

Master of Engineering Management

Student Policies

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Northwestern | McCORMICK SCHOOL OF ENGINEERING
Master of Engineering Management

MEM Student Policies

The Northwestern University Master of Engineering Management (MEM) Program is a master's degree within the McCormick School of Engineering and Applied Science. This document has been created to assist MEM students in understanding degree requirements, policies and procedures, and academic information to ensure the successful completion of the Northwestern MEM degree.

Degree Requirements:

I. Requirements

- Students must have a 3.0 cumulative grade point average (CGPA), with no incomplete grades, to graduate
- Students must complete a minimum of twelve (12) units of courses, consisting of the seven (7) core courses, two (2) advanced engineering methods (AEM) courses, and three (3) chosen electives.
 - Only two (2) of the chosen electives can be taken outside the Master of Engineering Program.
 - Electives taken outside of MEM must be pre-approved by the MEM Program Director.

II. Degree Completion

- Part-time Students: the degree must be completed in a maximum of six (6) years from the first quarter of matriculation.
- Full-time/International Students: the degree must be completed in a minimum of three quarters (9 months) or a maximum of five quarters (15 months) from the first quarter of matriculation.
- Students that do not meet the completion deadline will be academically excluded from the program.

III. International Student Enrollment Requirements

- International students with an F1 Visa are required to enroll in at least three (3) units of courses each quarter, except the final quarter in the program. In the final quarter, international students may enroll in fewer than three (3) units of courses. Students that choose to enroll in fewer courses must contact the [Office of International Student and Scholar Services \(OISS\)](#) and apply for Reduced Course Load.

IV. Optional Concentration

- Students may attain an optional concentration by choosing appropriate **elective or AEM** courses as indicated on a list provided by the program. This list is subject to change as courses are retired or added.
- Courses taken to meet concentration requirements will be applied to a single concentration. Students **CANNOT** earn more than one (1) concentration.
- Only elective or AEM courses can be applied to a concentration. Students cannot apply core courses.
- A concentration will be visible on a student transcript, but not on a student diploma. The concentration will be added at the end of the student's final quarter in the program, once grades are released.

V. McCormick Minors

- Students enrolled in McCormick’s full-time master’s programs have the option of choosing a major in their home department and a minor in another McCormick program. By choosing a minor that is complementary to their major field, students can enhance their credentials and marketability. Students choosing this option will receive a degree in their major field and a notation of the minor on their transcript.
- MEM students **CANNOT** complete both a McCormick Minor and an Optional Concentration. Students can only complete one (1) of these options.

VI. Transfer Credits

- At most, three electives can be transferred and counted towards a Northwestern MEM degree. The electives cannot be counted towards the completion of another Master’s degree, and only the credits, not the GPA, will transfer. If a student is seeking to transfer any electives, it must be confirmed prior to the first quarter of matriculation.

VII. Exceptions

- The only exceptions made to the posted curriculum requirements will be under extreme cases, such as the need to relocate due to a new job or promotion. Furthermore, in such cases, a course waiver or exception must be granted by the program’s director to approve a replacement course credit. It is up to the student to investigate replacement course credit options. A course syllabus, a summary of why the course meets MEM requirements, and details as to why the course content cannot be learned within the MEM curriculum must be included in the request. Students must be in good academic standing for a course waiver or exception to be approved.

Note: Northwestern University uses the course “unit” system (as opposed to the course “hour” system) for keeping track of completed courses. Students may consider one (1) unit of credit equivalent to four (4) quarter hours or two and two-thirds (2 and 2/3) semester hours of credit.

Official Communication:

Upon matriculation, Northwestern University, as well as the MEM Program, will send all official university communication to students via their Northwestern University student email address. Students are responsible for checking their Northwestern student email account on a regular basis and responding to requests in a timely manner.

Academic Policies:

I. Fall Quarter Start

All full-time MEM students are required to start their studies in the Fall quarter. This requirement allows new MEM students to participate appropriately in MEM New Student Orientation activities and Summer quarter MEM classes.

II. Grades

The instructor establishes the grading criteria for each course under the following grading scale:

- A Excellent performance. Advanced mastery of the material. Superior performance in all aspects of the course. This is expected from our outstanding students.

- A- Good performance. Good understanding of the material but had some difficulties with the most advanced concepts in the course and with solving more challenging problems that required creativity. This is expected from our good students.

- B+ Average performance. Had some trouble with technical/mathematical parts of the course, but still got most concepts right.

- B Below average performance. Had significant trouble with technical/mathematical parts of the course and missed some of the more complex concepts. Weaknesses in student's ability in modeling problems and following rigorous mathematical proofs.

- B- Weak performance. Barely passed the course. Learned simple and basic concepts, but had difficulties with more complex concepts and with almost all technical/mathematical parts of the course. This is an alarming signal. This is below what we expect from our students.

- C+ or below Poor and below-standard performance.

- F Failed the course. Needs to retake the course again.

A grade of "F" is not a passing grade and carries no credit, but does impact the cumulative GPA. Only courses that are passed count toward graduation. A grade of "F" in a core course (non-elective) will require the student to register to complete the course again. Furthermore, both grades will count in the cumulative GPA. All Northwestern University McCormick graduate students must have a 3.0 cumulative GPA to graduate.

Grades impact the GPA based on the following scale:

A = 4.0	B = 3.0	C = 2.0	F = 0.0
A- = 3.7	B- = 2.7	C- = 1.7	
B+ = 3.3	C+ = 2.3	D = 1.0	

Each quarter, the university Registrar posts grades online through CAESAR about a week after the last day of class. Students will need to use their Northwestern University Net ID and password to access grades online. This is considered a student's official university grade report – nothing will be mailed to a student from the Registrar's office.

III. Incomplete Grades/Courses

Students who receive an “Incomplete” grade of “X” or “Y” in any course will have 12 weeks from the end of the quarter in which the “Incomplete” was received to convert that grade to an acceptable letter grade. After 12 weeks the “X” or “Y” grade becomes a permanent grade on the student’s transcript. It is important to note “Incomplete” grades can also affect a student’s standing with financial aid due to the fact that “X” or “Y” grades convert to an “F” in GPA calculations. Students must work directly with the faculty member teaching the course in question to formalize a work plan and timeline to submit all outstanding work within those 12 weeks.

- “X” = Failed to earn credit, missed final examination (0 Grade Point)
- “Y” = Failed to earn credit, work incomplete (0 Grade Point)

IV. Pass/No Pass Grading

Students may not receive Pass/No Pass (P/NP) grading for MEM courses. However, for any students that transfer in outside electives, we allow one P/NP course to count towards their MEM degree. Receiving a P/NP grade has no impact on a student’s GPA.

V. Academic Standing and Probation

Students must maintain a 3.0 cumulative grade point average (GPA) to remain in good academic standing in the program. A student whose cumulative GPA falls below a 3.0 or who has more than one incomplete grade will be placed on academic probation. If a student is on academic probation for more than two consecutive quarters, it is grounds for academic exclusion from the program. A student who fails to resume good academic standing after being placed on probation, who fails to make satisfactory progress toward the degree, or who otherwise fails to meet the requirements needed to graduate will be academically excluded from the program.

Review Appendix 1 *McCormick’s Statement on Academic Integrity* and the [McCormick Academic Integrity website](#) for more information should a case of academic probation arise.

VI. Academic Exclusion

If a student’s cumulative GPA does not rise to a level to be removed from academic probation, the student may be academically excluded from the program as soon as within two consecutive quarters (excluding quarters during which no classes are taken such as the summer quarter) of being placed on academic probation. At the option of the program, a student may be excluded from the program if they fail a course. A student may also be excluded from the program if they are found guilty of cheating, plagiarism, or other academic integrity issues.

Review Appendix 1 *McCormick’s Statement on Academic Integrity* and the [McCormick Academic Integrity website](#) for more information should a case of academic exclusion arise.

VII. Readmission

It is the MEM Program policy that a student who has been dismissed from the program for poor or incomplete grades is not permitted to reapply or be readmitted. Other Master’s or Graduate programs in the McCormick School of Engineering may have different policies or processes for readmission. The MEM Program does not have a specific process as readmission is not permitted.

VIII. Course Registration

Course registration generally opens one (1) month before any given quarter begins, excluding the Fall quarter. For the Fall quarter, registration generally opens in May for returning students and in September for incoming students.

MEM students are given priority enrollment for all MEM courses; however, certain MEM elective courses may also be made available to other McCormick Master's students. This availability includes those involved in the Minor in Engineering Management program.

Kellogg Courses:

All students at Northwestern University who are actively enrolled in a graduate program are eligible to enroll in one (1) credit unit per quarter at Kellogg School of Management (excluding the Summer quarter). The following conditions must be met:

- The student must be active in another graduate program at Northwestern.
- The enrollment request must be in a course that is listed on the Kellogg "open class list" and has seats available at time of processing. (The "open class list" is made available on the Kellogg website.)
- The request must be approved and signed by the MEM Program.
- The registration request must be submitted directly by the student to the Kellogg registration survey.
- Kellogg class schedules are subject to change, including but not limited to cancellations.
- All of the classes open to non-Kellogg students have a limited number of seats available. The registration requests will be processed by Kellogg on a first-come, first-serve basis.
- Kellogg does not offer any summer courses to non-Kellogg students, including the MEM Program.

Other McCormick Courses:

Students that want to register for Master level courses outside the MEM Program and within the McCormick School of Engineering should work with the Associate Director to determine enrollment options. Depending on availability and prerequisites, students are permitted to enroll in select courses with approval from the MEM program.

IX. Quarter Start

MEM Program Quarter Start

The MEM Program quarter start will **always** be on the Monday of the first week of the quarter. The MEM Program **does not** participate in Northwestern Mondays (see explanation in the next paragraph). If a course is scheduled on Mondays, the first class will meet on the Monday directly prior to the start of the quarter (if the quarter has a Tuesday start). If a course is scheduled on Tuesdays, the first class will be on the first Tuesday of the quarter.

Other Programs Quarter Start

"Northwestern Mondays" occur when the quarter starts on a Tuesday and affects the schedule of some programs. During a quarter with a Tuesday start, courses scheduled on Mondays will have their first class on the first Tuesday of the quarter. Courses that meet on a Tuesday/Thursday schedule will meet for their first class on Thursday. Courses that usually meet only on Tuesdays will not meet during the first week of the quarter and the first class will occur during the second week of the quarter. The MEM Program **does not** participate in Northwestern Mondays. If a student plans to take a course in another program, they should check to see if the program participates in Northwestern Mondays.

X. Course Overload

The maximum number of course units allowed for a student in a quarter is four (4) units. MEM students may not enroll in more than four (4) units each quarter.

XI. Course Auditing

Course auditors are not given formal recognition or academic credits by either the MEM Program or the Registrar. An MEM student in good academic standing is permitted to audit an MEM course depending on the limitations of space and facilities, permission of the instructor, and approval by the MEM Program. No formal registration will occur.

Students should contact the course instructor to request an MEM course audit. Approved students are required to attend all classes, and the instructor can dismiss an auditing student at any time of the quarter. Students cannot request retroactive credit nor take the audited course again in the future for credit.

Note: Students outside the MEM Program are not allowed to audit MEM courses. If an MEM student seeks to audit a course outside the MEM Program, the student must abide by that program/department's audit policy.

XII. Course Waivers / Exceptions

A student may request a course waiver or exception to meet the core, advanced engineering method (AEM), or elective degree requirements. All requests must be submitted in writing and be approved by the MEM Director. A course syllabus, a summary of why the course meets MEM requirements, and details as to why the course content cannot be learned within the MEM curriculum must be included in the request. Students must be in good academic standing for a course waiver or exception to be approved.

XIII. Optional Independent Study

Students may earn up to one course unit worth of Independent Study, called MEM 499, in place of an MEM offered elective course. The Independent Study will be considered as any one of the three electives for degree requirements. The topic of the Independent Study must be chosen so that the student maintains a balance between technical and business courses. Students are limited to one Independent Study in their career.

Independent Study projects require significant independent initiative on the part of the student and must be of graduate level quality, representing a substantial effort at research, analysis, and organization, and must adhere to traditional academic formats and language usage. The MEM Director must approve both the project and the faculty teaching the Independent Study in advance. A student must submit a project proposal form and outlined plan at least one (1) month before the start of the quarter in which the Independent Study will be conducted. Once a plan has been approved by the MEM Director, completion of the work is the responsibility of the student. A final report must be prepared and submitted by the end of the quarter in which the project is conducted.

XIV. Attendance Policy

The program recognizes that students must balance work, school, and family commitments, and that occasional absences from class are inevitable. In order for all students to benefit from the program, however, class attendance is required.

- If you miss the first class session of the quarter, your grade will be lowered by one-half letter grade.
- If you miss more than two class sessions in a 10-week course or more than one class in a 5-week course, your grade may be greatly affected.

Professors also reserve the right to establish a more stringent attendance policy for their specific course and set specific grade implications for absences.

If a student must miss a class, please notify the instructor by email as far in advance as possible to communicate make-up requirements. Students should make arrangements with the instructor directly to complete any missed assignments. If you know you are going to miss more than two class sessions in a given quarter, the MEM Program requests that students do not register for courses during that quarter.

In addition, it is expected that students will be on time for each class. Arriving late is disruptive to fellow students and to the professors.

XV. Travel for Course Work

Students who elect to take an independent study or any other course which requires their presence at an off-campus site are responsible for their own transportation and are not eligible for reimbursement of travel costs to the site. Students should keep this policy in mind when deciding whether to pursue such a course.

For policies on Northwestern University travel, please [visit the Financial Operations website](#).

XVI. Medical Leave of Absence

The purpose of a medical leave of absence (MLOA) is to provide students time away from campus for treatment of a physical or mental health condition that impairs a student's ability to function safely and successfully as a member of our community. The authority to grant a MLOA and permission to return from a MLOA resides with the Dean of Students Office.

For guidelines and resources on how to apply for a [Medical Leave of Absence](#), please visit the [Student Assistance and Support Services website](#).

XVII. 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 of your program. If additional escalation is necessary;

3. Contact your Program Director. If additional escalation is necessary;
4. Contact the Assistant Dean, 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.

XVIII. Cell Phone and Laptop Use

Turn off your cell phone or place it on vibrate during class and in the common space so as not to disturb your classmates and instructors.

Laptops are allowed in class for the purpose of note-taking, following along with PowerPoint slides, or for required class activities such as using software, internet searches for class materials, or as described by the instructor. Students should not use their laptop for outside activities during class if unrelated to the current instruction. The intention of this policy is to prevent internet surfing and visual distractions to surrounding students during class.

Academic Integrity and Professionalism:

I. Integrity, Honor, and Dignity

Integrity, honor, and dignity are fundamental characteristics of the engineering profession. Engineers strive to exhibit these characteristics while using their knowledge, skills and experience to improve the world around them. By being honest, straightforward, and impartial in serving the public, their employers and clients, engineers continuously increase the excellence and prestige of the engineering profession. These principles cannot be described by an equation or an integral, but they are rooted in the curricula of the best engineering schools. Adherence to these fundamental principles, essential not only in engineering but also in our entire society, is the responsibility of the students.

Students and faculty are guided in matters of academic integrity at the University, the McCormick School of Engineering & Applied Science, and the Office of Professional Education levels, so it is the responsibility of every member of the engineering academic community to be familiar with the specific policies of our school. McCormick's procedures, described [here](#), operate within the broader Northwestern policy framework detailed in the document, [Basic Standards of Academic Integrity](#), available on the [Provost's website](#).

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
- 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 others
- Use of another's words, ideas, or creative productions without citation
- Paraphrasing or summarizing another's material in such a way as to misrepresent the author's intentions
- Use of privileged material or unpublished work without permission

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](#) and, if applicable, [The Graduate School](#). There are many aspects to this topic that you need to be familiar with and there is a very rigorous procedure for dealing with cases of violation of academic integrity that are investigated by the dean's office. The MEM Program Director is involved in the process but has very little input on the outcome or consequences.

Review [McCormick's Statement on Academic Integrity](#), Northwestern University's [Basic Standards of Academic Integrity](#), and the [Northwestern University Academic Integrity website](#) for more information.

II. Student Responsibilities

As a community, Northwestern has defined certain [Community Standards](#) that set expectations for students. In particular, it is the responsibility of every student in the McCormick School of Engineering & Applied Sciences to be familiar with and to adhere to the policies of academic integrity for [Northwestern University](#) and the McCormick School of Engineering & Applied Sciences. We want you to be proud of your degree, your program (MEM) and your school (McCormick). We take seriously any misrepresentation of your degree as coming from any other school in the university, including Kellogg. This will include the representation in your resume and any online service, such as LinkedIn. Taking a class in another program does not change the origin of your degree. Misrepresentation can have many consequences, in particular with future employers, that could have dire consequences for those who misrepresent their credentials.

III. Professionalism at Northwestern and with Employers

Professional ethics and ethical treatment of others are essential for the long-term health of your career and your reputation. The National Society of Professional Engineers has developed a [Code of Ethics for Engineers](#) which we believe forms merely a foundation of normative ethical behaviors that we would expect of all engineers whether in the engineering school or as practicing engineers in industry.

Professionalism is essential for the equitable treatment of others in the workplace and for maintaining a high standard and reputation in the community. Your behavior in the classroom, on campus and in the community at large, including the business community, is a reflection on both you as an individual and upon the community of MEM students and alumni that you are joining. Your actions reflect on the entire MEM community.

Some basic professionalism practices:

- Showing up on time and well prepared for scheduled appointments on campus and focusing on the person in front of you rather than being distracted with your phone or other devices.
- If you cannot attend a scheduled session either cancel it or reschedule. Give people proper notice for your requests.
- Don't expect the university to change deadlines or make exceptions for your situation.
- Signing up for the courses you intend to complete and not signing up for an overload only to drop the classes you don't like.
- Glassdoor: The complete guide to professionalism at work:
<https://www.glassdoor.com/blog/guide/a-guide-to-professionalism-in-the-workplace/>

It is essential that you are transparent with employers and not misrepresenting your skills, capabilities, or training. It is important that you honor the commitments you have made. Reneging on a job that has been accepted is a very serious matter and should be undertaken only under extreme conditions. Reneging with employers is highly discouraged.

IV. MEM Honor Code

In addition to the University policies and procedures outlined above, the MEM program has an Honor Code that students are required to abide by. The purpose of this Honor Code is to promote honesty, integrity, and equal opportunity so that each student can fully develop their individual potential. This code is not a list of rules and sanctions but is, instead, directed toward expressing the moral and ethical standards of the program and governs student conduct pertaining to all academic, placement, and extracurricular activities associated with the program.

This Honor Code is administered jointly by students and faculty, and it demands strong adherence to the ideals of honesty, integrity, and equal opportunity. It requires that each student manifest these qualities at all times and holds their peers to the same standard.

Upon admission, each student makes an agreement with their fellow students to abide by this Honor Code and students who violate the code violate this agreement and must accept the sanction imposed by the Program Director after consultation with all parties involved.

Each MEM student agrees to:

1. Regard honesty and integrity as essential qualities for the practice and profession of engineering management.
2. Not seek an unfair advantage over other students, including, but not limited to, giving or receiving unauthorized aid during the completion of academic requirements.
3. Truthfully represent facts and self at all times.
4. Respect the property and personal rights of others.
5. Report all observed violations and cooperate fully with the ensuing proceedings.
6. Adhere to all policies and requirements of Northwestern University and abide by all applicable laws and regulations.

Tuition and Billing:

I. Tuition

MEM tuition rates are set for an entire academic year (Fall, Winter, Spring, Summer), and may change, year to year. Each Spring the Northwestern University Board of Trustees reviews and confirms MEM tuition rates for the next academic year. MEM students will pay the MEM tuition rate for all registered courses, including all electives taken outside of the MEM program.

II. Billing and Payment

Each student is responsible for paying each quarter's tuition, in full, by the due date. If a student is receiving funding from a third party (employer, sponsor, etc.), the tuition must still be paid, in full, by the due date. Billing and payment information (including quarterly due dates) is available on the [Student Finance website](#). Late fees are automatically added to any outstanding balance, and the University places a hold on a student's registration for the subsequent quarter. A student will not be able to attend classes in the new quarter until overdue tuition and fines are paid.

III. 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 a written request to be certified;

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 [Request to Invoke or Revoke FERPA Block of Directory Information](#) form.
- A student can be listed in the online directory but specify what information will appear. To do this, go to <http://directory.northwestern.edu/>, then click "update your Directory Information."
- Note that the University does not sell any student information or lists to outside vendors or telemarketers.

Full-time Student Internships:

The full-time student course of study provides the opportunity for an optional internship during the Summer quarter. Most students seek industry related internship positions, but some students choose to focus on project-based work or even personal start-up initiatives. There are no common paths or industries for our full-time students due to their breadth of experience and diverse backgrounds. Students are responsible for securing their own summer internships. Many students will utilize [Engineering Career Development](#) resources when searching for internships.

International Students:

I. Internship Option for MEM International Students Graduating in 15 Months

The MEM program structure allows students graduating in 15 months the opportunity to obtain an internship during their Summer quarter. Additionally, some students may be eligible to complete an internship during their final Fall quarter, while also continuing their enrollment in courses. Each student is responsible for their own course schedule as well as balancing their academic and internship workload to meet degree requirements. International students that plan to complete an internship must apply for [Curricular Practical Training](#) work authorization.

Curricular Practical Training (CPT) is temporary work authorization required for any off-campus work during an F-1 student's academic program.

- Off-campus work includes an internship, practicum, freelance work, cooperative, job, gig/performance, (non-charitable) volunteer work, performance. Job shadowing or informational interviews do not require CPT. Organized externship opportunities should be reviewed to determine whether CPT is required.
- CPT is required for paid and unpaid positions.
- CPT must be authorized before a student can begin working. Students will receive a new I-20 with the CPT listed on the second page. Students working without CPT authorization are considered in violation of F-1 status and should contact their OISS advisor immediately.
- The CPT start date should be at least two weeks after the submission date of the CPT Request in the OISS Portal. If a student enters a start date that occurs before the CPT I-20 is issued, the start date will be changed to the date that the CPT I-20 is issued. Students are not authorized to begin CPT employment until the approved CPT I-20 has been issued.

II. F-1 Optional Practical Training (OPT)

Optional Practical Training (OPT) is a 12-month work authorization available to F-1 international students who have been full-time students for at least one academic year and plan to seek employment in the United States in their fields of study.

Additionally, there is a 24-month extension of Post-Completion OPT, which is for students who have completed a degree listed in the [STEM Designated Degree Program List](#). MEM students are eligible for STEM OPT Extension. Students who have completed a previous degree in a STEM designated program from a U.S. institution within the past ten years and have completed a new degree at Northwestern University are also eligible for STEM OPT Extension.

Students that want to apply for CPT or OPT should contact their [Office of International Student and Scholar Services advisor](#).

Waiver Forms:

The MEM Program may request students to sign specific waiver forms during their academic career that include a multimedia release (e.g. the use of a student's photo in marketing material) as well as a liability waiver and release (e.g. waiving claims for injuries sustained during voluntary student activities.)

Non-discrimination Statement:

Northwestern University prohibits discrimination on the basis of actual or perceived race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other class of individuals protected from discrimination under federal, state, or local law, regulation, or ordinance or any other classification protected by law in the matters of admissions, employment, housing or services or in the educational programs or activities it operates, as required by Title IX of the Education Amendments of 1972; Title III of the Americans with Disabilities Act of 1990, as amended in 2008; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; and any other federal, state, or local laws, regulations, or ordinances that prohibit discrimination, harassment, and/or retaliation.

[Northwestern University Office of Civil Rights and Title IX Compliance website](#).

Additional University Policies Resources:

Northwestern strives to create an environment that fosters innovation, excellence, and collaboration, seeking always to do so responsibly, ethically, and with integrity. To this end, we must have in place thoughtful, strategic guidelines and policies that promote the success of our students, faculty, and staff in their daily work. Our university policies thus are meant to guide and enable our community members to uphold Northwestern's values and expectations. We encourage all community members to use the [Northwestern University Policies website](#) as the main source for university-wide policies, as it will feature the most current information and updates on all policy-related items.

The Master of Engineering Management Program will do its best to update this document as new policies and procedures are approved by the program, school, and/or university.