

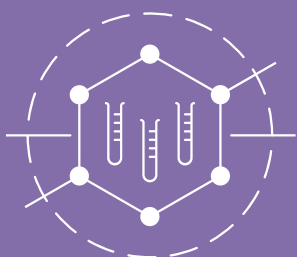
Northwestern

McCORMICK SCHOOL OF
ENGINEERING

Chemical and
Biological Engineering

2022–2023

MS Handbook



Program in Chemical and Biological Engineering

MS Handbook

Version: August 2022

DISCLAIMER: The program in Chemical and Biological Engineering reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, curricula, and courses.

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SECTION 1. INTRODUCTION

Welcome to the MS program in Chemical and Biological Engineering!

This handbook and the policies of The Graduate School (TGS) set the official guidelines for completion of milestones in this program. In addition to these milestones, this handbook includes information on other key program policies. TGS maintains a useful New Student Guide, attached as an appendix.

A note on terminology before we go further: you are entering as a graduate student in the *program* of chemical engineering. Most of the faculty in the program are members of the *department* of Chemical and Biological Engineering, which runs the courses, and is a part of the McCormick School of Engineering and Applied Science (McCormick). However, your program is administered by The Graduate School (TGS). Upon successful completion of the program requirements you will get an *MS degree* in chemical engineering.

For any questions on lab, program, or TGS policies, never hesitate to ask your academic or research advisor, the department chair, the graduate program assistant, or the director of graduate studies (DGS). Please make yourself familiar with the department homepage, especially to learn about the duties of the department staff and how they can help you.

Welcome to the program, and good luck!



Randall Snurr, Department Chair



Keith Tyo, Director of Graduate Studies



Jennifer Cole, Assistant Chair

SECTION 2. PROGRAM MILESTONES

SECTION 2a. SUMMARY AND TIMELINE

Chemical engineering offers two options for the MS program: coursework-based MS and thesis MS.

For the **coursework-based MS**, students typically complete all 10 coursework units required for the degree in 3-4 academic quarters. See Figure 1.

	Fall	Winter	Spring	Summer
Year 1	Coursework	Coursework	Coursework	
Year 2	Coursework (as needed)			

Figure 1. Timeline for completion of MS degree. Primary activities in a quarter are course-based (green).

For the **thesis-based MS**, coursework is typically completed in Spring of Year 1 or Fall Year 2, and there are two additional milestones set by the program, as shown in Figure 2:

- Quarter 1-2: Advisor selection
- Quarter 6-7: Selection of committee and defense of thesis

	Fall	Winter	Spring	Summer
Year 1	Choose advisor Begin coursework	Begin research Continue coursework	Continue research Complete coursework	Continue research
Year 2	Continue research	Continue research Select committee	Defend thesis	

Figure 2. Timeline for completion of MS program. Primary activities in a quarter are: course-based (green) and laboratory-based (orange).

The rest of this document describes each milestone in detail, and Figures 1 and 2 give the approximate timeline for completion. Failing to meet any of these milestones may result in the student being placed on academic Probation. Academic probation will ultimately result in Exclusion from the program if not remedied.

SECTION 2b. RESEARCH ADVISOR SELECTION (Thesis MS)

OVERVIEW

The most important milestone of a *thesis* MS student's first year is the selection of a research advisor. Prior to obtaining a research advisor, an entering graduate student can consult their academic advisor or the Assistant Chair of the department for course selection and registration assistance. Thereafter, the student's thesis advisor is responsible for helping a student develop an academic plan, identify a research project, and develop a research plan. Your thesis advisor will play an important role in identifying your post-graduate career options.

To help students choose advisors wisely, the program organizes a series of presentations by core and courtesy faculty who have projects to offer that year. In some years, members of other programs may be invited to give presentations as well. All students considering a thesis are required to attend the presentations. A list of core, courtesy, and invited faculty will be provided each year. Core and courtesy faculty members are listed on the department website. Some projects may be part of a larger center, or structured as a co-advising relationship.

As students identify interesting research projects, it is their responsibility to meet with the professor (or professors), interact with the other students, attend group meetings, and otherwise get to know the lab. Students are encouraged to look broadly at all projects on offer. Being actively engaged in the process will help in finding a good home for the next two years, and ensure that students are known well by the professors and their lab when it comes time for advisor selection.

The incoming PhD students are also searching for advisors at this time, too. PhD students participate in a formal rotation program that is not required of the MS students. While every attempt will be made to get all students placed with their top choices, know that there are limitations of projects available, physical laboratory space, and training support that can prevent you from getting your number one choice of advisor or project. The program aims to finalize advisor assignments for PhD students by early December, and MS students and their research advisors often agree on placements shortly after that. The process may extend into the beginning of Winter quarter, but most students are beginning research by then.

NO COMMITMENT POLICY

It is the policy of the program that professors will not formally commit to supporting a student until final assignments are made by the DGS. Likewise, students are not committed to joining any given professor's laboratory until final assignments are made. This policy is maintained regardless of any prior relationship between the professor and prospective advisee.

CO-ADVISING and WORKING with PROFESSORS OUTSIDE the PROGRAM

All core and courtesy members of the Department of Chemical Engineering may advise MS students without special arrangements. See the department website for a current roster. In contrast, unaffiliated faculty should generally not be considered during advisor selection, unless they have been specifically invited to participate in graduate student recruiting that year or such an interest has been brought up directly with the DGS.

Many students find co-advised projects to be of interest, and it is a strength at Northwestern. Most typically, a collaboration is already in place, but strong student interest in having a co-advisor can also lead to new collaborations. Co-advising between core and unaffiliated faculty members is also possible. When interested in co-advising, make sure that all parties are aware and supportive of the co-advising arrangement proposed.

FAILURE to FIND an ADVISOR

Advisor assignment is the first key milestone. If a student is unable to find an advisor, the student will default to the terminal coursework-based MS program. If, by the end of the third quarter of residence, the student has completed the necessary course requirements and maintained an adequate GPA, they will be awarded a coursework-based Master's degree at that time.

CHANGING an ADVISOR

If a student finds they are not able to continue working with the advisor they are assigned, they are first encouraged to discuss possible changes in research direction with their advisor. They are then advised to talk with the DGS or the department chair as soon as possible to identify possible remedies, including a change of advisor or exiting the program.

SECTION 2c. CURRICULUM

COURSEWORK MS

Students pursuing a *coursework* MS are required to complete three (3) core courses in thermodynamics, kinetics, and transport, three (3) department electives, and four (4) technical electives of their choice from engineering, mathematics, or the physical sciences. Most students complete this within 3-4 quarters.

THESIS MS

The *thesis* MS students are required to complete three (3) core courses in thermodynamics, kinetics, and transport, one (1) department elective, three (3) technical electives of their choice from engineering, mathematics, or the physical sciences, and three (3) units of research. In addition, *thesis* MS students should register for Responsible Conduct of Research (RCR) training during their first year if they are on an NSF sponsored project. The coursework and research units are typically completed in the first three quarters. In the second year, when no courses or research units are remaining, a special TGS course (typically TGS 512) is designated.

Students are strongly recommended to attend departmental seminars. Seminars are one-hour presentations on state of the art research by faculty at Northwestern as well as researchers at other national and international universities and industries. Registration is not required.

All of these requirements have course numbers assigned with the registrar and completion will be monitored through the Graduate Student Tracking System (GSTS), which you must keep current. A guide to GSTS is found in the appendix and on the TGS website. All details of the curriculum are discussed in substantial detail in section 3.

SECTION 2d. PROGRAM COMPLETION

Degree candidates should consult their advisor and the Assistant Chair the quarter prior to the terminal quarter to make certain that all graduate school and departmental requirements have been satisfied. Satisfactory academic standing and residency requirements must be met in order to complete the degree. For the MS program, satisfactory academic standing is an overall GPA of at least 3.0 in required graduate courses. The program additionally requires that the average of the three required core courses (chosen from CHEM_ENG 404, 408, 421, and 422) be a B (3.0) or better. Paperwork includes the Application for Degree and Master's Degree Completion forms that must be submitted and approved.

The following three sections apply only to a *thesis* MS.

THESIS MS – CHOOSING THESIS COMMITTEE

MS theses are evaluated by a group of faculty known as the thesis committee. The thesis committee must have at least three members. At least two committee members must have a core appointment in the Department. Note that it is possible to have committee members who are not part of the Northwestern University community, such as collaborators at other universities, national laboratories, or in industry.

Students should consult with their advisor(s) about who should serve on the committee. Committee members become more familiar with the student and the research than the typical faculty in the Department, and they may be able to provide useful scientific and career advice, or letters of recommendation. Once the student develops a list of potential committee members, they should secure their participation by email or in person, then fill out the relevant section in GSTS and the corresponding form in the Student Enterprise System (CAESAR). A guide to GSTS is found in the appendix and on the TGS website. The committee is usually selected during the student's anticipated second-to-last quarter, which is typically the winter quarter of the second year.

THESIS MS – THESIS

A student's thesis is the document detailing the work they have completed for their thesis. In a thesis, a student must demonstrate the relevance of their work to the greater scientific enterprise, place their work in the context of both its narrow and broader fields, and describe their results and demonstrate their technical validity. Finally, a student must detail the conclusions to be drawn from their results, and how those conclusions advance the field.

The exact structure of the thesis, including length, citation format, use of figures, etc., is strongly field-dependent. The student must find out what is accepted practice from their advisor and from prior students in their research group and in related groups.

THESIS MS – DEFENSE

The defense is the final presentation given to the thesis committee. Students should prepare a presentation that would last 30 minutes, if no questions were asked. Depending on the desires of the committee, they may either interrupt the student during the presentation, or reserve all questions for the end. The faculty will ask broad and specific questions related to the student's research, and the student should typically schedule a two-hour block with the committee for the defense, unless otherwise directed by the Chair. During the thesis defense, questions may be asked about anything in the presentation, thesis, or entire body of work. The committee seeks to understand each student's unique, substantive contribution to new scientific understanding.

At the conclusion of the defense, the committee will meet privately to evaluate and collectively decide whether to award the MS. It is important to remember that the decision is made collectively by the committee, and not solely by the advisor(s).

If the student wishes and the committee approves, the first portion of the thesis defense may be open to the public, including friends and family. Typically, most questions by the committee would then be reserved for a closed session immediately following the public presentation.

TIMELINE

All requirements, including a successful thesis defense, for the master's degree must be met within five (5)

years of initial registration in a graduate program.

OTHER REQUIREMENTS

The Graduate School offers quarterly graduation for graduate students. Students working towards a Master's degree may be awarded the degree in Fall, Winter, Spring, or Summer, assuming all work is completed before the published deadlines. It is very important that students abide by these deadlines, as they are set by TGS and cannot be moved. Deadlines for graduation and for participation in the ceremonies are posted on TGS's main calendar.

At the conclusion of a student's stay at Northwestern, they must fill out the exit survey, return all keys, and depending on circumstances, cancel Northwestern health insurance. Many research groups will have specific exit protocols that must be followed, including sample archiving and data management. Students are directed to consult their advisor and the Graduate Program Assistant to make sure that all exit requirements have been met.

SECTION 3. CURRICULUM

SECTION 3a. DISTRIBUTION of COURSES

Graduate students holding B.S. or B.E. degrees in chemical engineering must complete ten (10) courses according to the distribution below. *Thesis* MS students must complete responsible conduct of research training described in section b) below. Students entering with relevant, prior graduate coursework should see section c) below. Students entering with a B.S. or B.E. in another engineering or science discipline should see d) below.

All students must enter and update a course plan within GSTS so that the Assistant Chair or DGS can approve or further discuss course plans as needed.

In any given quarter, a student should take between 3 and 4 units of credit. Under normal circumstances, a student should plan to complete 9-10 units in their first three quarters.

All courses counted toward the MS degree will be graded (no P/N credits). A student will be placed on Probation at the close of any quarter if their overall grade average is below 3.0, and failure to improve may lead to Exclusion by The Graduate School. Refer to Section 5.

The MS program in Chemical and Biological Engineering requires (typical quarters offered):

Three courses in transport phenomena and chemical process principles (kinetics and thermodynamics). Choose from:

CHEM ENG 421 Fluid Mechanics (Fall)

CHEM ENG 422 Heat and Mass Transfer (Winter)

CHEM ENG 404 Advanced Thermodynamics (Spring)

CHEM ENG 408 Chemical Engineering Kinetics and Reactor Design (Fall)

Three of these courses must be completed with an average GPA of 3.0 or greater in order to receive a MS degree from the program. Students will be allowed to retake any of these courses a maximum of one (1) time each.

Electives within the department

For *coursework* MS students a total of three (3) electives within the chemical engineering department must be taken. A student wishing to pursue an independent study project within the department may register for CHEM ENG 499. A maximum of 2 units of 499 may be used for the degree.

For *thesis* MS students, a total of one (1) elective within the chemical engineering department must be taken.

These courses are among those listed as a TGS course with the registrar, and are not part of the required courses for the BS program in chemical engineering.

Other technical electives

For *coursework* MS students a total of four (4) other electives must be taken. For *thesis* MS students a total of three (3) elective must be taken. These courses can be within the department, in another engineering department, or in a math/science department, among those listed as a TGS course with the registrar.

Research credits

For *thesis* MS students a total of three research units must be completed. Students typically begin registering for research units in the Winter quarter of their first year, while simultaneously completing coursework. In addition, in all quarters, students must be registered for 3.0 to 4.0 units of credit, so courses and research units should sum to this amount each quarter. These research units should be graded CHEM ENG 499 (Independent Study) units. When registering for two research units in one quarter, CHEM ENG 499 offers variable unit registration so that more than one unit of independent study may be chosen. For example, a student may register for three courses and one unit of CHEM ENG 499 in the winter, and two courses and two units of CHEM ENG 499 in the spring.

For students who have completed the coursework requirements plus the three required research units, but are still working toward completing the thesis in year 2, students should register for TGS 512 (Continuous Registration) at reduced tuition to maintain full-time status. Courses cannot be taken while registered for TGS 512.

NOTES:

- Most 300-level courses that are required for BS degrees at Northwestern WILL NOT be accepted for credit toward a graduate degree. CHEM ENG 341, Process Dynamics and Control is the only exception, if this course does not duplicate a course taken for a previous degree.
- Electives must have significant technical content and be listed as a TGS course. If in doubt, the student should ask the Assistant Chair or DGS.
- The department website gives the courses offered and times for each year.
- Courses that received a P during Spring 2020 can be used as a letter grade for all graduation requirements.

SECTION 3b. OTHER PROGRAM ACTIVITIES

RESPONSIBLE CONDUCT OF RESEARCH

Thesis MS students whose research is sponsored by an NSF grant should enroll in GEN ENG 519 within their first three quarters. This is a zero-credit, S/U course that educates students about responsible conduct of research. The student must also complete an on-line course offered by CITI. The online course can and should be completed immediately, since it is a federal requirement for certain types of support. This course is not required for *coursework* MS students.

SEMINAR

The weekly departmental seminar is open to students in the MS program. MS students may attend as many seminars as they desire, but are NOT required to register for the course (CHEM ENG 510). Department seminars highlight important research in the field.

PROFESSIONAL SKILLS

The department's professional development course is open to MS students, but they do NOT have to enroll in CHEM ENG 520. The professional development course is typically offered in the Fall quarter. This course emphasizes professional development skills necessary to succeed as a graduate student. There are also sessions devoted to fellowship proposal writing and preparing presentations that are more relevant to the PhD students than MS students.

SECTION 3c. ENTERING with PRIOR GRADUATE COURSEWORK

Students entering with graduate coursework in chemical engineering or a similar discipline from another institution, but not an MS degree, *may* be allowed to waive a maximum of one course. This is at the discretion of the Chemical and Biological Engineering Department. Students must meet the total distribution and class requirements, and at least nine (9) of the ten (10) courses must be taken at Northwestern. The Assistant Chair or DGS must approve (and note on GSTS) the graduate course waived by the program.

No credit will be awarded by The Graduate School for work completed in a graduate program outside of TGS, such as the Master of Biotechnology Program. While the program may waive some courses if the student has completed a relevant graduate coursework elsewhere, all students must complete nine (9) graded units in TGS and maintain a B average (3.0 GPA).

SECTION 3d. ENTERING with NON-CHBE BS or BE.

To receive a MS in chemical engineering, students must demonstrate proficiency in key concepts that are typically found only in the undergraduate chemical engineering curriculum. This is accomplished through 1) completing an equivalent course at their home institution, 2) completing the specified course at Northwestern, or 3) passing (B or better) a comprehensive exam in that subject administered by the department.

All students must demonstrate mastery of the material found in CHEM_ENG 321 (typically Fall, Fluid Dynamics), CHEM_ENG 322 (typically Winter, Heat Transfer), and CHEM_ENG 307 (typically Spring, Reactor Engineering). Students entering without a degree or appropriate chemical engineering coursework from their prior institution will be required to take these courses or pass a comprehensive exam before the start of their equivalent graduate courses: CHEM_ENG 421 (typically Fall), CHEM_ENG 422 (typically Winter), or CHEM_ENG 408 (typically Fall). Students must notify the DGS before the start of the relevant quarter if they wish to take the comprehensive exam. It is highly recommended to discuss this early, as preparation materials and strategies can be suggested.

Depending on their prior preparation, it may also be advised that a student enroll in CHEM_ENG 211 (Fall or Winter, Thermodynamics) and/or CHEM_ENG 323 (Spring, Mass Transfer) as a prerequisite for graduate-level coursework. Students without a degree in chemical engineering may wish to audit CHEM_ENG 210 and/or 212 to gain familiarity with the material, but it is not required. Courses taken as prerequisites will be graded, but they will not contribute toward other graduate degree course requirements. An individual degree plan through GSTS, made in consultation with the DGS, is particularly important for these students.

SECTION 4. KEY PROGRAM POLICIES

SECTION 4a. CONTINUOUS REGISTRATION

The Graduate School maintains a policy of continuous registration, in which all MS students must be registered at Northwestern University during the full academic year (fall, winter, and spring) until all degree requirements have been completed, including dissertation submission (*Thesis MS*) to The Graduate School. Any alterations in the timeline are managed through Leave of Absence requests.

SECTION 4b. TRANSFER

The MS program in Chemical Engineering is structured as a terminal degree. MS students cannot apply as a new student for any Northwestern PhD program and cannot initiate a transfer request on their own. In rare circumstances, a faculty member can initiate a request for transfer to a PhD program on behalf of a current MS student. Faculty members are directed to speak with the DGS for further details.

SECTION 4c. LEAVES, COURSE ACCOMMODATIONS, and ASSISTANCE

For time away from the University longer than possible with reasonable vacation or sick time, a Leave is possible. The program follows TGS policy with respect to Personal, Medical, or Family Leave.

www.tgs.northwestern.edu/academic-policies-procedures/leaves-withdrawal-readmission.html

Northwestern is committed to providing an accessible environment. Learn more about [NU's commitment to accessibility through the Office of Equity](#). In addition, the program will work with students and TGS to develop any reasonable course accommodations that may be needed. Please initiate any official requests for accommodations through 'AccessibleNU', a central clearinghouse.

www.northwestern.edu/accessiblenu/index.html

The Writing Place offers their services to students, including individual consultations, peer tutoring, and workshops which can be useful for students completing course assignments or their research dissertation.

www.writing.northwestern.edu/

Counseling and Psychological Services (CAPS) offers mental health services for students on the Evanston campus. www.northwestern.edu/counseling/

Office of Fellowships helps students connect to fellowship opportunities for a wide variety of ambitions ranging from studying a new language to pursuing research to prestigious post-graduate opportunities to funding for graduate school. www.northwestern.edu/fellowships/index.html

SECTION 4d. PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT

MS students are allowed opportunities for professional and academic growth, including those outside the program. These include:

- The Chemical Engineering Professional Development course (CHEM_ENG 520-0) for graduate students is strongly recommended for all entering ChBE graduate students. This course meets in the Fall quarter.

- McCormick offers several minors aimed at MS students. These minors require a few additional courses beyond what is required for the MS in Chemical Engineering. More information on these minors can be found here:
<https://www.mccormick.northwestern.edu/academics/graduate/programs/interdepartmental-minors.html>
- Kellogg offers a popular (and highly selective) program on Management for Scientists and Engineers, but also frequently offers courses to the wider NU community on their Facebook page, if space remains after the business students finish enrollment. *These courses do not count towards MS degree completion.
- Some students, with the support of their advisors, may find practical internships within industry. Internships that involve time off campus are collectively managed through the Crown Family Internship. These 3- to 6-month, full-time internships may be paid positions. These internship experiences do not contribute to residency requirements. International students should work with the International Office to complete required paperwork. See TGS documentation for official policies. Students MUST discuss an internship well in advance with their research advisor. Prior to the internship, students will need to complete an application for the Crown Graduate Internship Application and register for CRDV 510. This is critical, as it is needed to maintain continuous enrollment and health insurance benefits.

SECTION 4e. CONFLICT OF INTEREST

The program in Chemical and Biological Engineering follows the conflict of interest and conflict of commitment policies of the University. Students are directed to the University web pages for the Conflict of Interest Office and the Office for Research Integrity. While students are not generally required to make the conflict of interest statements that are required annually of faculty and staff, participation in research carries certain obligations. All students are recommended to be aware of TGS and University general policies, as they can become very important if a student is involved in developing intellectual property or a company while at Northwestern, and in the student's future career. Two specific areas of attention are discussed below.

STUDENT ENGAGEMENT IN FACULTY ENTERPRISES

There are numerous faculty that actively consult or have developed companies based on their research. There is a specific policy from the Conflict of Interest Office to which students should refer if they are asked to engage in research related to a faculty member's company, if it is outside the scope of a sponsored research agreement. Specifically, students cannot be coerced, and the work should promote educational and professional growth without preventing satisfactory academic progress.

EFFORT COMMITMENT

A student may end up working with an advisor whose research project falls under the umbrella of 'sponsored research'. Sponsored research can include federal or state government support, support from private foundations, or support from companies. Should a student receive support derived from a research assistantship, a student is obligated to a commitment of effort, typically 100%, except in very special cases. This 100% effort commitment requires that any outside scientific, professional, or business activities involving more than a trivial amount of time must be closely aligned with their research or educational development. Any activity that interferes with this 100% obligation is a conflict of commitment.

Potential conflicts of commitment include any paid employment, engaging in startup activities (even if unpaid) unrelated to your research or a class, self-employment, or work as an independent contractor. The latter

classes of conflict could include activities like managing a high volume Etsy account or extensive driving for Uber. TGS requires the Graduate Student Permission to Work Request Form when external activities exceed particular thresholds of time or compensation (see TGS guidelines for more details).

Regardless of thresholds, students MUST discuss ALL potential conflicts of commitment with their research advisor. True conflicts of commitment must be approved by the department chair and the university Conflict of Interest Office. Effort commitments are certified by Principal Investigators on research grants (i.e. your research advisor) and by several offices within Northwestern. An unreported conflict of commitment is therefore a form of falsification of research effort and can result in the cancellation of grants, federal audits of the entire Northwestern community, or even criminal prosecution. Conflicts of commitment can also invalidate intellectual property generated at Northwestern or the other entity. Penalties for a student violating effort commitment policies are the same as any other conduct violation, as discussed in Section 5c below.

Note that nothing in this section is to be construed as restricting a student's ability to engage in recreational, community service, or other forms of leisure activity outside of the student's academic and research time commitments.

SECTION 5. ACADEMIC AFFAIRS

SECTION 5a. STANDING and PROBATION

A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete grades will be placed on probation by The Graduate School and will not be in good academic standing. A student that fails to maintain 'satisfactory academic progress' in their program will be placed on probation and will not be in good academic standing. To be in good academic standing in The Graduate School, the student must meet both the standards set by the Chemical Engineering MS degree program and those set by The Graduate School. Moreover, a student must make satisfactory progress toward fulfilling all requirements for the degree (see Section 2). Failure to make satisfactory academic progress may be a result of (but is not limited to): unsatisfactory performance in classes, unsatisfactory research progress, or failure to meet other program requirements. A student's failure to make satisfactory progress must be reported by the student's program to the student, as well as to The Graduate School. Students are referred online for The Graduate School's official policies on satisfactory academic progress.

SECTION 5b. EXCLUSION

EXCLUSION

Exclusion is defined by The Graduate School. A student who fails to resume good academic standing after at most two quarters after the quarter of being notified of their placement on probation by either The Graduate School or the program will be excluded from The Graduate School.

A student can also be excluded by a program without first being put on probation, but only in cases that have been stated clearly by the program (such as in Section 2) and disseminated to the student effectively. Prior to exclusion, a student is given reasonable opportunity to remediate the deficiency. Exclusion always requires approval from both the Director of Graduate Studies and the Chair of the department.

NOTIFICATION OF EXCLUSION

When a decision to Exclude is made, both the student and TGS must be informed in writing within three business days of the decision being made. The notification must include the effective date of the exclusion, a clear statement of the reason(s) for exclusion and any relevant documentation.

APPEALS PROCESS

Students wishing to appeal a program's decision to exclude must first appeal directly to the program. The program must inform both the student and TGS of the outcome of the student's appeal(s) in writing. A student may appeal program decisions to TGS. Appeals will only be considered by TGS on the basis of procedural errors or failure to comply with established program or TGS policy. The Graduate School will not consider appeals based on academic decisions.

Appeals to TGS must be made in writing within ten days of the program's final written determination of exclusion and include any supporting materials at that time. The Dean of The Graduate School will determine if an appeal should be administered within TGS, UHAS (University Hearing and Appeals System), or other sanctioning body within the University. The Dean may request additional information from, or a meeting with, the student and/or program before making a final decision. The Dean's decision will be made in a timely manner, and will be communicated in writing to the student and program. This decision is final and cannot be further appealed.

SECTION 5c. IMPROPER CONDUCT and REPORTING

Cases of improper academic and/or research conduct, and inappropriate or unprofessional behavior are considered outside the boundaries of 'satisfactory academic progress.' These cases are covered separately under TGS's Academic Integrity policy, as well as the published policies of the Office for Research Integrity, the Office of Equal Opportunity and Access, and the Student Handbook. These cases are addressed according to the University's existing disciplinary procedures, and may result in a range of sanctions up to and including Exclusion from the University.

The program in Chemical and Biological Engineering takes laboratory safety very seriously. Repeated and/or willful violations of safe laboratory practices can be grounds for probation or Exclusion and can be reported as a violation of the University Code of Conduct.

EQUITY, DISCRIMINATION, AND HARASSMENT

All members of the Northwestern community – faculty, staff, students, and contracted vendors – share a collective responsibility for creating a harassment-free environment. To this end, the program encourages all students to familiarize themselves with Northwestern's policies for access and accommodations and against discrimination, harassment, and sexual harassment and the resources available on campus dedicated to the prevention, investigation, and resolution of claims of discrimination and harassment. Northwestern's [Office of Equity](#) is the place to find support and report a concern.

<https://www.northwestern.edu/risk/compliance/compliance-areas-contacts/equity-discrimination-harassment-sexual-misconduct/>

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, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship or veteran status in matters of admissions, employment, housing or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile or offensive environment. Northwestern encourages anyone in its community who has been the target of, or who witnesses, sexual misconduct, discrimination, or harassment based on a protected category to report the incident to the Office of Equity so that those impacted can be provided with information on available resources and options.

[Report sexual misconduct](#)

[Report discrimination or harassment](#)

While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom. Examples of discrimination and harassment may include:

- refusing to hire or promote someone because of the person's protected status
- demoting or terminating someone because of the person's protected status
- jokes or epithets about another person's protected status
- teasing or practical jokes directed at a person based on their protected status

- the display or circulation of written materials or pictures that degrade a person or group
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

McCormick and TGS have several on-site Discrimination and Harassment Prevention Advisers. See the [Office of Equity's site for Sexual Misconduct Response and Prevention](#) for current listings and contact information.

CONFIDENTIAL COUNSELORS

If a student wishes to speak with someone who is legally privileged to keep communications confidential, they may contact a confidential counselor. After consulting with a confidential counselor, the student is within their discretion to take no further action. Because of the confidential nature of the counselor/patient relationship, seeking advice from a confidential counselor does not constitute reporting an incident.

EthicsPoint HOTLINE

Northwestern has selected EthicsPoint to provide the community with a simple way to report activities that may involve misconduct or violations of University policy. Anyone may file a report online or by calling 866-294-3545. This service is not a substitute for, nor does it supersede, any existing reporting methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, the EthicsPoint system provides an additional means of reporting such issues. Individuals who report concerns of sexual harassment via the EthicsPoint online option are encouraged to check the status of their report periodically, in order to receive updates as to the status of the investigation. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with relevant University policies and/or procedures and other requirements stated in the relevant Handbooks.

APPENDIX A

Use of GSTS – the Graduate Student Tracking System

GSTS (gsts.northwestern.edu) is a web portal that collects information on student progress that isn't necessarily in your transcript. The ChBE department currently asks you to use this for six tasks.

1. **Enter your advisor and committee.** The director of graduate study (DGS) will know very well who you have selected for your advisor. However, before your 3rd year, please enter your committee here, where it will be checked for compliance. Your advisor(s) is the chair of the committee, while all other members should be listed as 'committee members'. Please select "completed" only when you have entered your committee.

The system can manage communications between yourself and your committee. We do not currently recommend it for that purpose. There is a special procedure to give GSTS access to non-NU committee members. It is not necessary at this time; please only list their biographical information.

2. **Track your classes.** As a first-year, please indicate how you plan to fulfill your requirements in Transport, Kinetics, Thermodynamics, Department Electives and Other Electives. Once you complete courses, including department seminar and TA credits, please assign them to their respective categories. This is how the DGS will track your progress and check that you have fulfilled needed requirements.

For any students with prior graduate coursework in chemical engineering, administrative notes will be attached here about course waivers or substitutions, as appropriate.

3. **Provide annual evaluations.** The 'academic progress' tab provides places for an annual narrative statement on progress and goals. At the top is a self-evaluation score. Here, you should also describe your research, and keep a running list of awards, papers, honors, meetings, and courses taught. Please upload evidence (papers, award notices, etc). This is very important for personal and department-level tracking.

Your advisor will provide a formal review here late every summer. This should only be the beginning for a more detailed conversation with your advisor(s).

4. **Describe your research project in general terms.** In this tab, please provide a brief, relatively general description of your project. This is helpful for department-level statistics.
5. **Upload other documents.** Both you and the program can (should) upload additional documents. The program will upload any relevant prior transcripts (if courses are being waived), continuation decision letters, the finalized 4th year review form, and potentially others. Students can upload proposal and 4th year review documents and presentations, published papers, and any other relevant work products.
6. **TGS Forms.** Fill out forms related to Milestones: Prospectus Form (simultaneous with Qualifying Exam form), Final Exam Form, Application for a Degree Form.
7. **Communication.** You will receive some email blasts from the DGS via GSTS. We also hope to implement automated reminders about upcoming milestones such as the 4th year review.

APPENDIX B

GSTS user guide

Director of graduate studies: Keith Tyo

Go to <https://gsts.northwestern.edu>. After login, you will find five key tabs. You need to add information to each. A walkthrough is given in this document.

1. Committee (not for 1st years):

- a. Please confirm that your advisor (or co-advisors) are correct.
- b. Add your committee members if you have them.
- c. Please contact the director of graduate studies if you have non-nu committee members.
- d. Slide to 'complete' when done.

2. Plan of study:

- a. Assign courses.
 - i. Click to the right of a course, and select 'transport phenomena', etc.
 - ii. Make sure to hit enter to save the input.
 - iii. 3rd years and above can only assign the core courses and electives.
 - iv. 2nd years can assign everything to a section, including seminar, RCR courses, etc.
 - v. For 1st years, and anyone not having completed their coursework:
 1. Fill out the 'courses planned' sections for each of the key sections (transport, thermo, kinetics, department electives, other electives).
Note: there are a lot of old and incorrect courses in their database. Please only list courses actually offered.
- b. Slide to 'complete' when done.
- c. Communication with the DGS regarding courses will result in a note being appended here.

3. Academic progress: *this is the self-evaluation. This section will be reviewed and approved by your advisor(s), so use appropriate language.*

- a. Write a brief narrative statement emphasizing progress over the last year.
- b. Write a title or short description of your research topic.
 - i. It should be written to demonstrate your understanding to your advisor.
- c. Fill out sections for (cumulative) awards, publications, honors, presentations, and your completed ta assignments.
 - i. This should mirror what is in your cv.
 - ii. You may not have anything for the 'other courses or seminars' section.

- d. Write a brief narrative of your goals for next year, directed at your advisor.
 - e. Annual advisor meeting date
 - i. Agreed upon between you and your advisor previously
 - f. Slide to 'complete' when done.
 - i. **Note:** your advisor may also require additional evaluation forms, which should be uploaded in the documents tab (see below).
4. **Research project (not for 1st years):**
- a. Write a short narrative, accessible to a general chemical engineer.
 - b. Slide to 'complete' when done.
5. **Documents – all must be uploaded as (smallish) pdfs (not for 1st years):**
- a. General:
 - i. If you or your advisor has filled out another type of evaluation, please upload it here for addition to your record.
 - b. Milestones:
 - i. Each upload must correspond to a type of 'record'. These items are at Your discretion.
 - ii. Your proposal, 4th year review, and departmental seminar can go in the 'selection of committee', '4th year review', and 'seminar' records, respectively.
 - 1. Please annotate with the date of these events.
 - c. Plan of study:
 - i. Nothing required, but you may upload important communications from the DGS here, if you wish.
 - d. Academic progress:
 - i. Upload a pdf for any manuscripts you indicated earlier.
6. **TGS forms – essential forms to submit to TGS for approval of milestones**
- a. To submit a new form, select the type of form you want to submit from the "create new form" drop down menu.
 - b. **TGS forms and their uses:**

Form name	Use
Application for degree	Use this form to petition to graduate for a future quarter, indicate the name as it should appear on the diploma, and the address where the diploma should be mailed. The diploma mailing address can be updated even after the form is submitted and approved.
PhD qualifying exam	Submit this form once you have passed the qualifying exam.
PhD prospectus	Submit this form once you have passed the prospectus.
PhD final exam	Submit this form leading up to your dissertation defense.
Petition for absence	Submit this form to request a general or family leave of absence, or a parental accommodation.
Program withdrawal Request	Submit this form to request to withdraw from your graduate program.
Masters in primary PhD	Submit this form to request a master's degree along the way to the PhD in the same program.

APPENDIX C

The Graduate School (TGS) 2022 New Student Guide

Key Dates

Mid-March

New student immigration document requests are available for all incoming international students through the [Office of International Student and Scholar Services \(OISS\) Portal](#). To ensure students receive their F-1 or J-1 Visa in time, please visit the [International Office's website](#) for full details and deadline.

July 1

The deadline to submit health records, including proof of immunizations, for fall entrants. The penalty deadline for submission of all documents and meeting the requirements is 30 days after the start of classes.

Early July

Open enrollment for the Northwestern Student Health Insurance Plan (NU-SHIP) runs from July 1-October 1. NU-SHIP provides coverage September 1, 2022 through August 31, 2023. International students (students with an F-1 or J-1 U.S. Visa) are required to maintain enrollment in NU-SHIP for the entire time they are at Northwestern. Students who intend to use NU-SHIP are encouraged to confirm their enrollment via the online form in CAESAR by the last week of August to ensure timely access to benefits. Students also may enroll dependents during the open enrollment period (July 1-October 1), *after* they have confirmed their own NU-SHIP enrollment in CAESAR.

Late August

The Graduate School's 2022 New Student Orientation will be a hybrid experience with an online, self-paced orientation course in Canvas that will launch on **August 22**; a series of virtual Q&A sessions in early September (more details will be shared with incoming TGS students in August 2022); a virtual TGS Resource Fair webpage; and an in-person TGS Resource Fair at Norris Center on **September 23 from 1:00–3:00 PM**. All aspects of The Graduate School's orientation are suggested, not required.

August 25

Fall Quarter Academic Kickoff from 9:00 AM–5:00 PM at Norris Center; this interactive day of informative sessions is designed to facilitate graduate student and postdoc transitions to teaching roles at Northwestern. It is held twice annually, every fall and spring.

August/September

Versant (English proficiency) Testing for international PhD/MFA students

Early September

New students can obtain a Wildcard/student ID card. **All students are required to submit their ID photo online.** Please review the guidelines and upload your photo on the [Wildcard Photo Submission page](#). The Wildcard Office is open by [appointment only](#). You must present a government-issued photo ID (e.g., your driver's license, state photo ID, or current passport) in order to claim your card.

Early September

All full-time enrolled TGS students may opt in to receive a [CTA University Pass \(U-Pass\) transit card](#) at a discounted rate through the TGS quarterly Activity Fee. Please submit your Wildcard photo ID [electronically](#) before Thursday, September 1 to ensure your U-Pass will be ready for your arrival. U-Passes are not active until the first day of classes for new students. ***TGS is finalizing the pick-up details for the Fall Quarter, please check the [U-Pass webpage](#) in mid-August for details.***

September 2

Deadline for official transcripts to be received, reviewed, and verified by The Graduate School

September 7

The Office of International Student and Scholar Services' (OISS) [Graduate International Student Orientation](#)

September 12

ChBE MS and PhD orientation from 2-4 PM.

September 15

TGS students can begin to register for classes at 9:00 AM.

September 16 (for Students Receiving a Stipend or Being Paid)

Students need to enter their Direct Deposit details in [myHR](#) between September 16-22.

September 20

Classes begin.

September 23

In-person TGS Resource Fair from 1:00-3:00 PM at Norris Center

September 26

The last day to add a class or change a section. (No reductions are made to bills for dropped or swapped classes after this date. Last day for full tuition refund.)

October 10

First invoice for the academic year is generated. You will receive an email to review your account and pay any balance due by November 1. Even if you are receiving a stipend and full tuition support, you still need to pay the Activity Fee if you opted in to receive a U-Pass.

October 28

The last day to drop a class. (No tuition adjustments can be made after September 26.)

Academic Calendar

[The University's academic calendar can be viewed here.](#)

Action Items

Transcripts

Verifying the completion of your previous degrees is an important step in our transcript collection process. Transcripts uploaded via your online application are not official documents, they are considered personal copies. Therefore, you are required to submit **one official copy of each of your transcripts** to The Graduate School's Office of Admission and Recruitment.

- Please wait to submit your official transcripts until all degrees you will earn prior to enrolling at Northwestern University are listed.
- Official transcripts must be sent directly from the issuing institution's registrar (either mailed in sealed envelopes or sent through a third party service as official, electronic transcripts) to: Northwestern University, The Graduate School, Office of Graduate Admission, 633 Clark Street, Evanston, IL 60208-1113 or tgsadmission@northwestern.edu.
 - Digital/electronic transcripts must be sent from the issuing institution via a password protected, e-transcript delivery service. Please check with your institution's registrar's office to see if they offer an e-transcript service.

New students who do not provide all official transcripts by the September 2 deadline will have a hold placed on their student record and will not be permitted to register for their study at Northwestern.

For answers to common questions about transcript submission, visit our [FAQ page](#).

Enter Emergency Notification Phone Numbers and Emergency Contacts

You must identify at least one phone number in CAESAR that the University may use to contact you in the event of a campus emergency, as well as an emergency contact person. You must provide this information before you can register for classes. Missing information in either category results in a [registration hold](#). If you need help with entering this information in CAESAR, please visit the [CAESAR help website for instructions](#).

Notify your home program and TGS of any External Funding (if applicable)

If you have accepted funding from a source other than Northwestern University (NDSEG, Ford Foundation, VEF, etc.), you must [email](#) TGS Graduate Student Funding and your home program prior to your first quarter of enrollment so that your funding can be processed appropriately and you avoid any accounting errors

in your student account. This will enable your program to make any appropriate adjustments to your funding package.

Health Requirements

All new full-time and half-time students must visit the [Northwestern Medicine Student Health Service website](#) to review information related to University and State of Illinois health requirements, including COVID-19 vaccination requirements, and download the required entrance health form. There are deadlines associated with these requirements (listed on the Northwestern Medicine Student Health Service website).

Health Insurance

Northwestern University requires that all students maintain health insurance while registered at the University. You may waive enrollment by providing evidence that you have comparable health insurance coverage for the entire period of registration. **International students holding a F-1 or J-1 Visa may not waive the Northwestern plan.**

Sign up for Direct Deposit (students receiving a stipend)

Complete the [direct deposit process](#) in [myHR](#) between September 16-22.

Student Finance

You may set up your payment preferences (e-check payment or credit card) by logging in to [CAESAR](#) using your NetID and password.

U.S. citizens that are receiving assistantships and not scholarship (78050) will need to [submit an I-9 form](#). Foreign nationals will need to complete an I-9 form and [FNIS \(Foreign National Information System\)](#).

Please note: Even though a student may be 'fully-funded', there may be charges on the student account that are not covered by the funding package. This may include housing changes, library fines, parking fines, health services, other incidental charges, as well as the quarterly TGS Activity Fee when you opt in to receive a U-Pass.

To avoid late payment penalties, such as late fees, registration hold, or transcript hold, it is recommended that you pay your account balance by the term due date. It is also recommended to review your account at least once a month, after the monthly statement is generated (bills are generated the 10th of each month and payment is due the 1st of the following month.) Learn more on the [Student Finance website](#).

Action Items for International Students

Visa

Students admitted to the Fall Quarter must submit your I-20/DS-2020 request to the Office of International Student and Scholar Services (OISS). You will submit your documents through the [OISS Portal](#).

For all questions regarding choosing the proper Visa and steps in the Visa process, please check out the OISS's [Steps for New Students](#). If you have errors while applying or questions regarding your documents, you may contact OISS via [email](#) or phone at 847.491.5613.

International students should allow for **four weeks** for their request to be processed

English Proficiency Requirement

International PhD and MFA students must fulfill [TGS's English Proficiency Requirement](#), which establishes a minimum level of spoken English proficiency students must reach before becoming eligible to earn funding as teaching or graduate assistants.

Entering PhD and MFA students who have not yet fulfilled the English Proficiency Requirement must take the Versant English Test. Students will be contacted with more information about the test during the summer, and will receive an email about registering for a specific test session.

See English Language Programs (ELP) under the Campus Life heading or visit [ELP's website](#) for more information about English language services for international students. For all questions about the English Proficiency Requirement and proficiency testing, please [email](#) the ELP office.

Academic Tools and Systems

NetID and Email

Your NetID is your electronic identity at Northwestern. The most common format of a NetID is a combination of three letters (often related to your name) and four numbers. Your NetID is different from your seven-digit student ID number. Use your NetID to access essential University services and resources, including, but not limited to, CAESAR, Canvas, Northwestern Library online resources, research resources, campus Wi-Fi networks, and Microsoft Office 365.

Powered by Google's G Suite for Education, your @u.northwestern.edu student account includes tools for email, calendars, document management, cloud storage, and more. All official communication from Northwestern is sent to this account. You are responsible for receiving, reading, and responding to messages in a timely way, so please make it a habit to check for new mail every day. **Please note:** Your @u account password is distinct from your NetID password. More information is available on the [Northwestern IT website](#).

- Kellogg School of Management students will use Microsoft 365 and use their @kellogg.northwestern.edu account
- Feinberg School of Medicine students will use Microsoft 365 and use their @northwestern.edu account.

EmplID

Included in your admission letter (at the bottom of the page) and on your [application portal](#) checklist is your seven-digit EmplID. Your EmplID is often referred to as your "Student ID Number." You may be asked to include your EmplID on housing, health record, or other University forms. Your EmplID will remain with you throughout your tenure at Northwestern University.

CAESAR

[This student information portal](#) enables you to register for classes, review your funding, and review and pay your student account.

Graduate Student Tracking System (GSTS)

The [Graduate Student Tracking System](#) enables students to track their progress and academic activity in one place. Log in with your NetID and use the tool to communicate your plan of study, coursework, milestones, and annual progress with your program.

Wildcard

Northwestern Student ID cards are called "Wildcard." Your Wildcard will allow you to enter University facilities and use various services around campus. New students typically obtain a Wildcard the week before classes start. It is printed for you at the Wildcard office at Norris University Center in Evanston, or in the RIC Building at 345 E. Superior (15th Floor) in Chicago. **Please note:** The Wildcard Office is open by [appointment only](#). Save time and submit your Wildcard photo before arriving to campus (required). [Learn more here](#).

Faculty and Staff Information System (MyHR)

MyHR is an online system from which graduate students' stipends and payroll are processed. Students can access information about their appointments using the Self-service portal.

Northwestern Information Technology (NUIT)

Northwestern Information Technology is the central information technology organization providing services and resources to support the academic, research, and administrative missions of the University. Visit the [NUIT website](#) for tech tools, services, and support options.

The IT Support Center provides technical support and guidance on University services and resources. Contact the IT Support Center:

- Call 847.491.4357 (1-HELP).
- Email consultant@northwestern.edu.
- Visit the Technology Support Center in the University Library.
- Search the [Northwestern Knowledge Base](#) for answers to common questions.
- Find tips on the [NU1HELP Facebook page](#) and [@Northwestern_IT](#) on Twitter.

Evanston Office of Graduate Financial Aid

This office processes federal and private student loans. Counselors are available to assist you with questions and concerns regarding student loans.

Student Finance

Student Finance posts charges on student accounts including tuition, fees, and late fees. They also process student payments towards these charges and issue account refunds.

TGS Graduate Student Funding

The administrative office in each academic program of study should be the first point of contact for questions regarding your funding. TGS's Graduate Student Funding office (tgs-fa@northwestern.edu) also can assist you with information regarding your funding and health insurance subsidy. Students should notify their home program and TGS if they receive any external funding.

TGS Legal Services

All currently enrolled, full-time TGS students have access to [TGS Legal Services](#). Explore the webpage for examples of common issues that are discussed and how to book an appointment.

Policy Guide

All students within TGS are subject to and should be aware of [The Graduate School's academic policies](#), their program's policies (handbook), and [Northwestern University's policies](#) pertaining to students, including the [Student Handbook](#).

Campus Life

Diversity and Inclusion

A diverse student population is a key element of the educational experience for students in TGS. Diversity presents itself in many different forms, including socioeconomic status, race or ethnicity, religion, gender identity and expression, sexual orientation, nationality or place of origin, disability, unique work or life experience, etc. The Graduate School's [Office of Diversity & Inclusion](#) (ODI) is committed to providing diverse graduate students with the tools they need to be successful both inside and outside of the classroom. Through their retention and recognition efforts, ODI aims to improve the overall engagement and graduate experience of our students. Learn more about these strategies [here](#).

Student Life

TGS provides many ways for students to engage on campus and virtually through quarterly events, [Co-Sponsorship Grants](#), and [TGS-affiliated organizations](#). The Graduate Student Association (GSA), Chicago Graduate Student Association (CGSA), and Graduate Leadership and Advocacy Council (GLAC) are three overarching TGS-affiliated student organizations that attend to graduate student advocacy, social, and volunteer needs. There also are a number of affinity groups. For more information, please email TGS Associate Director of Student Life [Lauren-Ashley Buchanan, PhD](#).

Professional Development

TGS supports graduate students in developing the skills, experiences, and knowledge—or core capacities—required to meet their academic and professional goals. TGS partners with units across the University to offer [professional development programs and resources](#) through which graduate students develop these capacities. If you have questions about graduate professional development opportunities at Northwestern, email TGS Director of Graduate and Postdoctoral Training Development [Liz Stein, PhD](#).

Career Preparation

[Northwestern Career Advancement \(NCA\)](#) supports graduate students through all stages of the career development process, from career exploration to applying to opportunities. For students unsure of their next step, dedicated TGS staff help graduate students reflect on their professional skills and values and help connect that reflection to targeted career fields of interest. Beyond exploration, we are here to help students develop a job search strategy, assemble application materials, navigate the interview process, and enter the negotiation process. NCA supports students throughout their time at Northwestern and provides expert consultation for students considering a wide range of careers, including (but not limited to) careers in academia, consulting, research & development, and policy. To learn more about upcoming events and to schedule an appointment with our team, please visit [Handshake](#), NCA's career portal.

English Language Programs (ELP)

ELP supports international students who wish to improve their English language skills. Services are offered year-round, and include [group language classes](#), [one-on-one instruction](#), small group practice, supported [online speech and language training](#), and [language tables](#). New PhD and MFA students also may receive intensive language support through the [English Development Through Guided Exploration \(EDGE\)](#) and [Integrated Academic Skills \(IAS\)](#) programs. Services are offered free of charge and are limited to students and employees of Northwestern University. For more information, email elp@northwestern.edu or visit the [ELP website](#).

Student Affairs

Made up of 30+ departments, the [Division of Student Affairs](#) engages students in activities and culture on campus and in the surrounding community. Student Affairs offers support to students in need by providing learning programs, services, and mentoring to sustain a safe and healthy Northwestern community.

AccessibleNU

[AccessibleNU](#) supports and empowers students with disabilities by collaborating with the Northwestern community to ensure equal access to fully participate in the academic learning environment. Should you anticipate or experience disability-related barriers in the academic setting, please contact AccessibleNU to move forward with the University's established accommodation process by emailing accessiblenu@northwestern.edu or calling 847.467.5530.

Wellness Services

Northwestern Medicine Student Health Services provides quality medical care to students on both the [Chicago](#) and [Evanston](#) campuses. All degree-students enrolled in courses are eligible to use outpatient services at student health. Northwestern's [Counseling and Psychological Services \(CAPS\)](#) serves as the primary mental health service at Northwestern with offices on both campuses. Northwestern's [Health Promotion and Wellness \(HPaW\)](#) is the primary provider of health promotion, education, and prevention programs on alcohol, other drugs, and wellness issues for NU students. Northwestern students who are enrolled full-time have access to the Henry Crown Sports Pavilion, Northwestern's main gym. [Learn more on their website](#).

Housing

For information on housing for graduate students, please refer to the [Graduate Housing website](#). The on-campus housing application is available online, but requires a NetID login. If your NetID is not yet activated, please email the [Residential Services Office](#) for further information.

TGS Quarterly Activity Fee

The Graduate School's quarterly Activity Fee is charged to full-time enrolled TGS students who opt in to the [U-Pass program](#). This enables students to receive a CTA University Pass (U-Pass) transit card at a discounted rate.

Please note: The Activity Fee, along with any outstanding account balance, must be paid by the term due date to avoid any late payment penalties such as: late fees, registration hold, or transcript hold. Even fully funded students must pay the Activity Fee themselves.

U-Pass

TGS and the Chicago Transit Authority provide the CTA University Pass (U-Pass) to full-time TGS graduate students through a quarterly Activity Fee. The CTA U-Pass program uses fare cards called Ventra, a contactless payment system that serves as a U-Pass. Benefits of this system include:

- Can be used 365 days a year when you choose to opt in each quarter
- Can be used on [CTA buses](#) and trains for unlimited rides
- Can be used on [Pace buses](#) as a fare card (charges apply)
- Can be loaded with funds and changed to a full-fare card once you are no longer enrolled full-time
- Personalized with your Wildcard photo and name

Please submit your Wildcard photo ID [electronically](#) before you arrive on campus to ensure your U-Pass will be ready for your arrival. **Please note:** TGS is finalizing pick-up details for the Fall Quarter, please check the [U-Pass webpage](#) in mid-August for details.

Child and Family Resources

TGS has a family resource liaison and a range of programs and resources specifically for graduate students with children or who are thinking about having children during their program. These include assistance with parental leave, family-friendly neighborhoods and childcare. [Learn more here.](#)

Changing Personal Information

If there has been or will be changes to your personal information (address, phone, etc.) since you submitted your online application, you can update your information in CAESAR once you begin your study at Northwestern. Legal name changes must be [submitted to Human Resources](#) and processed by the Registrar's Office to update the name change in CAESAR. If you are receiving a stipend or other pay from Northwestern, you will need to update the myHR system via the Self-service portal for changes to your address, phone number, bank account, etc.

Social Media

TGS frequently posts news, events and opportunities on our [Facebook](#), [Twitter](#), and [Instagram](#) pages.

Optional Program Resources to Include:

- Contact information of fellow classmates
- Contact information for program assistants
- Information about the first pay date
- Intranet/social media links