

Master of Biotechnology

Student Policies

2022 - 2023

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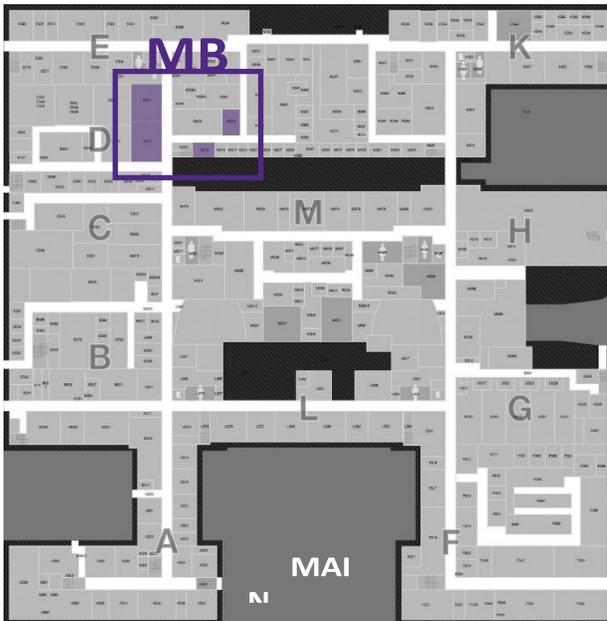
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ABOUT MBP

Northwestern University's Master of Biotechnology Program (MBP) prepares scientists and engineers for fulfilling and dynamic careers in biotechnology and associated professions by offering integrated coursework, extensive laboratory research, and training in learning & innovation skills and strategic biotechnology business competencies.

MBP facilities are located on the **ground floor of the Technological Institute**, 2145 Sheridan Road, Evanston Campus. They include the MBP Student Lounge (NG20), and MBP Lab (EG17 & EG27).



When using the student lounge, we ask that students be respectful of others by reducing noise and mess. If you plan to use the refrigerator or freezer to store food, please remember to put your name on your food and dispose of it by the end of the week. **Consistent or frequent violation of these rules will result in the loss of access to the student lounge.**

The program's printing station is equipped with scanning, 2-sided copying, and faxing capabilities. MBP students may use the printer for academic purposes but should note that only black & white printing is available.

Guests are not permitted to use the student lounge for any reason.

MBP STAFF OFFICE – TECH A334

Monday – Friday

9:00am – 11:00am & 1:00pm – 3:00pm

(or by appointment)

MEET YOUR FACULTY AND STAFF // // // //



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ACADEMICS



Registration:

CURRICULUM PLANS

Curriculum plans are discussed with the academic advisor at the start of fall quarter. Plans are designed based on student's previous coursework and interests.

Curriculum plans are subject to change based on students' decision to pursue an internship or obtain additional certifications or minors. Curriculum plan changes must be approved by the student's academic advisor.

For more information on core requirements, please visit:

www.mccormick.northwestern.edu/biotechnology/curriculum/course-schedules.html

ACADEMIC ADVISING

All MBP students are assigned an academic advisor (Prof. Arthur Felse, Prof. Igor Kourkine, or Prof. Danielle Tullman-Erceck). Students have quarterly meetings with their advisor to discuss academic and career goals

Advisors have an open-door policy: if their office doors are open, students should be able to enter and have a conversation with them. They are also available by appointment for additional meetings with students.

REGISTRATION PROCEDURES

In the MBP Program, students do not register themselves. Approximately one month prior to the new quarter, students will meet with their advisor to discuss their course plans.

On the Canvas "Command Center", you will find the Registration Assignment. After downloading and filling out the registration form, you will re-upload it to Canvas. The program assistants will then register you for classes. All communication about registration with staff will be on Canvas. **Emails will be ignored.**

For electives, students are responsible for obtaining permission numbers and commenting them on their canvas assignments. Each department has different rules for obtaining permission numbers which will be posted as a Canvas Announcement. Failure to follow other department's rules may result in not being able to register for their classes.

A typical course load is 4.5 - 5 units per quarter. If you exceed the maximum allowed number of units, it is considered an "overload."



Electives:

Students are required to take electives to fulfill the graduation requirement of 21 completed units. Students can select from more than 70 electives in a variety of fields. Upon the start of a new registration period, students may begin the elective search process by exploring CAESER's database (www.northwestern.edu/class-descriptions) or program websites for available courses.

Students may also choose from more than 20 electives offered by the Kellogg School of Management. These electives are offered on a first-come, first-served basis. The Kellogg registrar circulates a list of electives available to MBP students a week before the start of each quarter. Students will be notified via Canvas when the list is available.

To count toward graduation, all electives must carry 300 or 400 level designations or be MBP courses with 500 level designation, be relevant to the student's studies, and be broadly related to biotechnology business, science, or engineering. Electives related to learning and innovation skills and industry are also acceptable.

After the student chooses their electives, the student must do the following:

1. Check the time and location of the elective course against that of the required core courses to ensure there is no conflict.
2. Contact the instructor to request permission to take the elective and to obtain any other needed information. Permission numbers (if an elective requires one) should be obtained from department staff members.

SPS and TGS classes (designated by a –CN) require a student to complete a Dual Registration Form found on Canvas.

Add and Drop Deadlines:

Students must abide by the University's add/drop deadlines. Failure on your part to know the deadlines can affect your grades and tuition.

Students who wish to add or drop courses after the start of the quarter must communicate their desired changes to their Academic Advisor and program assistant (via Canvas) no later than one week after the first day of classes.

FALL 2022

Monday September 26, 2022

- Last day to change status for tuition adjustment
- Last day to drop a class

WINTER 2023

Monday June 9, 2023

- Last day to change status for tuition adjustment
- Last day to drop a class

SPRING 2023

Monday April 3, 2023

- Last day to change status for tuition adjustment
- Last day to drop a class

Certificates and Minors:

The Master of Biotechnology Program provides students with an opportunity to earn one of four University- recognized certificates or minors while pursuing their degree.

Students must indicate whether they will be pursuing a certificate program before deciding upon a research preceptor. Students must also return a Certificate Program Request form – for Bionanotechnology – to the MBP Associate Director by the first week of the winter quarter. Minors are independent of research projects.

MBP's Associate Director should be informed of any application for certificate or minor.

CERTIFICATES

All MBP certificates require students to complete:

- 3 courses specific to the certificate in addition to required electives
- 6 months of full-time research training in a lab related to the certificate area
- A three or six-month paid or unpaid internship related to the certificate area, either in the US or abroad

Upon completion of all course and internship requirements, students will graduate with a transcript that designates the certificate awarded. All internships and elective courses require approval from the Certificate Director and either the Associate Director or the Program Director.

BIONANOTECHNOLOGY

COURSES

- Bionanotechnology (Chem_Eng 372)
- 2 approved courses with Nano/Bio content

RESEARCH

- 6 months of full-time research training in a nanobiotechnology project. Projects will be approved by the certificate director.

INTERNSHIP

- A three or six-month internship working on an approved nanobiotech project in a company or research laboratory

MINORS

MBP students interested in pursuing a minor may take advantage of offerings from other programs in the McCormick School of Engineering and Applied Science.

MINOR IN ENGINEERING MANAGEMENT COURSES

- Engineering Management (MEM 402)
- Decision Tools for Managers (MEM 407)
- 1 elective from approved list of MEM classes

The Industrial Engineering and Management Science (IEMS) Department offers an Engineering Management minor which will provide an understanding of basic engineering management principles for MS students at the McCormick School of Engineering & Applied Sciences.

Students must earn a cumulative GPA in their Engineering Management minor courses of at least a 3.0 to earn the EM minor.

FARLEY CENTER FOR ENTREPRENEURSHIP AND INNOVATION COURSES (1)

- NUvention: Advanced Materials
- NUvention: Analytics
- NUvention: Arts
- NUvention: Energy
- NUvention: Medical (2 quarters; 2nd quarter counts as one elective)
- NUvention: Web + Media (2 quarters; 2nd quarter counts as one elective)

ELECTIVES (3)

- Independent study with Farley faculty (with focus on student idea)
- Internship with an early-stage company (requires prior approval from Farley Center & MCC Career Development)
- Kellogg or graduate-level course related to entrepreneurship (requires prior approval from Farley Center)
- INVO (NU Innovation and New Ventures Office) technology and/or a graduate level class

The Farley Center for Entrepreneurship and Innovation (FCEI) Graduate Minor is designed to allow graduate engineers the opportunity to learn about, design, and pursue entrepreneurial projects. Students that plan to pursue entrepreneurship or pure research may find the FCEI minor useful in instances where traditional funding sources no longer exist, and commercialization is the next logical step.

The minor is not meant as a replacement for graduate study in business but is designed for those students looking to build greater competency in business skills to successfully launch or be part of a start-up team. To attain the minor, students must complete courses in addition to those required for their degree. Students must complete four units, including at least one NUvention course.

Applications are accepted annually for students planning to commence coursework in the fall quarter. Students pursuing this minor must recognize that the completion of the program will involve completing courses in addition to those required for their degree and may extend their degree completion date.

However, courses used for the minor may be taken as MBP electives and counted toward the MBP graduation requirements of 21 units.

Academic Standing:

A student in Good Standing has maintained a GPA of 3.0 or above, is successfully completing (or has successfully completed) the research courses, has passed all program courses, and has maintained academic integrity.

Students who are not in Good Standing will be placed on academic probation according to McCormick guidelines and as determined by the MBP faculty.

Students on academic probation receive an official letter stating the reasons for their probation and a specific plan for improvement. The letter will be placed in the student's confidential file and will only be removed once the student has completed all obligations described by the letter.

Students cannot graduate while on probation. Failure to improve while on academic probation may lead to exclusion from the program.

Program Interruptions:

Students may stop or interrupt the program for medical, professional, or personal obligations. However, students must consult with either the Program Director or Associate Director and their academic advisor before proceeding. If the student is enrolled in courses prior to the withdrawal, the student must complete the official withdrawal form and return it to the Associate Director for processing.

Eligibility for tuition reimbursement depends on the date of withdrawal. Students who wish to return to the program after an interruption must consult with the Program Director or Associate Director to be re-enrolled in the program. Students who leave the program in anything other than Good Standing must have an approved program plan in place before re-matriculating.

Consent for Release of Information:

Occasionally employers, research preceptors, and other such personnel will ask to see students' information and education records for employment or educational purposes. Completion of the Consent for Release of Personal Information / Education Records Form will allow us to grant their request for access.

Students will be asked to complete consent forms as needed each time access to their information or records is requested. Students may refuse to provide consent.

This form can be accessed here: www.registrar.northwestern.edu/forms/acad_records/forms/gen_consnt-1.pdf.

Northwestern Policies

ACADEMIC INTEGRITY:

Academic integrity at Northwestern is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both graduate and undergraduate, belongs to a community of scholars where academic integrity is a fundamental commitment. The University as an institution makes collaboration and the pursuit of knowledge possible, but always promotes and evaluates individual effort and learning.

The full description of Academic Integrity can be found at <http://www.northwestern.edu/provost/policies/academic-integrity/full-policy.pdf>.

Registration at Northwestern requires adherence to the University's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or

dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

ACADEMIC DISHONESTY

Academic dishonesty is a serious matter, and it will be adjudicated in accordance with procedures approved by the McCormick School of Engineering and Applied Science.

Per University Statutes, Article V, 2: Whenever it shall appear that any student is not making satisfactory progress in his or her studies, the student may be excluded by vote of the faculty of the college or school in which the student is enrolled or by a committee or board that has been delegated such responsibility by that college or school. A student shall be notified in writing no later than the middle of a term that, because of unsatisfactory work in a previous term or terms, he or she is subject to exclusion in the event of unsatisfactory work during the term for which the notice is issued. In the absence of written and timely notice the student may request and then shall be granted a hearing by the faculty (or its committee or board) before the student is excluded.

In accordance with University Statutes, the enforcement of academic integrity lies with the faculties of the University's individual schools, and shall be in accordance with the procedures and provisions adopted by each individual school.

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the Provost or an advisory committee designated by the Provost.

Suspected cases of charges of academic dishonesty should be reported to the course instructor, to the administration of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending or in which a finding of academic dishonesty has been made. Procedures of investigation, adjudication, and appeal may vary from school to school. (Current practice does not involve reporting to a student, but instead to the course instructor or to a member of the dean's office in the appropriate school.)

All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should be imposed by the school in which the student is enrolled. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to

1. Reduced or failing grade.
2. A letter of reprimand.
3. A defined period of probation, with or without the attachment of conditions.
4. Withdrawal of University funding.
5. A defined period of suspension, with or without the attachment of conditions.
6. Exclusion from the University.
7. Notation on the official record.
8. Revocation of an awarded degree.
9. Any appropriate combination of 1–8 above.

(Additional sanctions may include, but are not limited to, denial of academic honors. It should also be understood that there is no necessary connection between a first-time offense and a letter of reprimand. Depending on the nature of the offense, a student may be suspended or permanently excluded as a result of a first-time offense.)

STANDARDS OF CONDUCT

As members of the University community, all students, groups of students, and student organizations are expected to exemplify Northwestern's community principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on campus and beyond.

When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding our community principles and values. Students are encouraged to alert the police or emergency personnel; report the behavior to University officials; confront the situation as it occurs; or speak directly to the individuals involved. All emergencies should be reported by calling police through 911.

The Student Code of Conduct applies to the following situations. The University reserves the right to investigate and resolve reports of alleged misconduct in all of these situations:

- Involving students, a group of students, or a student organization affiliated with any school or department or the University as a whole (undergraduate or graduate).
- Occurring from the time of a students' application for admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to:
 - During the academic year
 - Before classes begin or after classes end
 - During time pursuing credit away from the campus (e.g., study abroad, internships, coops)
 - During periods between terms of actual enrollment
 - While on leave from the University

- Occurring either on or off campus

The University reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies published by the University or local, state, or federal laws or policies, regardless of the location where the incident occurs. Students are also expected to follow the policies and procedures of institutions that they may visit, including during international travel.

University and residence hall guests are expected to follow all University policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. This applies to individuals, groups, and student organizations.

The MBP program follows the guidelines and rules of Northwestern University and The Graduate School with regard to student conduct, disciplinary sanctions (up to and including Expulsion and Degree Revocation), and hearings and appeals. The University has outlined specific policies and procedures on Alcohol and other drugs; Destruction of Property; Discrimination and Harassment; Disruption and Demonstration; Endangering Self or Others; Failure to Comply; Fire Safety; Guests and Visitors; Hazing; Information Technology; Misconduct within the Student Conduct Process; Misrepresentation; Sexual Misconduct; Unauthorized Taking; Use of University Properties; Violation of Other Policies; Weapons and Related Items, and other related topics.

Please refer to the links below for a complete list of policies and procedures: TGS Policies (Sections 2 and 3) <http://www.tgs.northwestern.edu/about/policies/index.html> Northwestern Student Conduct code <http://www.northwestern.edu/student-conduct/student-code-of-conduct/>

RESPONSIBLE CONDUCT OF RESEARCH (RCR)

RCR is of the utmost importance to MBP and Northwestern University. All University community members, including students, are expected to strictly honor all codes of academic integrity and RCR.

All MBP students are required to satisfactorily complete the Responsible Conduct of Research course (MBIOTECH 508) as a part of our graduation requirements. This course will cover ethical and moral aspects of topics such as conflict of interest, mentoring and lab management, collaborative research, data ownership and management, peer review, authorship, misconduct, and processes for handling misconduct.

Northwestern University's policies on research misconduct can be found here: www.research.northwestern.edu/ori/misconduct.

MANAGING CONFLICTS

The McCormick School of Engineering recognizes that conflicts among professional graduate students and between students and faculty sometimes arise during the course of graduate study. Outlined below are steps professional graduate students can take to address such conflicts, and an order of escalation for resolution.

1. The first step is to try to address the issue with the person or people directly involved, such as the instructor or other student. If additional escalation is necessary;

2. Contact your Academic Advisor or Associate Director (Karen Healy Stover) of your program. If additional escalation is necessary;
3. Contact your Program Director (Danielle Tullman-Ercek). If additional escalation is necessary;
4. Contact the Assistant Dean (Ward Lavino), Office of Professional Education.

Students and graduate faculty are expected to conform to all Northwestern University policies and graduate program and/or departmental policies that are published in each graduate program handbook. Students and advisers are encouraged to use the principles outlined in the [Guidance for Positive Graduate Student and Faculty Adviser Relationships](#) authored by the Graduate School to prevent conflicts that may arise from miscommunication or differences regarding expectations.

MBP Honor Code

In addition to the University policies and procedures outlined above, MBP has an Honor Code that students are required to abide by. The Honor Code is meant to sustain a supportive environment for our students and faculty, to enhance learning, and to foster MBP Core Values. This Honor Code is administered jointly by students and faculty, and it demands strong adherence to the ideals of honesty, integrity, and equal opportunity.

MBP Core Values:

- To nurture, cultivate and uncover the unique potential in all students.
- To allow students to explore all opportunities in biotechnology and develop the ability for self-awareness, preparing students for long-term success.
- To develop the ability in our students for life-long learning and the highest professional and ethical standards.
- To improve the program continuously through faculty and staff enrichment, student feedback and program assessment.
- To provide a psychological and intellectual safe zone for learning and professional development.

Professionalism:

- Students should not seek an unfair advantage over other students. Activities leading to an unfair advantage include, but are not limited to, the following:
 - Giving or receiving unauthorized aid during the completion of academic requirements.
 - The use of online or local repositories for assignments is considered plagiarism. Contributing materials to such repositories is strictly prohibited.
 - Group work is frequent in MBP, and students are expected to contribute to these teams such that no person is doing substantially more or less than any other.
 - For individual projects, students should not work together in teams unless expressly permitted to do so.
- Accept responsibility for oneself and to truthfully represent fact and self at all times.
- Students are expected to be prepared, attentive, and participate in class. Attentiveness to the faculty and to fellow students is essential to fostering an engaged and dynamic classroom environment. Students should not engage in side conversations, checking e-mail, texting, etc. which distracts from the experience.
- Respect the property and personal rights of others.
- Report all observed violations and cooperate fully with the ensuing proceedings.

- Laboratories are shared, co-working spaces. Respect the needs of others and comply with all space use and safety guidance provided during lab classes and workshops.
- Follow all tenets of research integrity.
- MBP student lounge is a shared, multi-use space. Strictly adhere to all space use guidance.

Attendance:

- Students are expected to attend every class throughout the term. If an absence is unavoidable, the student is responsible for notifying the professor in advance.
- Students are expected to respect both faculty and their own time by arriving to class on time. Entering a classroom late is distracting and disrespectful.
- Students should remain in the classroom for the duration of the class. If a student must depart early, they should alert the professor in advance.

Maintaining Surroundings:

- Students are expected to help maintain the appearance of the classrooms and labs, cleaning up after themselves and discarding any trash appropriately.
- Access to the MBP lounge is a privilege not a right. You are expected to clean up after yourself.

Academic Honesty

- Academic integrity is fundamental to every facet of the scholarly process and is expected of every student in the MBP 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.
- Academic dishonesty is a serious matter for MBP graduate students committed to intellectual pursuits, and it will be adjudicated in accordance with procedures approved by the University.

FERPA (Family Educational Rights and Privacy Act of 1974):

Unless a student specifies otherwise, some contact information will appear in the Northwestern University online directory. Students can control this in two ways:

- If a student does not want their name to appear at all, the student needs to complete a “Family Educational Rights and Privacy Act of 1974 Request to Invoke” form and submit it to the MEM Program.
- A student can be listed in the online directory but specify what information to appear. To do this, go to <http://directory.northwestern.edu/>, then click “Edit your Directory Information.”
- Note that the University does not sell any student information or lists to outside vendors or telemarketers.

VA Pending Payment Policy:

For Northwestern students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, the University will not prevent enrollment, assess a late fee, deny access to resources available to other students, or require they secure additional funding while payment from the United States Department of Veterans Affairs is pending to the University.

To qualify for this provision, students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill> (<https://www.benefits.va.gov/gibill/>).

NON-LIFE-THREATENING INJURIES / SPILLS

1. Inform lab manager/PI.
2. Go to the medical center designated for either Chicago or Evanston campus. Call Risk Management Office at 1-5582. Risk Management will coordinate your medical care directly or through your lab PI/lab manager.
3. Fill out Incident Report form, these can be found in the lab. The Teaching Lab Coordinator also has copies of these in the MBP office.

FIRST AID

First aid kits are available in each MBP space. For minor injuries such as small scrapes and cuts that do not require immediate medical attention, please use supplies from the first aid kits. Always inform the instructor, teaching lab coordinator, or TAs of any injuries in the lab, even minor ones. For response to bodily contact with any chemicals or biological materials, consult the MSDS for the appropriate course of action.

Medical Treatment Procedure:

NON-LIFE-THREATENING INJURIES (EVANSTON CAMPUS)

If you are injured during work hours (8:30am - 5:00pm, Monday - Friday) and medical treatment is required and it is of a non-life-threatening nature, please follow these steps:

1. Notify your lab manager/PI/teaching lab coordinator/ Assistant Director of Research.
2. Go to Northwestern University Health Services for medical treatment. NU Health Services is located at 633 Emerson Street (847-491-8100). Please advise the intake personnel at NU Health Services that you are a self-funded graduate student. You or someone on your behalf should call the Risk Management Office at 847-491-5610 while you are on your way to NU Health Services. Risk Management will coordinate your medical care either directly with you or through your lab PI/lab manager.
3. All cost for non-life threatening injuries resulting from a non-catastrophic event should be covered by students' health care plans and all out-of-pocket expenses should be covered by the student.

If you are injured between 5:00pm - 8:30am on weekdays or on the weekend, and non-emergency medical treatment is required, the student should seek such treatment at the NorthShore University Health System, Evanston Hospital emergency room.

NON-LIFE-THREATENING INJURIES (CHICAGO CAMPUS)

Northwestern University has designated Northwestern Memorial Corporate Health, 676 North St. Clair Street, 9th floor - Suite 900, Chicago, IL 60611, 1 (312) 926-8282, as the primary care facility for work-related injuries and illnesses.

If you are injured during work hours (8:00am - 4:00pm, Monday - Friday) and medical treatment is

required and it is of a non-life-threatening nature, please follow these steps:

1. Notify your lab manager/PI/supervisor.
2. Go to Northwestern Memorial Corporate Health, which is located at 676 North St. Clair Street, 9th floor - Suite 900, Chicago, IL 60611. Please advise the intake personnel at Northwestern Memorial Corporate Health that you are a self-funded graduate student. You or someone on your behalf should call the Risk Management Office at 847-491- 5610 while you are on your way to Northwestern Memorial Corporate Health. Risk Management will coordinate your medical care either directly with you or through your lab PI/lab manager.
3. All cost for non-life threatening injuries resulting from a non-catastrophic event should be covered by students' health care plans and all out-of-pocket expenses should be covered by the student.

If you are injured between 4:00pm - 8:00am on weekdays or on the weekend, and non-emergency medical treatment is required, the student should seek such treatment at the Northwestern Memorial Hospital emergency room.

For both Evanston and Chicago campuses, please be advised that you are responsible for all costs of your care in this instance. Inform the intake personnel that this is a lab-related injury but that you are NOT an employee, and that this injury is NOT covered under University Policy.

