrollment is controlled via department permission) the student will be directed to the department for a permission number. The student is responsible for turning in the form to the registrar’s office.

Departments often manage course registration and enrollment through the use of permission numbers. If a course requires a permission number to register, students should inquire at the relevant department office.

4.M Curricular Petitions

If a student wishes to petition for a variance from published degree requirements, they should fill out a petition form (available in the Undergraduate Engineering Office, L269), indicating the proposed curricular change/exception, along with a justification. Petition forms must be signed by the academic adviser, and by the relevant undergraduate program chair for the student’s major, prior to submission to the Undergraduate Engineering Office for consideration by McCormick. Students are informed once a decision has been made on the petition.

4.N Study Abroad

There are numerous programs available for students interested in study abroad opportunities. Particular procedures must be followed if a student wishes to have study abroad credit accepted towards a Northwestern degree. Students considering studying abroad should be directed to the Assistant Director of Advising and Student Development, in Tech L269. An extensive amount of information regarding opportunities is available at the University’s Undergraduate Learning Abroad Office, 1800 Sherman Ave, Suite 4-400:

<http://www.northwestern.edu/abroad/>

McCormick's office of Global Initiatives also supports students interested in adding a global dimension to their undergraduate studies:

<http://www.mccormick.northwestern.edu/global/>

4.O Departmental Honors

Students with a strong academic record may be admitted to the Honors Program any time after the sophomore year. At the time of admission, the student must have a cumulative grade point average of 3.5 or higher and no findings of academic misconduct. Admission to the program is confirmed by filing of an honors program form in the Undergraduate Engineering Office. This form is to be signed by the appropriate advisers and submitted no later than three full quarters prior to graduation.

To complete the Honors Program, a student must:

- 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.
- Complete an extended independent study program (at least two quarters) on the same topic leading to an acceptable written report.

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.

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

Honors Program Contacts:

Applied Mathematics - Professor Riecke
Biomedical Engineering - Professor Olds
Chemical Engineering - Professor Cole
Civil Engineering - Professor Schofer
Computer Science - Professor Findler
Computer Engineering - Professor Joseph
Electrical Engineering - Professor Berry
Environmental Engineering - Professor Gaillard
Industrial Engineering - Professor Wilson
Manufacturing and Design Engineering - Professor Gatchell
Materials Science and Engineering - Professor Stair
Mechanical Engineering - Professor Rudnicki
Integrated Engineering - Consult adviser

4.P Dual McCormick 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 the Undergraduate Engineering Office, Tech L269.

4.Q Dual 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. (This program applies only to Master's degree programs administered by the Graduate School.) Integrated planning of course work creates 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, and vice-versa.

Students may make application to the BS/MS program any time during the seventh through the ninth quarters, in accordance with departmental advice. However, at the point of commencing graduate study, students may have no more than four courses remaining 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, Department Chair, Assistant Dean for Graduate Studies, 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. Students apply for this combined degree program at:

<https://www.applyweb.com/nugrad/index.ftl>

Prior to applying, students should see the Assistant Dean for Graduate Studies for an application fee waiver code.

4.R Military Science Program Credits

With the exception of Naval Science 110-0, 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 courses carry Northwestern credit and can be used in a McCormick degree when and where appropriate.

4.S ABET Accreditation

All McCormick programs, with the exception of applied mathematics, computer science, industrial engineering, and integrated engineering, are accredited by the Engineering Accreditation Council of ABET. 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 Associate Dean for Undergraduate Engineering.