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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

Justin Notestein, 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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Coursework</td>
<td>Coursework</td>
<td>Coursework</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Coursework (as needed)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Choose advisor</td>
<td>Begin research</td>
<td>Continue research</td>
<td>Continue research</td>
</tr>
<tr>
<td></td>
<td>Begin coursework</td>
<td>Continue coursework</td>
<td>Complete coursework</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Continue research</td>
<td>Continue research</td>
<td></td>
<td>Defend thesis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select committee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 milestones 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. 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 Masters 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. 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 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. 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 MS with thesis.

**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 Masters 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 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 courses 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):

One course in transport phenomena. Choose from:

- CHEM ENG 421 Fluid Mechanics (Fall)
- CHEM ENG 422 Heat and Mass Transfer (Winter)
- CHEM ENG 437 Selected Topics in Fluid Mechanics (not currently offered)
- CHEM ENG 462 Viscoelasticity and Flow in Polymer Systems (alternating Springs)

One course in chemical process principles. Choose from:

- CHEM ENG 404 Advanced Thermodynamics (Winter)
- CHEM ENG 406 Selected Topics in Thermodynamics (Spring)
- CHEM ENG 408 Chemical Engineering Kinetics and Reactor Design (Fall)
- CHEM ENG 409 Advanced Reactor Design (not currently offered)
- CHEM ENG 410 Principles of Heterogeneous Catalysis (alternating Winters)
- CHEM ENG 414 Modern Analytical Techniques for Chemical Engineering (not currently offered)
- CHEM ENG 463 Polymerization Reaction Engineering (alternating Springs)

One additional course from either category above.

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 that 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.

**SECTION 3b. OTHER PROGRAM ACTIVITIES**

**RESPONSIBLE CONDUCT OF RESEARCH**

Thesis MS students should all 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 online 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.

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

Students entering with a degree other than chemical engineering (or a similarly-titled degree) may need to take up to six additional undergraduate chemical engineering courses for credit: CHEM ENG 210 or 212; 211, 307, 321, 322, and 323; in order to prepare them for the required courses listed above. These courses 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 Assistant Chair or DGS, is particularly important for these students.
SECTION 4. KEY PROGRAM POLICIES
SECTION 4a. RESIDENCY

Official policy of The Graduate School is that a student pursuing a MS must complete three (3) quarters of residency. Any alterations in the residency timeline are managed through Leave of Absence requests. Per the continuous registration policy, 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 to The Graduate School.

No residency 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 4b. TRANSFER

The MS program in Chemical Engineering is structured as a terminal degree. No petitions by students to transfer from the MS program into the PhD program will be accepted. : Students wishing to be considered for the PhD program must reapply to the PhD program.

SECTION 4c. LEAVES and COURSE ACCOMMODATIONS

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. 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.

SECTION 4d. PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT

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

- 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 are 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.
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 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 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. The most salient point is that 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 students cannot have additional paid employment, and 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.

Examples of conflicts of commitment include any form of paid employment, engaging in startup activities (even if unpaid) unrelated to your research or a class, or even managing a high volume Etsy account.

Students must discuss any 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.

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

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.

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 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 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.

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 site of the Sexual Harassment Prevention Office 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.
APPENDICES

A. MS Thesis Based Checklist for Defense and Degree Completion
B. MS Course Based Checklist for Degree Completion
Appendix A

Chemical and Biological Engineering Department

MS Thesis Based Checklist for Defense and Degree Completion

Graduate Coordinator: Elizabeth Rentfro (elizabeth.rentfro@northwestern.edu)

☐ Fill out the Application for Degree form on CAESAR by the deadline.

☐ Approximately two months before you intend to defend: Schedule a defense date.
  - Use a scheduling tool like Doodle to narrow down dates and a 2-hour block of time.
  - Defenses often cluster at certain times of the year, and some faculty are hard to schedule; plan accordingly.
  - Book a room for the defense with the Graduate Coordinator.
    - Book a three-hour block, which includes 30 minutes on each side of your scheduled presentation to allow for setup time and overrun.
    - Let the Graduate Coordinator know the date and time of your defense.

☐ Once a date is chosen for your defense, fill out the MS Completion form via CAESAR

☐ Check deadlines for submission of all paperwork on the TGS website.
  - Please note that all paperwork must be turned in more than four weeks in advance of the conferral date. (For example, paperwork for a June degree is due in early May)
  - The cutoff date for participating in the graduation ceremony may be later.

☐ Two weeks prior to defense date: Send your committee members your written thesis by email, and ask if they want a hard copy delivered.
  - Delays in providing the document must be cleared with your committee in advance.

☐ Prepare your presentation for defense.
  - The presentation should be about 45 minutes long if it were uninterrupted.
  - You do not need to cover your entire thesis; you can focus on certain accomplishments.

☐ Day of your presentation: make sure that your personnel file is available for your advisor from the Graduate Coordinator.
  - You will be asked to step out of the room after all the committee members have arrived before you start your presentation and after the presentation is concluded so that the committee can deliberate.
  - Your defense is not official until the signed form has been returned to the Graduate Coordinator and the approval is entered online.

☐ If you have any Y or K grades on your transcript, please make sure that the Graduate Coordinator submits the appropriate change of grade form to TGS.

☐ If applicable, cancel your Northwestern health insurance. See the instructions on the TGS website.

☐ For information on commencement and hooding ceremonies, please see emails from the McCormick Dean of Graduate Studies or check the TGS and McCormick websites.
  - You must indicate your intent to participate in the various ceremonies and ensure that you appropriately rent or purchase regalia.

☐ Check CAESAR for any holds on your record. Your diploma and copies of your transcript will not be released if you have any holds.
Appendix B

Chemical and Biological Engineering Department

**MS Course Based Student Checklist for Degree Completion**

Graduate Coordinator: Elizabeth Rentfro (elizabeth.rentfro@northwestern.edu)

- Check deadlines for submission of all paperwork on the TGS website.
  - Please note that all paperwork must be turned in more than four weeks in advance of the actual degree conferral date. (For example, paperwork for a June degree is due in early May)

- Fill out the Application for Degree form on CAESAR by the deadline.

- Fill out the MS Completion form via CAESAR no more than 2 weeks before deadline.
  - Coursework based students should use the Director of Graduate Studies and the Assistant Chair (Justin Notestein and Randy Snurr respectively) as your committee.

- If you have any Y or K grades on your transcript, please make sure that the Graduate Coordinator submits the appropriate change of grade form to TGS.

- If applicable, cancel your Northwestern health insurance. See the instructions on the TGS website.

- For information on commencement and hooding ceremonies, please see emails from the McCormick Dean of Graduate Studies or check the TGS and McCormick websites.
  - You must indicate your intent to participate in the various ceremonies and ensure that you appropriately rent or purchase regalia.

- Check CAESAR for any holds on your record. Your diploma and copies of your transcript will not be released if you have any holds.