

Northwestern | SCHOOL OF EDUCATION AND SOCIAL POLICY

Student Handbook

2018-2019

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Curriculum

Secondary Teaching

Overview

The State of Illinois approves Northwestern's teacher preparation program. The program at Northwestern, while subject to state requirements, is based on a philosophical foundation known as the "Conceptual Framework." As a teacher candidate, you will see and hear references to the Conceptual Framework in your education classes. You should become familiar with the framework and the Illinois Professional Standards for Teachers as well as the Content Standards for the subject that you intend to teach. Refer to:

<http://www.sesp.northwestern.edu/ugrad/secondary-teaching/certification.html>.

As a graduate from the School of Education and Social Policy (SESP) the degree you will receive is a Bachelor of Science in Education and Social Policy (BSED).

The Secondary Teaching Program allows you to combine courses in the liberal arts with professional education courses. In addition to receiving a Bachelor of Science in Education and Social Policy, you will receive a recommendation for license through entitlement for Secondary Teaching (grades 9-12) or for foreign language teacher candidates (grades K-12). Forty-two (42) units of credit are required for the degree. Illinois licensure can be earned in a wide range of fields including: English; social science with history, political science, sociology, or economics designation; mathematics; science with biology, chemistry, or physics designation; French, German, Latin, or Spanish. The program has been granted Approved Program status by the Illinois State Board of Education.

You will benefit from excellent subject matter preparation (demonstrated by our previous students' performances on the Illinois Test Results), a combination of clinical experience (practicum) and a full-time student teaching internship, which generally meet the certification requirements for other states. In the recent past, in addition to receiving certification in Illinois, secondary education program completers have received certification in California, Maryland, Minnesota, Virginia, Pennsylvania, Wisconsin and other states. Your advisor will work with you to assist you in meeting the certification requirements of other states.

The following website may provide helpful information regarding the specific teacher certification requirements of other states:

<http://2b.education.uky.edu/certification-requirements-by-state/>.

As a Professional Educator candidate you are required to take the Illinois Test of Academic Proficiency (TAP), or substitute a qualifying ACT or SAT score in lieu of the TAP, and a subject area test through the Illinois Certification Testing System (ICTS). You must also pass the edTPA portfolio exam. You are not officially in the teacher preparation program until you pass the TAP or substitute other scores, typically by spring of the sophomore year. You must pass the subject area test by

spring of your junior year. You must submit the edTPA while or immediately after student teaching. **All Illinois certification exams are required even if you do not intend to seek Illinois certification.**

You may be asked by the school district at which you are student teaching to submit to a criminal background check. The Seminar instructors and the Placement Office can help you with this process.

The Illinois School Code requires school districts to perform a national fingerprint-based criminal history records check for all certified and non-certified applicants for employment. Certification can be *denied* or *suspended* for certain violations specified in the Illinois School Code, including certain felonies and violations of the Cannabis Control Act and the Illinois Controlled Substances Act, as well as other crimes. The criminal history check must be initiated prior to employment, but the individual may be hired and begin employment, pending the outcome of the criminal history records check.

Curriculum

As a student in Secondary Education you must complete a total of 42 general education, subject area, and professional education core requirements broken down as follows:

- General education coursework consists of 14 academic courses, covering a variety of subject areas, including communications, math, sciences, humanities, and history. You may not use Freshman Seminars taken in WCAS to fulfill general education coursework.
- Subject area coursework usually consists of a defined distribution of 12 – 20 courses in your teaching subject and related fields. *

Professional education core coursework consists of 11 units of credit, four (4) of which are for the full-time student teaching experience that takes place during your senior year.

SESP 201	Childhood and Adolescence
TEACH ED 302	Social Contexts
TEACH ED 304	Introduction to Schooling in Communities
TEACH ED 310	Foundations of Learning in a New Language
TEACH ED 322	Teaching Reading in the Content Area
TEACH ED 327	Educating the Exceptional Child
TEACH ED 354-359	Methods and Techniques
TEACH ED 366-369	Middle Grades Methods
TEACH ED 378-379	Practicum Seminar

** Some double counting is possible between general education and subject area categories.*

You may obtain information about the specifics of coursework requirements by contacting the certification advisor in School of Education and Social Policy's (SESP) Office of Student Affairs. Because careful planning is necessary to meet all program requirements, you should meet with the certification advisor each quarter. Coursework requirements are determined by the Illinois State Board of Education and Northwestern University.

Clinical Experiences

Taking classroom instruction a step further, the SESP curriculum enables you to put your education to work through practical experience in an organization within your area of interest. The opportunity for pre-professional experience is one of the most attractive and innovative aspects of the SESP academic programs.

In the Secondary Education concentration you will complete three pre-professional experiences:

1. TEACH ED 304, an early field experience in the sophomore year;
2. TEACH ED 378 or 379* the 100 hour practicum in the fall of senior year;
3. TEACH ED 388 or 389* student teaching in the winter term of senior year.

** 378/388 for Humanities, 379/389 for Mathematics and Science*

Early Field Experience (TEACH ED 304)

You will receive your first experience while enrolled in **TEACH ED 304, Seminar on Teaching: Introduction to Schooling in Communities**. This course prepares you, and others interested in community-based education initiatives, to interact meaningfully with community organizations that engage young people. Teaching and learning occurs throughout adolescents' lives; often we can learn about effective teaching by looking outside of schools before we investigate pedagogy within classrooms. In the course, you will explore community organizations, structures for working with schools and teachers, and teaching in non-traditional settings through an on-site field experience, readings, and by hearing from guest speakers.

Practicum/Seminar (TEACH ED 378 or 379)

The practicum is a part-time experience in which you are under the direction of one or more classroom mentors designated by the cooperating school. The practicum lasts 10 weeks, during which you work 100 hours. The practicum fulfills the Illinois requirements for clinical observation, but may also include a range of other participatory activities in

classrooms. The practicum experience is an adjunct requirement of the seminar, covering the practical techniques, activities, resources, and literature that apply to the teaching of specific subjects at specific grade levels.

The seminar is a course taken concurrently with the practicum experience. During this class you will integrate your coursework knowledge with your observations at the practicum site. This course allows you the opportunity to reflect upon your experience in the professional environment and to learn from this experience. You will explore issues that are common to all classrooms and use this knowledge in planning for your future Student Teaching assignment and overall professional career.

The practicum experience will enable you to 1) collect observational data required for coursework; 2) learn to draw more effectively on the literature and research in relation to classroom applications; 3) gain hands-on experience in management and teaching activities; and 4) learn about procedures and policies that pertain to student evaluation, discipline, resource allocation, and parent and community relationships.

Practicum Placement

In late fall of your junior year, you will prepare a practicum placement packet consisting of an autobiographical statement including your reasons for choosing teaching as a profession, a one-page resume, and transcripts and submit it to the secondary teaching academic advisor. These documents will form the basis on which Chicago area school administrators will decide whether to accept you as an observer and later as a student teacher. In January, you will meet with the Director of Undergraduate Placement. During this meeting, you will engage in a conversation about your teaching-related experience, your goals, the kind of community you would like to be in and the skills and qualifications you will bring to the placement site. The Director will then initiate placement requests and advise you if on-site interviews are required. Acceptance or denial of requests is wholly at the discretion of the cooperating school or district. To be eligible for placement, you must have been admitted to the program (see subsection 'E' below for admission requirements), have passed the ISBE, TAP and content tests, and have met the minimum GPA requirements. *GPA plays a large role in whether a school accepts you for a practicum placement.*

Student Teaching Experience (TEACH ED 388 or 389)

Student teaching is a full-time experience that lasts one term. As a student teacher, you are under the direction of one or more classroom mentors who are appointed by the cooperating school. These mentors undertake the combined role of advisor, tutor, coach, and critic. They are experienced members of the faculty at your school field site who engage in school activities outside of the classroom, are committed to your professional growth, and are especially willing to aid in your transformation from student to teacher. University supervisors visit you at the school site and collaborate with you to improve your teaching skills. The internship must meet the following requirements:

- Interns must carry what constitutes a full course load in the school to which they are assigned. A full course load typically consists of three course preparations.
- The internship ideally includes four weeks of sequential, full-time teaching.

If the requirements are met, the internship fulfills the Illinois requirements for student teaching. The internship is accompanied by a mandatory weekly seminar that is organized by the Director of Undergraduate Teacher Education. This seminar provides ongoing opportunities for you to meet with University instructors to discuss practical problems you might encounter in your fieldwork. In addition to providing instructional activities, the seminar functions as an intellectual, professional, and emotional support group.

Student teaching enables you 1) to refine analytic and teaching techniques that address individual student needs; 2) identify and refine practical approaches to effective classroom management; 3) acquire an overview of the functions of administrative, resource, and support personnel; 4) develop a sense of the tangential responsibilities that teachers assume in and out of the school; and 5) nurture your capabilities related to intellectual development, perceptive analysis and synthesis, emotional maturity, and social and cultural awareness.

Upon successful completion of the requirements, you will be awarded four credits for the student teaching experience. You may not take other courses while student teaching without the approval of the Secondary Teaching advisor and the SESP Assistant Dean for Student Affairs. Approval is granted only in rare circumstances.

Student Teaching Placement

To be eligible for student teaching, you must have successfully completed the practicum, practicum seminar, and methods courses; have a passing grade on the ICTS content test; and met the minimum GPA requirements. *Your GPA has a large impact on your ability to be placed in schools.* A 2.5 average overall and a 3.0 average in your teaching subject area are the program's minimum requirements. Your student teaching placement can be postponed, stopped or withdrawn due to concerns over your health or academic or professional performance.

Munger Family Practicum/Student Teaching Assistance Fund

The assistance fund is need-based and is intended to help students cover additional costs (travel expenses, background checks, etc.) incurred while completing student teaching. You should plan to put the money normally spent on books towards any extra expenses incurred during your student teaching. However, you can also apply to the assistance fund for additional funding. The assistance fund is not meant to cover tuition or living expenses. See the secondary teaching advisor for details.

Application Procedures

To complete certification requirements in four years, you must apply for admission to the Secondary Teaching concentration no later than the first week of October of your junior year. You will be formally admitted to the program once you complete TEACH ED 304, pass the Illinois TAP, and maintain a minimum GPA of 3.0 in your teaching subject area as well as a 2.5 overall. If you are unable to meet this requirement, you will need to leave the Teacher Certification Program and choose a new SESP concentration or transfer to another school at Northwestern.

Teacher Licensure

If you are enrolled in the program and you are recommended for certification, you will become eligible for a teaching license upon completion of your degree work, and a passing grade in the Illinois Assessment of Professional Teaching exam. *If you are moving out of state, you most likely will not be eligible for a license in your home state without first completing all the requirements for the state of Illinois.* In addition, you must have successfully completed the 100-hour practicum, student teaching, and other course requirements for certification as outlined in the program.

Teacher Licensure for Non-SESP Students

If you are enrolled in other schools at Northwestern University, you may still participate in the Teacher Preparation Program within the School of Education and Social Policy. You must meet with the certification advisor in the Student Affairs Office to ensure that you can meet all of the requirements.

SESP Concentrations: HDPS, LOC, LS, and SOC POL

Overview of the Concentrations

You will graduate from the School of Education and Social Policy (SESP) with a Bachelor of Science degree in Education and Social Policy (BSED). In SESP, your major is referred to as a concentration. Your transcript will reflect a concentration in one of four areas: Human Development and Psychological Services (HDPS), Learning and Organizational Change (LOC), Learning Sciences (LS) or Social Policy (SOC POL). Each concentration is interdisciplinary in nature and allows some flexibility in the selection of curriculum.

Forty-two (42) credits are required for the degree. The credit requirements include a series of liberal arts distribution courses, concentration coursework, core classes within SESP that provide the foundation for more in-depth, focused learning in your concentration area, and electives. This mix of core requirements and interdisciplinary options offers you a unique blend of both broad exposure and specialized learning experiences.

Your concentration in HDPS, LOC, LS, or SOC POL consists of 16 courses, eight (8) of which must be 300-level courses. In addition to required SESP professional core and concentration courses, you will select courses from the eligible course list for your concentration. You can find this list [here](#). The list consists of courses from a wide range of schools and departments, allowing you to develop an interdisciplinary focus. You should choose classes that reflect your educational interests in keeping with the mission of SESP and your concentration. The document contains a tab of all approved classes, and is also tabbed by quarter.

You may want to complement the interdisciplinary and flexible nature of the curriculum by identifying an interdisciplinary specialization (a “theme”) or declaring a second major or minor to focus your academic program, all of which are optional. If you identify an interdisciplinary specialization, your advisor will take that into account when reviewing any requests you have to deviate from the list of approved courses. Discuss these options and your interests with your advisor early – and often – during your college career.

It is possible to petition to include a course in your concentration that is not listed on the eligible course list. If you feel that such a course would add to your concentration in a meaningful way, consult with your advisor to discuss how this particular course combines your intellectual and career interests with the educational mission and goals of your concentration and SESP. You may only petition to use one WCAS Freshman Seminar class as a concentration course, and it must be relevant to your SESP major.

If you are a first-year student who enters SESP and have not declared a concentration, you must declare a concentration by the end of [Wildcat Welcome](#). Because of the SESP’s small size, it is easy to change concentrations. The important point is that you are connected with an advisor as soon as possible in your first year.

The 2018-2019 course schedule and electronic copies of the SESP undergraduate course syllabi may be found [online here](#).

Human Development and Psychological Services (HDPS)

The HDPS concentration explores how human development is influenced by family, schools, community, and the workplace. HDPS courses focus on theories of individual development and family, group, and organizational dynamics. The interdisciplinary program draws from current practice and research in counseling, personality psychology, and human development. It also draws on the disciplines of psychology, sociology, gender studies, communication studies, cognitive science, and anthropology to give you the opportunity to combine theory with practice and develop pragmatic skills grounded in a deep understanding of human psychology, growth, and adaptation throughout the lifespan.

The concentration provides an excellent foundation for work in community mental health, psychological research, teaching/education, social work, crisis intervention, outreach and

community education, prevention, and employee assistance. In addition, HDPS will provide you with excellent preparation for graduate work in clinical and counseling psychology, and human service disciplines like social work and medicine.

Curriculum

You must complete the following HDPS concentration courses:

Both HDPS 201	Introduction to Psychological Services (this course will not be offered this year. Consult an advisor about an appropriate substitute.)
And HDPS 301	Counseling Theory and Process
One of SESP 201	Childhood and Adolescence*
Or SESP 203	Adulthood and Aging*
Three (3) of the following courses:	
SESP 303	Designing for Social Change
HDPS 311	Group Dynamics
SOC POL 304	Social Policy & Human Services
PSYCH 215	Psychology of Personality
HDPS 305	Identity & Motivation
CSD 303/PSYCH 365	Brain & Cognition
CSD 342	Typical & Atypical Development in Infants & Toddlers
CSD 373 CSD 392	Intro to Learning Disabilities Language Development & Usage

Note: Only ONE CSD course can be selected.

You select your remaining 10 concentration courses from the eligible course list, in consultation with your academic advisor. One 'skills development' course may be counted toward your concentration (see eligible course list). A total of nine (8) concentration courses must be at the 300 level (HDPS 301, 305, SESP 303, SOC POL 304, PSYCH 326, CSD 303, CSD 342, CSD 373, and CSD 392 are counted toward this requirement).

**SESP 201 or SESP 203 will count towards the core requirement.*

Learning and Organizational Change (LOC)

The LOC concentration helps you explore how organizations and the individuals within them respond to and implement change through learning and organizational design. The assessment, design and implementation of knowledge-based systems, involving people, technology and organizational structures and culture are a particular strength of the concentration. Addressing forces of change that include technology, globalization, and changing demographics, the concentration draws upon innovations in learning sciences and theories of organizational behavior to teach you ways to increase individual, group, and organizational effectiveness. There is an emphasis on critical thinking, learning to analyze cause-and-effect relationships and a critical lens of how the world works.

Concentrating in LOC enables you to build the foundation for work in consulting, change management, strategy, leadership in for-profit and not-for-profit organizations, process improvement, training, health care management, instructional design, organization development and design, instructional technology and education and curricular reform. LOC prepares you for graduate work in education, business, psychology, and law.

Curriculum

You must complete **all** of the following three LOC concentration courses:

LOC 211	Introduction to Organizational Theory and Practice
LOC 216	Introduction to Organizational Learning* *this class will not be taught in 2018-2019. Students must substitute an additional organizational analysis course for this requirement. Consult your advisor with questions.
LOC 306	Studies in Organizational Change
One (1) of the following sociocultural courses:	
LOC 214	Culture and Cognition
Or LOC 308	Redesigning Everyday Organizations (previously titled Cognition in Contexts)

One (1) of the following cognitive psychology courses:	
LRN_SCI 201	Cognition & Action
Or LOC 313	Learning & Thinking in Organizations
One (1) of the following organizational design courses:	
LOC 346	The Psychology of Learning Design and Technology
LRN_SCI 301	Design of Learning Environments
SESP 303	Designing for Social Change
LOC/LRN_SCI 308	Redesigning Everyday Organizations
One (1) of the following organizational analysis courses:	
LOC 310	Organizational Adaptation & Complexity
LOC 311	Tools for Organizational Analysis
LOC 391	Organizational Planning & Analysis
LOC 351	Modern Organizations and Innovation
LOC 351	Team Dynamics
SOC POL 312	Social Policymaking and Implementation

Your remaining 9 concentration courses are selected from the eligible course list, in consultation with your academic adviser. One 'skills development' course may be counted toward your concentration (see eligible course list). A total of eight (8) concentration courses beyond the SESP core must be at the 300 level

Learning Sciences (LS)

The LS concentration, new at the undergraduate level as of Fall 2016, equips students with the theoretical and practical knowledge to understand learning in a wide range of social contexts. LS is an applied design field as well, with practitioners drawing upon and testing new theories of learning through their designs. Design within LS applies to curriculum, social arrangements, and even the architectural organization of space. Learning has become a central concern for all organizations in our society, both formal and

informal. Learning is a central concern for schools, certainly, and also for workplaces and informal education contexts across society, including museums and zoos. Students studying LS will become leaders in the analysis of the contexts of learning, and the design of learning environments.

Curriculum

Students must complete all of the following three LS concentration courses:

LRN SCI 201	Cognition and Action
LRN SCI 202	Culture, Language, and Identity
LRN SCI 301	Design of Learning Environments
One (1) of the following three (3) cognitive science approved courses:	
COG SCI 207	Intro to Cognitive Modeling
COG SCI 211	Learning, Representation and Reasoning
PSYCH 228	Cognitive Psychology
One (1) of the following five (5) language in social context approved courses:	
ANTHRO 215	The Study of Culture through Language
LING 220	Language and Society
LING 221	Language and Prejudice
LING 222	Language, Politics and Identity
LING 223	Language and Gender
Choose one (1) of the following three (3) specializations, taking at least two (2) courses in that area, and at least one (1) in each of the other specialization areas:	
Specialization 1: Learning in Schools	
LRN SCI/TEACH ED 302	Social Contexts of Education
LRN SCI/TEACH ED 304	Intro to Schooling in Communities
LRN SCI/TEACH ED 338	Learning and Teaching with Technology
Specialization 2: Out-of-School Learning	
LRN SCI/LOC 308	Cognition in Contexts

LRN SCI 306	Learning with New Media
LRN SCI/LOC 214	Culture and Cognition
Specialization 3: Design of Learning Environments	
LRN SCI 307	Designing Interactive Media and Technology
SESP 303	Designing for Social Change
EECS 395	Tangible Interaction Design and Learning
LRN SCI/EECS 372	Designing & Constructing Models with Multiagent Languages

Your remaining 7 concentration courses are selected from the approved course list, in consultation with your academic advisor. A total of eight (8) concentration courses must be at the 300 level (LRN SCI 301, ANTHRO 361, ANTHRO 365, LRN SCI 302, LRN SCI 304, LRN SCI 338, LRN SCI 308, LRN SCI 306, LRN SCI 307, EECS 395, LRN SCI/EECS 372 would all count toward this requirement).

Social Policy (SOC POL)

Social policies are the guiding principles that serve as the foundation for social programs. The Social Policy concentration allows you to analyze the ways in which social policies and social institutions influence the course of human lives, as well as the ways in which individuals and groups can influence social policies. You will gain both a strong background in the social sciences and a familiarity with current social policy issues.

Your coursework explores the development of public policy in such fields as education reform, health care, poverty, urban systems, social welfare, childcare, and aging. You can select classes in a particular policy area, such as political science, economics, or sociology, or in methods of policy analysis and program evaluation.

The Social Policy concentration provides an excellent foundation for work in public policy, government, not-for-profit work, policy research and analysis, advocacy, community development, and politics. In addition, study in Social Policy makes you well suited for graduate study in law, policy studies, public affairs and political management.

Curriculum

You must complete the following Social Policy concentration courses:

SOC POL 201	Introduction to Social Policy
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SOC POL 304	Social Policy and the Human Services
Or SOC POL 312	Social Policymaking and Implementation
SESP 202	Introduction to Community Development
ECON 202	Introduction to Microeconomics
POLI SCI 220	Introduction to American Government and Politics
One (1) of the following:	
SOC POL 330	Economics of Social Policy**
SOC POL 331	Economics of Inequality and Discrimination**
SOC POL 332	Economics of Education Policy**
One (1) of the following:	
SOC POL 305	Law and Social Policy
SOC POL 307	Educational Policy
SOC POL 311	Social Policy and the US Healthcare System
SOC POL 332	Economics of Education Policy (<i>may not be double-counted</i>)

**** ECON 202 and statistics are prerequisites for SOC POL 330, 331 and 332.**

Your remaining 9 concentration courses are selected from the eligible course list, in consultation with your academic adviser. One 'skills development' course may be counted toward your concentration (see eligible course list). A total of eight (8) concentration courses must be at the 300 level (SOC POL 304, 307, 330, 331 and 332 are counted toward this requirement).

Additional Requirements: The SESP Core, Electives, etc.

The SESP Professional Core

For LOC, HDPS, LS, and Social Policy students, your professional core consists of a total of eight (8) credits, which serve to create a foundation of knowledge relevant to the focus of the school. These

courses include topics in human learning, development across the lifespan, social inequality and diversity, research and statistical methods, and a practical component:

Development Across the Lifespan: One (1) credit.	
SESP 201	Childhood and Adolescence
or SESP 203	Adulthood and Aging
Social Inequality and Diversity: One (1) credit. You may choose <u>one</u> of the following courses	
LRN SCI 202	Culture, Language and Identity
LOC 214	Culture and Cognition
SESP 317	Gender and the Life Course
SESP 320	Race and Education
TEACH ED 302	Social Contexts of Education
Research and Statistical Methods: Two (2) credits.	
Quantitative Research	
SESP 210	Introduction to Statistics and Research Methods
	<i>If you earned a score of 4 or 5 on the Statistics AP test you are exempt from the quantitative research requirement. If you have not taken statistics upon entering SESP, you must take SESP 210. Consult your advisor for cases where a substitute statistics course may be necessary.</i>
Qualitative Research	
SESP 372	Methods of Observing Human Behavior
	<i>You must pass this course with a C- or higher before you begin your practicum.</i>
Practical Component: Four (4) credits. You will do your practicum during your junior year, or the summer before or after your junior year. Year round, you may complete your practicum in Chicago. In the summer you may complete your practicum in Washington, D.C., San Francisco or Chicago.	

You will earn four (4) credits for the practicum. You will register for one of the following courses for the practicum:

SESP 382	Practicum - LS (Chicago Students)
SESP 386	Practicum - HDPS (Chicago Students)
SESP 387	Practicum - LOC (Chicago Students)
SESP 388	Practicum - SOC POL (Chicago Students)
SESP 384	Practicum - Washington, D.C.
SESP 389	Practicum - San Francisco

You may not take any other coursework while you are doing your practicum, unless you are in the SESP Honors Program, for which you may also take SESP 391 (Advanced Research Methods).

* Occasionally, a special topics course within SESP is offered that can also be applied toward the social inequality and diversity requirement. Announcements of such courses will be made via the SOAP.

The Practicum

The practicum is a vital component of your undergraduate education. The practicum is comprised of a one-term, off-campus, academic internship in an organization relevant to your concentration. In addition to the work that you perform at your site, you also take field notes of your observations of workplace interactions, workplace culture, and other workplace dynamics. Thus, through the practicum, you apply analytical frameworks and knowledge from previous coursework to your worksite to gain a pragmatic, first-hand perspective on what organizations in your field do, how they function, and how – as a social science researcher – you make sense of what you observe.

The practicum consists of an internship and a seminar.

- A. **The practicum internship** – In the internship, you work in a professional work setting related to your major concentration, receive supervision from experienced mentors, develop professional relationships, and gain valuable work skills that will benefit you both in your senior year and in your professional life after graduation. Your work may include assisting clients, assisting with research, implementing programs, analyzing policies, assisting with assessment, making presentations, upgrading technology, or a variety of other interesting tasks.
- B. **The practicum seminar** - During this three-hour class on Friday mornings, you will integrate your knowledge from prior coursework with your observations of human

behavior within the setting of the organization at which you are completing your practicum. At each class, you will submit field notes that you have taken during the week. Through the process of writing your field notes, you will reflect upon your experiences in the professional environment and develop your ability to be a social sciences field researcher. At the end of the practicum, you will submit a final paper, in which you examine a workplace theme in greater depth. In this class you will also explore issues that are both specific to your field and common to all workplaces through discussions with classmates who are working at other interesting sites.

The process leading up to your practicum consists of seven (7) steps.

1. **Attend the “Sophomore Meeting”** to learn about the practicum and to identify the quarter and city in which you will complete your practicum.

If you are a SESP student in the fall of your sophomore year, you must attend this mandatory meeting, which is held at Northwestern Career Advancement (NCA). If you transfer to SESP after fall quarter of your sophomore year, you will attend the meeting immediately following the interschool transfer deadline.

At this meeting, you will learn about the details of the practicum, tour NCA, and hear from a panel of SESP students who will talk about the various ways to get the most out of your education during your remaining quarters at Northwestern. You will also sign up for an individual meeting with your advisor.

2. **Meet with your advisor** to review the opportunities presented at the Sophomore Meeting. During this meeting you will map out your remaining requirements and submit the Practicum Planning Form, which details when you will complete the practicum and take SESP 372.

After the Sophomore Meeting, but before your individual meeting with your advisor, you should consider the quarter and city in which you would like to complete your practicum.

When considering your options, remember:

- You must complete your practicum during your junior year, or during the summer before or after your junior year. You may not complete your practicum during your senior year.
- You must complete the practicum in metropolitan Chicago, unless you participate in the San Francisco or Washington D.C. Field Studies Programs, which are held in the summer.
- If you participate in either the Washington D.C. or the San Francisco Field Studies Program, you must live in housing that SESP provides. You may, however, be exempt from this requirement if your parent(s) live in the metropolitan area of either city.
- If you feel you need to switch the quarter you are scheduled to complete your practicum, speak with your advisor and the Practicum Director immediately to

submit a petition. It is not guaranteed that you will be able to switch practicum quarters.

- Financial aid for the summer is available for students who receive aid during the academic year. The Office of Financial Aid works with summer students to give them early estimates, so you can make informed decisions about the practicum. Students have 12 quarters of financial aid. Accepting summer financial aid uses up one of those 12 quarters. See the Practicum Director if you have questions.
- *If you are a transfer student, you must be enrolled as a SESP student for a minimum of two quarters before doing your practicum.*

- 3. Successfully complete SESP 372, Methods of Observing Human Behavior.** This course is designed to familiarize you with the methods and techniques for conducting social science research. You will learn how to take field notes, which become the source of data for your practicum research and final paper. You will typically enroll in the class one quarter before the practicum.

In addition to SESP 372, other courses may provide you with a foundation of knowledge in your chosen field. Talk with your peers and your advisor about which classes might best prepare you for this applied experience.

- 4. Submit your practicum proposal.** The proposal is a key component to preparing you to search for and secure an optimal practicum site. Your proposal is due before a workshop that we call “Practicality,” which takes place the second week of the quarter preceding your planned practicum quarter; however, if you intend to do a summer practicum in Washington, D.C., San Francisco, or Chicago, you must submit your proposal at the beginning of winter quarter.

The proposal consists of:

- your resume (reviewed by NCA);
- registration with CareerCat, Our Northwestern, and the Northwestern Network Mentorship Program
- creating a *free* LinkedIn account and joining the student and alumni group for your concentration;
- a series of short essays that allow you to synthesize and articulate your educational goals, career interests, internship options, and the relationship of these factors to your coursework plan and concentration; and
- an initial identification of those sites that interest you. You will have access to previous site information and evaluations via Canvas.

- 5. Attend a “Practicality” workshop.** At the Practicality workshop, you will learn about the steps you will take to search for a practicum site and you will schedule a mock interview with your advisor.

- 6. Search for your practicum site.** The selection of your practicum site is key to the quality of experience you will have. Information regarding approved sites for your concentration and where students have completed their practicum in past years is located on Canvas. Previous student evaluations of their experiences at these sites are also available. In evaluating the reports of past students, keep in mind that students may not have participated in the same types of activities or projects that you may be assigned. Most organizations work to tailor your practicum activities to your particular interests. You may also discover sites through your own research or by asking your advisor or the practicum director for recommendations about sites that would fit your interests and career. The practicum director must approve all site choices.

Refer to the Practicum Proposal and Practicum Contract for more information.

- 7. Complete a practicum contract** in which you and your future practicum supervisor identify the projects on which you will be working at the site and what expectations you and your supervisor have going into the experience. The contract becomes an official document only once signed by your supervisor and the Dean of SESP; *thus, students may not begin the practicum until a fully executed copy is on file with the Practicum Director.*

Munger Family Practicum Assistance Fund

The assistance fund is need-based and is intended to help students cover additional costs (travel expenses, background checks, etc.) incurred while completing their practicum. You should plan to put the money normally spent on books towards any extra expenses incurred during your practicum. However, you can also apply to the assistance fund for additional funding. The assistance fund is not meant to cover tuition or living expenses. More details will be provided at Practicality.

Interdisciplinary Specialization Options

One option to select and organize your concentration classes is the interdisciplinary specialization. An interdisciplinary specialization is a set of five (5) classes within your concentration that are organized around a particular area of interest. The interdisciplinary specialization serves as a way for you to focus coursework, future career goals and interests. Your advisor will also use the interdisciplinary specialization that you have identified as criteria by which to assess your petition for course substitutions.

Your academic advisor is an excellent resource to discuss possible interdisciplinary specializations and how they may complement your academic program.

Examples of interdisciplinary specializations are:

Human Development and Psychological Services: Child/Family Development, Women's Studies/Feminist Therapy, Counseling, Communicative Disorders, Pre-Medical Studies, Physical/Occupational Therapy, Mental Health Policy, Medical Ethics, Learning Disabilities, Educational Psychology, Community Development

Learning and Organizational Change: Management, International Business and/or Relations, Leadership & Leadership Development, Communications, Marketing, Human Resources, Educational Technology & Design, Non-profit Organizations & Management, Education Reform, Health Care Management

Learning Sciences: Computer Science, Educational Technology, UX Design, Educational Programs for Seniors, Curriculum Design

Social Policy: Public Health, Healthcare Policy, Poverty Issues, Law, Urban Affairs, Education Reform, Environmental Policy, Community Development, Pre-Medical Studies, International Relations, Non-profit Organizations, Immigration Policy

The interdisciplinary specialization does NOT appear on your transcript or diploma. Instead, it is a tool with which to plan a cohesive and thoughtful academic program.

SESP Distribution Requirements

To ensure breadth of education, all students must complete distribution requirements in a wide range of academic disciplines. There are a total of 10 SESP Distribution Requirements (distros), which consist of two (2) courses in each of the following five (5) areas:

1. Natural Sciences
2. Formal Studies
3. Historical Studies
4. Ethics and Values
5. Literature and Fine Arts

SESP follows the WCAS approved distribution requirement list. Descriptions of the distribution areas and the approved courses may be found [here](#). SESP students do not have a Social Sciences distribution requirement. You may satisfy up to seven (7) distribution requirements with AP credit or IB credit - only one (1) Literature and Fine Arts credit may be filled with English Literature AP or IB. Please refer to SESP's requirements for AP and IB credit [here](#).

Many courses on the list have few or no 100 or 200-level prerequisites, are consistent in content, are offered regularly, and easily incorporated into a scheduled coursework plan, making them suitable for first-year and sophomore students. You must earn a C- or better in the course to count the credit toward your distribution requirements.

You may fulfill your Historical studies, Ethics and Values, as well as Literature and Fine Arts requirements while studying abroad. If you are contemplating studying abroad you may want to delay fulfilling some of these distribution requirements until you study abroad. Your SESP academic advisor must approve courses that you take abroad, if you want them to fulfill any requirement other than elective credit.

You may not use Freshman Seminars taken in WCAS to fulfill distribution requirements. You may not use a WCAS distribution course that is approved for one area, for a different area unless the course has been designated as fulfilling two (2) or more distribution areas.

Courses that are not on the WCAS approved distribution course list may not be petitioned for a distro in SESP. Only courses taken during study abroad or at another institution may be petitioned. Study abroad courses must be approved by your advisor to count as distros. The appropriate department at Northwestern must approve courses taken at [another domestic institution](#). SESP occasionally offers its own classes that are approved to count for distribution areas.

Electives

Eight (8) of your 42 required units of credit are elective courses, which are courses of your choice that may be taken in any of the schools at Northwestern, except the School of Professional Studies (SPS). You may use electives to take music, artistic performance, or language classes that may be relevant to your interests, personal goals, or academics. In addition, electives may be used to complete a secondary major, minor, certificate program, or even to participate in a non-SESP internship like Campus Catalyst. All courses in which you earn either a "D" or a "P" count towards electives.

Academic Options & Programs

Second Majors and Minors

As a SESP student you may pursue, in addition to your SESP concentration, any combination two additional majors or minors in another school. We refer to this as the “Rule of Three.” For example, Social Policy students might complete a second major/minor in Economics, Political Science, or African-American Studies. HDPS students might complete a second major/minor in Gender Studies, Psychology, or Sociology. LOC students might complete a second major/minor in Psychology, Economics, or International Studies. LS students might pursue a second major/minor in Psychology, Computer Science or Design. It is unlikely that Secondary Teaching students could obtain a major outside SESP because the certification subject area courses cannot be applied toward a second major. The policy for double counting coursework between a SESP concentration and a second major or minor is at the end of this section. Although you may earn more than one major, you receive one degree – the Bachelor of Science in Education and Social Policy (BSED).

If you wish to major in a SESP concentration, you must take the SESP concentration as your primary major. SESP does not offer second majors or minors in any of the concentrations for either SESP students or for students in other schools. For example, you cannot double-major in HDPS and Learning Sciences. You can, however, specialize in a topic that closely parallels the subject matter of another concentration. For example, you can complete your concentration in HDPS, with an interdisciplinary specialization in learning, by including courses selected from the eligible course list.

If you are enrolled in WCAS, Music or Communication and wish to pursue the Secondary Teaching program you may enroll in certification courses and the certification program through SESP. Other than within the certification program, students from other schools at Northwestern cannot take either a second major or a minor in a SESP concentration. However, non-SESP students are invited to take individual SESP courses, when there is room in the class for students outside of SESP.

You should prioritize SESP requirements before second major or minor requirements to ensure that you meet all of your degree requirements on time.

SESP has rules that govern the double counting of courses between SESP requirements and second majors or minors. Please see the section on double counting policies for more details.

Five-Year Dual Degree Program Offered Jointly by the School of Education and Social Policy and the Bienen School of Music (BSM)

Overview

The dual degree program in music and education and social policy offers you the opportunity to earn a Bachelor of Music/Bachelor of Arts in Music and a Bachelor of Science in Education and

Social Policy in five years. You can select any of BSM's undergraduate majors and any of SESP's undergraduate concentrations, except Secondary Teaching.

The dual degree program allows you to combine your interests in music and the social sciences. You are able to apply to the dual-degree program at the time of your application to NU. Acceptance into both schools is a prerequisite for participation in the program. You are required to audition for BSM. If you are admitted to the program prior to matriculation at NU, you are eligible for 15 quarters of university financial aid. If you apply to the program after matriculation at NU, you must follow the Inter School Transfer process timeline and should request the dual-degree program. You are not automatically eligible for additional financial aid from the University; however, you can petition the Financial Aid Office for additional support.

You must complete all requirements for both degrees. All policies of each school are enforced in the meeting of that school's requirements. You are required to meet the Undergraduate Registration Requirements (URR). For students in dual degree programs, you must be enrolled at NU for at least 12 quarters and earn 43 credits. Students should refer to the Undergraduate Catalog for the URR details.

You are required to file a petition to graduate with each school by the deadline posted by the Registrar's Office. Upon successful completion of the program, you would earn two Bachelor's degrees and would be eligible for all available honors in both schools. You would be awarded two diplomas, could participate in either or both of the schools' convocation ceremonies, and would be allowed to choose which school during the University Commencement.

Curriculum

You must complete the SESP core requirements, SESP concentration requirements and the BSM major requirements.

Please see the Curriculum section for the SESP Professional Core requirements, SESP Distribution requirements, SESP elective requirements, and curricular information for the HDPS, LOC, LS and Social Policy concentrations.

Please consult the BSM Undergraduate Handbook for your music major requirements.

For students in the BSED/BSM program, you are able to count MUSIC 111-1,2,3 and 211-1,2,3 for your formal studies distros and MUSIC 214, 215, or 216 for the Literature and Fine Arts distros.

Your SESP electives are fulfilled with your BSM classes.

Research and Independent Study

Assisting faculty members with their research, or completing an independent study under the direction of a faculty member, are excellent avenues for you to work with a faculty member to

respectively gain research experience or explore specific subject matter in-depth. Both research apprenticeships (SESP 390) and independent studies (SESP 399) allow you to put learning into practice and develop a meaningful connection with graduate students and faculty members.

By working with Northwestern faculty members, you may, like students in the past, co-author a research paper that is published in a scholarly journal or present your work at research expos. These experiences are especially valuable if you are considering graduate study. However, even if you do not envision going into research, these experiences can be an educational, challenging, and enjoyable and equip you with skills that are valuable beyond your college career.

Participating in SESP 390 or 399 is a great way to initially get involved in research. Through SESP 390 or 399, you may find a topic to explore in more depth by doing an honors thesis. If you are interested in participating in the SESP Honors Program during your senior year, you should enroll in a research apprenticeship or independent study in your sophomore year. This experience will help prepare you for the Advanced Research Methods course (SESP 391), which is the prerequisite for the SESP Honors Program.

Research apprenticeships involve participating in a faculty member's ongoing research. SESP 390 is the designated course number for the research apprenticeship. The content and methods of the research will vary substantially and will depend on the questions that you and faculty member choose to pursue.

You may enroll in SESP 390 and be involved in the research project for more than one quarter. You will receive direction from the sponsoring faculty member, or a postdoc or graduate student. One possible way for you to do a research apprenticeship is to spend the first quarter completing field work, including visiting observation sites, writing up field notes, and submitting a case study as the final paper. In the second quarter, you may complete a critique of a problem at the site for the final paper. The content of the paper should be a key factor in determining your grade. You should not spend the entire quarter entering data without developing a larger understanding of how the data are being utilized in the study. Although each faculty member will have different expectations, being a research apprentice entails approximately 10 to 12 hours work per week. Ultimately, the sponsoring faculty member will determine the focus of your apprenticeship.

Independent study (SESP 399) is a one-term course, although you may enroll in multiple quarters of SESP 399. An independent study is designed to expose you to research on a particular topic. You and your sponsoring professor often develop a contract of what the independent study is going to involve, including what question(s) you are exploring, what method(s) you will use to address the question(s), and how your independent study is going to be evaluated. The content of SESP 399 experiences varies widely; this reflects the variety of questions and methods that are used in research.

A final paper is typically required at the end of the independent study. The supervising faculty member should determine the focus and format of your paper. In many cases, the paper will take the form of a brief research report, in which you present and discuss the results of your research.

Another possible format is a research proposal, in which you introduce a topic and propose a study. In other cases, the paper may be a written summary of the experiences that constituted the independent study. Independent studies can also be a reading experience with a designated final product. Although each faculty member will have different expectations, doing an independent study entails approximately 10 to 12 hours of work per week.

All SESP 390 and 399 experiences should be aimed at providing substantial training in and exposure to research. You should meet regularly with the sponsoring faculty member, either one on one, or as part of a research group, to discuss the research experience.

Enrolling in a research experience

We encourage you to discuss independent study and research apprenticeship possibilities with your academic advisor to develop a plan that enriches your overall goals.

To complete an independent study or research apprenticeship, submit an “Undergraduate Research Apprenticeship/Independent Study” form to your advisor **by the end of the first week of classes, for the quarter in which you wish to be enrolled in SESP 390 or 399**. The form includes a description of the project and the signatures of the sponsoring faculty member and SESP advisor. The Student Affairs Program Coordinator will register you for the appropriate course. The form is available [here](#).

If you are a HDPS, LOC, LS, or Social Policy student, you may apply a maximum of three SESP 390 or SESP 399 credits toward the 300-level concentration requirements. Additional research credits will be applied toward elective credits. If you are a Secondary Teaching student, you may only use SESP 390 or SESP 399 credits as elective credit. You may enroll in a maximum of two (2) SESP 390 or SESP 399 (or similar classes in another school) per term.

You may also do a research apprenticeship or independent study in another school at Northwestern. Credit earned from these experiences will be counted as elective credit unless you petition (and receive approval from) your advisor to count the course toward the concentration. This may be especially helpful if you are a Secondary Teaching student who does a research apprenticeship or independent study in your academic concentration area.

In some instances, faculty may have employment opportunities during the academic year or the summer. This is especially true for faculty affiliated with the [Institute for Policy Research](#). You should also explore this option as early as possible.

Finding a faculty advisor

Numerous resources exist for you to identify faculty who may be possible contacts for research or independent study. These include:

- SESP faculty research interests and current projects are listed on the SESP website [here](#). SESP research faculty can supervise research experiences. You can also search by area of Adjunct faculty typically do not supervise SESP 390 and 399 experiences.

- The Office of Undergraduate Research provides support and funding for undergraduates interested in pursuing research, including a searchable database of opportunities across campus. Refer to the [website](#) for more information:
- Northwestern has an array of world-class research institutes and centers. Institutes are typically interdisciplinary research centers that bring faculty from across the University together to look at broad research topics. Find out all the research institutes and centers by visiting [this site](#).

The School of Education and Social Policy has its own centers, including:

- The [Foley Center for the Study of Lives](#), which is an interdisciplinary research project committed to studying psychological and social development in the adult years.
- The [Center for Connected Learning and Computer-Based Modeling \(CCL\)](#) is dedicated to the creative use of technology to deepen learning. The research group includes educational researchers, curriculum developers, software engineers, and model builders.

You can also conduct a comprehensive search of opportunities through Global and Research Opportunities: <http://globalresearchopportunities.northwestern.edu/>.

Internships

The officially recognized internships for SESP are the Student Teaching experience and the junior-year practicum for HDPS, LOC, LS, and Social Policy students. You may, however, want to gain additional internship credit, either domestically or internationally. Your SESP advisor and NCA are helpful resources when contemplating and searching for an internship.

Credit for internships, other than Student Teaching or the SESP Junior-year practicum is applied to your elective credit. This includes credit for programs such as:

Campus Catalyst - <http://www.campuscatalyst.org/>

Chicago Field Studies Program - <http://www.internships.northwestern.edu/>

If you are pursuing a domestic internship over the summer, occasionally an organization may require you to be enrolled while doing your internship. You may enroll through SESP, but you will not receive credit (and thus will not be charged tuition). You may also enroll in CFS for elective credit and pay tuition. For information on enrolling through SESP, contact the practicum director.

If you are pursuing an international internship, you will work with the academic program that is coordinating your study abroad experience. You must, however, gain the approval of the Study Abroad Office before embarking on an internship experience abroad. The international internship experience will apply toward your elective credits.

Honors

As a SESP student, you have two (2) opportunities to graduate with honors. The first option, SESP honors, is based on completion of a SESP Senior Honors Thesis. The second option, University honors (Latin honors), is based on your cumulative GPA at the time of graduation. In both cases, bestowment of the honor will be noted at our school's convocation and on your transcript. Latin honors are also reflected on your diploma.

Senior Honors Program (SESP 398)

The SESP Honors Program is an opportunity for you to gain first-hand research experience and engage in a mentor relationship with faculty members. The Honors Program involves participation in a year-long, independent research project with one-on-one advising from a faculty sponsor. The project is somewhat similar to, yet more intensive than, a Research Apprenticeship or Independent Study. You maintain much more autonomy, pursuing your own project rather than aiding in the work of a faculty member. It usually involves a literature review and the collection and analysis of data using sound qualitative or quantitative research methods, or both. Your project will involve a rigorous review process and a presentation to the SESP community at the end of the year. The Honors Program allows you the opportunity to see the project from start to finish over the course of your senior year.

If you attain an overall cumulative grade point average of 3.5 or above by the end of winter quarter of your junior year, you will be invited to provisionally join the Honors Program. During spring quarter of your junior year, you must enroll in Advanced Research Methods (SESP 391), which will prepare you for the challenge of completing an excellent honors thesis. You must be recommended to the Honors Program by the instructor(s) of SESP 391 and approved by the Honors Program Director to be formally admitted. Formal admission to the program may be competitive.

You will earn three (3) credits of SESP 398, which, if you are a HDPS, LOC, LS, or Social Policy student, you may apply toward your 300-level concentration requirements. If you are a Secondary Teaching student, the three (3) credits of SESP 398 are applied to your elective credits. Typically, you will enroll in one (1) credit of SESP 398 for fall, winter, and spring of your senior year. However, if you are finishing your requirements early, you may choose to enroll in three (3) credits during fall or two (2) credits during the fall and one (1) during the winter. If you select this type of enrollment, you would still have until the end of spring quarter to complete your thesis. Before choosing such an enrollment plan, you should consider how not enrolling in courses during spring quarter would affect your campus housing, access to University resources, etc.

Specifically:

- If you need access to the library (but are not enrolled) you must contact the honors program coordinator to obtain a letter stating that you should be given library privileges. The request will be granted if your Northwestern ID card is still active.
- While your NU Health Insurance continues for the entire year, you would have to pay a clinic use fee (only once) should you need to visit SEARLE.

If you are interested in the honors program you must be enrolled at Northwestern during the spring quarter of your junior year and the fall quarter of your senior year.

For information regarding the Honors program, contact the SESP Assistant Dean for Student Affairs.

University (Latin) Honors

You may be awarded University Honors based upon your cumulative GPA in comparison with your SESP peers:

- You will graduate “Summa Cum Laude” if you graduate in the top 5% of the graduating SESP class.
- You will graduate “Magna Cum Laude” if you graduate in the next 6% - 13% of the graduating SESP class.
- You will graduate “Cum Laude” if you graduate in the next 14% - 25% of the graduating SESP class.

University Honors are bestowed for each degree-completion period: June, August, December, and March. The SESP Office of Student Affairs displays a plaque showcasing the graduating senior with the highest GPA each year. University Honors are announced during the convocation ceremony.

Mortar Board

You may also become involved in Mortar Board, a national honorary society for college seniors founded in 1918. Applications are due during the winter quarter of your junior year to Mortar Board. The GPA requirement varies each year, but is generally in the range of 3.5 – 3.6. For more information contact the national Mortar Board Website: www.mortarboard.org.

Phi Delta Kappa

Phi Delta Kappa is an international association for professional educators. The organization's mission is to promote quality education as essential to the development and maintenance of a democratic way of life by providing innovative programs, relevant research, visionary leadership, and dedicated service. Visit the Phi Delta Kappa Website: <http://www.pdkintl.org/>.

Civic Engagement Certificate Program

(SESP 195-1, 195-2, 202, 295, 299-1, 299-2)

The Civic Engagement Certificate Program is a two-year, five-quarter, program open to all Northwestern freshmen, sophomores and juniors. The program requires students to complete five (5) credits of coursework, 100 hours of community service, and a capstone project, which requires challenging scholarship and relevancy for a community organization. With your advisor’s approval, you may count up to one (1) unit of credit toward your concentration requirements. Typically SESP 202 (Introduction to Community Development) is the one course that may be used.

Course Work

SESP 202	<p>Introduction to Community Development <i>Taken in the first quarter of the program (winter). The course examines both historic and contemporary community building efforts, paying special attention to approaches that were shaped by community leaders in Chicago.</i></p>
SESP 195-1 and 195-2	<p>Community Engagement <i>A one credit, two-quarter course (winter and spring) that you take in the first year of the program. The course serves as your introduction to the intersection between service, learning and active citizenship in a democracy. The course meets each week, but alternates between traditional classroom sessions on campus and collective community experiences off campus every other week. You will be expected to reflect upon and integrate your engagement experiences with the class session. Community Engagement serves as a critical foundation for certificate students to understand and practice thoughtful civic participation and engaged learning.</i></p>
SESP 295	<p>Theory and Practice of Community Consulting <i>Taken fall quarter of the second year. The course objectives are to study and practice leadership skills and strategies in community decision-making contexts and to identify and analyze key community leadership challenges and opportunities. You will work in groups directly with a community organization to negotiate and plan for the Capstone project.</i></p>
SESP 299-1	<p>Capstone Research (winter of second year)</p>
SESP 299-2	<p>Capstone Project (spring of second year) <i>You will take two independent study courses in which you complete a Capstone project.</i></p>

Community Service

You will perform 50 hours of community service at an approved site in each of the two years. In the first year, you will be responsible for completing 25 hours of community service independently. The other 25 hours will be completed with your classmates. You will then reflect on your community service in and out of class to enhance your learning experience. During the second year, you will complete all 50 hours at the organization you are working with on your Capstone project.

Application Process

Applications for the program are due in mid-November and are submitted directly through the application form on the [certificate website](#). For more information, contact the certificate coordinator. You may apply as a first, second, or third-year student.

Capstone Project

You must complete a Capstone project in collaboration with a sponsoring organization. You will work in groups on projects that you have negotiated as part of the coursework requirement for SESP 295, which you take during the fall quarter of your second year. Projects will be relevant to the sponsoring organization's mission and goals, such as: researching and designing a new program; writing a major policy or fundraising proposal; conducting a needs assessment or program evaluation, etc. The capstone project is due at the end of the second year and is evaluated for two units of credit - SESP 299-1, 2.

Study Abroad

We encourage you to consider studying in another country for a summer, quarter or even an entire year. Nearly 40 percent of SESP students study abroad, with the majority doing so in their junior year. Because proper preparation for study abroad is critical, this section has detailed information regarding:

- Study Abroad Resources in the SESP Office of Student Affairs
- Deadlines to submit your Study Abroad application
- The role of the Study Abroad Office
- Northwestern's philosophy of Study Abroad
- Steps to take prior to studying abroad
- Policies and procedures
- Requirements while abroad
- What to do upon returning to Northwestern
- Sample study abroad programs of interest to SESP students

Study Abroad Resources in the SESP Office of Student Affairs

The SESP Office of Student Affairs is the place to start when you are considering studying abroad. Your advisor will discuss with you how studying abroad may fit with your academic plans. Your

advisor will have insight into the programs in which your peers have participated and be able to make recommendations as to which programs you may find interesting. **Some study abroad programs require foreign language proficiency, and you should take this into account.** The SESP Office of Student Affairs hosts study abroad dinners each year during which returning SESP students share their experiences abroad as well as insights and suggestions that will assist you in your quest for the best possible experience.

The Role of the Study Abroad Office

The Study Abroad Office has links to programs in numerous countries. If you are contemplating studying abroad, be sure to familiarize yourself with the Study Abroad Office’s web site, look for information sessions regarding studying abroad, and visit the office as early as possible in your college career.

Study Abroad Office
 1800 Sherman Ave., Suite 4-400
 847-467-6400
 studyabroad@northwestern.edu
<http://www.northwestern.edu/studyabroad/>

Deadlines to submit your Study Abroad application

Advance planning is essential when you are considering a study abroad program. Be sure to contact the Study Abroad Office to confirm the exact deadline date. General deadlines for submitting study abroad materials are:

To study abroad during a fall qtr/full year	Early to mid-February preceding study abroad
To study abroad during a winter/spr qtr	Late May preceding study abroad
To study abroad during a summer	Early March

Find more information at:
<http://www.northwestern.edu/studyabroad/prospective-students/steps-to-study-abroad.html>.

Northwestern’s philosophy of Study Abroad

Northwestern views study abroad as a privilege, not as a right. We want to approve your study abroad aspirations only if you are academically prepared and view study abroad as a serious academic endeavor while away from Northwestern. This is demonstrated by:

- Conducting the proper research into programs and countries;
- Clearly articulating what you hope to learn abroad;
- Maintaining a strong GPA (usually a 3.0 minimum) prior to your application and subsequent departure;

- Taking at least one year of foreign language (or passing out of the language) for countries in which French, Spanish, Portuguese, German, or Italian are spoken. Program requirements may vary.

Steps to take prior to studying abroad

- You must meet with your SESP advisor as soon as possible if you are thinking of studying abroad. Your advisor will help you identify how credit earned abroad will apply toward your degree as well as help you plan so that you are able to fulfill other junior and senior year degree requirements. Your advisor will help answer questions about the Undergraduate Registration Requirement (URR), as well as other issues concerning study abroad scholarships and the study abroad application process.
- Even though the application is available online, there are some steps that need to be taken that require in-person meetings. It is important to start as early as possible and include your advisor and the Study Abroad Office early on in your planning efforts.

If you are studying abroad during fall term of your senior year, be sure to complete your petition to graduate prior to departing for your study abroad program. Your petition must be completed approximately one calendar year before your anticipated graduation date.

Policies and Procedures

When making your Study Abroad plans, remember the following SESP or University academic policies or guidelines. *The Study Abroad Office may have additional, or more current, policies and procedures.*

- Approval for foreign study by the University Committee on Study Abroad applies to the general program you have described and does not constitute advance approval of individual courses. You must obtain pre-approval from your advisor in order to count coursework earned through study abroad toward your SESP degree requirements.
- You must complete your Undergraduate Registration Requirement (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 two full units of credit in such courses during a quarter is considered to be “registered at Northwestern” for that quarter. This credit will count toward the minimum needed to satisfy the URR, which is nine quarters at Northwestern for students who entered as freshmen. Transfer credit for study abroad courses that do not carry Northwestern course numbers and the SA designation will not be counted toward the URR.
- You can look up study abroad courses that have been approved in the past for the SESP majors [here](#). Please note that these are examples of classes that may be used, not a final list.
- To review the URR policy, visit: <http://www.registrar.northwestern.edu/graduation/undergraduate-registration-requirement.html>

- SESP does not award credit for courses that are inappropriate to the School's curriculum or that do not meet the usual standards for credit in the School. For example, credit is not given for repetition of work which has already received Northwestern credit or for internships and independent study not specifically approved by your advisor. Internships taken abroad may only be counted toward elective credit.
- Grades earned in non-Northwestern study abroad programs do NOT appear on your Northwestern transcript. However, if you apply to graduate school, you must furnish transcripts of all academic work, including study abroad; thus you will want to do well abroad.
- When setting up your practicum, work in advance with both your advisor and the practicum director (for LOC, LS, SOC POL, & HDPS practicum), or check with Meg Kreuser (for student teaching), to ensure that you follow proper procedures and meet all necessary deadlines while abroad. It is especially important to do as much advance work as possible in lining up prospective practicum sites at which you would like to interview.
- If you are attempting a second major or minor in another school, you must gain permission of that department to apply credit from coursework abroad toward that program's requirements. SESP's double counting policies apply to coursework earned abroad.

Your practicum requirements ALWAYS take precedence over plans for studying abroad

Requirements while abroad

While you are abroad, you must discuss any course changes with your advisor (via e-mail is adequate) to ensure that you will receive credit for that course.

While you are abroad, keep your advisor abreast of your enrollment plans. If a course that you had planned on taking is not available, work with your advisor while abroad to identify an appropriate substitution. While you are abroad, your transcript will denote GEN_LA 354 for the quarter(s) in which you are away.

Retain a copy of transcripts, course descriptions, syllabi, papers, etc. Your advisor may want to see these documents when determining how your coursework will apply toward your degree.

What to do upon returning to Northwestern

Have the school at which you studied send a transcript directly to the Study Abroad Office. Once the Study Abroad Office receives the transcript AND your program evaluation, it will send the original transcript to your degree auditor in the Office of the Registrar who will formally post the credit to your transcript. The Study Abroad Office will keep a copy of your transcript for their records. Request a copy of your transcript from the institution, to retain for your records.

Once you receive your abroad transcript, contact your SESP advisor to finalize how your credits will be applied toward your degree requirement. This step should, if you have worked with your advisor prior to and during study abroad, be a smooth process with no surprises. Your advisor will make

the final determination of how your study abroad coursework will apply toward your degree requirements.

You may meet with your advisor before you have a transcript in case you have concerns; however, nothing can be made official until your advisor receives a copy of your transcript.

You must earn a “C” or higher in a study abroad course to transfer credit for that course back to Northwestern.

Once your degree auditor receives your transcript, the following will be noted at the beginning of your transcript (for coursework taken outside Northwestern): GEN_ CREDIT 1XX. If you earned six credits abroad, this will appear six times on your transcript. If you are applying to graduate school and are concerned about the impact of having GEN_ CREDIT 1XX on your transcript, you may want to have a copy of your transcript from your study abroad institution sent to any graduate schools to which you are applying for admission. Likewise, Secondary Teaching candidates may need to document coursework from abroad for employment or certification purposes.

If you intend to use your study abroad credits toward SESP requirements such as distros or concentration courses, you must petition them for approval by your advisor. You may do this after your study abroad credits have been posted as GEN_CREDIT 1XX to CAESAR. You will use the SESP course petition form found [here](#).

After your advisor has approved your petitioned courses, the Registrar’s Office will apply them to the appropriate requirements as previously determined. If you discussed this with your advisor before or during your study abroad experience, this process will work smoothly and without surprises.

Student Organized Seminars (SOS) - SESP 298

Student Organized Seminars (SOS) (SESP 298) are courses initiated by students and supervised by sponsoring faculty that cover topics of the students' choice which are not typically covered in other coursework. Should you lead a SOS, you would, in conjunction with a faculty sponsor, prepare a seminar syllabus and submit it to the Director of Undergraduate Education for approval. The deadline for submitting a syllabus is the fifth Friday of the preceding quarter. SOS plans must be approved by the fifth week of the quarter preceding the term the seminar will be offered. The seminar plan includes the description of the topic, the reading list, specifications of assignments and examinations, prerequisites, the meeting schedule, and the written approval of the sponsoring faculty member. Enrollment in the student-organized seminars is on a Pass/No Credit basis and thus may only be counted as an elective (enrollment is capped at 15, including the student instructors).

Student instructors must participate in a concurrent seminar for SOS leaders.

If you are interested in organizing and leading a student-organized seminar, contact the SESP Assistant Dean for Student Affairs for more details.

Graduate-Level Courses

If you are an upper-class student you may enroll in SESP graduate courses that are appropriate to your interest and level of knowledge. You must have the instructor's approval. In some cases, these courses will have a corresponding undergraduate course number (for example, LS 451 becomes LS 351). If you are taking graduate courses outside SESP, and a corresponding undergraduate course number does not exist, you will need to work with your advisor and the SESP Assistant Dean for Student Affairs to ensure that you are properly registered for the course. The course will usually be listed as a SESP independent study on your transcript. Your advisor can make recommendations about graduate courses that might enhance your concentration.

Foreign Language Study

Although SESP does not require a foreign language to graduate, you may incorporate foreign language study into your overall coursework plan, and to relate this area of study to your specialized interests. In today's global society, knowledge of a foreign language and understanding of other cultures are invaluable. Familiarity with a foreign language is now required by the Northwestern Study Abroad Committee as a prerequisite for some study abroad programs, especially for programs located in countries in which French, German, Italian, Spanish or Portuguese is spoken. Foreign language credits are counted as elective credit.

If you are studying Spanish, you may be interested in the DELEs (Diplomas de Español como Lengua Extranjera), issued by the Instituto Cervantes on behalf of Spain's Ministry of Education. This program offers official accreditation of mastery of the Spanish language for citizens of countries in which Spanish is not the official language. The examinations, offered at three levels, test your ability to read, write, speak and understand Spanish. More information may be found at: <http://chicago.cervantes.es/en/default.shtm>.

Registration, Classes & Grades

Registration

Academic Load and Taking 5.5 Credits

A full-time academic load is three (3) or four (4) credit-bearing courses per quarter. If you are entering Northwestern as a first year student, you may graduate in four (4) years (i.e., 12 quarters) by taking six (6) three-credit quarters and six (6) four-credit quarters. If you enter Northwestern with Advance Placement (AP), International Baccalaureate (IB) or transfer credit from another institution, this number will be smaller.

If you wish to register for fewer than three (3) units in a quarter, you must discuss a plan with your academic advisor to ensure it will not adversely impact your graduation. Once approved, you must complete the part-time enrollment form on CAESAR. It is in the Forms section of the Student Center page. The Registrar's course load policy can be found [here](#).

The maximum number of credits a student can take without permission or additional tuition charges is 5.5. It is your decision whether to take a fifth course; however, you may not take a fifth course during your practicum or your student teaching. Before taking a fifth class, consider your academic background in the subject, the strength of your GPA, and other time commitments. Registration for the fifth course or 5.5 units may only be done during the add/drop period (first week of the quarter). You may only take a sixth class in extreme circumstances and only then with the permission of your advisor and the SESP Assistant Dean for Student Affairs. This option is *rarely* approved. You will also be charged an overload fee if you enroll in more than 5.5 units.

A fifth course does not automatically accelerate your graduation; you must also fulfill the Undergraduate Registration Requirement.

You may not enroll in a fifth class or 5.5 units until the Add period, which is the first week of classes.

Part-time Enrollment

If you enroll in two (2) or fewer credit bearing courses, you are considered to be a part-time student. A change to part-time enrollment may be made in CAESAR. **To avoid being charged full tuition, you must have your part-time status established during the first week of classes. If you drop a class (thus going to part-time status) after the first week, even if it is before the drop deadline, you will be charged full tuition.**

If you register for full-time enrollment and then prior to the beginning of the quarter decide to change to part-time enrollment status you must follow these steps:

- Discuss your plan with your advisor;

- If you have filed your graduation petition, consult your graduation petition approval email from your degree auditor to confirm you have completed your Undergraduate Registration Requirement;
- Complete the Part-Time Enrollment form on CAESAR. It is located under 'Forms' on the Student Center page.

If you are enrolled in three courses and drop a course (thus having two credits) during the quarter, be sure to discuss your situation with your academic advisor.

Registering part-time may have other implications that you should consider before implementing your plan. Consider how part-time enrollment may affect:

- Student Loans;
- Financial aid eligibility, if you are only taking one course;
- Tax implications if you are a dependent;
- Insurance (auto, health, etc.);
- Time frame in which you can complete your degree.

Additionally, contact each University service that you wish to continue to use to verify that you can have access as a part-time student. The policies regarding part-time student use of some popular campus resources:

- **CAPS:** Available only for full time undergrad and grad students.
- **Libraries:** Open to part-time students.
- **SPAC:** Open for use if you are a part-time student, but you must pay a fee. Consult SPAC for specific pricing details.

Undergraduate Registration Requirement (URR)

The Undergraduate Registration Requirement (URR) applies to undergraduate students seeking a bachelor's degree and must be completed 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 degree). The URR specifies the 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 full URR policy can be found at

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

For the purposes of the URR, the following definitions apply:

- Being "registered at Northwestern" for a quarter means during that quarter the student is registered for and completes Northwestern coursework worth at least two full units of credit under the supervision of Northwestern faculty members. Eligible course work includes, for instance, the SESP practicum and the Journalism Residency in the Medill School of Journalism, Media, Integrated Marketing Communications. It does not include the Walter

P. Murphy Cooperative Engineering Education Program or most study abroad credits (see exception below).

- For counting the number of quarters, a credit-bearing course is considered “completed” if a student receives any of the following grades: A, B, C (including pluses and minuses), D, F, P, N, X, Y, K or W.
- Only credits earned (not just attempted) count toward the minimum units of credit needed. Thus, only courses in which the student receives an A, B, C (including pluses and minuses), D, or P are included.

The provisions of the URR are:

- 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. See the Undergraduate Catalog for information on approved dual bachelor’s degree programs.
- 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 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. See the Undergraduate Catalog for information on approved dual bachelor’s degree programs.
- Students in Northwestern’s Honors Program in Medical Education (HPME) and Integrated Science Program (ISP) are subject to special URR regulations. For details contact the department.
- As noted above, 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 two full units of credit in such courses 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.
- A student may appeal for a URR variance to the Registration Requirement Appeals Committee, which consists of the associate provost for University enrollment, the associate provost for undergraduate education, the University registrar, and two associate/assistant deans from different undergraduate schools. The deans serve three-year terms on a rotating basis. The student should submit a written petition to the degree auditor in 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. The Registration Requirement Appeals Committee convenes on a regular basis to review petitions.

If you have questions contact your SESP advisor and your degree auditor.

SESP Pre-registration

There are two registration periods. SESP Pre-registration, followed by University Advance Registration.

SESP offers pre-registration for our students the week before the University Advance Registration period. During pre-registration you may register for two SESP courses that will be offered the next quarter. Pre-registration generally lasts four (4) days. During pre-registration the SESP Student Affairs Office hosts a pizza dinner, at which you can get insight and advice on courses from your SESP peers.

You may pre-register any time after your appointment time begins, but not before. Failure to register at your assigned time can have serious ramifications as SESP classes may fill up. This will cause you to lose any advantage you have over non-SESP students to gain access to our courses. If you would like to enroll in a SESP course that is full, you should place your name on the course waitlist, which is maintained on CAESAR. Before a course waitlist is created, the SESP Office of Student Affairs must make a request to the Office of the Registrar that the list be created. If you wish to enroll in a course that is full – but a waitlist does not exist - contact the SESP Student Affairs Office to ask that a wait list be created. Do not contact the professor directly as he or she does not maintain the waitlist.

Some courses require permission from the SESP Office of Student Affairs or an instructor. The class schedule, found on CAESAR, will indicate whether a particular course requires permission before you may register.

Undergraduate appointment times are based on the number of completed quarters at Northwestern, rather than on class standing.

Pre-registration and registration periods will be assigned as follows:

- Students with 8 or more completed quarters will register in the first group
- Students with 5 to 7 completed quarters will register in the second group
- Students with 2 to 4 quarters will register in the third group
- Students with 0 or 1 completed quarter will register in the fourth group

See the Registrar's website for a description of how student ID's are assigned to each registration group: http://www.registrar.northwestern.edu/registration/appointment_times.html.

If you are either a student who has a disability and are registered with AccessibleNU, or a student athlete, you may register on the Friday before University Advance Registration. HOWEVER, we encourage you to participate in SESP pre-registration so you can register for our classes as soon as possible.

If you have a "hold" on your account you cannot pre-register until it is resolved. Typical reasons for holds are an outstanding balance for fees, tuition, library fines, uncompleted health records or a

failure to update emergency notification information. Your advisor or the SESP Assistant Dean for Student Affairs may also place a hold on your registration if you have failed to respond to their attempts to contact you, if you have not kept them updated, or you have not met with them. In all cases, you need to arrange with the appropriate office to have the hold cleared before you can pre-register.

You may also have pre-registration status through other schools or departments if you are earning a second major or minor. Regardless of the number of programs for which you have pre-registration privileges, you may only pre-register for a total of two (2) courses.

University Advance Registration

After SESP's pre-registration period, the Office of the Registrar will assign you an advance registration time. During this period, you may advance-register for a maximum of 4.99 credits (this includes any courses for which you have pre-registered).

Like pre-registration, your advance registration appointment time will be determined by the number of quarters you have completed and the last two (2) digits of your ID number. You may advance-register any time after your appointment time begins, but not before. Failure to register at your assigned time can have serious ramifications as classes may fill up. The appointment times and course listings are published in CAESAR.

CAESAR Troubleshooting

Occasionally, you may have technical difficulties when registering online. If the problem is not due to a registration hold, contact the IT Information Center Help Desk at 491-5347 or send an email to: caesar@northwestern.edu.

If you are trying to enroll in five or more units, you cannot do so until the first week of classes of the term in which you wish to take those units.

Registration with Outstanding Financial Bills

If you experience financial difficulties, SESP and Northwestern want to work in partnership with you to resolve these challenges. However, if you have tuition or other University bills that you have not paid, you will not be able to pre-register for the upcoming quarter. Your outstanding bills must be paid before you begin attending classes. You may not request to be retroactively enrolled in courses unless you receive approval from your academic advisor; thus, you should not attend classes in a new quarter if you have an outstanding balance on an account at Northwestern. The SESP Assistant Dean for Student Affairs may grant exceptions to this policy.

Registration in Absentia

If you are studying abroad without easy access to the internet, you may be unable to participate in either SESP pre-registration or University-wide advance registration. In this case, contact your advisor, *at least two (2) weeks in advance*, to ask that a space in a SESP class be reserved for you or if you need the SESP Student Affairs Office to register for you.

Pre-registration for the Secondary Teaching Practicum

If you are a Secondary Education student, your advisor will authorize you to take the required Secondary Teaching classes ahead of time. If you need to register for SESP-wide required professional core courses, follow SESP's regular pre-registration procedures.

Add/Drop

To make changes in your schedule once the quarter has begun, follow the University's deadlines for adding and dropping courses. The deadlines are posted both in the SOAP and on the Office of the Registrar's [website](#).

You may add a course during the first week of the quarter without receiving permission. If you wish to add a course after the add deadline, you must discuss your request with your advisor and submit a petition for this request to the SESP Assistant Dean for Student Affairs.

You may drop a course up through the end of the sixth week of the quarter without receiving permission. If you drop a course within the deadline, and you have followed the proper procedures, no grade will be recorded.

Courses dropped after the official deadline will be noted with a "W" (for withdrawal) on your transcript. A "W" does not affect your GPA, but it is a permanent notation on your transcript. You must discuss dropping a course with a grade of "W" with your advisor or the SESP Assistant Dean for Student Affairs before the deadline for submitting the final paper, before the scheduled time for the final exam, or before the Friday before finals week begins, whichever occurs the earliest in the quarter.

Registration for Graduate-Level Courses

If you would like to take a graduate-level SESP course, you must obtain permission of the instructor and your advisor to register.

Supplemental Enrollment Benefit (aka Free Final Quarter)

In unusual circumstances (hardships or mitigating circumstances), you may petition for a free final quarter. If your petition is granted, you may take a final quarter of classes at no cost. To be

considered, you must submit a letter in writing directed to the Registration Requirement Appeals Committee, either at the time you're petitioning to graduate to at least one quarter before your final quarter, explaining why your degree requirements could not be met in 12 quarters. Send the letter to your SESP academic advisor, who will forward the letter to the committee. A letter of support from your SESP advisor must be included.

Petitions for a free final quarter are not considered to obtain a second major or minor.

Submitting the appeal:

1. The student must submit a completed petition to graduate to the Office of the Registrar and wait for the evaluation. This provides an official evaluation of progress toward degree and documentation of the enrollment that is necessary to complete requirements, and the likelihood that the quarter in question will be the student's last.
2. It is typically expected that the student has also applied for financial aid for the quarter in question. Students may choose not to do so but risk that the Committee may be unable to conduct a thorough consideration of the appeal and therefore be forced to deny it.
3. After the petition has been evaluated and the student is in his or her next-to-last quarter (so that the committee can verify that the student is on track to complete his or her last quarter of degree requirements) he or she must compose a substantive appeal statement requesting the Supplemental Enrollment Benefit.
 - a. The student must address in detail why the circumstances that have led to the extended time to degree are beyond his or her control. This is a critical factor in whether the appeal has merit.
 - b. The student should also address his or her financial history with the University and why they believe paying tuition for another quarter is unusually burdensome.
 - c. The student must explicitly state his or her plans for meeting degree requirements, including when the last term of enrollment will be, what courses remain and how any outstanding incompletes will be finished.
 - d. If the student is citing a health circumstance as a factor in the extended time to graduation, he or she should consider submitting a letter from a physician or treatment provider verifying the situation. No treatment details are necessary. If there are any additional materials that the student feels will support the appeal he or she should submit them. Students may choose not to do so but risk that the Committee may be unable to conduct a thorough consideration of the appeal and therefore be forced to deny it.
4. The student submits the appeal to an advisor he or she is asking to write a letter to the committee supplementing the appeal.
5. The advisor submits the student's appeal, along with his or her own letter, to the senior assistant registrar overseeing degree auditing.

For more information, consult your degree auditor in the Registrar's Office and your SESP advisor.

The School of Education and Social Policy has no control over the ruling of the Registration Requirement Appeals Committee.

Course Credit

Pass with Credit/No Credit-No Grade (P/N) Option

You may take a class Pass with Credit/No Credit-No Grade - P/N - if you are a full-time student and the course has no grade restrictions. Grade restrictions are noted in the Class Schedule each quarter. When the P/N option is available, it allows you to explore an area of study without concern about how it will affect your grade point average.

The instructor does not know that you are taking the course P/N. The instructor assigns a grade which is converted by the Office of the Registrar to either "P" or "N". A grade of 'D' or above becomes a "P", while a grade of "F" or an incomplete becomes an "N".

Within SESP, you may use the P/N option only for elective courses. You may not use the P/N option for core, concentration, or distribution coursework. Only one (1) course per quarter may be taken under this option.

No more than a total of six (6) P's or D's are allowed to count toward your graduation requirements. Of these, a maximum of six (6) courses may be P's. Credits earned via study abroad programs or at other institutions, which appear on your transcript as "T" grades, do not count toward the limit of six (6).

You may select the P/N option when you register for the class. Once the quarter starts, you may opt to switch to, or from, the P/N option. The deadline for changing to or from a P/N grade is the end of the third week of classes. Requests to switch to P/N status after the University deadline will not be granted. If P/N is not selected when you register, you may change the grading option on CAESAR using the "upgrade" function or by submitting a form to the Office of the Registrar.

For more on P/N, go to

http://www.registrar.northwestern.edu/registration/P-N_Regulations.html.

Target P/N

This is an option of which many students are not aware. You may "Target P/N" a course in SESP and in the School of Music, specifically general music courses for non-music majors. To do this, you must submit a P/N form to the Office of the Registrar and write both "Target P/N" and the grade that you are targeting to receive on the form. If you earn the grade (or higher) that you have written on the form, the grade that you earned will appear on your transcript. If you do not earn the grade a "P" will appear on your transcript; however, if you fail the class, an "N" will appear on your transcript. If you take a class as a Target P/N and do not earn a high enough grade (thereby resulting in a "P" on your transcript), the class cannot be counted toward a core, concentration or

distribution requirement. If the course is required to graduate, you will have to take the course again and you will not receive credit for the second time you take the class.

Advanced Placement (AP) and International Baccalaureate (IB) Credit

AP credit and IB credit is administered through the Weinberg College of Arts and Sciences. If you have submitted your scores from the AP or IB exams you will receive notification of credit from WCAS and it will appear on your unofficial transcript on CAESAR. Advanced Standing credit is also administered through WCAS if you have completed college level coursework during your senior year in high school or the summer before you enter Northwestern. The Office of the Registrar evaluates transfer credits from other schools. Your advisor will determine how AP and IP credits will be applied to your degree.

You may satisfy up to seven (7) distribution requirements through AP or IB credits. One (1) English (Literature only) AP credit may be applied toward the Literature and Arts distribution requirement. All other English AP credit will be considered elective credit.

You may not use AP credit or IB credit for core or concentration requirements except for: ECON 201 (Introduction to Macroeconomics), ECON 202 (Introduction to Microeconomics), PSYCH 110 (Introduction to Psychology), POLI SCI 220 (Introduction to American Government and Politics), and Statistics credit. If you are a Secondary Education student with AP or IB credit in your teaching subject area, consult with your advisor about how that credit may be applied to the concentration.

For more information, refer to the [SESP website](#).

Applied Music Courses

You may count a maximum of 12 - 1/2 credit applied music courses – for a total of six (6) credits - toward your degree requirements as electives.

School of Professional Studies (SPS) Courses

In general, you are not permitted to take SPS courses during the academic year to fulfill coursework requirements, including elective courses. Before registering for a SPS course, you must discuss your plan with your advisor and obtain approval of the SESP Assistant Dean for Student Affairs by submitting a written petition. If you obtain approval to take a SPS course, be aware that:

- Dual registration with SPS is required. Contact Jean Puga at j-puga@northwestern.edu in the Office of the Registrar for dual registration.
- SPS students have priority to register for courses. You will not be enrolled until SPS' add/drop period (i.e. the first day of classes).
- SPS courses that require enrollment permission of the SESP Assistant Dean for Student Affairs will be designated with the letters "CN."

- Some courses (biochemistry, cell biology) in SPS, have a limited enrollment for undergraduate day students. Even if there are openings, you still may not be permitted to enroll.
- You may enroll in summer classes through SPS without obtaining permission of SESP. However, if you hope to have any coursework you take through SPS applied toward your degree requirements, talk with your advisor before taking the class.

Learn more about cross-school registration at

http://www.registrar.northwestern.edu/registration/Cross-School_Registration.html.

Non-Northwestern Credit

If you plan to take courses at institutions other than Northwestern (except for study abroad programs), you must get preapproval from your SESP advisor, and fill out an online “Application for Credit for Non-Northwestern Courses” form. If the course is offered in a curriculum that is not offered by SESP you will have to get the approval of the department’s Director of Undergraduate Study. You must submit a transcript of that work to the Office of the Registrar before the end of the next quarter in residence at Northwestern. Your advisor can help you navigate this process. Learn more at http://www.registrar.northwestern.edu/graduation/non_nu_transfer_credit.html.

When planning coursework outside Northwestern, remember the following:

- You may not register concurrently at both Northwestern and another institution and receive transfer credit for work taken at the other institution, unless your advisor and the SESP Assistant Dean for Student Affairs grant permission in advance.
- You may not apply credit received outside Northwestern toward your degree if that credit is earned while you are suspended or dismissed from Northwestern. However, if you have been dismissed for poor academic performance, you may be required to enroll in, and successfully pass, a course or courses at another institution before being approved to return to Northwestern.
- To receive credit, you must earn a minimum of a “C” at a four-year institution or a minimum of a “B” at a two-year institution (community college). Grades of “P” are not accepted, unless the school granting the “P” can officially certify to the Northwestern Office of the Registrar that the “P” actually represents a grade and that the grade meets Northwestern’s requirements.
- Community College credit may be applied to your Northwestern degree requirements at any time during your enrollment at Northwestern. Typically, credit earned at a community college will count as an introductory Northwestern course.

For information on deadlines, and tips and tricks for navigating the process, visit the Registrar’s [website](#).

If you have any questions about non-Northwestern credit, you should contact your advisor or the Office of the Registrar.

Double Counting

SESP Double Counting Policy

The School of Education and Social Policy maintains specific policies about the application of a single class toward two (2) different requirements (e.g. fulfilling both concentration/core and distribution requirements (distros) or fulfilling a concentration/core and second major/minor requirements), thereby double counting the course. **SESP's double counting rules always trump those of another school.**

You may double count up to three courses between your SESP concentration or core courses and a WCAS second major. You may double count two courses with minors or adjunct majors. One class may be double counted between your SESP major and a certificate.

Double counting for each additional major or minor is independent of the other. For example a student could count SESP 210 (statistics) for a formal studies distribution requirement, for the HDPS/LOC/LS/Social Policy core, for an Economics second major, and for a statistics minor. In this example, the student could still double count two more classes for the Economics major and one more class for a statistics minor.

For programs with prerequisites, there is no limit to the number of prerequisite courses that may also be used for your concentration requirements. Because each program is different, consult with your SESP advisor if you need clarification.

If you wish to double count a distribution course toward a concentration requirement, you must discuss your interest with your advisor. Some courses will automatically double count (such as Statistics). You may double count no more than three (3) concentration/core courses toward your distribution requirements over the course of your undergraduate academic work at Northwestern. The double counting of distros is independent of double counting with a second major, minor or certificate. There is no limit on using distros toward a second major or minor, if those distros are not being applied to SESP core or concentration requirements.

For Secondary Teaching students, the policies regarding double counting are completely different because of State Board of Education requirements. Secondary Teaching students should speak with their advisor to learn specifics.

For each course that you double count toward a distribution requirement, you must take an additional course to fulfill the required minimum of 42 credits to graduate.

Standard courses that may be double counted between the core/concentration and distribution requirements include:

Course	SESP Area	Distribution	Notes
SESP 210	Core	Formal studies	
ETHICS (Phil 260)	Concentration	Values	
*CHEM 210-1, 2, 3	Concentration	Natural Sciences	For pre-med

** Depends on interdisciplinary specialization*

The following chart summarizes the double counting policies. Note that the policies also apply to study abroad credit.

Second program requirement	SESP requirement	# of courses eligible to double count
second major courses	concentration / core courses	3
adjunct major courses	concentration / core courses	2
minor courses	concentration / core courses	2
certificate courses	concentration / core courses	1
second major, adjunct major minor or certificate courses	distribution courses	Unlimited
second major, adjunct major, minor or certificate courses	elective courses	Unlimited
second major "related" courses	concentration /core courses	Unlimited
pre-requisites	concentration /core courses	Unlimited

Miscellaneous double counting policies

Each SESP undergraduate concentration is different in terms of what may be counted toward the concentration. There are also differences within each major, depending on your declared interdisciplinary specialization.

There is no limit to how many elective credits you may count for a second major or minor. You may not, however, double count an elective course as a concentration, core, or distribution requirement.

Petitions

[Petition forms](#) are available on SESP's website, and may be used for the following purposes:

- To take a concentration course not listed on the SESP eligible course list, it must be related to your Interdisciplinary Specialization;
- To replace a core or specific concentration requirement with a substitute course – usually only approved either when SESP has had to cancel a class or when there is an unavoidable scheduling conflict between two required SESP courses and there are no future options to take the core requirement;
- For general requests such as switching the quarter for the practicum; or
- To summarize credits earned from study abroad and how the credit will be applied toward various degree requirements.

Your completed petition form must include a detailed explanation of why you are requesting the exception. When petitioning a course, you must provide a copy of the class syllabus or course description. Subject material covered in proposed substitution courses must thoroughly support the reason(s) for which you are requesting a substitution; course material that tangentially addresses the reason(s) (i.e., subject matter is only discussed for one week or in one book) is insufficient.

All petitions must be submitted by the end of the third week of the quarter in which the class is being taken (This deadline coincides with the P/N deadline). If you are transferring into SESP, you may submit a petition for a course in which you were enrolled as a non-SESP student but you must do so by the end of the third week of the quarter in which you are matriculated as a SESP student (the first quarter – fall, winter, spring- *after* you submit your IST application). **Late requests will not be granted.**

Distribution requirements may not be petitioned. Distros must be taken from Weinberg's approved list of courses found [here](#). The only exceptions to this are courses taken during study abroad, which must be approved by your advisor to fulfill distribution requirements.

The SESP Undergraduate Committee is in the process of comprehensively reviewing all courses that can be counted toward the HDPS, LS, LOC and Social Policy concentrations. The purpose of this review is to give you the greatest amount of variety and choice when selecting courses and designing a specialization. The committee's review of the departments listed below has been completed, and the approved courses are listed in the online *SESP Approved Concentration Courses* document. **No petitions will be accepted for other courses in these departments.**

- African American Studies
- Anthropology
- Communication Studies
- Economics

- Gender Studies
- Global Health
- History
- International Studies
- Integrated Marketing
- Latina/o Studies
- Legal Studies
- Linguistics
- Philosophy
- Psychology
- Sociology
- Statistics

The Student Affairs Office anticipates more updates to the approved courses as the year progresses. Be sure to stay up to date through the SOAP and the SESP website.

Academic Probation and Dismissal

If you have unsatisfactory academic performance in a given quarter, you will be placed on academic probation. Probation means that you are not meeting the minimum standards for graduation. You will be placed on academic probation if any of the following occur:

- either your cumulative or your quarter GPA fall(s) below a 2.0;
- you do not complete a quarter with at least three (3) courses with grades above a 'D';
- your grades have consistently declined;
- you receive more than one (1) 'X,' 'Y' or 'W';
- you are not making satisfactory progress towards graduation.

You will be sent a warning letter from the SESP Assistant Dean for Student Affairs if the following occur:

- any of the aforementioned events (for probation/dismissal) occurs during the first two (2) quarters of your first year; however, if your academic progress is so deficient, you may be placed on academic probation during these two (2) quarters
- your quarter GPA is below a 2.0 but your previous quarters' work is consistently strong and you have a cumulative GPA above a 2.5

Academic Warnings

If there is concern about your academic performance in a given quarter, you may first receive a warning letter by email from the SESP Assistant Dean of Student Affairs. This warning will state the issues of concern, and will describe the necessary actions you must take to be on the road to improvement. Warnings are to be taken seriously. A warning, if unheeded, can lead to academic probation. A registration hold may also be placed on your account in CAESAR.

Academic Probation – What Happens?

Academic probation is a status applied when there is significant concern about your academic performance. If you are placed on academic probation you will be emailed a letter from the SESP Assistant Dean for Student Affairs stating precisely why you are being placed on probation (refer to the criteria above). The letter will advise you of the necessary steps that must be taken to address this probationary status. The steps include:

- Meeting with your advisor to develop a plan for improvement and to locate appropriate resources to aid you.
- Establishing regular meetings with your advisor during the following quarter to keep the lines of communication open.
- Taking advantage, if necessary, of [tutoring or coaching opportunities](#) on campus.
- In consultation with your advisor, determining whether health factors need to be addressed with assistance from Counseling and Psychological Services (CAPS), AccessibleNU, outside counseling, stress management, etc.

If you are placed on probation, a hold automatically placed on your registration for the following quarter. The hold will be removed when you have successfully taken the actions determined necessary to improve your academic standing.

You will be removed from probation if you remedy your academic problems during your next succeeding quarter in residence (such as raising your grade point average or completing necessary tasks to remove an “X” or “Y” grade).

Remember that your advisor is there to help at every step in the process.

Academic Suspension/Dismissal – What is it and What Happens?

If you are on academic probation for three (3) consecutive quarters, you will be suspended from Northwestern. If you are suspended, you are dismissed from the university for one (1) year before you can attempt re-entry. Terms of dismissal include:

- Three (3) quarters on academic probation
- Lack of significant academic improvement
- Flagrant neglect of academic work
- No satisfactory progress toward graduation requirements

During this time, you are not a Northwestern student. This means that you will NOT:

- Be involved in student groups
- Live in university housing
- Have access to university services (libraries and SPAC for example)
- Work on university- or SESP-related matters such as practicum, research, or resolving any incompletes

While suspended, you must take the following actions to successfully return to Northwestern:

- Meet with your academic advisor to initially discuss the situation and develop an action plan.
- Continue frequent (weekly) communication with your advisor to discuss implementation of the action plan.
- Successfully complete four (4) courses at another academic institution. You should get these courses pre-approved by the respective Northwestern department to make sure they will be accepted. You can take courses to fulfill distribution requirements or major requirements if the proper approval is received. You must receive a “B” or higher in all four classes taken at a community college, or a “C” or higher from a four-year institution. This is required to demonstrate your ability to return to, and succeed at, Northwestern.
- Send in transcript of courses taken to the Registrar’s Office
- Contact Financial Aid (if applicable) to confirm how your aid has been impact and how it will be reinstated (this requires a long-term academic plan developed with your advisor)
- Put in place the necessary resources for continued success – tutoring, coaching, CAPS, etc.
- Complete and submit a re-entry form found on the Registrar’s website to your SESP advisor. (Your registration hold will be lifted around this time.)

Should you decide to return, you will remain on probation until you graduate.

In addition to the above conditions for probation, probation warnings, and dismissal, the University has its own campus-wide policies regarding academic probation and dismissal. A description of the University policies can be found in the Northwestern University Undergraduate Catalog.

Warning, probation, and suspension letters are sent by e-mail from the SESP Assistant Dean for Student Affairs. Your advisor must receive a signed release form from you before discussing your situation with family members.

Academic Integrity

Conducting yourself with integrity in your academic pursuits is of critical importance and a matter that the School of Education and Social Policy takes seriously. SESP has developed a comprehensive procedure both for investigating an allegation of academic integrity violation and for administering appropriate sanctions.

On each SESP course syllabus, you will find the following language:

Students in this course are required to comply with the policies found in the booklet, "Academic Integrity at Northwestern University: A Basic guide". All papers submitted for credit in this course must be submitted electronically unless otherwise instructed by the professor. Your written work may be tested for plagiarized content. For details regarding academic integrity at Northwestern download the guide [here](#).

Following a description of the procedures used to investigate alleged violations and to determine sanctions are two testimonial letters written by SESP students who were sanctioned for violating the academic integrity policy. These letters provide helpful insight from the perspective of a SESP student regarding both what caused the student to violate the policy and what the student learned from the experience. Reading both letters will help you to better understand the challenges with which you may be confronted during your undergraduate career.

At the end of this section is the informational booklet *Academic Integrity at Northwestern: A Basic Guide*, which discusses plagiarism and provides several helpful examples that you should use to guide you as a scholar.

If you have questions about academic integrity for a particular class, talk with the professor of the course. If you have general questions about academic integrity, talk with your SESP advisor or the SESP Assistant Dean for Student Affairs.

SESP Procedures for Violations of Academic Integrity Guidelines

The School of Education and Social Policy and Northwestern University expect students to exhibit integrity in all academic matters. This section provides important details regarding the University's academic integrity policy and our school's procedures for handling allegations of violation of the policy. Additionally, a copy of the Northwestern publication, *Academic Integrity at Northwestern: A Basic Guide*, and a testimonial letter written by a SESP student who violated the Academic Integrity policy, are included at the end of this section.

All communications related to academic integrity allegations, procedures, and discipline will be communicated via e-mail, which shall constitute effective notice.

Should you have any questions about this policy, contact your SESP advisor or the SESP Assistant Dean for Student Affairs. If you have a question regarding the expectations of a professor, for a class in which you are enrolled, regarding group work, assignments, exams (in class and take home), papers (citations, references, quotations, footnotes, etc.), or other matters, speak to the professor.

I. INITIATION OF A COMPLAINT

- A.** All cases of violations of academic integrity guidelines by undergraduates in courses in the School of Education and Social Policy (SESP) must be referred to the SESP Assistant Dean for Student Affairs. Cases should be referred within one (1) month of the date of the alleged incident, or within one (1) month of the date the reporting individual becomes aware of the alleged incident, whichever is later. No disciplinary action will be taken on any case if more than one (1) year has elapsed since the alleged incident, however, the assistant dean may meet with the student to review the academic integrity policy.

- B. The Assistant Dean shall review the facts of the alleged incident, including statements of the reporting individual, the instructor(s), and any supporting material. If, after the review, the Assistant Dean determines that there is cause for further investigation, he/she shall notify the student by letter of the date of the incident (if known), the course and instructor, the nature of the alleged violation, and the sanctions that may be imposed, if it is ultimately determined that a violation took place. A copy of the current procedures should accompany the letter. (The possible sanctions are detailed in Section III below). Inclusion of the document with the letter constitutes notification of the possible sanctions.

The letter shall request that the student make an appointment with the Assistant Dean to discuss the case within seven working days of the date of the letter, at which time the student may present any relevant material or statements on his/her behalf. The letter shall inform the student of his/her rights, prior to meeting with the Assistant Dean, to review relevant original materials in the Office of Student Affairs, to obtain copies of such materials if desired, and to discuss the matter with a member of the faculty or other individual. Review of original materials must take place by appointment during normal working hours at the Office of Student Affairs within seven working days of the date of the Assistant Dean's letter.

If the student does not schedule a meeting within seven working days, the Assistant Dean will make his/her determination on the basis of the evidence before him/her at that time.

- C. A student may not change his or her registration in any course once an alleged violation of academic integrity in that course has been discovered regardless of whether the alleged violation has been referred to the Assistant Dean. Nor may such students receive a University degree while the alleged violation is pending or during any period of suspension imposed pursuant to a finding of a violation of academic integrity is in effect.
- D. In certain cases where timely notification is important - - as, for instance, if a student is about to leave campus for vacation - - verbal notification can be made, but such verbal notification should be followed by e-mail.

II. MEETING WITH THE SESP ASSISTANT DEAN FOR STUDENT AFFAIRS

- A. The Assistant Dean has the authority to determine, based on the evidence presented by the reporting individual, the instructor(s), and the student, whether a violation of academic integrity guidelines has occurred: this authority will be communicated to the student in the Assistant Dean's initial letter.
- B. In meeting with the student, the Assistant Dean will describe the charges made and detail the evidence supporting those charges. At this initial meeting, the student may decline to discuss the matter and/or request that the Assistant Dean defer

making a determination until after a subsequent meeting between the student and the Assistant Dean, at which the student may present relevant information or evidence. This must be requested at the initial meeting and must be scheduled for a time within seven working days of the initial meeting.

- C. After his/her review, the Assistant Dean shall inform the student by letter of his or her decision and the sanction, if any, to be imposed. If the student is not registered in SESP, the sanction will be determined by the school in which the student is registered. See Section VI below.

III. SANCTIONS

- A. Sanctions which may be imposed by the Assistant Dean include, but are not limited to: a reduced or failing grade in the course (as determined by the course instructor); a letter of warning; a defined period of probation, with or without the attachment of conditions; withdrawal of University funding; a defined period of suspension, with or without the attachment of conditions; permanent exclusion from the University; notation on the official record; revocation of an awarded degree; nullification of an Interschool Transfer application or any combination of the previously listed sanctions.
- B. Any grade entered for a student in a course in which an allegation of academic dishonesty is pending against him/her, whether for the course as a whole or for a piece of work submitted in the course, is subject to modification after all proceedings and appeals are concluded. Should the student be found to have violated academic integrity guidelines, the course instructor is empowered, in his/her sole discretion, to determine the effect this violation will have on the student's grade in the course; possible actions range from disregarding the incident in calculating the grade to failing the student in the course.

IV. APPEALS TO THE SESP COMMITTEE ON APPEALS

- A. The Assistant Dean's decision and sanction may be appealed to the SESP Committee on Appeals by filing a written notice of appeal within 10 working days of the date of the letter of notification of the imposed sanction. The student's written notice of appeal must state what is being appealed -- whether the finding of a violation of the academic integrity guidelines, the sanction imposed, or both -- and must describe in detail the grounds for the appeal. The student's written notice of appeal should also state whether the student desires to present the appeal in person to the SESP Committee on Appeals. The Assistant Dean's letter to the student setting forth his or her decision and sanctions informs the student of this right and process of appeal. *Refer to the end of this document for modification on the committee on appeals passed by the SESP faculty on October 8, 2002.*
- B. If the student so requests, he/she will be granted an opportunity to appear in person to present his/her case to the SESP Committee on Appeals, and to hear and

respond to any testimony provided by the Assistant Dean or witnesses appearing before the SESP Committee on Appeals. Likewise, the Assistant Dean may be present to hear and respond to testimony of the accused student or any witnesses appearing before the SESP Committee on Appeals. If the student wishes to present witnesses before the SESP Committee on Appeals, he/she must inform the Chair of the SESP Committee on Appeals at least seven working days before the appeal is to be heard of the names of the proposed witnesses and of the nature of the evidence they are prepared to present. However, the SESP Committee on Appeals has sole discretion to determine what witnesses other than the accused student and the Assistant Dean it will hear, if any. The SESP Committee on Appeals shall review the appeal as soon as practical after it has been filed.

- C. Following its review, the SESP Committee on Appeals may sustain or reverse the findings of academic dishonesty, if that portion of the Assistant Dean's decision was appealed, and may, if a finding of academic dishonesty stands, sustain or modify (but not increase) the sanction, if that portion of the decision was appealed. The SESP Committee on Appeals shall inform the student of its decision by letter.

V. APPEAL TO THE PROVOST

The student may appeal the SESP Committee on Appeals' decision to the Provost of the University. Such appeals must be in writing and include a detailed statement setting forth the grounds for the appeal. Appeals to the Provost will be limited to alleged errors in procedures, interpretation of regulations, or alleged manifest discrepancies between the evidence and a school finding and/or sanction. The Provost will receive appeals only after a sanction has been specified for the alleged violation (see Section VI below). An appeal to the Provost may concern the finding and/or the proposed sanction. The letter communicating the Committee's decision shall inform the student of this right of appeal.

VI. CROSS-SCHOOL CASES

- A. In instances where a student registered in another school is alleged to have committed a violation of the academic integrity guidelines in a SESP course, the authority of the School of Education and Social Policy will extend only to determining whether or not the alleged action constitutes a violation of academic integrity and, if so, to the imposition of a grade penalty by the instructor in the course (See Section III.B.). If the finding is affirmative, the case will be referred to the appropriate authority of the school in which the student is registered for whatever further sanction that school deems appropriate.
- B. Similarly, the Assistant Dean may be called upon to determine further sanctions for SESP students who have been found guilty of academic integrity violations in courses in another Northwestern school.

In instances where a SESP student has been found to have committed a violation of the academic integrity guidelines in a course offered by another school, the Assistant Dean will notify the student in writing of the formal referral of the matter

to SESP for determination of a SESP sanction, if any. Such notification will inform the student that he/she should schedule an appointment with the Assistant Dean, to take place within seven working days, to present any evidence of mitigating circumstances, but not on the underlying question of guilt or innocence. If the student does not schedule an appointment within the allotted time, or within such extension of time as the Assistant Dean may grant in his/her sole discretion, the Assistant Dean will make a decision on sanctions based on the available information.

- C. The Assistant Dean will inform the student in writing of any sanction imposed and of the student's right to appeal that sanction (but not issues of guilt or innocence) to the SESP Committee on Appeals.

VII. GENERAL CONSIDERATIONS

- A. A student may not change his or her registration in any course once an alleged violation of academic integrity in that course has been discovered, regardless of whether the alleged violation has been referred to the Assistant Dean. Nor may such students receive a University degree while the alleged violation is pending or during any period of suspension imposed, pursuant to a finding of a violation of academic integrity is in effect.
- B. The student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing – except an attorney – at any stage of the proceedings described above. This person may only serve as a witness; thus, he or she may not take part in the proceedings. The Assistant Dean or the SESP Committee on Appeals may, however, grant an exception to this policy when either determines that the individual accompanying the student has testimony that they deem to be appropriate.
- C. Sanctions specified by the Assistant Dean, as modified by the SESP Committee on Appeals or the Provost (if an appeal has been filed) shall take effect at the expiration of the period for appeal of a decision if an appeal has not been filed, and after a decision has been reached by the Committee on Appeals or the Provost if an appeal has been filed. If the appeal is not granted, the sanction will be applied retroactive to the date specified by the Assistant Dean and, if necessary, current registrations may be canceled.
- D. All materials relating to an allegation of academic dishonesty will be kept in the SESP Office of Student Affairs for a period of 10 years, regardless of the findings in the case.
- E. All references to the Assistant Dean in these procedures include the Assistant Dean's designee if circumstances prevent the Assistant Dean from participating.

MODIFICATIONS:

IV. APPEALS TO THE SESP COMMITTEE ON APPEALS

The Assistant Dean's decision and sanction may be appealed to the SESP Dean, or to the SESP Committee on Appeals, by filing a written notice of appeal within 10 working days of the date of the letter of notification. The Undergraduate Committee of the School serves as the SESP Committee on Appeals.

Approved by the School of Education and Social Policy Faculty on October 8, 2002.

Academic Integrity - Testimonial Letters

Two SESP students who were sanctioned for violating the academic integrity policy wrote testimonial letters in which they reflect upon and share what they learned through the academic discipline process. Read both letters carefully, and combined with a careful review of the Academic Integrity at Northwestern: A Basic Guide, make every effort necessary to comply with all University Academic Integrity Principles to avoid plagiarism.

First Letter

Three Simple Rules for Avoiding an Academic Integrity Violation

Northwestern University runs on the quarter system, and it moves quickly. While it's not always the case, some students find themselves with a heavy workload, especially if they are enrolled in several classes that require them to complete lengthy assignments like long papers or extended projects. These assignments are often due during midterm or finals weeks. Attempting to complete multiple important projects in a short amount of time, however, can lead to carelessness and bad judgment, which in some cases may lead to an academic integrity violation.

Registration at Northwestern requires adherence to the University's standards of academic integrity. Academic integrity violations consist of many types of behaviors, and cannot be listed exhaustively. According to Northwestern's definition of academic integrity, behaviors that violate it include all types of cheating and plagiarism as well as fabrication of information or falsification of records. The University also forbids aiding and abetting academic dishonesty, which means no one is to assist another person in committing any of the violations listed above.

Here in the School of Education and Social Policy (SESP) you will be required to write many papers and complete a few extended projects. To ensure that you have not set yourself up to purposely or accidentally commit an academic integrity violation it is wise to follow a few simple rules:

Take your time ahead of time: It's best to start your assignments more than a couple days before they are due. While this isn't always possible, it's best to complete your assignments early so you have time to double check your work for errors and ensure you have properly cited your sources.

Communicate with your professors: If you feel like you've got too many assignments on your plate, try to ask one of your professors for an extension. While not every professor is flexible, it's always worth inquiring. Getting an extension can prevent you from needing to rush through an assignment.

Don't copy + paste: These days students do a lot of research online. Although copy + paste is an easy way to transfer a quotation or an argument into a Word document, it is actually a violation of copyright law in most cases. Instead of copy + pasting, you should try to put the text in your own words, citing sources appropriately. If you wish to use the author's words make sure to use quotation marks and cite it correctly.

Second Letter

When faced with a decision that could lead to an academic integrity violation, our desire and need to accomplish the task at hand leads to short term, narrow minded thinking that clouds our moral reasoning and rational decision making. Short term, narrow minded thinking is a type of thinking in which people focus on short term benefits rather than thinking about potential long term costs or issues that would deter them from satisfying a current desire or need. It accounts for inconsiderate thinking as well as a person's abandonment of morals, making it easier to cheat. If a person can take time to think about why cheating is wrong, think considerately, and weigh the costs and benefits of cheating, they would more likely make the correct decision.

I never took the time to think about why cheating is actually wrong, so I encourage every student to think about why it is wrong. This thought process did not only help me with cheating in an academic setting, it helped me understand any form of cheating. In addition to understanding why cheating is wrong, thinking about the potential harm and time spent by others because of your violation is another deterrent for cheating. I failed to consider the person who worked hard to complete the assignment, as well as the TAs, professors, and deans who had to deal with the violation. I did not only waste their valued time, but I caused stress and anxiety for the person whose work I used, and disturbed the professors and deans who I had previously been on good terms with.

Putting morals and the consideration of others aside, if a person could step back from the situation, and consider the costs and benefits from cheating, one would realize that cheating is not a wise decision. I only considered the short term benefit of finishing my assignment with less effort and receiving a good grade. The short term cost of this cheating only occurred to me as a slight chance that I would be caught, resulting in a zero for the assignment. The potential costs of cheating did not seem high because I failed to consider all of the potential costs from cheating. Cheating on an assignment will not only potentially get you a zero on the assignment, but it can also result in you failing the course, being suspended from the University, or even expelled (this is regardless if the assignment is worth 1% of your grade or your entire grade). Even if you consider the chances of getting caught from cheating to be extremely low, the severity of the costs associated with this low probability still makes cheating an irrational decision.

If you are ever faced with a decision that could lead to an academic integrity violation, and your moral reasoning and consideration of others fails, at least think about the irrationality of cheating in terms of the potential costs far outweighing any potential benefits. Most importantly, take the time to think through

these issues and concerns before you are faced with a decision that could lead to an academic integrity violation, as it will help you avoid the short-term, narrow minded thinking that can result from a panic to get an assignment done or even pre-meditated violations.

Grades and Final Exams

The Northwestern Grading System and GPA Calculation

Grade designations follow those outlined in the Undergraduate Catalog. The instructor determines grades for a course. Find more information about university grading policies in the Undergraduate Catalog: http://www.registrar.northwestern.edu/courses/undergrad_catalog.html

You may not use a grade lower than a "C-" to fulfill the distribution, core, or concentration requirements. If you are a Secondary Teaching student, you must earn a "C" or higher in your professional and teaching subject courses.

Incomplete Grades

You will receive a grade of "X" if you miss your final exam for just cause, *and* your instructor believes you will complete a make-up exam in a timely manner. A grade of "X" is calculated into the GPA as an "F" until a completed change of grade form is received at the Office of the Registrar.

You will receive a grade of "Y" if your class work is incomplete, and the instructor believes that you will complete this work within a reasonable time frame. A grade of "Y" is calculated into the GPA as an "F" until a completed change of grade form is received at the Office of the Registrar. Please note that some undergraduate schools prohibit the posting of X or Y grades without the approval of the dean's office. This includes the Weinberg College of Arts and Sciences (WCAS) [where approval is needed](#).

You must complete the coursework and the faculty must submit a grade change no later than the grading deadline of the following like term. For example, an incomplete grade from fall quarter must be changed to a final, quality grade before the grading deadline for the following fall. If this does not happen, the incomplete grade will be changed to a final grade of F. Incomplete grades remaining at the end of three quarters will be changed to final grades of F.

You are expected to complete all work in all courses by the appropriate deadline, as outlined by the instructor and University policies. You will not be granted permission to make up a final examination or complete other assigned course work after the end of a quarter, except in circumstances clearly beyond your control. If you expect to miss or have missed a final examination, you must negotiate an alternate arrangement with the instructor.

If you receive a grade of "X" or "Y" in a course, you must complete the required work to obtain a grade within one quarter from the quarter in which you earned the incomplete grade. Your advisor

will contact you immediately to discuss a plan for resolving the incomplete, which includes communicating with the respective course's professor. An incomplete is factored as an F into your GPA until it is resolved. A "Y" should be viewed as a option only for mitigating circumstances (health, emergency) – it is not to be pursued in cases such as simply falling behind or receiving a series of poor grades in a class.

If you have not made what your advisor considers to be adequate progress toward resolving the grade, a registration hold will be placed on your account. **Failure to resolve an X or Y grade by the end of the next like term manner may also result in an academic warning or other action.**

Keep in mind that it often takes time for your instructor to evaluate your work, sign the form, and submit it to the Office of the Registrar. **Finishing up work from a previous quarter can be very difficult once you are involved in a new set of courses.** Thus, you should make up incompletes as soon as possible. You must ensure that your instructor has adequate time to review your work and submit your new grade. It is at the instructor's discretion whether work will be accepted beyond the established deadline(s) and how that work will be evaluated/graded. The deadline for resolving an incomplete should be established by you and your professor. If you do not meet the agreed-upon deadline, you risk failing the course. **You may not receive more than one incomplete in a quarter.**

You should also consider how an incomplete will look on your transcript. An incomplete on your transcript can have a negative impact, especially when transcripts are required for graduate school, scholarships, fellowships, or other professional opportunities.

K Grades

You will receive a grade of "K" for work in progress, which is not factored into your GPA. The best examples of the use of the "K" grade are for the Senior Honors Thesis Program, which extends over three (3) quarters, the Certificate in Civic Engagement Capstone Project, which extends over two (2) quarters, or for study abroad.

Late Course Withdrawal

You may withdraw from a course without any academic implications until the end of the 6th week of classes.

You may request permission for a "late drop" after the deadline until the end of the 8th week of the term, and before the due date of the final assessment of the class in question. At this stage, all approved withdrawals will result in a "W" (withdrawl) being posted to the transcript. You will be asked to attest that the due date for the final assessment in the particular course has not been reached. If you request a withdrawl after the final assessment date has been reached, you will be in violation of the academic integrity policy.

You must discuss dropping a course with a grade of “W” with your advisor or the SESP Assistant Dean for Student Affairs prior to the deadline.

P/N and “NR” Grades

You will receive a grade of “P” or “N” if you take a course under the Pass/No Pass option. The maximum number of courses you may take under the Pass/No Pass system is six (6). Coursework in which you earn a “P” may only be counted as an elective.

You will receive a grade of “NR,” meaning “not reported,” if your professor does not submit a grade by the deadline. This grade, while it appears on your transcript, is not factored into your GPA. You should follow up with your professor to ask him or her to submit your final grade.

Dean’s List

If you are enrolled full time and you earn a GPA of 3.7 or higher you will be placed on the Dean's list for the quarter. The SESP Office of Student Affairs mails a certificate to you and a letter noting your accomplishment to your family.

Northwestern does not compute your major GPA. To determine your major GPA (often requested on graduate school applications) use all grades that you earned in your concentration and core courses.

Final Exams

The schedule for final examinations is included each quarter in the printed Class Schedule that is available through the Office of the Registrar’s website. Refer to this schedule before you register for classes to avoid conflicts between examination times (which can occur, for example, with multiple-section courses where all sections take the exam together). Also consider how exam times fit with any travel plans you might have and how many exams you might end up taking on a single day. If you select courses that lead you to have two, three, or four final examinations in one day, you must take those exams as scheduled; you will not be able to reschedule exams because of poor planning.

You may not take a final examination in advance of the assigned time. You are required to take the final examination at the designated time. If you are unable--for sufficient reason--to take a final examination at the designated time, you should request an incomplete in the course.

View the final exam schedule [here](#).

Change of Grade

You may make a change of grade request of your instructor only if such a request is based on a clerical or computational error in computing the grade. You may not request a grade change for

re-doing or submitting extra work, for taking an exam over, or for re-evaluating your work after the grades of other students in the class have been submitted to the Office of the Registrar.

All grade disputes must be initiated within six weeks from the end of the quarter in which the student received the grade. In the School of Education and Social Policy, once a faculty member gives a final grade, that grade is final. In the event that an instructor makes an error in the reporting of a final grade, he or she will complete a change of grade form online through CAESAR. Students who are dissatisfied with the grading in a class should discuss their grade dissatisfaction with the instructor. Students who believe a grade was given in a prejudicial or capricious manner may appeal according to the following procedures.

A student alleging prejudicial or capricious grading may petition the assistant dean for student affairs. The standard for prejudicial or capricious grading is strict; a student must demonstrate that s/he was treated differently from others in the class because of prejudice or that the assignment of the grade represented a substantial departure from the instructor's previously announced standards.

If the matter remains unresolved following the petition to the assistant dean, subsequent appeals would go first to the director of undergraduate education, and if still unresolved, finally, to the dean. In all cases, no one other than the instructor may change a student's grade.

Nothing in this policy shall limit a student's rights under the Family Educational Rights and Privacy Act (FERPA) to request that a grade be changed on the grounds that it is inaccurate, misleading, or in violation of the privacy rights of a student. A full copy of the FERPA policy is available [here](#).

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

A full copy of the policy is available [here](#).

If you are told that your grade will be changed, you should check your online transcript to make sure that the grade has indeed been changed.

Repeating Courses for Required Classes

If you have not earned the required minimum grade in a required course you must repeat the course. If you are a HDPS, LOC, LS, or Social Policy student, you must earn a "C- " or higher in the required courses. If you are a Secondary Education student, you must earn a "C" or higher in required courses, because of State of Illinois Board of Education policy. When you take the course

again, the repeated course is added to your permanent record and the original grade remains on your transcript. Both the original and repeated grades are used to calculate your GPA (but you will NOT receive credit for both classes).

For example, if Penny, an HDPS student, earns a “D” in SESP 210 (a required core course), she must retake the course (as it is a requirement) and earn at least a “C-” or above. If, upon the second attempt, she earns a “B+”, both the “D” and “B+” will appear on her transcript and both will be calculated into her GPA. The “B+” will fulfill the SESP 210 core requirement and the “D” will **not** be counted toward the 42 credits needed to graduate. Penny earns one (1) credit, but both grades will appear on her transcript. This principle applies to any duplicate class.

Attendance, Withdrawal, and Return to School

Absence from Class

You are expected to attend all class sessions. Many courses require attendance at the first session as a prerequisite for continuation in the course. Attendance typically affects your mastery of the material and the grade you earn in any class. Excessive absence is cause for failure in any course. We encourage you to establish open communication with your instructors and advisor should any circumstances arise that may cause you to miss class.

If you expect to be absent for a week or more during a quarter, or have an unexpected emergency (illness, death in your family, etc.), contact your SESP advisor immediately.

Leave of Absence and Withdrawal

If you must interrupt your study at Northwestern, you are free to return at any time provided that you left in good academic standing. No special permission for a leave of absence is required. We do ask, however, that you let your advisor and the SESP Assistant Dean for Student Affairs know of your decision. To return, you must file an Application for Former Students to Re-Enter (FRET) form with the Assistant Dean at least six (6) weeks prior to returning. The FRET form is available on the Office of the Registrar’s website. The Assistant Dean will sign the form and forward it to the Office of the Registrar. Even if you are taking a quarter off to work, you should submit a withdrawal and subsequent FRET form. Talk to your advisor in advance.

If you wish to withdraw from the University after registering for classes in any quarter you must file a withdrawal form, available from the SESP Office of Student Affairs and the Office of the Registrar. The withdrawal takes effect the day the completed form, bearing the required signatures (i.e., SESP Assistant Dean for Student Affairs, Housing, Financial Aid, Student Accounts), is received by the Office of the Registrar. If you have taken a final exam in a course, you may not withdraw from that course and must take the grade that you have earned. Failure to properly withdraw, if you have registered for classes, will result in a tuition bill. Only in very rare circumstances may a late

withdrawal petition be requested. Such petitions will be considered for Fall 2015 and later, and must be submitted within one calendar year of the end of the term in question.

A full description of the course or term withdrawal process is [here](#).

If the circumstances that necessitate your withdrawal involve the University Health Service, Counseling and Psychological Services (CAPS), or the Dean of Students Office, you must maintain communication with your SESP advisor regarding your situation. These departments make a recommendation to the SESP Assistant Dean for Student Affairs regarding your status. The ultimate decision in approving the withdrawal is at the discretion of the Assistant Dean or Northwestern's Dean of Students. If your withdrawal involves an assessment by CAPS, you will be required to meet with a member of their staff for a re-evaluation before you are allowed to return to Northwestern.

For more information, see the [Medical Leave of Absence Protocol](#).

You may contact the Office of the Registrar to obtain information about tuition refund amounts based on the academic calendar. In addition, it is important to consult with the Financial Aid office about loans or any other financial implications of withdrawing.

Return to School after one or more years away

If you return to Northwestern after several years away, you will need to speak with the SESP Assistant Dean for Student Affairs. When considering your return to Northwestern, remember:

- Credit is not offered for 'life experiences';
- If the undergraduate concentration in which you were enrolled when you were at Northwestern no longer exists, you will need to satisfy the requirements of a concentration that we currently offer. The Assistant Dean will make this determination on a case-by-case basis and work with you to identify what remaining requirements you have left to complete;
- If you have four (4) or fewer credits remaining to graduate, you may usually complete coursework at another institution, unless you have specific SESP-focused requirements remaining. If, however, you have five (5) or more credits to earn, you will need to return to campus. The assistant dean will determine if this option is available on a case-by-case basis;
- If your academic performance was weak prior to leaving the University, you will need to provide a rationale as to why you should be allowed to return. You may be expected to take coursework at another institution (to show academic preparedness) prior to returning. Additionally, you may be placed on probation upon your return;
- You will be expected to fulfill the current Undergraduate Residence Requirement.

Graduation

The University confers degrees in June, September, December, and March. There is, however, only one commencement weekend, which is always the third weekend in June. If you complete your

degree requirements in September, you may request permission to participate in the June convocation ceremonies. Your name will not appear in the SESP Convocation program or the University Commencement program (it will appear in both programs printed in the following year), but it will be called at the SESP graduation if you attend. If you complete your degree requirements in December or March, you may participate in the June ceremonies and your name will appear in in the SESP and University programs.

To graduate, you must 1) complete a minimum of 42 course units to graduate, not counting courses that you repeated; 2) satisfy the Undergraduate Registration Requirement; and 3) complete all degree requirements: distribution areas, SESP core and concentration courses, and electives. Coursework must be selected and organized in consultation with your advisor.

You must also meet with your advisor to complete and submit a graduation petition form. This petition must be submitted to the Office of the Registrar one (1) calendar year before your intended date of graduation. If you fail to file your graduation petition on time, it may negatively affect your ability to graduate on time. Learn more [here](#).

The steps you must take to submit a petition to graduate differ depending on if you are earning a second major or minor in another school.

If you are not earning a second major or minor, follow these steps:

- Meet with your advisor to review your degree progress and remaining degree requirements. Your advisor will work with you to complete the form accurately and fully.
- Your advisor will submit the electronic petition to your degree auditor in the Office of the Registrar.
- Your degree auditor will review your petition and send an e-mail that confirms the number of quarters you have remaining at Northwestern to fulfill the Undergraduate Residence Requirement, confirms the spelling of your name for your diploma, and refers you to your online academic requirements report, to ensure that it is accurate.
- Once you have reviewed your online academics requirement report in CAESAR:
 - If it is inaccurate, notify your advisor and degree auditor
 - If it is accurate, print a copy for your records, in case there is a CAESAR malfunction that causes a change in your degree progress report.
- For the remainder of your time at Northwestern, check your academic requirements report quarterly to ensure that you are satisfying your remaining requirements. Discuss potential changes that diverge from the plan that you and your advisor mapped out on your graduation petition form. Any changes that would result in you not completing a degree requirement must be approved by your advisor and the SESP Assistant Dean for Student Affairs.

If you *are* earning a second major or minor, follow these steps:

- Meet with your advisor to review your degree progress and remaining degree requirements. Your advisor will work with you to complete the form accurately and fully.

- Your advisor will *not* sign the form at this point in the process, but will initiate a page in the graduation petition to be completed by your second major or minor advisor.
- Meet with the appropriate advisor for each major or minor that you are completing. That advisor will complete the appropriate page of the graduation petition form and may, if necessary, make notations of approvals or substitutions.
- Once you have met with each advisor for each major or minor you are pursuing, and the advisor has signed his or her section of the petition, submit the graduation petition form to your SESP advisor for his or her review and signature.
- Your advisor will submit the petition to the Office of the Registrar.
- Your degree auditor will review your petition and send an e-mail that confirms the number of quarters you have remaining at Northwestern to fulfill the Undergraduate Residence Requirement, confirms the spelling of your name for your diploma, and refers you to your online academic requirements report, to ensure that it is accurate.
- Once you have reviewed your online academic requirements report:
 - If it is inaccurate, notify your advisor and degree auditor
 - If it is accurate, print a copy for your records, in case there is a CAESAR malfunction that causes a change in your degree progress report.
- For the remainder of your time at Northwestern, check your degree progress quarterly to ensure that you are satisfying your remaining requirements. Discuss potential changes that diverge from the plan that you and your advisor mapped out on your graduation petition form. Any changes that would result in you not completing a degree requirement must be approved by your advisor and the SESP Assistant Dean for Student Affairs.
- **If you decide that you no longer wish to pursue a second major or minor, you *must* notify your degree auditor and each advisor. Failure to do so will delay your graduation.**

Grade Requirements for Graduation

You must obtain a “C-” or higher in each distribution, concentration and core course to graduate. In addition, you must maintain a minimum grade point average of 2.0 (“C”) in all work presented for the degree. HDPS, LOC, LS, and Social Policy students may obtain a C- in a core, concentration, or distribution course provided that an overall 2.0 is maintained in those areas (Secondary Teaching students must earn a “C”). The P/N option may not be elected for any core, concentration, or distribution course. No more than a total of six (6) P's or D's (or approximately one-seventh of the total of 42 units presented for graduation) are allowed among your graduation requirements. Of these, a maximum of six (6) courses may be P's.

Transferring Between SESP Concentrations

If you are in good academic standing you may transfer between SESP concentrations by taking the following steps:

1. Meet with the advisor for the concentration in which you wish to enroll to discuss your interests and academic background. At that meeting, discuss the coursework that you have completed and how that will apply toward your new concentration. Of particular concern is how transferring will impact your remaining quarters and if you will be able to graduate on time. This is particularly critical when considering remaining course and practicum requirements.
2. If you are still interested in changing concentrations, e-mail the SESP Assistant Dean for Student Affairs, copy both your new and current advisor, and state your desire to change concentrations.
3. Once the Assistant Dean receives your e-mail, your concentration change will be reflected on CAESAR. Be sure to log in to CAESAR to make sure your academic record is accurate. Any second major, minor or certificate will be retained.
4. Regarding the first step, submit a petition to your new advisor, in which you request approval for any coursework completed for your previous concentration that you would like to have count for your new concentration. Only petition those courses that are not automatically approved for your new concentration. This petition must be submitted by the third Friday of the first quarter (the P/N Deadline), following your switch to the new concentration.

Advising, Resources, and Student Involvement

Academic Advising

The Office of Student Affairs is SESP's headquarters for our undergraduate students. There, you will find your advisor, the Assistant Dean for Student Affairs, answers to your questions about SESP and the University, cutting-edge technology and more. You will often see your SESP friends and peers milling around the office, sharing information, meeting with advisors, attending programs, researching practicum sites, filling out relevant forms, and taking treats from the office candy jar (which is always stocked)! The office is located on the first floor of Annenberg Hall, Room 123, at 2120 Campus Drive.

Your Academic Advisor

SESP has been consistently lauded for undergraduate student satisfaction with advising. You will be assigned an academic advisor according to your concentration. Your advisor will work with you throughout your undergraduate years at Northwestern and can even be a resource after you graduate. Your advisor is available to help you with a variety of academic issues including course selection, career advisement, development of your concentration or interdisciplinary specialization, scheduling, and academic performance. In addition, your advisor is a great source of information about special academic programs, internships, curriculum, and faculty research and projects. Your advisor can also assist you when personal concerns arise.

Your advisor will communicate with you via email, including AdviseStream, and by phone. We expect you to check your email regularly and to notify us of any changes. We ask that you make appointments with you advisor via [AdviseStream](#).

Your Northwestern email account is your official email address, and all communication sent to you by your advisor, the SESP Assistant Dean for Student Affairs, faculty, and Northwestern administrators constitutes effective notice. In addition to reading your e-mail on a timely basis, you are expected to read SESP's Student Opportunities and Announcements Page (the SOAP) on a weekly basis to remain abreast of deadlines, programs, and mid-year policy changes.

You should meet with your advisor at least once each quarter to ensure that you are fulfilling your graduation requirements in a timely manner. During these meetings, you may wish to discuss coursework selection, possible areas of interdisciplinary specialization, and resources for career and graduate opportunities. **Failure to meet with your advisor at least once each quarter may result in a "hold" placed on your registration.**

If you are a student athlete, while the department of athletics is a great resource, be sure to utilize your SESP advisor for submission of all required academic paperwork and to receive official school academic advising.

Student Records and Confidentiality

During your time at Northwestern you may talk with your advisor about circumstances that may hinder your academic success. Examples of such circumstances might include illness, the loss of a loved one, or frustration stemming from situations in the University environment. In most cases, these discussions are confidential. There are, however, occasions in which we may need to share certain information with appropriate University officials (faculty, deans, University police, health services, CAPS, etc.). Northwestern's student records policy may be found [here](#).

Your advisor or the SESP Assistant Dean for Student Affairs will not discuss your personal situation with family members without obtaining a written release from you. You may obtain a release form from your advisor or the Office of the Registrar's website.

Mailboxes and Canvas

Mailboxes for full-time faculty are located across the hall from the SESP Office of Student Affairs. Enter through the door to the left of the bank of mailboxes on the wall (across from the SESP Student Affairs Office) to place items in the appropriate box. If you cannot find a faculty or instructor mailbox, stop by the SESP Office of Student Affairs for assistance. If you need to drop something off after hours, please use the SESP bin or your advisor's mailbox in the mailroom across from the Student Affairs Office.

The SESP Student Affairs Office utilizes Canvas to give you access to important forms and information anytime, anywhere. You will be able to view, and complete when necessary, forms and information. Documents and forms that you will find in Canvas include:

- SESP Student Handbook
- SESP Student Handbook Quiz
- Course petition form
- Practicum planning form
- SESP Approved Concentration Courses

Programs

Programs are planned each year that address topics of special interest to each of the undergraduate concentrations. SESP programs are meant to connect you with campus resources, allow you to explore career and professional development options as well as promote community among students, faculty and staff. Examples of programs include: Careers in consulting, legal fields, and social work; studying abroad; networking; alumni panels; applying to graduate school; and programs related to subjects pertaining to each concentration. Advisors and interested students

plan the events, frequently involving faculty, alumni, practitioners, and other students. *If you have an idea for a program you'd like to see, contact your advisor.*

Information about these events are emailed weekly to students via the electronic newsletter "SOAP" and may be found on monitors in the ground and first floor halls of Annenberg, the SESP website, and at <http://planitpurple.northwestern.edu/calendar/sesp>

SESP Programming and Leadership Board

The Board serves as a direct link between SESP students and Advisors. It helps provide feedback and maintain SESP's commitment to students and their pursuit of the goal of making people's lives better.

The mission of the Board is to:

- Plan and coordinate student events;
- Give feedback to the Dean, faculty and staff in the Office of Student Affairs;
- Increase student engagement within SESP by facilitating participation and increasing community awareness.

The Board's activities are:

- Planning, promoting and executing three student events per quarter focused on academic and professional development, student experience and inclusion and community engagement
- Increasing community engagement using Social Media by posting and starting discussions via Twitter, Facebook and Instagram;
- Making recommendations to advisors for social media use and further programming;
- Attending Student Affairs meetings as requested to provide input and feedback.

The Board includes SESP student members from all years and concentrations.

Technology and Annenberg Hall

The Student Affairs Office and "Wall-ter"

In summer 2012, the SESP Student Affairs Office underwent a major renovation. The result is a state-of-the-art work, collaboration, meeting and break space that connects you with SESP, the university and each other. "Wall-ter" is the name given to the three media monitors at the front of the office. With motion-sensitive displays, "Wall-ter" presents Twitter and Instagram-driven content. As students, this is your vehicle to communicate your involvements, accomplishments, news, etc. (remember to use #sespllove)! Speak with other SESP students and the Student Affairs staff to learn more about how to best use this amazing technology.

Several iPad stations also populate the Student Affairs Office and can be utilized for filling out important forms, scheduling advising appointments or as general information resources. A

collaboration “campfire” featuring a booth equipped with an adaptable monitor allows you to effectively work in groups. The back-office conference area contains a giant screen. This is where you will find many large-group meetings, information sessions and programming geared toward you taking place.

Be sure to get involved with this technology that helps keep the spirit of the SESP community vibrant!

The Tarry Center

The Tarry Center for Collaborative Teaching and Learning—perhaps one of the most thoughtfully designed spaces in the country for scientific study and improvement of educational practices — opened in December 1999. At the heart of the 15,500-square-foot center, which occupies the entire third floor of Annenberg Hall, are the Teaching and Learning Studios, two 1,500-square-foot classrooms equipped with extensive multimedia software systems. Simulating real-world classroom situations, these studios are used regularly by researchers, Northwestern students, in-service teachers and visiting educators to test new teaching concepts. In addition to the learning studios, several group computer work stations are located on the third floor.

Named for the late Edwina S. Tarry and George W. Tarry, the center is used as a training facility for elementary and secondary teachers with whom SESP researchers collaborate. It is also used to study and demonstrate the best practices in undergraduate and graduate teaching at Northwestern. The center serves as a national model for using advanced technology to develop and support innovative instruction.

Baldwin Learning Studio

In November 2010, SESP unveiled the new Baldwin Learning Studio to extend avenues for learning and collaboration. Named for Eleanor Baldwin (MS66), the learning studio was revamped within the Tarry Center, where scientific study focuses on teaching and learning. The Baldwin Learning Studio is equipped with state of the art technology, featuring a 20-foot high-resolution video wall, which will allow integral use of live media-rich learning materials and foster more interactive involvement between students and teachers.

Kothari Learning Studio

Throughout your time in SESP, you may have classes or other meetings in this innovative space on Annenberg’s ground floor. Dedicated in June 2014 and supported by Shyam and Nina Kothari, the classroom (Annenberg G02) allows student to participate virtually from distant locations, fosters group collaboration via multiple screens, and helps instructors to create a “flipped classroom.”

Annenberg Hall as a wireless zone

Annenberg Hall is the first building at Northwestern University to be a completely wireless zone. This means that if you accept 802.1x/WPA2 technical standards, you will be able to access the network from anywhere in the building without having to plug into a network port. Regular

network ports will continue to be available for the wire-bound. To access the wireless network, your computer must be running at least Windows XP with service pack 3, or Mac OS X Tiger version 10.4.11.

Borrowing SESP Equipment

For class related projects, especially if you are in the honors program, you may check out some equipment such as video recorders. To check out equipment, open a ticket in SESP's help desk system by emailing helpdesk@seesp.northwestern.edu.

Student Involvement

There are many opportunities for you to become involved within SESP and at Northwestern. Involvement contributes to the sense of community among students, faculty, and staff, and provides ways for you to build relationships with your peers, professors, deans and advisors. Involvement also augments the quality of your education as you gain experience in leadership, programming, communication, and policy development.

Center for Civic Engagement

SESP students are known for having a commitment to being active and socially responsible citizens. Northwestern University's Center for Civic Engagement (CCE) provides students with a great resource to connect with and serve others in the Northwestern community, the Evanston-Chicago community, and beyond!

Through an integration of academics, meaningful volunteer service, research, and community partnerships, CCE will support you to enhance your academic experience by enabling you to strengthen communities and the University. CCE has myriad fellowships, programs, and resources. The following descriptions are taken from the [CCE's website](#).

- **[The Civic Engagement Fellowship](#)** is a competitive, paid, one-year program that will train you to promote quality service learning and civic engagement at Northwestern. If selected as a Fellow, you would serve as a liaison between the Center and the student body, actively working to support service learning organizations and help students navigate the many engagement opportunities on campus. An application process is held each spring to select the following year's fellows.
- **[The NU Public Interest Program](#)** (NUPIP) is a one-year fellowship that will train you to be a part of a new generation of leaders for social change through paid public interest work, professional development seminars, and mentorship opportunities with Northwestern alumni. The program targets graduating seniors and young alumni and currently offers placements in Chicago and Washington, D.C.
- **[Jumpstart](#)** provides a successful model of well-structured, University-community tutoring partnerships. CCE was recently awarded an annual grant for full time staff support to implement Jumpstart and improve tutoring programs across campus. In addition, this

partnership provides you with an opportunity to earn AmeriCorps education grants for each completed year of service.

- **[Engage Chicago](#)** is an eight-week summer field study program that gives you - and other bright undergraduates from across the nation - a chance to live, work, serve and learn together in this remarkable city, amidst a rich history & culture of civic engagement. The innovative program model deliberately combines academic coursework, placements at top community organizations/civic institutions, and powerful community experiences — all under the guidance of expert Northwestern faculty, staff and community mentors. One unit of credit from the class portion of the Engage Chicago experience may be applied to the 300-level concentration for your SESP major, and one unit will be elective credit.
- **[Evanston Civic Internship Program](#)**: Through a partnership amongst the Center for Civic Engagement, Chicago Field Studies, and the Center for Leadership, you may pursue internships with Evanston government officials and area nonprofit organizations. The program aims to create opportunities for you to enhance your academic experience at Northwestern by contributing to the outlying community of Evanston. You have the option of gaining course credit through the Civic Engagement strand of Chicago Field Studies.
- **CCE Partners**: Conveniently, two great NU engagement programs are housed inside the same building as the Center. If you are pursuing thoughtful engagement opportunities you may find a good match in these additional programs:
- **[Undergraduate Leadership Program](#)** (ULP) is an academic certificate program that creates a community of students interested in learning about, practicing, and reflecting upon their leadership skills. Rather than focusing on the leader as a single role or position, its approach to leadership focuses on skills and behaviors that will help you work collaboratively to understand and solve problems. ULP's core assumption is that leadership can and should be shared among the members of a group, community or organization, with different members contributing leadership whenever their personal assets and perspectives can be utilized.
- **[Chicago Field Studies](#)** (CFS) runs one-quarter academic internship programs that connect Northwestern seminar with internships at organizations in the Chicago area. Programs carry one (1) to four (4) credits and focus on a variety of subjects, such as social justice, law, business, and organizational behavior. You may intern up to 36 hours per week, depending on the program. Internship organizations are treated as sites for original research, which forms the cornerstone of seminar discussions and assignments. The CFS program is similar to SESP's practicum; CFS credits may only be applied toward elective credit.

SESP Undergraduate Opportunities Fund

The Undergraduate Opportunities Fund (Opportunities Fund) was established in 2009 through generous contributions from alumni and friends to support academic and community endeavors of undergraduate students.

The fund provides support for SESP undergraduates' special projects. The project might be under the direction of a faculty member, an individual endeavor of your own choosing, or even a project undertaken by an undergraduate student organization.

You may apply for support from the Opportunities Fund for items that support or advance your project. Examples include, but are not limited to, expenses associated with an academic conference, travel, a community initiative, or another endeavor or initiative that is not research-related. *Please note that funds are not for living expenses.*

You are eligible for one award during the course of your undergraduate career. Student organizations are eligible for one award annually. The Fund hopes to provide revenue to encourage innovation and service by groups or individuals with significant SESP membership. The Fund can support a student organization that is getting off the ground, or, if established, needs funding for a special initiative. The Fund is not intended to become a recurring revenue stream for programming.

If your project is research-oriented, consider applying for funding through the Hess Fund or for an undergraduate research grant.

More information can be found [here](#).

Vartan Northwestern Experience Fund

The Vartan Northwestern Experience Fund exists for students with financial need, to help pay for some of the basic needs of their Northwestern experience, and/or to subsidize expenses in cases of emergency. This includes anything from the cost of books and school supplies to reimbursement for travel due to a family death, emergency, etc.

Undergraduate SESP students with financial need are eligible. Applications will be approved and funds distributed based on financial need. Funding awards will vary depending on the circumstance and student need. Students are required to sign the Financial Aid Release Form and take it to the Office of Undergraduate Financial Aid for completion by a staff member before turning it into Caitlin Burnett in the SESP Advising Office.

Students are awarded funds based on their level of need (as determined by the Office of Undergraduate Financial Aid) and the importance of the request. Any extenuating circumstances not reflected in the Undergraduate Financial Aid ranking should be detailed in your application.

The SESP Student Affairs Office will be in touch as soon as possible after receiving a completed application. While some situations warrant additional steps, e.g. education about tax implications, the SAO aims to have a response for you within two weeks of receipt. Awards will be reviewed and processed on a case-by-case basis. The SAO will work with Student Enrichment Services and the Office of Undergraduate Financial Aid to ensure the following of institutional guidelines.

The application can be submitted on an as-needed basis from Caitlin Burnett at caitlin.burnett@northwestern.edu. You are also welcome to come by her office (Annenberg, room 121) to discuss in person.

Alfred Hess, Jr. Undergraduate Research Fund

If you are working on research project and need financial support, you should consider applying for financial support from the G. Alfred Hess, Jr. Undergraduate Research Fellowship Fund (Hess Fund). The Hess Fund was established in 2005-06 to honor and remember Fred Hess for his service to the School of Education and Social Policy and his generosity in mentoring undergraduate students.

The Hess Fund provides support for SESP undergraduates who are working on a research project. The research project might be under the direction of a faculty member, or might be a paper or endeavor of the student's own choosing, such as those undertaken by undergraduates in SESP's Honors Program. You are eligible for one award from the Hess Fund during the course of your undergraduate career. You may apply for support from the Hess Fund for items that support or advance your work. Examples include but are not limited to expenses associated with data collection or analysis, travel, equipment, research subject costs, transcription services, and wages.

SESP accepts requests on a rolling basis. Nevertheless, you should submit funding requests with as much advance notice as possible, allowing a minimum of 30 days for review, processing and notification. There is no specific form to fill out. Submit a letter/set of materials that includes the following:

- Name, Year, SESP program
- Name of sponsoring faculty member(s), paper reviewer(s), or faculty advisor(s)
- Project title and description (a summary of the work to be completed)
- Indication of whether this work is part of a degree or program requirement, or elective
- Calendar or timeline for the work
- Budget and budget rationale (a statement indicating why the item proposed for funding is needed)
- Contact information

You may be asked for additional information including, but not limited to:

- Statement of support from a sponsoring faculty member.
- Notification as to other sources of funding for which you have applied for the same project/item.

Awards from the Hess Fund are made at the discretion of the Dean of SESP. You will receive notification of the status of your request by email from the Dean or her designee. Any faculty member named as a sponsor, reviewer, or advisor will also be notified. SESP may publicize awards from the Hess Fund, and by acceptance of funding you agree to cooperate with requests for photos, interviews, etc. You may also be asked to write to or meet with donors to the fund.

Please direct questions to the SESP Assistant Dean for Student Affairs.

Student Employment in SESP

SESP has a variety of student employment opportunities that will augment your education and provide you with money for your expenses. Employment ranges from working on faculty research projects to working in an office within SESP.

Work-study positions are posted on the Financial Aid Office's [website](#).

The SESP Office of Student Affairs employs several students each year to work in our office. Students may work as office staff or assistants to the Practicum Director or as the Student Office Manager. To be considered, you must have work-study and be able to work 8 - 12 hours per week. Contact the SESP Student Affairs Office's Program Coordinator, Jasmine Tucker at jasmine.tucker@northwestern.edu, for full details.

Announcements about faculty who are looking for student staff are posted on the SOAP.

Peer Advisor

Every year, SESP recruits students to assist with Wildcat Welcome. Students who are a Peer Advisor (PA) assist new students with course registration and adjusting to life at Northwestern. Recruitment for these positions begins in the winter, followed by training in the spring. For more information about being a PA, contact the SESP Assistant Dean for Student Affairs.

SESP Convocation (Graduation)

SESP's Convocation, or graduation ceremony, is the culmination of the hard work of graduating students. Convocation is a momentous occasion for all graduates and their families. It is also an opportunity for you to bring your leadership skills and commitment to this important SESP event. Every year, two graduating seniors are selected to be co-chairs for the school's graduation ceremony. Two underclass students are selected to be volunteer coordinators. All four (4) positions assist with planning SESP's Convocation. To learn more or get involved, contact Ken Powers, Convocation Coordinator at Kenneth-powers@northwestern.edu.

Center for Student Involvement and Opportunities

The Center for Student Involvement and the Associated Student Government office are the best places to discover many involvement opportunities. You may be particularly interested in community service organizations, cultural organizations, political organizations, philanthropies, and governing/social organizations (residence hall association, Greek organizations, etc.).

Community service opportunities range from one-time activities to long-term volunteer commitments. This office has a wealth of information about opportunities and is an excellent resource, especially if you are in the Civic Engagement Program and are interested in identifying

new not-for profit sites for your practicum. Limited transportation assistance is available to some community service sites.

Campus Life

3rd floor, Norris University Center

491-2350

<http://www.northwestern.edu/studentaffairs/csi/>

Student Organizations

<http://northwestern.collegiatelink.net/organizations>

Center for Civic Engagement

1831 Hinman Avenue

467-1367

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

Other Advising and Academic Support Resources

Health Professions Advising

(PRE-MED, PHYSICAL THERAPY, ETC.)

You may choose to complete pre-health studies requirements in preparation for medical school or other health related programs. If you are fulfilling pre-health studies requirements, you will receive advisement from your SESP advisor regarding SESP requirements, general coursework, practicum, and your overall academic plan. You should seek advisement from the pre-health advisor at the University Academic Advising Center to ensure that you take the appropriate course sequences required for the health related program in which you seek to enroll. Up to two credits of the Chem 210 sequence may be applied toward the concentration of any SESP student who is enrolled in and completes pre-med/health programs.

Some students who are interested in attending medical school may decide to wait until after graduation to take their pre-med science requirements. The American Association of Medical Colleges is an excellent resource and offers a directory of post-baccalaureate programs. For more information [visit](#).

Writing Proficiency and The Writing Place

SESP emphasizes writing proficiency as a crucial component of the applied, hands-on nature of our concentrations. Thus, we recommend that you enroll in at least one writing course. Recommended courses include ENG-105 Expository Writing, which is a basic writing course, or ENG-205 Intermediate Composition and ENG-305 Advanced Composition, which offer a more advanced

experience. One (1) writing course may be counted toward your concentration as a skills-based course.

The Writing Place offers aid in organizing, writing and editing papers and projects.

The Writing Place
University Library 2304 (second floor of the North Tower)
467-2791
w-place@northwestern.edu
<http://www.writing.northwestern.edu/>

Pre-Law Advising

Resources on pursuing pre-law academics, law school and the legal profession include:

- Northwestern Career Advancement:
<http://www.northwestern.edu/careers/explore-careers/applying-to-law-school/index.html>
- The Law School Admissions Council (LSAC) is a nonprofit organization that provides services to the legal education community. Its members are 198 law schools in the United States and Canada. LSAC's website is: <http://www.lsac.org>.
- Questions about law school? Contact pre-law advisor Lynn Page at lynn.page@northwestern.edu

Academic Mentoring Program (AMP)

AMP is a peer-led program of undergraduate volunteers who have successfully navigated challenging courses such as Economics and are available to guide students currently enrolled.

For more information on AMP go to:

<http://www.northwestern.edu/searle/programs-events/undergrad/group-study/academic-mentoring-program/>.

Drop-In Peer Tutoring

[Drop-In Peer Tutoring](#) is a structured opportunity for students to study with others in their classes, with support from more experienced peers who are available to help answer questions and provide guidance. This is a drop-in program; no registration is necessary.

Undergraduate Program for Advancing Learning (UPAL)

UPAL was designed in collaboration with Northwestern students, faculty, and staff as a resource for undergraduates who are looking for “insider information” and concrete strategies for mastering Northwestern coursework – and a friendly, supportive group of peers who navigate the academic road together. UPAL participants meet for one hour weekly throughout a quarter, in small groups with peer mentors, to discover keys to academic success at Northwestern. Learn more [here](#).

Undergraduate Academic Resource Portal

Find everything from a tutor, how to study smarter, advice from undergrads and [more](#).

Northwestern Resources

Office of the Registrar

The Office of the Registrar is a central resource for numerous academic, enrollment and course issues. Through the work of the Office of the Registrar, you enroll in classes, obtain transcripts, inform the University of address changes, and much more.

You are assigned a degree auditor who works in the Office of the Registrar. Your degree auditor works in conjunction with your SESP advisor to ensure that you meet the Undergraduate Residence Requirement and degree requirements. You can contact the Registrar’s Office by emailing RODA@northwestern.edu.

It is important to make sure that your contact information remains current throughout your time at Northwestern. You may update your information through CAESAR. You will need to know your NetID and NetID password to access the system. The changes are immediately recorded in the database. To change your parent(s) address(es), submit notice of the change in writing to the Office of the Registrar.

You must provide emergency contact information via CAESAR. Failure to do so will result in a hold being placed on your registration.

Office of the Registrar
633 Clark Street (East Tower of the Rebecca Crown Center)
491-5234
nu-registrar@northwestern.edu
<http://www.registrar.northwestern.edu/>

University Libraries

As a student, the Northwestern Libraries are some of your most important academic resources. It is essential that you have a strong understanding of how to access the wealth of information available.

There are several ways to access the Libraries' resources including:

Phone: 491-7658

E-mail: library@northwestern.edu

Web: <http://www.library.northwestern.edu/>

SESP Liaison: Qunying "Li" Li at qunying-li@northwestern.edu

On the services/resource website (<http://www.library.northwestern.edu/services.html>), you'll find information about library workshops, research specialists (who can help you get started on a tricky research topic), and much more.

One of the most helpful services (that most students are not aware of until their senior year) are research consultations. Offered by the Reference Department, this service provides assistance in identifying and locating the resources most useful for the project at hand. The outcome of a research consultation may be a database search, an overview of relevant electronic and print sources, or a conclusion to a particularly difficult inquiry. A Research Consultation will require advanced preparation by a Reference librarian. Therefore, we ask that you request one at least three days in advance. You may request a Research Consultation by filling out a form, either in person (available at the Reference desk) or via the web at:

http://www.library.northwestern.edu/reference/assistance/rc_form.html.

Northwestern Career Advancement (NCA)

[NCA](#) offers counseling, advising, and testing to help you choose a career or plan graduate or professional study.

NCA also offers career counseling, graduate/professional school advising, pre-law advising, study skills, career assessments, career library, credential file and dossier service, the graduate school recommendation file service, assisting students with internships, summer and part-time jobs, on-campus interviews, and internship/employment advising.

Lynn Page is the liaison to SESP. You may reach her at: lynn.page@northwestern.edu.

The Office of Fellowships

The Office of Fellowships exists to help you launch your search for national and international fellowship competitions such as the Fulbright, Truman, and Marshall, as well as scholarship programs to help you with college tuition while you are a student. While the Fulbright, Truman,

and Marshall are some of the most well known fellowships, there are numerous other fellowships in a variety of fields. Be aware that all fellowship competitions require that you invest a significant amount of preparation time. Initiate your search early, share your developing plans with your departmental mentors, and be sure to keep in constant communication with the Office of Fellowships.

The School of Education and Social Policy has a rich tradition of undergraduates who receive fellowships and scholarships. Past awards include:

- *Blue Engine Teaching Fellowship (2013, 2018)*
- *Building Excellent Schools (2013)*
- *California Capital Fellows Program (class of 2007)*
- *Circumnavigator (2015, 2018)*
- *Clinton Global Initiative University (2015)*
- *CORO fellow (public policy) (classes of 2000, 2002, 2005, 2010)*
- *Congress Bundestag - 2 year government fellowship in Germany (2003, 2004)*
- *Critical Languages Fellowship (2007, 2009)*
- *DAAD Study Scholarship (2008, 2014)*
- *Dunn Fellow (IL State Government) (2004, 2005, 2006)*
- *Emerson National Hunger Fellowship (2007, 2008, 2012, 2014)*
- *Fulbright Scholar (2001, 2002, 2004, 2006, 2011)*
- *Fulbright Teaching Fellowship (2008, 2011, 2013, 2015, 2016, 2017, 2018)*
- *Benjamin A. Gilman International Scholarship (2015)*
- *Luce Scholar (2017)*
- *James Madison Fellowship (2011)*
- *National Science Foundation Fellowship (2011)*
- *NU Public Interest Fellowship (2006, 2007, 2008, 2009, 2010, 2013, 2014, 2015, 2016, 2017)*
- *Princeton in Asia Fellowship (2015)*
- *Princeton in Africa Fellowship (2011, 2014, 2015)*
- *Princeton in Latin America Fellowship (2011, 2014, 2015)*
- *Public Policy and International Affairs (2002, 2006, 2009)*
- *Radulovacki Global Health Scholars (2015)*
- *Rotary Foundation Academic Year Ambassadorial Scholarship (2006, 2007, 2009, 2011)*
- *Truman Scholarship (2015)*
- *Udall Scholarships (2009, 2015)*
- *Urban Prep Fellowship (2011, 2012, 2013)*

The Office of Fellowships

1940 Sheridan Road

491-2617

fellowships@northwestern.edu

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

Financial Aid

If you have (or are seeking) financial aid, it is important that you stay in close contact with the Financial Aid office during your enrollment at Northwestern. It is particularly important to consult with Financial Aid when making changes to your enrollment, such as going from full-time to part-time status or withdrawing from the University.

Financial Aid Office
1801 Hinman
491-7400
ug-finaid@northwestern.edu

AccessibleNU

Northwestern University, SESP, and AccessibleNU are committed to providing a supportive environment for students with disabilities. Additionally, federal law, state statutes, and implementing regulations guarantee all students with disabilities a learning environment that provides equal access and reasonable accommodation of their disability by the institution. By removing some of the barriers to education that students with disabilities often experience, we create a learning environment that encourages and challenges all students.

If you have a disability, Northwestern provides a variety of services to assist you in becoming an active member of the University community. These services vary according to the type and level of impairment that you may experience. The majority of these services are coordinated by AccessibleNU.

It is important to work with AccessibleNU to provide documentation regarding your disability; AccessibleNU must have documentation before its staff can provide letters to faculty or supportive services. If you have a change in a medical or psychological condition, you may be asked to provide updated documentation.

AccessibleNU
2122 Sheridan Rd., Room 130
467-5530
accessiblenu@northwestern.edu
<http://www.northwestern.edu/accessiblenu/index.html>

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides counseling to individuals and groups as well as workshops and outreach programs. CAPS has a team of highly qualified and experienced counseling professionals who are dedicated to helping students work through developmental needs, emotional difficulties, and adjustments.

CAPS offers individual psychological counseling, psychiatric and medication consultation, psychotherapy groups, psycho-education, crisis consultation, intervention, and referrals to mental health professionals outside the University when appropriate.

In a report of reasons why students seek counseling, the following problems were identified by students on a self-report form on their first visit to CAPS prior to speaking with a counselor.

Anxiety/Fear/Worries	69%
Schoolwork and Grades	68%
Procrastination	62%
Depression	60%
Decisions Regarding Career	53%
Loneliness	50%

We share this information to give you an idea of the most common challenges Northwestern students face, and to let you know that problems you may be facing are often experienced by other students. You are not alone.

Counseling and Psychological Services (CAPS)
633 Emerson Street
Searle Hall, 2nd Floor
491-2151
<http://www.northwestern.edu/counseling>

Alumni Association

The Northwestern Alumni Association (NAA) fosters a mutually beneficial and enduring relationship between Northwestern University and all of its alumni. This relationship begins with both students and their parents the moment a student is accepted into the University.

NAA sponsors a variety of events for students, including regional summer parties for incoming freshmen, activities during Wildcat Welcome, the transfer student barbecue, Homecoming, and the senior class barbecue during Senior Week. NAA also supports a network of Northwestern alumni who offer to share their career knowledge and experiences to students and alumni. Working in conjunction with class leaders, NAA supports student organizations in their activities and events including the Senior Series, which are seminars on “real world” topics to aid graduating seniors in their transition from college to career, the Freshman Formal and much more.

For more information on these programs, visit the NAA at John Evans Alumni Center at 1800 Sheridan Road, on the Web at <http://alumni.northwestern.edu/> or call 800/NU-ALUMS.

Directories

SESP Office of Student Affairs

Phone: 847-491-3790

Fax: 847-491-4664 (when sending a fax, on the cover sheet, write the name of the person to whom you are sending the document.)

Caitlin Burnett

Learning Sciences Advisor

LOC Advisor (classes of 2019 and 2022)

caitlin.burnett@northwestern.edu

467-7528

Nathan Frideres

Practicum Program Director/Coordinator of the Civic Engagement Certificate Program

n-frideres@northwestern.edu

491-5383

Shelena Johnson

LOC Advisor, classes 2020 and 2021

shelena.johnson@northwestern.edu

491-5390

Meg Kreuser

Secondary Teach Advisor/Teacher Certification Manager

mkreuser@northwestern.edu

491-5362

Susan Olson

SESP Assistant Dean for Student Affairs/HDPS Advisor

susan-olson@northwestern.edu

491-4663

Ken Powers

Social Policy Advisor

kenneth-powers@northwestern.edu

467-2789

Jasmine Tucker

Program Coordinator

jasmine.tucker@northwestern.edu

491-4482

Academic Resource Offices

Office of the Registrar

633 Clark Street (East Tower of the Rebecca Crown Center)
491-5234
nu-registrar@northwestern.edu
<http://www.registrar.northwestern.edu/>

Study Abroad Office

1800 Sherman, suite 4-400
467-6400
studyabroad@northwestern.edu
<http://www.northwestern.edu/studyabroad/>

University Academic Advising Center *(pending name change)*

1936 Sheridan Road, 2nd floor
467-3900
advising@northwestern.edu
<http://www.northwestern.edu/advising-center/>

Northwestern Libraries

Phone: 491-7658
E-mail: library@northwestern.edu
Web: <http://www.library.northwestern.edu/>

The Writing Place

University Library 2304 (second floor of the North Tower)
467-2791
w-place@northwestern.edu
<http://www.writing.northwestern.edu/>

The Office of Fellowships

1936 Sheridan Road
491-2617
fellowships@northwestern.edu
<http://www.northwestern.edu/fellowships/>

Student Services Offices

Campus Life

3rd floor, Norris University Center

491-2350

<http://www.norris.northwestern.edu/csi/>

Student Organizations

<http://northwestern.collegiatelink.net/organizations>

Associated Student Government

3rd floor, Norris University Center

<http://asg.northwestern.edu/>

Northwestern Career Advancement

620 Lincoln Ave

491-3700

jobs@northwestern.edu

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

Financial Aid Office

1801 Hinman

847/ 491-7400

ug-finaid@northwestern.edu

<http://ug-finaid.northwestern.edu/>

Accessible NU

Scott Hall – room 601

467-5530

accessiblenu@northwestern.edu

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

Counseling and Psychological Services (CAPS)

633 Emerson St.

491-2151

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

Student Enrichment Services

Foster Walker, House 6, room 5101

1927 Orrington

491-4577

enrichment@northwestern.edu

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

Student Assistance & Support Services

Scott Hall, lower level

dos@northwestern.edu

491-8430

Degree Planning Resources

Degree Planning Resources

This section is designed to help you become familiar with forms and planning tools that will help in your academic development.

There are many components to successfully planning your academic career and your degree. Several of these can be found directly on SESP's website, including:

- Course descriptions
- Syllabi (for most classes)
- Eligible courses for HDPS, LOC, LS, and SOC POL concentrations

You can also find planning forms for your own concentration in Canvas.

One calendar year from the quarter you intend to graduate, you must meet with your advisor to complete your Petition to Graduate. Your advisor will notify you of this process during your junior year. You can find more information about the process, including the petition itself at:

http://www.registrar.northwestern.edu/graduation/graduation_petition.html.