GENERAL INFORMATION

FOR

STUDENTS

in the

MASTER OF PROJECT MANAGEMENT PROGRAM

JUNE 2015

Please retain this bulletin for reference throughout the year. You will find that most of the questions you have are answered in this bulletin.
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Registration

NEW GRADUATE STUDENTS

The Confirmation of Intention to Register form enclosed with the admission letter should be returned to the Master of Project Management (MPM) program at least four weeks before the initial registration. Students who fail to meet this deadline are required to submit the form at registration and may encounter consequent delays in their registrations.

The admission letter packet includes a link for information and medical forms from the University’s Health Service. All students must be able to prove that they meet the entrance health requirements mandated by Illinois law and Northwestern University. In addition, all students must have comprehensive hospital - surgical insurance coverage by enrollment either in the Northwestern University Student Hospitalization Plan or one comparable to it. It is mandatory that all students complete and return the Admission Health Record form and the Insurance Coverage Selection form to Health Service by the specified deadlines prior to their first registration (see the Academic Calendar in this Bulletin) or within 30 days after receipt of the forms for late-acceptance students. Failure to do so may result in the assessment of a late fee of not less than $150 and a hold on registration. Insurance brochures and information are also available from Health Service. Students who have been absent from the campus for two or more years must report to Health Service for medical review and evaluation before being permitted to register.

All international students must report promptly upon arrival on campus and before registration to the International Office, 630 Dartmouth Place, Evanston, Illinois 60208-4190. They must also report to Health Service for tuberculosis (PPD) skin testing. The Vice President for Student Affairs has mandated that all first year incoming international students must purchase health insurance from the University recommended vendor, Aetna Student Health. There will be no exceptions. The Vice President has also mandated that these same first year incoming international students shall maintain coverage from Aetna Student Health (or an alternative vendor selected by Northwestern University) for the entire time they are studying at Northwestern.

Students are responsible for keeping the MPM program informed of any changes in either permanent or local address. University communications are sent to the last address recorded. Students may jeopardize their graduate studies if they do not receive vital information regarding their status in the MPM program.

GENERAL REGISTRATION POLICIES

Registration in the MPM program is normally handled by submitting to the MPM Program Director a list of selected courses; upon approval of these courses by the Program Director, the student will then be registered by MPM personnel. Arrangements have not been made for MPM students to register directly online, so no attempt should be made to do so.

Only students who have been officially admitted to the MPM program are permitted to register. Late registration is permitted through the fifth day of classes in any quarter. In the Summer Session, the late registration period extends only through the fourth day of classes. A fee of $25 is charged for late registration if paid at the time of registration ($30 if billed).

Students in the MPM program must be registered in order to use University facilities, including the libraries, laboratory or office space, computer services, and athletic amenities.
EXCEPTION: Any student who wants to register for a course in the Kellogg Graduate School of Management must do so through the Associate Director of the MPM program; students should not contact directly anyone in the Kellogg Graduate School of Management.

CHANGE OF REGISTRATION

A course may not be added and a change of section may not be made after the fifth day of the quarter. A student who wishes to change a registration must secure the appropriate form from either the MPM Director or the Registrar's office, obtain the appropriate signatures (including approval by the MPM Director), and return the form to the Registrar's office within the first five days of classes. A student who wishes to drop a course must submit the appropriate form by the end of the fifth week of classes. No refunds are given after the first week of classes unless the entire registration is withdrawn.

CANCELLATION OR WITHDRAWAL OF REGISTRATION

All students who cancel their entire registration, even if it is only a single course, must inform the MPM Program Director and file a Withdrawal form in the Registrar's office. Withdrawal forms are obtained from the MPM office. This procedure also applies to students who advance register and then decide not to enroll for the quarter for which they have preregistered. The amount of the tuition refund depends on the time at which the completed Withdrawal form is submitted to the Registrar's office (see the Financial Regulations section of this Bulletin).

SUMMER SESSION REGISTRATION

The Summer Session might include a very limited number of courses for which an MPM student would receive credit toward a degree. In such a situation and with permission from the MPM Director, registration during the Summer Session can expedite the degree program or provide a course which may not be available during the regular academic year. However, an MPM student cannot begin a program of study during the Summer Session.

A student who does not seek a graduate degree at Northwestern University, but wishes to attend classes during the Summer Session, should apply directly to the Summer Session office as a non-degree special student. Courses taken in the Summer Session before admission to the MPM program cannot be applied to an MPM degree. The Summer Session office address is 405 Church Street, Evanston, Illinois 60208; phone (847) 491-5250.

AUDITORS

Course auditors are not given formal recognition by either the MPM program or the Registrar. The auditing of any graduate course without formal registration by full-time graduate students in good standing is both permitted and encouraged. However, permission of the instructor is usually required and limitations of space and/or facilities may impose restrictions.
Degree Requirements

RESIDENCY

A student must register for a minimum of nine units of coursework to satisfy the Northwestern University residency requirement for a Master of Science degree. Credit earned at another graduate school or professional school may not be applied toward satisfying the three-quarter residency requirement for the MPM degree at Northwestern University.

Visa Requirement

Full-time study is defined as a minimum of three units of coursework per quarter. All students holding F-1 or J-1 visas are required to register full time each quarter. Eligible students may maintain full-time status at reduced tuition by registering for PROJ_MGT 588 Resident Master’s Study; however, this registration does not count toward satisfying the residency requirement for a degree.

PROJ_MGT 588 RESIDENT MASTER’S STUDY

Registration for PROJ_MGT 588 Resident Master’s Study is appropriate for students who have completed all course and residency requirements prescribed for the MPM degree. PROJ_MGT 588 registration does not carry credit toward residency for any degree, but it does enable a student to maintain full-time status and use University facilities.

ALLOWABLE GRADES

Allowable grades in MPM graduate courses are A, A-, B+, B, B-, C+, C, C-, D+, D, and F (for failing work). A grade of Y is given when a student does not submit all assigned work in a course; a grade of X is given when a student fails to take the final examination. All X or Y grades are incompletes and must be made up within one calendar year of the date the grade is incurred; after one calendar year, the X or Y becomes a permanent grade on the record.

PASS/NO-CREDIT OPTION

With special permission from the MPM Program Director, up to two courses may be taken on a pass/no-credit (P/N) basis rather than for a letter grade. The P/N option is usually reserved for challenging courses in which the student is at a disadvantage relative to other students in the class, and it must be declared during the first week of classes and cannot be changed thereafter.

GOOD ACADEMIC STANDING

To be in good academic standing in the MPM program, a student must meet the quality standards set by the MPM program and make satisfactory progress toward fulfilling all stated requirements for the degree. A student whose overall grade average is below B (3.00) is not satisfying the stipulated academic standards.
PROBATION AND EXCLUSION

A student whose record does not meet the definition of good academic standing will be placed on probation. A student who is not in good academic standing or who fails to make satisfactory progress toward the degree in accordance with the regulations adopted by the MPM program may be dismissed from the MPM program.

TIME FOR COMPLETION OF DEGREE

It is expected that the MPM degree will be completed within five years from the date of matriculation. If this time limit is not satisfied, a written request for an extension must be submitted and additional courses may be required.

ACADEMIC INTEGRITY

Academic integrity is fundamental to every facet of the scholarly process and is expected of every student in the MPM program in all academic undertakings. Integrity involves firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual efforts of both oneself and others.

Ensuring integrity in academic work is a joint enterprise involving both faculty and students. Among the most important goals of graduate education are maintaining an environment of academic integrity and instilling in students a lifelong commitment to the academic honesty that is fundamental to good scholarship. These goals are best achieved as a result of effective dialogue between students and faculty mentors regarding academic integrity and by the examples of members of the academic community whose intellectual accomplishments demonstrate sensitivity to the nuances of ethical conduct in scholarly work.

Standards of academic honesty are violated whenever a student engages in any action that jeopardizes the integrity of scholarly work. Such actions include cheating in the classroom or on examinations, including papers and reports; the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence; fabrication of data; omission or concealment of conflicting data for the purpose of misleading other scholars; use of another's words, ideas, or creative productions without citation in either the text or in footnotes; paraphrasing or summarizing another's material in such a way as to misrepresent the author's intentions; and use of privileged material or unpublished work without permission. Academic dishonesty is a serious matter for MPM graduate students committed to intellectual pursuits, and it will be adjudicated in accordance with procedures approved by the University.

SPECIFIC MPM REQUIREMENTS

The Master of Project Management degree will be conferred upon a student who has satisfactorily completed an approved series of twelve course units with a grade point average of B (GPA= 3.00) or better with no X or Y grades, attended the MPM seminar series, and prepared, presented, and submitted an acceptable capstone report.
SEMINAR

As a manifestation of their commitment to this program, MPM students are expected to attend a seminar series by practicing professionals to complement their academic coursework with real-world experiences. There is no tuition charge for registration in this seminar, and grades of Satisfactory (S) or Unsatisfactory (U) will be entered on the transcript.

CAPSTONE REPORT

Submission of an in-depth report is a required part of the MPM program. The preparation of this report should be viewed as an opportunity to investigate in detail some aspect of project management. The essential nature of this report is to provide a means to exercise creative thinking, synthesize concepts, and demonstrate writing and speaking skills.

The advantages of addressing your capstone report requirement in a timely manner cannot be emphasized too strongly. Each year there are a number of students who delay this challenge until “the last minute” and then are unable to complete and present the report in time for their desired graduation date. The thrust of this entire program in which you are enrolled is project management, and you should treat your capstone report in precisely this perspective; if you cannot satisfy the time constraints for this report over which you have total control, how can you be expected to deliver a project to a client on time.

This report can be completed and presented at any time during the year and you are encouraged to do so as soon as possible; you do not have to wait until the completion of your course work or for any other milestone in your studies. All of the guidelines for preparing the report are given on the MPM web site, and you are expected to adhere to them, as you would adhere to “contract specifications” for any given project. For detailed “specifications” on how to proceed, go to the MPM web site and click on Academics; then click on Info for Students; and finally click on Guidelines for Report Preparation and Presentation.

As you will note, the process essentially consists of (a) a proposal which must be approved, (b) a draft copy of the report, (c) the final report, (d) an approved set of slides, (e) the presentation, (f) required modifications, if any, (g) binding of one copy, and (h) a disk containing the report and the slides. To help place this overall process in proper perspective, you might think of it as three interrelated, but distinct, phases; in phase one the function of your “faculty advisor” is to work with you to develop the “story line” of your report (if your message doesn’t “unfold clearly”, the report will not serve its intended purpose); phase two involves proper editing (sentence structure, word choices, punctuation, etc.), for which you might need the services of a professional editor; and phase three includes “putting everything together” according to the style described in the “specifications”, for which you (not your faculty advisor or your editor) are personally responsible. Keep in mind that details are important; in the “real world” the competition is frequently very intense, and details can easily make the difference between failure and success. Throughout this process you will be provided with considerable help and encouragement, but you must initiate all actions.

To graduate in any given quarter, you should plan to make your presentation about a month before the end of the quarter. In particular, for those who plan to graduate in June and participate in the convocation ceremony scheduled on June 17, 2016, all requirements pertaining to your capstone report must be completed by about May 20, 2016; otherwise we cannot guarantee (the deadlines are beyond MPM control) that you will formally graduate in June.

ONE FINAL THOUGHT: Please remember that your lack of proper planning and execution for this report will not constitute a "crisis" for the Program Director, your faculty advisor, your editor, or your committee when you ultimately come to the realization that you are "behind schedule".
PRESENTATION

An oral presentation on the order of 30 minutes in length will culminate the MPM degree. This presentation must be done in a professional manner with appropriate use of well-designed slides and/or other visual aids. The typical audience for this presentation will be a faculty evaluation committee (usually consisting of three to five professors) and a group of student peers.

ENGLISH PROFICIENCY

Proficiency in understanding, writing, and speaking the English language is an absolute necessity for the completion of the MPM program. Every effort is made to ascertain this proficiency as a prerequisite to admission, but experience has indicated that TOEFL and GRE (Verbal) scores are not necessarily reliable measures to guarantee the proficiency required. Accordingly, many students will be required to take courses in “spoken English” and “written English” through the Linguistics Department http://www.linguistics.northwestern.edu/programs/courses Linguistics.html#esl. In addition, the MPM program offers a series of workshops throughout the year to improve English grammar and to explain how to write reports, make presentations, and prepare resumes and letters of transmittal; it is expected that all students, unless explicitly excused, will participate in these workshops. Notwithstanding these opportunities, which are available through the MPM program at no additional cost, almost all international students and many U.S. students will also need to work with an English tutor to prepare a well-written copy of their project report and a professional set of slides for their presentation. The cost for this personal interaction with an English tutor is typically on the order of $200 to $500 and must be paid by the student directly to the tutor via a private contractual agreement; accordingly, appropriate plans should be made for this expense.

Living at Northwestern

Whether graduate students live on or off campus, they are encouraged to take advantage of Northwestern's intellectual resources and rich cultural environment. Distinguished speakers come to the campus daily, and most lectures are available to all students without charge. Students, faculty, and guest artists in theater, music, and opera offer performances almost every evening during the year. The presence of students from nearly every country in the world adds to the cultural diversity on campus.

Because of its location in a major metropolitan complex, Northwestern University also offers a wide range of experiences that includes viewing some of the world's finest architecture, attending concerts by one of the world's most distinguished symphony orchestras, and enjoying Chicago's popular entertainment and major league sports events. Both campuses front on Lake Michigan, which affords a variety of scenic and recreational opportunities.

HOUSING ACCOMMODATIONS FOR GRADUATE STUDENTS

Seabury Apartments, located at 605-615 and 621-623 Garrett Place, and Engelhart Hall, located at 1915 Maple Avenue, in Evanston are University-operated residence halls for graduate students. Furnished studios, as well as one-, two-, and three-bedroom apartments are available to students. Seabury Apartments are ideal for students with classes at the Technological Institute and other north-campus buildings. The 250-unit Engelhart Hall has air-conditioned studio and one- and two-bedroom apartments. Apartments are furnished, except for linens, kitchen utensils, dishes, and silverware. Rates include all utilities. Garage rentals are not included; see the information below about parking. Students who wish to obtain housing in Seabury Apartments and Engelhart Hall should call (847) 491-5127 or
write to Manager, Graduate Housing, 1915 Maple Avenue, Evanston, Illinois 60201-3194, or complete the online housing application. http://www.northwestern.edu/gradhousing/

However, it is suggested that you not rely solely on the University’s Graduate Housing Office to satisfy your needs, as they are not equipped to furnish individual assistance and their listings may not be comprehensive or current. The best sources of for-rent listings are the “Evanston Review,” published on Thursdays, and the “Rogers Park News,” both of which are available at local newsstands. In Chicago, many apartments are advertised only by signs on the buildings themselves. In general, you will find that the scarcity and cost of housing are directly proportional to the number of rooms, amenities, and proximity to campus. Desirable low-to-moderate-rent apartments within convenient walking distance of the Engineering School building are rare.

We strongly recommend that you allow adequate time to find acceptable housing within the range of your transportation capability. Those who have already applied for and been assigned rooms in University housing, but wish to make other arrangements instead, are advised to retain their space in University housing until they are assured of other living quarters; although rooms in University housing are relatively small and expensive, they are difficult to obtain (and easy to get rid of, since there is always a waiting list).

If you don’t have housing on arrival, there are some relatively inexpensive places to stay in Evanston while you look. A few of these are:

<table>
<thead>
<tr>
<th>Margarita European Inn</th>
<th>YMCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1566 Oak Avenue</td>
<td>1000 Grove Street</td>
</tr>
<tr>
<td>(847) 869-2273</td>
<td>(847) 475-7400</td>
</tr>
</tbody>
</table>

The Chicago Transit Authority (CTA) provides rapid-transit rail service between Chicago and Evanston with a stop at Noyes Street, three blocks west of the Engineering School. The CTA also operates rail and bus services within Evanston. In addition, the University offers a free shuttle service between the Evanston and Chicago campuses; it operates approximately hourly or more frequently during rush hours and stops at numerous predetermined locations.

PARKING

All students who park a car on the Evanston campus are required to purchase parking permits at the Parking office, Visitor Center, 1841 Sheridan Rd, Evanston, IL 60208. Regulations governing the parking of student cars and a list of University student parking lots are provided with the permit.

PERSONAL LOSSES

Northwestern University is not responsible for the loss of or damage to personal property belonging to any student, whether the loss or damage occurs by theft, fire, or an unknown cause.

HEALTH SERVICE

The University maintains a health service for students on the Evanston campus at Searle Hall, 633 Emerson Street, which includes an 8-bed infirmary. All full-time students who register for three courses or more or for PROJ_MGT 588 Resident Master's Study are eligible to use the outpatient services without additional cost. Part-time students may elect to use Health Service by special arrangement and payment of a quarterly fee. For information on entrance health requirements, including insurance coverage requirements, which must be submitted to Health Service prior to initial registration, see the Registration section of this Bulletin or call (847) 491- 2113. http://www.nuhs.northwestern.edu/
SERVICES FOR STUDENTS WITH DISABILITIES

It is Northwestern University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any University program or activity. In response to a request made by a qualified student with a disability, the University will arrange, at no cost to the student, for the provision of educational auxiliary aids, including sign language interpreters, determined by the University to be necessary to afford such student the opportunity for full participation in University programs.

Northwestern University's programs and activities are accessible for full participation to all of its students, including those with mobility problems and with difficulties such as auditory, visual, or other special needs.

It is important for University students who need assistance with regard to any disability to notify the Director of Equal Employment Opportunity, Affirmative Action, and Disability Services, 720 University Place, Evanston, Illinois 60208-1147, phone (847) 491-7458, so the University can assist them in obtaining appropriate services.

*Services for Students with Disabilities*, a brochure describing various support services for students with disabilities, is available in University admissions offices and from the Director of Equal Employment Opportunity, Affirmative Action, and Disability Services. The brochure includes maps of the Evanston and Chicago campuses indicating building access and parking locations.

CAREER PLACEMENT SERVICES

Although the MPM program provides no formal placement service, the program will assist graduates in their quest for suitable positions with companies of their choice. This assistance is furnished in three different ways. The first is through personal contacts with personnel from select companies. The second is by making arrangements for several companies to conduct one-day interview sessions in our offices. And the third is by assembling a booklet of one-page résumés to be sent, upon request, to prospective employers.

In a more general vein, Northwestern University provides through University Career Services a comprehensive program of assistance for all students and graduates seeking placement. The mission of this office is to support the University’s academic programs by providing materials and services to assist in the career development and employment needs of students and graduates. Among their services are career counseling, interview preparation, and a steady interview schedule of various companies representing a broad spectrum of interests. The web site for University Career Services is: [http://www.northwestern.edu/careers/](http://www.northwestern.edu/careers/)

WOMEN'S CENTER

The Women's Center, 2000 Sheridan Road, Evanston campus, serves the needs of Northwestern women. The center provides educational programming intended to maximize development of personal and academic potential; career, professional, and personal counseling through support groups and individual appointments; a referral service and resource library; survival skills and mentoring programs for women graduate students and junior faculty, co-sponsored by the Organization of Women Faculty; and advocacy and outreach to ensure access to quality services campuswide. Students may call (847) 491-7360 for more information on programs and services. The web site address is: [http://www.northwestern.edu/womencenter/index.html](http://www.northwestern.edu/womencenter/index.html)
FITNESS AND RECREATION

All students are encouraged to participate in recreational sports and fitness activities while at Northwestern. The Henry Crown Sports Pavilion and Dellora A. and Lester J. Norris Aquatics Center, 2379 N. Campus Drive, Evanston campus, houses indoor tennis and racquetball courts, a weight room, a four-lane running track, and an Olympic-size swimming pool. Graduate students are eligible to register for the regular classes in swimming, tennis, racquetball, squash, volleyball, fencing, sailing, weight conditioning, aerobics, or similar activities provided by the Fitness and Recreation Division of the Department of Athletics and Recreation. For information on courses and hours, call (847) 491-4300.

STUDENT ADDRESSES AND PHONE NUMBERS

A student who changes a permanent or local address, including e-mail, or phone number must notify the MPM program director in writing. Communications are normally sent to the most recently recorded address. Students may jeopardize their graduate studies if they do not receive information regarding finances or their status in the MPM program because it was sent to an incorrect address.

IDENTIFICATION CARDS

An identification (ID) card is issued to each Northwestern University student by the WildCARD office. The card identifies the student at the library, recreational facilities, student elections, Norris University Center, and campus events. Information about ID cards is available at the WildCARD office in Norris Center on the Evanston campus. Lost or stolen ID cards are replaced after a $15 fee has been paid. A duplicate card may be obtained at the WildCARD office.

Financial Aid

The MPM program is a professional degree program administered through the McCormick School of Engineering and Applied Science, and all participants are responsible for their tuition and fees in accordance with the prevailing schedules established by the University. No scholarships or fellowships are available through the MPM program.

In many cases student loans are available to United States citizens and permanent residents through the Office of Financial Aid [847) 491-7266], but no requests for loan funds should be made until formal admission to the program has been received. The MPM program director must be informed of an intention to apply for a loan, because appropriate data must be made available to the Office of Financial Aid in a timely manner.

STUDENT LOANS

Student loan funds are available to help finance the cost of education. International students are not eligible for federal student loans. A student should consider loan funds as a supplementary resource rather than the primary means of financing an advanced degree. Detailed information regarding loans may be obtained by calling or writing the Office of Financial Aid.

All applicants for loan funds must submit a Free Application for Federal Student Aid (FAFSA) form annually as described above. This form is used by the Office of Financial Aid to determine a student's expected contribution to the cost of education and to monitor total indebtedness.
Federal regulations require that a loan recipient make satisfactory academic progress and be enrolled in a degree program at least half time, defined as two units per quarter, during any period of time covered by a loan.


OTHER MEANS OF SUPPORT

Opportunities for employment are available at Northwestern University. For further information, visit http://www.northwestern.edu/hr/jobs/ or write to the Office of Human Resources, 720 University Place, Evanston, Illinois 60208-1142.

Students planning to attend Northwestern University and wishing to claim veteran benefits should make inquiries at the Veterans Office, 1801 Hinman Avenue, Evanston, Illinois 60208-1270.

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

The MPM degree is designed to be completed in one year of full-time study; part-time students will, of course, take longer, but students are expected to complete their degree within five years from the date of initial matriculation.

As stated previously, to be in good standing and make satisfactory academic progress toward the MPM degree, students must maintain at least a B (3.00) average without an excessive number of incompletes.

Financial Regulations

All students are expected to become familiar with the financial obligations they incur in the MPM program.

TUITION

Tuition and fees listed here are for the 2015 - 2016 academic year; they are subject to change without notice, and increases should be expected in succeeding years.

For tuition purposes, the term course refers to course units. Some course offerings have a value of more or less than one course unit

| Each course unit, each quarter | $4,052 |
| PROJ_MGT 588 Resident Master's Study, each quarter | $5,403 |

SERVICE FEES

| Duplicate identification card fee | $15 |
| Official transcript fee | $10 |
| Rush-service transcript fee | $25 |

OTHER FEES

| Late registration fee* | $ 25/$30 |
| Late-payment penalty fee | $200 |

*Latter fee applies if bill is sent.
Student Hospitalization Plan $3,692
Spouse Hospitalization Plan TBD
Dependent Child TBD


OTHER ESTIMATED EXPENSES

Other estimated expenses for graduate students during the 2015 - 2016 academic year are the following.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and board</td>
<td>$17,135</td>
</tr>
<tr>
<td>Books</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>Local transportation, etc.</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$ 1,600</td>
</tr>
<tr>
<td>Summer maintenance</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>Maintenance of spouse per calendar year</td>
<td>$ 8,500</td>
</tr>
<tr>
<td>Maintenance for each dependent child</td>
<td>$ 6,000</td>
</tr>
</tbody>
</table>

BILLS AND PAYMENTS FOR 2015 - 2016

Tuition Billing Method

Information regarding tuition bills and payments at Northwestern University may be obtained from the following link:

http://www.northwestern.edu/sfs/payments/new/08aug_grad_fall.html

While the procedures described might be difficult to follow, a part of the explanation lies in when registration actually takes place. In the MPM program we endeavor to register students such that their tuition bills for the Fall, Winter, and Spring Quarters are due on November 1, February 1, and April 1, respectively. However, if a student registers for a non-MPM course (e.g., a Kellogg course), such registration might be completed earlier (this registration is beyond MPM control) and the tuition bill for that portion of registration is therefore due earlier than the indicated dates.

Due dates will normally be about two to three weeks after registration is completed and will not be extended, please see: http://www.northwestern.edu/sfs/payments/dates.html

Financial obligations are the student's responsibility; outstanding debts may be determined by calling the Office of Student Accounts at least one week before the tuition payment is due. For more information, see the Student Financial Services web site at www.northwestern.edu/sfs, or contact Student Accounts at studentaccounts-ev@northwestern.edu or 847-491-5224.

Change of Registration and Refunds

No full refund or bill reduction is given for a change of registration received at the Registrar's Office after the fifth day of classes in the quarter.

WITHDRAWAL AND REFUNDS

A Withdrawal form, available at the Registrar's Office, must be filed by a student who withdraws after registering or advance-registering for classes in any quarter. The completed form must be submitted to the MPM program for approval before being filed at the Registrar's Office. The office of Student
Accounts considers the date the completed form is received at the Registrar's Office to be the official date governing financial adjustments.

Tuition is refunded if the student withdraws on or before the seventh day of classes. After the seventh day the following policy applies:

- Between the eighth day of classes and the third Friday after classes begin, three-fourths of the tuition is refunded.
- Between the third Friday and the sixth Friday after classes begin, one-half of the tuition is refunded.
- After the sixth Friday of classes, no refunds are given.

Residence contracts are usually signed for the entire academic year. However, a student who leaves University housing before the end of the year may be allowed to terminate the lease contract.

First-time attendees of Northwestern University who receive Title IV assistance (Federal Stafford Loans - subsidized and unsubsidized, or Federal Perkins Loans) are subject to pro-rata refunds. If a first-time attendee withdraws from the University within the sixty-percent point in the quarter, the refund (of tuition, refundable fees, and other institutional charges) will be calculated based upon a percentage derived from the number of weeks remaining in the quarter divided by the number of weeks in the quarter, rounded down to the nearest ten percent, less any unpaid charges. No refunds will be offered after the sixty-percent point of the quarter. Samples of the applications of these refund policies are available upon request in the Office of Student Accounts or the Office of Financial Aid.

**FINANCIAL OBLIGATIONS**

A student whose Northwestern University bills are overdue must pay the late payment penalty fee of $100. The director of Student Accounts may cancel or prevent the registration of a student whose bills are past due. Students whose University bills are overdue will not be given a diploma or transcript or have their enrollment or degrees confirmed until all financial obligations are paid in full.

**Information for International Students**

**QUESTIONS REGARDING VISAS**

Questions regarding the differences between the I-20(F-1) visa and IAP-66(J-1) visa should be directed to the visa officer of the United States Consulate in the country in which a student resides. Please be aware that spouse of students holding I-20(F) visas are not permitted to work in the United States under any circumstances. Spouses of students holding IAP-66(J) visas may be permitted to work, but employment cannot be listed as a source of support for either the visa holder or the spouse.

**ESTIMATED EXPENSES**

The amounts for tuition, service fees, other fees, and other estimated expenses are for a minimum standard of living for the 2015 - 2016 academic year. There may be an increase in these amounts for the 2016 - 2017 academic year. Therefore, students who have been admitted for the 2016 - 2017 academic year will be responsible for the larger amount of financial support that will appear on the I-20(F) or IAP-66(J) form.

For the 2015 - 2016 academic year the estimated minimum amount required for one person for one calendar year is about $72,000. Students who have been admitted for three-quarter MPM degree are required to show financial support for one calendar year.
SOURCES OF SUPPORT

The possible sources of support are:

• **Personal funds** - provide a bank statement.
• **Support form family funds** - provide a notarized letter from a family member showing his or her willingness to provide financial support and a certified bank statement verifying the availability of funds.
• **Support from an international organization** - provide a certified copy of the letter awarding financial support.
• **Other sources** - provide certified copies of financial support from other sources; nonfamily private financial support should be included as other sources.

VERIFICATION OF DOCUMENTS

All documents submitted to verify sources of financial support must be certified or notarized by an official institutional representative, and all such documents must show the total amount of funds available in U.S. dollars and the duration for which these funds will be available.

*Verification of each source of support listed on the International Student Visa Document Request Form must be provided before the I-20(F) or IAP-66(J) will be issued.*

_Funds that are on deposit in a bank must be verified by an official of the bank. The amount of money on deposit and the equivalent in U.S. dollars, as well as the length of time the funds have been on deposit, must be specified. Photocopies of bank statements and statements of financial support from sponsors are acceptable only if they are certified as true copies and are currently dated._

An I-20(F) or IAP-66(J) form will not be issued until the International Student Visa Document Request Form, all documents verifying each source of financial support listed on the form, and all academic credentials necessary for an unconditional admission have been received in the MPM office.

[http://www.northwestern.edu/international/forms/index.html](http://www.northwestern.edu/international/forms/index.html)
THINGS TO DO IMMEDIATELY UPON ARRIVAL

The following are some details that you must address as soon as possible after your arrival on campus.

1. INTERNATIONAL STUDENTS: If you are an international student, it is mandatory that you report to the International Office, 630 Dartmouth Street, Evanston campus within three business days after arriving at Northwestern. When you register with the International Office, please request that the International Office remove a “hold” placed on your class registration. “Holds” have been placed on registration to ensure that international students register with the International Office.

2. SOCIAL SECURITY NUMBER: If you do not have a Social Security number, you need to apply for one at the Social Security Office, 2116 Green Bay Road in Evanston. The International Office will provide you with a letter that you must submit with your application for a Social Security number.

3. STUDENT HEALTH: Make sure to submit the Admission Health Record and proof of immunizations by the applicable deadline set in the link below. This allows Health Service staff time to process your Admission Health Record and immunization documents and notify you of any deficiencies. Furthermore, it provides you with the time to rectify any deficiencies prior to arriving on campus.

   Students who fail to submit their Admission Health Record and record of immunizations, or fail to rectify ALL immunization deficiencies by 30 days after the start of classes will be barred from future class registration (including adding or changing classes) until compliant and will be assessed a non-refundable $100 late fee. PENALTIES ARE NOT ASSESSED PRIOR TO THE START OF CLASSES.

   STUDENTS ARRIVING FROM OTHER COUNTRIES in need of a TB test and/or a chest X-Ray as determined by the TB self-screening in the Admission Health Record have 30 days after the start of classes to complete the process without incurring a penalty.

   http://www.nuhs.northwestern.edu/evanston/deadlines.aspx

4. MAIL: Student mailboxes are in the CE administrative office, room A236. Be sure to check regularly for mail, messages, class notices, etc. You should make it a habit to check the mailbox at least weekly.

5. VEHICLE PARKING PERMITS: After you receive your ID card (shortly after registration), you may apply for a parking permit for a fee at the Parking and Traffic office, Visitor Center, 1841 Sheridan Rd, Evanston, IL 60208. Permits may be purchased for the full year or any given quarter.

6. TELEPHONES: A telephone for brief local and campus calls is available in the MPM Work Room. Long distance calls may be made from pay telephones located in the Technological Institute lobby.

   Be sure you keep the MPM office posted regarding any address change between now and when the quarter starts.

   Our most up-to-date schedule for the year is enclosed and will be helpful in your planning.

   We extend to both new and returning graduate students a sincere welcome. The faculty is anxious to make the coming year as pleasant and profitable as it can, and we are available for help and consultation on special problems as they arise. Please retain this guide for reference throughout the year.
University Calendar for 2015 - 2016

Fall Quarter

Tuition Due, Preregistered Students  Tuesday  Sept.  01, 2015
Orientation and Registration  Friday  Sept.  18, 2015
Classes Begin  Monday  Sept.  21, 2015
Tuition Due, Fall Registrants  Sunday  Nov.  01, 2015
Thanksgiving Vacation Begins  Wednesday  Nov.  25, 2015
Classes Resume  Monday  Nov.  30, 2015
Classes End  Saturday  Dec.  05, 2015
Exams Begin  Monday  Dec.  07, 2015
Exams End. Vacation Begins 6:00 PM.  Saturday  Dec.  12, 2015

Winter Quarter

Tuition Due, Winter Quarter  Friday  Jan.  01, 2016
Registration; Classes Begin  Monday  Jan.  04, 2016
Martin Luther King Jr Day (no classes)  Monday  Jan.  18, 2016
Classes End  Saturday  March 12, 2016
Exams Begin  Monday  March 14, 2016
Exams End  Friday  March 19, 2016

Spring Quarter

Registration; Classes Begin  Tuesday  March 29, 2016
Tuition Due, Spring Quarter  Friday  April  01, 2016
Memorial Day (no classes)  Monday  May  30, 2016
Classes End  Saturday  June  04, 2016
Exams Begin  Monday  June  06, 2016
Exams End  Saturday  June  11, 2016
Commencement  Friday  June 17, 2016

Summer Session

Registration  Monday  June  20, 2016
Tuition Due, Summer Quarter  Monday  June  20, 2016
Classes Begin  Monday  June  20, 2016
Independence Day (no classes)  Monday  July  04, 2016
Six-Week Session Ends  Saturday  Aug.  30, 2016
Eight-Week Session Ends  Saturday  Aug.  13, 2016

NOTE: The University reserves the right to change this calendar at any time.