This handbook is a general guide intended to aid graduate students and their advisors navigate the interschool doctoral program in Rhetoric, Media, and Publics. It is not a legal document. For Graduate School rules and related documents, please refer to The Graduate School (TGS) website. For specific offer of funding, please see the student's offer letter. It is the student's responsibility to comply with regulations and deadlines of The Graduate School and Northwestern University in addition to those of the Department of Communication Studies and the School of Communication. Where relevant, it is also the student's responsibility to comply with regulations and deadlines of the Weinberg College of Arts and Sciences and the Medill School of Journalism, Media & Integrated Marketing Communications.

Rhetoric, Media, and Publics is an interschool doctoral program housed administratively within the Department of Communication Studies in the School of Communication. Please direct queries about information or policy to the Graduate Administrative Assistant or to the Director of Graduate Studies for the program in Rhetoric, Media, and Publics.
NORTHWESTERN UNIVERSITY NONDISCRIMINATION STATEMENT

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, IL 60208, 847-467-6165, equity@northwestern.edu.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator:

Office of Equity
1800 Sherman Avenue
Suite 4-500
Evanston, IL 60208
847-467-6165
TitleIXCoordinator@northwestern.edu

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.
The program in Rhetoric, Media, and Publics (RMP) officially launches in September 2023. RMP is the successor program to the long-running doctoral program in Communication Studies: Rhetoric and Public Culture (RPC). Students in RMP and in RPC will largely be regarded as part of the same program. There are some important differences. For example, the curriculum is different for RMP and for RPC. RMP is also an interschool program with official ties to the Weinberg College of Arts and Sciences as well as the Medill School of Journalism, Media & Integrated Marketing Communications. These two programs also have much in common: a shared Director of Graduate Studies, many faculty, and a shared institutional and intellectual culture. Students in RPC should continue to refer to the handbook for that program. This handbook is intended for students and advisors in the RMP program, although it may be useful for students in RPC. Questions regarding the relation between the two programs should be directed to the Director of Graduate Studies.

At the time of this writing in August 2023, there are two application portals for admission to the program in Rhetoric, Media, and Publics: one for Rhetoric, Media, and Publics, and one for Communication Studies: Rhetoric and Public Culture. This paragraph explains this situation. We are in a period of transition. The older Communication Studies: Rhetoric and Public Culture program is being replaced by a new Ph.D. program in Rhetoric, Media, and Publics. Though this new program has been approved by Northwestern, Northwestern is currently unable to issue F-1 or J-1 documents for the Ph.D. in Rhetoric, Media, and Publics while the program undergoes review by the federal government. In this interim period, we ask students requiring immigration documents to study in the United States to apply to the Communication Studies: Rhetoric and Public Culture Ph.D. program, which is able to issue F-1 or J-1 documents. All students not needing immigration documents from Northwestern should complete the application for the Rhetoric, Media, and Publics Ph.D. program. Beginning with applications submitted in Fall 2022, students applying to either portal will be regarded as part of the same larger applicant pool for the RMP program only.
THE PROGRAM

The interschool doctoral program in Rhetoric, Media, and Publics studies how people influence, reflect, and transform society through mediated practices. Students learn to analyze the production and circulation of meaning in a range of rhetorical and journalistic texts, practices, and institutions through varied modes of qualitative inquiry, and to engage audiences and communities directly in the production of knowledge. The stakes of this inquiry are profoundly social and political as well as formal and aesthetic. The program teaches students to approach public media as sites for political contestation, for the representation and interrogation of ethics and power, and for imagining personhood and collective life.

Grounded within the disciplinary tradition of rhetoric, which investigates the myriad ways humans constitute individual and group identities, influence others, and generate, maintain, and challenge communities and cultures, the program in Rhetoric, Media, and Publics draws upon resources within three schools at Northwestern: the School of Communication; the Medill School of Journalism, Media, Integrated Marketing Communications; and the Weinberg College of Arts and Sciences. Consequently, we use interdisciplinary perspectives to investigate how different media are mobilized within modern historical contexts to constitute distinct publics with specific social relations as well as ethical-political orientations. Program inquiry focuses on a diverse array of media, from oral to print, from the visual to the sonic, and from the performative to the digital. Our aim is to investigate how the formal and aesthetic particularities of different media technologies interact with the diverse aims that producers and their audiences bring to their use. By drawing upon rhetorical analysis, critical/cultural theory, media history, media aesthetics, and political theory, we train students to think rigorously about the relationships among individual experiences in everyday life and large-scale social, technological, and political transformations. We seek to understand how global inequalities are both perpetuated and challenged as audiences, publics, and communities are called into being through communication practices over time. We encourage our students not only to analyze but also to engage different publics in their scholarship, in order to deepen their critique of such inequalities.

Director of Graduate Studies: Kalyani Chadha, kalyani.chadha@northwestern.edu

Graduate Program Assistant: Angela Merritt, angela.merritt@northwestern.edu

Ph.D. Program in Rhetoric, Media, and Publics
Frances Searle Building
2240 Campus Drive
Evanston, IL 60208
Phone: 847-467-3551
Fax: 847-467-1036
THE FACULTY, 2023-2024

Core Faculty
Moya Bailey, Associate Professor, School of Communication
Kalyani Chadha, Associate Professor, Medill
Stephanie Edgerly, Professor and Associate Dean of Research, Medill
Dilip Gaonkar, Professor, School of Communication
Robert Hariman, Professor, School of Communication
Heather Hendershot, Visiting Professor, School of Communication and Medill
James H. Hodge, Associate Professor, WCAS
Angela Ray, Associate Professor, School of Communication
Ivy Wilson, Associate Professor, WCAS and School of Communication

Affiliate Faculty
Aymar Jean Christian, Associate Professor, School of Communication
Dahye Kim, Assistant Professor, WCAS
Patrick Noonan, Assistant Professor, WCAS
J. P. Sniadecki, Associate Professor, School of Communication
Domietta Torlasco, Professor, WCAS

A NOTE ON CORE AND AFFILIATE FACULTY

The Ph.D. program in Rhetoric, Media, and Publics is an interschool program housed administratively within the Department of Communication within the School of Communication. It also draws on faculty from the Weinberg College of Arts and Sciences as well as the Medill School of Journalism, Media & Integrated Marketing Communications. As such, the Core Faculty will always be composed of faculty from all three schools. Affiliate Faculty may also hail from all three schools.

Core Faculty are most responsible for the day-to-day operation of the program. They serve on
Admissions as well as other committees serving the Rhetoric, Media, and Publics program. Core Faculty staff most of the program's core required courses and conduct the most advising of graduate students.

Core Faculty are appointed by the Dean of the School of Communication in collaboration with the Deans of WCAS and Medill. Faculty are appointed by the three Deans on the recommendation of the RMP Executive Committee, a group drawn only from the Core Faculty, and including the Director of Graduate Studies.

Affiliate Faculty may cross-list their graduate seminars with RMP, serve on examination committees, and conduct official advising with the approval of the DGS.

**REQUIREMENTS FOR GRADUATE STUDY**

*Progress toward and completion of the doctoral degree must be accomplished in accord with the requirements of the RMP program and The Graduate School. It is the responsibility of the student to know and abide by the requirements that apply at the time of entry into the program. If unclear on the application of a rule, the student should confer as needed with the program Graduate Assistant in the Department of Communication Studies, the advising staff in TGS, or their faculty advisor. Failure to adhere to program requirements may lead to suspension or termination of the program of study by either the RMP program faculty in consultation or TGS.*

**Coursework Requirements**

All students in RMP will develop, in consultation first with a temporary advisor and later with the dissertation advisor and the consent of the program faculty, a plan of curricular study to maintain normal progress toward completion of the Ph.D. All students must complete a bare minimum of 12 graduate schools for a letter grade with TGS faculty. The 12 required courses may not include independent studies or courses taken PASS/NO PASS. Of the 12 required courses, a minimum of 6 graduate courses must be taken with RMP Core Faculty, and a minimum of 9 must be taken with RMP Core and Affiliate Faculty. The taking of undergraduate seminars, i.e. courses at the 300 level, is strongly discouraged and possible only with the written permission of the DGS.

**Required Core Courses**

- COMM_ST 410: Rhetoric: History and Theory
- COMM_ST 419: The Practice of Public Scholarship
- COMM_ST 454: Making and Unmaking of Audiences and Publics
- COMM_ST 485: Media Theory
COMM_ST 489: History of Media Technologies

One of the following: COMM_ST 416 Contemporary Rhetorical Analysis or COMM_ST 418 Critical Media Practice

To note: it is very likely that only 3-4 of the 6 required core courses will be offered during any given academic year. For example, this means that if "Making and Unmaking of Audiences and Publics" is offered in Fall quarter of Year 1 then students should enroll in that course and not expect it to be offered again during the two-year period of graduate coursework. Students and temporary advisors should keep all this in mind when selecting courses in Years 1 and 2. If a required course is not offered in Years 1 and 2 then the student must contact the DGS to work out a suitable compromise.

Elective Courses

Students must take a minimum of 6 elective graduate courses. Students may take no more than 12 elective courses. Students should take 9 courses in Year 1, and complete coursework in Year 2. No courses may be taken beyond Year 3. Students select electives in consultation with their advisor. It is strongly recommended that students select electives relevant to their research and teaching interests. All courses must be taken with TGS faculty.

MA Requirements: The "MA Along the Way"

Students entering without a master's degree must complete a capstone MA thesis by the end of Year 2. The selection and specific definition of the scope of an MA thesis will be worked out by the student in consultation with the advisor. The MA thesis may take different forms: an academic paper, a media project, or other approved form. As a guide, the program recommends a length of 15–20 pages or equivalent for the MA capstone. The thesis may be a significant revision of a seminar paper or project. The thesis must be advised by an RMP Core Faculty member. For the MA-along-the-way the project must be completed and submitted by the student and approved by the adviser. Approval must be communicated to the DGS and the Graduate Assistant. Approval of the Master's thesis should be received by the second week of the Fall quarter of Year 3.

Note: all students must complete the MA unless they already hold a MA degree from a humanistic field of study suitably proximate to RMP program study. Approval of an outside MA as exempting a student from the MA thesis must be approved by the DGS.

In order to be awarded the MA degree, the student should submit the “Request for Masters in Primary Field of PhD Study” and “Application for a Degree” and “Master’s Degree Completion” forms by the TGS deadlines available in the Graduate Student Tracking System (GSTS) > TGS Forms. In addition, the student should upload adviser approval (confirmation email from the advisor) into GSTS Documents > Upload > Documents > General and title the File “MA
approvals” with name (Last name, First name).

Once the Masters in Primary Field of PhD Study and Application for a Degree forms are submitted, the program will receive an automated notification that the student intends to complete the master’s degree requirement for the quarter indicated on the forms. The department office will review the automated form and submit approval supporting the application. Students should review the master’s degree requirements and TGS deadline information to submit the form.

Once the Master’s Degree Completion form is submitted, the Graduate Assistant will validate passage of the master’s degree by reviewing the advisor's confirmations already uploaded by the student in GSTS. Students should review the TGS Master’s Degree Requirements and TGS deadline information to submit the form and complete the degree.

PhD Requirements

To receive the doctoral degree, students must complete their required coursework and qualifying exams, have their dissertation proposal approved by an examining committee, form a dissertation committee, be admitted to candidacy for the degree, complete the doctoral dissertation, and pass a final oral examination of that dissertation. The student is admitted to doctoral candidacy based on the RMP faculty's positive review of the record of study and the proposal, and approval of the doctoral dissertation committee. Students are expected to take coursework and otherwise acquire the skills needed for the successful completion of the program requirements. This includes acquiring any necessary proficiency in languages and research methods.

Additional Requirements

The Graduate School (TGS) of Northwestern University has university-wide policies and registration requirements that must be followed in addition to the RMP program requirements. Students must follow these policies as they are required in order to remain in good standing in the program and to graduate. They are as follows:

- PhD Coursework and Registration Requirement
- PhD Timeline
- Full-Time Study Requirement and Authorized Courses
- Change of Registration Policy
- Continuous Registration Policy
- Language Courses During The Academic Year Policy
- Grades and Grade Requirements

Grades

At Northwestern, undergraduate and graduate professors use letter grades with "+" and "-" distinctions. The A+ grade is not available. Your grades will appear in this format in program
records, TGS records, and transcripts released by the Office of the Registrar.

Incomplete Work

In order to remain in good standing, you must make up incomplete work from any academic year no later than two weeks prior to the beginning of classes in the following Fall Quarter. This rule supersedes any rule set down by TGS. We strongly believe that you complete all work for your courses before the beginning of the subsequent quarter whenever possible. In unavoidable circumstances such as illness or a family emergency, you should work with your professors and the DGS to establish an extended schedule of deadlines. *It is crucial for you to communicate with the DGS and your professors if you foresee obstacles to your timely completion of coursework.*

TGS and the RMP program monitor incomplete work. While there are any incompletes on your record, PhD students (and MA/PhD students) will be considered ineligible for Program or TGS travel funding and will be unable to advance to candidacy.

Additional Programming

Graduate study is a process of intellectual formation and professional training. As part of that process, it is important that RMP students participate regularly in academic activities provided by the program, allied departments, and University centers. Generally, such activities include:

- Conferences, symposia, and similar events organized by program faculty and/or students
- Professionalization workshops conducted by faculty, senior students, or others
- Summer seminars organized by the Center for Global Culture and Communication: typically, each seminar involves a one-week period of intensive study of a selected topic with visiting faculty
- Lectures, workshops, conferences, and other scholarly activities offered by other programs, centers, or institutes on campus as pertinent to the student’s intellectual development. It is crucial that students make a concentrated effort to cultivate an expansive intellectual curiosity by attending events on topics outside the areas of their research and teaching specializations

Summer Registration

*Summer registration* is required for doctoral students receiving funding in the summer quarter from the University. Summer enrollment may also be required as a result of visa or loan status. Students should review the details of their visa or loan to determine if summer registration is required. For detailed information, students are responsible for contacting the Office of International Student and Scholar Services or their loan company directly.

Please review the *full-time study* and *registration policies*. 
Unfunded students are not typically required to register during the summer, unless in the situations specified above. Please review the full-time study and registration policies.

Summer enrollment for funded students is usually accomplished by registering full-time for 3-4 units. For example:

- 1st and 2nd year students would register for 3 units of COMM_ST 590 with their current advisor
- 3rd year and above students would register for TGS 500.

COMM_ST 590 is graded on a P/N/K basis (pass, no grade, in progress). Students should register in a section with their current advisor. Students must notify their advisor that they have enrolled. At the end of summer quarter, students must again contact their advisor and request submission of a Pass or No Pass grade. The advisor will submit a grade dependent on the student’s progress (See “Satisfactory Academic Progress” section of handbook).

Transfer Students

Degree requirements, timeline, and milestones for transfer students will be determined on a case-by-case basis in conversation with The Graduate School, the student’s advisor, and the Director of Graduate Studies.

ADVISING

The Director of Graduate Studies assigns a Core Faculty member to serve as the temporary advisor for each incoming student for Years 1 and 2. The temporary advisor will work to familiarize the student with program requirements and protocols, will consult with student about course selection, and will offer counsel about identifying a permanent advisor and a doctoral committee. Students should consult their temporary advisors regularly (once per quarter at minimum). It is strongly encouraged that students meet with their temporary advisors in person. Please enter your temporary advisor information in the Graduate Student Tracking System (GSTS).

In order to progress through to the required milestones toward a master's or doctoral degree, each student must have a permanent advisor (a dissertation advisor or dissertation Chair); the temporary advisor may or may not become the student's dissertation advisor. Students will have an assigned temporary advisor in Years 1 and 2. In Year 2 the student will work with three faculty on three separate Qualifying Exam lists (see section on "Qualifying Exams"). It is likely that these faculty will continue to serve on the dissertation committee in Year 3, but it is not necessary. In Year 3 the student will officially form a dissertation committee as part of completing the dissertation proposal. To note: the proposal should be completed by the end of the Fall quarter of Year 3, and so the dissertation committee and dissertation Chair should be established by the time the dissertation proposal becomes finalized. The student must inform the Graduate Assistant of the members of their dissertation committee. They should do so by the
Any RMP Core Faculty member may serve as a dissertation advisor (the dissertation "Chair"). RMP Affiliate Faculty may serve as a dissertation Chair with the approval of the DGS. Non-advisors serving on the dissertation committee (or "readers") may be drawn from TGS faculty throughout the University. RMP Affiliate Faculty may serve as readers. Non-Core and non-Affiliate Faculty TGS faculty may serve as Co-Chair, but not as the sole Chair, with the approval of the DGS. Non-Core and non-Affiliate Faculty may serve as readers on the dissertation committee with the approval of the DGS. A maximum of one external (non-Northwestern) faculty member may serve as a reader on a 4-person dissertation committee with the approval of the DGS. External committee members may not serve on 3-person committees or as the Chair or Co-Chair of a dissertation committee. In the event that a Northwestern faculty member on the dissertation committee leaves Northwestern then that member of the committee may remain on the committee and continue to be counted as a Northwestern faculty member (and RMP "Core" or "Affiliate" Faculty).

The dissertation committee consists of a minimum of 3 faculty and a maximum of 4 faculty. The dissertation committee must have a minimum of 1 Chair and a maximum of 2. For 3- and 4-person committees, at least 1 member of the committee must be RMP Core Faculty. For 3- and 4-person committees, a second member of the committee must be RMP Core or Affiliate Faculty. 3-Person Committees may have a third faculty member who is TGS Faculty but not RMP Core or Affiliate Faculty. 4-Person committees may have a maximum of 2 faculty who are not RMP Core or Affiliate Faculty.

A student can change advisors at any time during the course of graduate studies. In a student-initiated change of advisors, the student is responsible for securing the acceptance of the new advisor and also communicating the change to the former advisor. Because no student is permitted to pursue graduate studies without guidance from an advisor, the student may not terminate an advising relationship until a new one is in place. Please update advisor information in the Graduate Student Tracking System (GSTS).

An advisor may decline to continue to serve in the role of temporary advisor or dissertation Chair or reader on the dissertation committee at any time during the course of the student's graduate studies. If the advisor no longer wishes to serve, the advisor must notify the student and the DGS in writing by email. The student must then secure a new advisor as soon as possible, but not later than 12 weeks after the initial notification. During this transition, the current advisor (temporary advisor or dissertation Chair) will continue to serve. Should a new advisor not be secured, the DGS will convene the Executive Committee of the Core Faculty to consider dismissal/exclusion from the program.

It is the student's responsibility to consult regularly with their advisors, and to initiate contact. The primary responsibility of the temporary advisor and the dissertation Chair is to help the student to make sound academic judgments. To that end, subjects for discussion may cover a wide range of subjects, including but not limited to course selection, research project exploration and development, language acquisition for doctoral study, selection of Qualifying Exam and...
dissertation committees, preparation for manuscripts for conference and journal submission, preparation of grant applications, pedagogical strategies, techniques, and problems, service or other extracurricular activity, leaves of absence, and work-life balance. Students must understand that faculty are not mental health professionals. With this in mind, students should consult counsel as needed from other offices on campus about topics such as university procedures, professional development, careers, and physical, psychological, and spiritual well-being.

Students review the Guidance for Positive Graduate Student and Faculty Adviser Relationships and the Graduate Educations Expectations.

**PROGRESSING THROUGH THE PROGRAM**

Students are expected to maintain normal progress toward degree. Although the contingencies of both scholarship and ordinary life can lead to varied rates of progress, personal development and professional success is most likely to follow from adhering as closely as possible to the yearly objectives set out below.

For full-time students in The Graduate School (TGS), credits are based on full enrollment and course registration rather than credit hours. Registration in three classes per quarter is required for full-time standing. You may take a fourth course (including undergraduate language courses) without paying tuition. Taking four classes per quarter, especially in the Fall quarter of Year 1, is generally discouraged.

Within the framework of TGS coursework requirements, the program in Rhetoric, Media, and Publics determines the number and distribution of courses required for the Ph.D. in Rhetoric, Media, and Publics (RMP) as well as the MA in RMP for eligible students.
## Timeline of Study:

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<tr>
<th>Year 1</th>
<th>Required Activities</th>
<th>Recommended Activities</th>
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<td>• Complete 9 graduate seminars (3 per quarter) for a letter grade.</td>
<td>• Participate in a Cluster or Certification course of study in another department or program.</td>
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<td>• Complete all offered RMP Required Core Courses.</td>
<td>• Consider faculty for the Qualifying Exam in Year 2</td>
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<td>• Meet regularly with your temporary advisor.</td>
<td>• Get to know faculty by visiting office hours.</td>
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<td>• Attend RMP program events including lectures by outside speakers, conferences organized by faculty or students, etc.</td>
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<tr>
<td></td>
<td>• Participate in a Cluster or Certification course of study in another department or program.</td>
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<td></td>
<td>• Get to know faculty by visiting office hours.</td>
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<th>Year 2</th>
<th>Required Activities</th>
<th>Recommended Activities</th>
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<td></td>
<td>• Complete all coursework (12 for a letter grade).</td>
<td>• Acquire Searle Center teaching certificate</td>
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<td></td>
<td>• Complete all remaining RMP required core courses.</td>
<td>• Participate in a Cluster or Certification course of study in another department or program.</td>
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<td>• Complete Qualifying Exam in Spring quarter.</td>
<td>• Obtain intensive language training if needed for the dissertation.</td>
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<td></td>
<td>• Student Teaching Conference and School of Communication Graduate Student Teaching Session before serving as a TA or GA (usually in your second year). The workshop and session take place in September before the quarter starts.</td>
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<td>• Fulfill TA or RA assignments.</td>
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<td>• For students without the MA: complete MA project over the summer and notify Graduate Assistant by the start of the Fall quarter of Year 3.</td>
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<td></td>
<td>• Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc.</td>
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| Year 3 | • Select your permanent advisor, i.e. the dissertation advisor and dissertation committee.  
• Complete the dissertation proposal in Fall quarter.  
• Begin dissertation research and writing.  
• Complete one approved dissertation chapter by the end of Spring quarter.  
• Fulfill TA or RA assignments.  
• Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc.  
• Submit work for presentation at an external conference.  
• Submit work for presentation at an external conference.  
• Acquire Searle Center teaching certificate  
• Submit grant or fellowship applications.  
• Obtain intensive language training if needed for the dissertation.  
• Attend professional development events. |
| Year 4 | • Continue dissertation research and writing.  
• Complete at least a second dissertation chapter.  
• Submit grant or fellowship application.  
• Attend professional development meetings.  
• Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc.  
• Submit work for presentation at an external conference.  
• Obtain language training, if needed for the dissertation.  
• Begin discussions with faculty about your intended career path and steps needed to prepare.  
• Meet with one-on-one with Elysse Longioti, the Associate Director of Student Career Advising.  
• Attend professional development events. |
| Year 5 | • Complete the dissertation.  
• Fulfill TA or RA assignments.  
• Attend professional development meetings.  
• Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc.  
• Submit work for presentation at an external conference.  
• Defend dissertation and file the manuscript.  
• Obtain language training, if needed for the dissertation.  
• Attend professional development events |
QUALIFYING EXAMINATIONS

Format

The qualifying exams consist of three separate written exams and a discussion meeting. Each exam must have an individual TGS faculty adviser. Each exam should consist of 20–25 items. Generally, an "item" would be one book or its equivalent, e.g. three articles. The exact nature of an "item" will change depending on the exam list. Students will compose their lists in consultation with the examining faculty member. The final lists must be approved by the examining faculty member 30 days prior to the beginning of the exam period.

Students should begin to think about exams as early as Year 1. It is strongly recommended that students speak with their faculty adviser before the end of Year 1 about the qualifying exams. During coursework students should be considering the lists they want to do and the faculty with whom they want to work. Students should make concrete progress toward completing the exams no later than the Fall quarter of Year 2. Concrete progress means contacting faculty to become advisers for each list.

The qualifying exam committee should consist of three TGS faculty members (one per list). At least one must be an RMP Core Faculty member. At least two must be Core or Affiliate RMP Faculty. One may be a non-Core and non-Affiliate RMP Faculty member. It is advisable though not necessary that all three members of the Qualifying Exam Committee continue as members of the student's Dissertation Committee and work next with the student on the dissertation proposal.

There are three exams with three overlapping but distinct aims.

Knowledge: Core Problematics in RMP. This exam is based on the core courses a student has taken in theory, history, and practice. A specific exam focus is determined by the examiner in consultation with the student. This list is designed to build on texts students have already read in coursework. In other words, here it becomes important here to consider what courses students have taken to determine what areas of research and teaching expertise have already been established or nearly established.

Engagement: Pedagogy in RMP. This exam covers a focal field of specialization, appropriate for pedagogical expertise, that is chosen by the student and developed through coursework and graduate assistantships. Put otherwise, the topic for this exam should be considered material appropriate for introductory and survey-level university courses. The field should be recognizable to established scholars working in a similar area. A pedagogical field might be a geographical area or historical period, or a topic such as race and rhetoric, gender and communication, global/transnational media studies, media theory, or media and the arts. The chosen field will be in response to the student's career goals and the job market.

Strategy: Inquiry in RMP. This exam covers the subject of the envisioned dissertation, broadly conceived, and a research field appropriate to it. The exam should be considered preparatory to the writing of the proposal. This exam is about reading toward the proposal and dissertation. It should be appropriately focused. It may also be approached somewhat speculatively. Students should consider not
just readings that fall squarely into the rubric of the chosen topic. They should include texts that will dilate or reach beyond that rubric, either historically, geographically, formally, or otherwise.

**Deadlines and Scheduling**

**How to Schedule the Exam:**

The qualifying exam must be scheduled with the Graduate Assistant no later than the third full week of classes of the quarter during which the exam will be taken. The scheduling of the exam will be handled by the Graduate Assistant in RMP in consultation with examining faculty. This includes the scheduling of all components of the qualifying exam. At the same time as the exam is being scheduled, students must submit the completed exam lists with the names of the faculty examiners for approval by the DGS. There must be a minimum of a 30-day window of time between the date of submitting the final exam lists to the DGS and the beginning of the exam period.

Qualifying exams may not be scheduled during the Summer quarter unless approved by the DGS in consultation with the student and examining faculty.

**The Exam Period and Process**

The exam consists of three take-home and open-book written essay exams combined with an in-person meeting together with the examining faculty. The essays should be approximately 10-12 pages of double-spaced prose exclusive of bibliography, endnotes, etc. They should be written in response to a short-written prompt supplied by each faculty examiner. All examining faculty will send a prompt to the Graduate Assistant. The Graduate Assistant will send the prompts to the student at an arranged time to mark the beginning of the exam period. Upon receipt of the three prompts, students will have one week to complete and submit the finished exams back to the Program Assistant. For example, if the program assistant emails the essay prompts at 9:00 am on Monday morning then the student will have until 8:59 am the following Monday to return the completed exam to the program assistant. Upon the completion of the one-week writing period individual faculty will have a one-week period to assign the written exam a grade of PASS or NO PASS. At this time the examining faculty must inform the student and the program assistant of the result of the exam. Approximately one to two weeks after the student submits the exams, a 90-120 minute in-person meeting must be held between the student and all examining faculty. This meeting is not an exam, and it is not graded. It is a required meeting for the student and faculty to come together to discuss the exams as well as how to begin to think about transitioning toward writing the dissertation proposal. It meant to facilitate clear communication among all parties. The proposal should be completed by the end of the next quarter. For example, if the qualifying exam is taken at the end of Spring quarter, then the proposal should be completed by the end of Fall quarter. If the qualifying exam is taken in the Fall quarter, then the proposal should be completed by the end of the Winter quarter.

**Re-taking a NO PASS Exam**

The required 90–120-minute meeting may not take place until the student has passed all three qualifying exams. Individual exams may be retaken at least once, subject to examining faculty and DGS approval as well as TGS deadlines.
If a student fails an exam, the student must meet with the examiner to discuss the situation, i.e. to have a conversation about why the student was not passed and what steps must be taken before the student can re-take an exam. The examining faculty member must also write a brief rationale for assigning a grade of NO PASS and send this rationale to the DGS for approval. This rationale must also be sent to the student.

A schedule must also be established for reexamination and communicated to the Graduate Assistant. The exam must be scheduled within two weeks of a student not passing the qualifying exam. It is entirely the responsibility of the student to meet with the examining faculty member and to establish a schedule for reexamination. A second attempt at a failed exam must take place no later than the end of the next Academic Year quarter.

More than one reexamination is possible. However, by this point, serious consideration will be given to probation, loss of funding, and dismissal from the program. Here, the examining faculty must consult with the DGS. TGS requires that the qualifying examinations be completed “by the end of the twelfth quarter,” which will typically be the summer following the student’s third year in the program.

When all exams have been successfully completed, the student is responsible for 1) uploading the three examiners approvals (confirmation email from each examiner to student verifying passed exam) into the Graduate Student Tracking System (GSTS)>Documents>Upload Documents>General and title the File “Qualifying exams approvals” with name (Last name, First name) and when all required exams are completed then 2) submitting the ”PhD Qualifying Exam” form available in the Graduate Student Tracking System>TGS Forms

The department will receive an automated message with instructions to approve the student should be admitted to candidacy. The administrative assistant will validate passage of the written exams by reviewing the examiners confirmations already uploaded by the student in GSTS. The TGS qualifying exam requirements and deadlines are provided through The Graduate School website.

DISSERTATION

Dissertation Proposal

After passing the qualifying examinations, the student’s next responsibility is to prepare the dissertation proposal under the supervision of the dissertation advisor. The proposal should be approved by the end of the Fall quarter of Year 3 and no later than the end of Year 3. It is strongly advised that the student submit a proposal for approval soon after completing the written examinations.

While writing the proposal the student also should form the dissertation committee in consultation with the advisor, who will chair the committee.

In general, the proposal describes the subject of the dissertation and case to be made, provides a rationale for undertaking it, indicates how it will contribute to ongoing conversations in the relevant fields, and specifies the materials to be studied and the methods to be used.
Once the proposal is drafted and cleared for defense by the advisor, it is shared with the dissertation committee and a date is set for the oral defense of the prospectus.

Although no one format is obligatory for all students, generally students are advised to begin with the following template:

The proposal should be no more than 20-25, typed, double-spaced pages (not including the bibliography), and should consist of four sections and a bibliography:

a Section One. State the purpose of the dissertation. Summarize the nature, scope, and significance of the research problem. Explain what distinguishes this research project from other work on the topic. Identify the preliminary thesis and set of arguments that will guide and be tested through the research. Discuss how the dissertation will contribute to the specific area of inquiry, to related research programs (as appropriate), and to the study of rhetoric and public culture.

b Section Two. Provide a review of the literature in the relevant areas of inquiry and state the proposed method(s) to be used in the dissertation. Identify the type of dissertation (e.g., historical, critical, ethnographic, theoretical, etc.) and how that commitment guides the research and argument to be developed. Detail the methods to be employed in gathering and analyzing the material for this research project.

c Section Three. Identify the primary research resources (archives, communities, institutions, venues) for gathering the data in preparation for this dissertation.

d Section Four. Provide a narrative chapter outline of the work.

e Bibliography. Identify the major primary and secondary sources necessary for conducting research in the subject of the dissertation.

The proposal, like the dissertation to come, should be written clearly and cogently. For understanding of general scholarly standards and protocols with regard to invention, argument, organization, and style, students are expected to read, early in their program of study, *The Craft of Research, 4th ed.*, by Wayne C. Booth, Gregory G. Columb, Joseph M. Williams, Joseph Bizup, and William T. Fitzgerald (Chicago: University of Chicago Press, 2016). Students should select a style manual—e.g., *Chicago Manual of Style; MLA Style Manual; Publication Manual of the American Psychological Association*; etc.—that is appropriate for their scholarly practice; the default style manual for the program is the *Chicago Manual*.

**Oral Defense of the Dissertation Proposal**

On the scheduled date, the student meets with the committee to discuss the proposal and to receive
feedback on the dissertation project. At the end of the discussion, the committee will vote to pass or fail the proposal. If the committee votes to pass the proposal, the student is cleared to begin research and/or writing. However, the committee may also decide that the student has failed the defense and the proposal requires rewriting or revisions. In this case, the committee will specify how long the student has to rewrite or revise the prospectus to the satisfaction of the committee, mindful of the approaching TGS deadline. More than one revision is possible, subject to faculty consent and TGS deadlines.

Once a satisfactory final proposal is approved by the committee, the student is responsible for 1) uploading the committee approvals (confirmation email from each committee member to student passed exam) into the Graduate Student Tracking System (GSTS)>Documents>Upload>Documents>General and title the File “Prospectus approvals” with name (Last name, First name) and then 2) submitting the prospectus form available in the Graduate Student Tracking System (GSTS)>TGS Forms. The department will receive an automated message with instructions to approve the student’s proposal form. The Graduate Assistant will validate passage of the milestone by reviewing the committee members’ confirmations already uploaded by the student in GSTS. The TGS prospectus requirements and deadlines are provided on the TGS website.

**Dissertation and Oral Defense**

It is expected that the student will work most closely with the dissertation advisor on the writing of the dissertation. The other committee members will involve themselves to the degree that they and the student agree. Some committee members read only the final dissertation. Others read selected chapter drafts that cover their own areas of expertise. It is the responsibility of the student to clarify what the committee members will do and what they require during the course of writing. Once a suitable draft of the dissertation has been completed and approved by the dissertation advisor and clears it for defense, at which time the student sends it to all committee members.

Students should be mindful of how much time they need to give their committee members to read the dissertation when taking into account TGS deadlines for submission and plan accordingly; it is professionally courteous to give committee members at least a month to read the completed dissertation. Equally important, it is crucial to plan for the oral defense of the dissertation well ahead of those deadlines to ensure that there is enough time to make requested revisions before submission of the completed dissertation.

If a student fails the oral defense, the student must meet with the advisor and the Director of Graduate Studies to discuss any errors in performance or preparation and present a case for scheduling another oral defense. The student has a right to a second oral defense. When the DGS and the advisor agree to a reexamination, the advisor and the student should agree on a plan for preparation; the defense then can be scheduled with the committee.

*Please review the PhD Degree Completion Checklist for the complete requirements, approval processing, and final steps to earning the degree.*
Submission of the Manuscript

When the committee has agreed that no further revisions or editing are required, students may submit the dissertation to TGS by the published graduation deadline. The student must follow the institutional requirements for preparation of the dissertation, approval processing, and other steps to receive the degree; these requirements are listed at the Filing Requirements and Forms page and in the Dissertation Formatting Guidelines document. The degree will not be granted until the dissertation and all other documents and forms are prepared correctly and filed on time and approved by The Graduate School.

After submission of the manuscript, students submit the signed form to the department administrative assistant and by TGS deadlines.

Please review the PhD Degree Completion Checklist for the complete requirements, approval processing, and steps to receive the degree.

WORK OBLIGATIONS

Financial support from the University includes the obligation to provide teaching, teaching assistance, or research assistance as specified by the department. The expected commitment is a maximum of 15-20 hours a week. Teaching involves having responsibility for all aspects of a course; teaching assistance involves providing specified support for faculty instruction for a specific course, including activities such as copying, grading, and leading discussion sections; research assistance involves supporting faculty scholarship, including activities such as library work, copying, proofreading, and providing logistical support for scholarly events. Teaching and teaching assistance should conform to the highest professional standards to provide an excellent experience for undergraduate students. Under no circumstances should a professor or TA undermine the other’s authority in front of undergraduate students. Research assistance should conform to the highest professional standards to provide timely and rigorous support for scholarly activities. In departmental nomenclature, both teaching and teaching assistance are referred to as TA or GA assignments, and research support is referred to as an RA assignment. Students are required to be in residence at Northwestern during their assistantships.

Students are given TA and RA assignments during three of their five years of funding. The assignments are for the fall, winter, and spring quarters of each academic year. Students do not have these assignments during their first year of study and their fellowship year. The fellowship year typically is taken in the fourth year. The primary TA assignment is teaching GEN COMM_102: Public Speaking. Students also provide TA assistance for other courses in the department; these courses have enrollments of 40 or more.

Students are required to complete the Northwestern Graduate Student Teaching Conference and School of Communication Graduate Student Teaching Session before serving as a TA or GA (usually in your second year). The workshop and session takes place in September before the year in which the student plans to teach.

Students should refer to the offer letter to determine their GA or RA and Fellowship schedule.
Specific assignments are made by the Department Chair in consultation with the Director of Graduate Studies. Assignments are based first on curricular needs of the department and then on research needs of the faculty. TA and RA assignments also can reflect faculty preferences based on their knowledge of student experiences and capabilities.

Students may submit requests for specific assignments to the DGS. Student preferences will be taken into account in recommending assignments, but there is no guarantee that requests can be accommodated.

In addition, students are invited to submit proposals to teach a section of COMM_ST 394: Communication Studies Research Seminar, which is a writing-intensive course that is required of all undergraduate majors during their junior year. Graduate students are competitively selected to teach this course based upon the quality of their proposal.

Satisfactory performance of TA and RA responsibilities is part of a student’s annual review. Consistently poor performance of either teaching or research responsibilities can lead to probation, loss of funding, and dismissal/exclusion from the program.

It is the department's general expectation that students will fulfill these TA and GA assignments. If there are extenuating or unanticipated circumstances that could prevent students from fulfilling these assignments, students should notify the Director of Graduate Studies and the Department Chair in advance and no later than one month before the start of the quarter of changes in enrollment. At that point, the situation will be discussed, and a resolution will be attempted, but students should be aware that notification of a possible conflict does not on its own negate the assignment.

Assignments are subject to change at the Department Chair’s discretion in the event of unforeseen circumstances and as teaching and research needs of the department shift over the course of the year. If a student’s assignment needs to be changed to better meet department needs, the student will receive an additional notification before the start of the quarter.

Additional assistantship information including best practices are outlines on the TGS website.

**Permission for Additional Work**

Graduate students are expected to be full-time students conducting their studies and research and fulfilling program obligations. On occasion another funding opportunity may arise. When that situation occurs, the request for permission to have additional remunerative work in addition to GA/TA, RA or Fellowship obligations is required. Please complete the “Graduate Student Permission to Work Request Form”. This form must be completed and approved in advance and prior to the student beginning the work. The Graduate School may not be able to continue to approve forms submitted after the work begins. Students will not be approved for additional work that is more than 15-20 hours per week. The request should provide the nature of the work, the number of hours, the amount of compensation and the duration of the proposed work. The electronic form will be forwarded to the student’s advisor, program director, and department chair for review to ensure that the additional work will not interfere with the student’s progress toward degree or interfere with any assigned duties. If they endorse the request, the form will be forwarded to The Graduate School Student Funding Office for final approval. The department and student will be notified via email if and when approved.
Leaves of Absence

Students may apply for medical, family (including parental), or general leave of absence. Approved leaves are for a minimum length of one quarter and a maximum of one year; the schedule for progress toward degree is interrupted for that time. Information is available at the TGS page on Leaves of Absence.

SATISFACTORY ACADEMIC PROGRESS

RMP adheres to The Graduate Schools’ criteria for satisfactory academic progress. Students should pay particular attention to the TGS academic integrity standards. It is the student’s responsibility to become familiar with these policies and to adhere to them.

Program faculty meet once a year at the end of Spring Quarter to review the progress toward degree of all RMP students. Prior to this meeting, all students are required to submit a report about their activities during the year generated from the Graduate Student Tracking System (GSTS). Please also review the GSTS tip sheet. Students are required to complete their GSTS profile starting their first quarter and keep their profile including advisor information updated quarterly. This report should list all courses taken or taught; professional activities including conference presentations and attendance; publication submissions, noting their status; grants applied for; institutional and disciplinary service; awards; and any additionally relevant material. Please follow the prompts and complete/answer all sections accurately. Missing information will be considered as incomplete and may be noted when evaluating progress. The faculty will review this report, discuss the student’s progress, and decide whether progress has been Satisfactory or Unsatisfactory, consistent with TGS policies and program-specific requirements. The program director will then provide a summary of comments to the student and the advisor. A copy of this summary is placed in the student’s file. Following each annual review, the student should contact their advisor and schedule a meeting to discuss goals, expectations, milestones, and other issues relevant to assessing progress toward degree.

A determination of unsatisfactory progress can include, but is not limited to: violation of academic integrity; poor GPA; an excessive number of incompletes; unsatisfactory completion of milestones (e.g., MA exam, qualifying exams, prospectus, completion of the dissertation); poor academic conduct (e.g., chronic absenteeism, weak participation in class, etc.); improper or abusive conduct in interactions with others in the program or elsewhere.

Students who receive a report of Unsatisfactory standing are placed on program probation and have 2 quarters to remediate, unless that period exceeds TGS deadlines. Details of the necessary steps for remediation will be reported to the student in the progress report letter. Upon authorization of the program faculty, students who fail to remediate their probationary standing will be dismissed from the program. Students wishing to appeal the program’s dismissal decision may appeal the decision to The Graduate School through the Director of Student Services. This appeal must occur within 10 days of the student’s notification of dismissal from the program.
FUNDING

Students are funded according to the terms of their offer letter received at the time of admission. The School and the University provide additional sources of ad hoc funding for specific projects, and students are encouraged to avail themselves of these opportunities. The Graduate School is an excellent resource for locating these opportunities as well as for fellowships and grants. Students are encouraged to apply for full-year funding from other funding agencies, both inside and outside Northwestern.

Once this support is secured, students may apply to the Associate Dean for Graduate Programs in the School of Communication for a one-year extension of their regular funding. Applications for more than one year of deferred funding will not be considered. Note that RPC students are eligible for two TGS full-year fellowships: the Presidential Fellowship and the Franke Fellowship. Other significant internal funding opportunities are available through the Gender and Sexuality Studies Program, the Sexualities Project at Northwestern (SPAN), the Searle Center, the Center for Civic Engagement, the Critical Theory program, the Black Arts Initiative, as well as other interdisciplinary programs, institutes, and centers. Information is distributed regularly through the departmental graduate student listservs, but students are encouraged to prospect on their own for funding opportunities.

Financial Aid Policies

Financial aid policies including Regulations Governing Recipients of University Assistance are provided on The Graduate School website.

Conference Travel and Other Expenses

* Please review the latest COVID-19 travel restrictions and requirements at this dedicated website.

Conference travel support is available from The Graduate School, the program, and the Department of Communication Studies. Students are eligible if they are in good standing with degree milestones and timeline requirements. Students receive support for conferences where they are presenting a paper or on a panel. The Department of Communication Studies awards each student a fixed amount each year—typically $1000—and students then apply for reimbursement as needed. TGS funding applications for funding must be made 30 days in advance of the event.

Funding is available from TGS for language study through the Summer Language Grant program. Students can apply for support for research expenses (and not always requiring conference presentation) from various internal granting programs, e.g., the Digital Humanities Research Grant; information on the available funding programs is available at TGS Internal Grants.

Travel arrangements for conferences can be completed through Egencia, the university preferred travel system. Otherwise, travel arrangements can be made independently and after the travel period, students may submit expenses for reimbursement.

Graduate students traveling internationally under university-sponsorship or support must abide by the health and safety requirements outlined by the university’s Office of Global Safety and Security (OGSS) and review COVID-19 travel restrictions and requirements.
Reimbursement Rules and Procedures

Reimbursements are processed after submission of expense reports using NU Financials within the NU Portal.

See Graduate Student Travel & Dissertation Support and the Financial Support FAQ documents.

For more details about Northwestern University’s Travel Policy and Procedures, please visit this website.

Departmental Awards

The awards listed below are offered to eligible RMP students for conference travel, statistical training, annual membership fee, and Dissertation Research support.

Please refer to the Graduate Student Travel & Dissertation Support Outline and the Financial Support FAQ documents for instructions on applying and payment procedures. For requirements and details on how to apply for the one-time Statistical Training Award, please contact the Director of Graduate Studies for the Rhetoric and Public Culture Program.

Departmental Conference Travel Support (as noted above):
Students are eligible for up to $1,100 towards conference travel from the Department of Communication Studies.

Department Conference Travel

Annual Membership Fee Support:
The Department of Communication Studies will reimburse or pay the cost of one student membership per year to NCA or ICA professional organizations. In lieu of NCA or ICA, a combination of any other organizations up to an aggregate total of $100 can be covered for the academic year. Please contact the Accounting Specialist so that funds are dispersed appropriately to cover the fee.

Association Membership

Dissertation Research Support:
Graduate students that have passed their Ph.D. Qualifying exams may be eligible for a one-time award up to $1,500 towards dissertation research expenses.

Dissertation Funding

Students also may be selected by the faculty for the following annual departmental awards:

• Donald H. and Carolyn E. Ecroyd Fellowship
• Irving J. and Laura Lee Fellowship
• Graduate Dissertation Award

Changes in Funding or Receipt of Awards

Students should notify the department administrative assistant in advance and no later than a month before of any changes to their funding or receipt of any awards either external or from another
university program or office. Students should provide confirmation from the Director of Graduate Studies and the department administrative assistant of funding changes or from the detailed award letter. Failure to notify the department can result in not receiving the funds, being paid from an incorrect funding source, or having to return the funds.

OFFICE PROCEDURES

Office location
The graduate student office, workspace, and mailboxes are located at the Frances Searle Building Room 2-168 (2nd floor). The address is 2240 Campus Drive, Evanston, IL 60208.

The student’s WildCARD provides access to the building during non-business hours and/or when the building is locked.

Copy Machine
The copy machine is located at the Frances Searle Building Room 2-168 (2nd floor). The address is 2240 Campus Drive, Evanston, IL 60208.

The copy code is the student’s employee ID number as listed on the student’s WildCARD. When entering the copy code please complete the following:

DEPT ID: Enter your employee ID number
Pin: (Please leave blank)

Fax Machine
The fax machine is located at the Frances Searle Building Room 2-168 (2nd floor). The address is 2240 Campus Drive, Evanston, IL 60208.

Instructions for faxing are posted on the machine. To fax long-distance, please use code 440041.

Information Technology Guide
Please review these guides for information about wireless access, connecting from off-campus, email, directory services, NetID, electronic library resources, CAESAR, Canvas, Graduate Student Office computers, connecting to copier, software, etc.

CONFLICT RESOLUTION
On rare occasions, a student may have a conflict with his/her advisor or committee members. If the conflict involves significant breaches of academic integrity in research and publication, discrimination, or sexual misconduct, TGS and university policies require specific forms of reporting. Please see policies on academic integrity, discrimination, harassment, and sexual misconduct on the TGS website.

More often, however, student-faculty conflict does not rise to this level. In other cases of conflict, the program recommends that the student wait 48 hours and express concerns directly to the other party in the conflict. If the conflict is such that the student feels they cannot communicate directly with the other party, the student is invited to communicate concerns to the Director of Graduate Studies, the Department Chair, or the Office of Graduate Student and Postdoctoral Affairs in The Graduate School. A dispute resolution plan will be developed and/or appropriate action taken to remedy the situation.
Northwestern’s policy on non-retaliation applies to all instances of reporting.

**ADDITIONAL POLICIES AND RESOURCES**

How to Register  
[http://www.tgs.northwestern.edu/academics/registration-and-courses.html](http://www.tgs.northwestern.edu/academics/registration-and-courses.html)

Academic Integrity and Dishonesty Procedures  
[https://www.tgs.northwestern.edu/academic-policies-procedures/policies/academic-integrity.html](https://www.tgs.northwestern.edu/academic-policies-procedures/policies/academic-integrity.html)

TGS Calendar with Deadlines  
[http://www.tgs.northwestern.edu/about/news-events/calendar.html#resp-tabs3](http://www.tgs.northwestern.edu/about/news-events/calendar.html#resp-tabs3)

Taking Courses at Other Universities  
[http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html](http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html)

Language Acquisition  
[http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html](http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html)

Teaching Requirement  
[http://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching.html](http://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching.html)

Leave of Absence Process  
[https://www.tgs.northwestern.edu/academic-policies-procedures/policies/leaves-of-absence.html](https://www.tgs.northwestern.edu/academic-policies-procedures/policies/leaves-of-absence.html)

Parental Accommodation  
[https://catalogs.northwestern.edu/tgs/academic-policies-procedures/parental-accommodation/](https://catalogs.northwestern.edu/tgs/academic-policies-procedures/parental-accommodation/)

Readmission  
[https://www.tgs.northwestern.edu/academic-policies-procedures/policies/readmission.html](https://www.tgs.northwestern.edu/academic-policies-procedures/policies/readmission.html)

Withdrawal Procedure  
[https://www.tgs.northwestern.edu/academic-policies-procedures/policies/withdrawal.html](https://www.tgs.northwestern.edu/academic-policies-procedures/policies/withdrawal.html)

Petitioning for Extension  
[https://www.tgs.northwestern.edu/academic-policies-procedures/policies/satisfactory-academic-progress.html](https://www.tgs.northwestern.edu/academic-policies-procedures/policies/satisfactory-academic-progress.html)

Remunerative Work  
[http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html](http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html)
TGS External Award Policy
http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html

Grading systems
http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html

Hooding and Commencement Ceremonies
https://www.tgs.northwestern.edu/academic-policies-procedures/graduation/index.html

Graduation and Diploma Mailing
https://www.tgs.northwestern.edu/academic-policies-procedures/graduation/index.html

Best Practice Guidelines for Graduate Teaching Assistants
https://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching/best-practices.html

Guidelines for Research Assistants
https://www.tgs.northwestern.edu/funding/assistantships/research/index.html

Key requests or issues
Please send email to angela.merritt@northwestern.edu

Building maintenance requests or issues
Please send email to angela.merritt@northwestern.edu

Copier access request or issues
Please send email to angela.merritt@northwestern.edu
Room reservation instructions
Please send email to angela.merritt@northwestern.edu

Telephone conferencing at Frances Searle or Annie May Swift
Please send email to angela.merritt@northwestern.edu
Update student profile on program website
Please send email to angela.merritt@northwestern.edu

IMPORTANT CAMPUS OFFICES

Health Insurance
http://www.tgs.northwestern.edu/graduate-life/health-services/health-plan/index.html

U-Pass
http://www.tgs.northwestern.edu/graduate-life/u-pass/index.html
WildCARD
https://www.tgs.northwestern.edu/services-support/community-campus-life/the-wildcard.html

University Shuttles
http://www.northwestern.edu/uservices/transportation/shuttles/index.html

Parking and Safety
http://www.northwestern.edu/up/parking/

AccessibleNU
http://www.northwestern.edu/accessible

The Women’s Center
http://www.northwestern.edu/womencenter/

Gender & Sexuality Resource Center
http://www.northwestern.edu/norris/services/lgbt/

Office of Institutional Diversity and Inclusion
https://www.northwestern.edu/diversity/index.html

International Student and Scholar Services
http://www.northwestern.edu/international/

Legal Services
https://www.tgs.northwestern.edu/services-support/legal-services/

Center for Civic Engagement
http://www.engage.northwestern.edu/

Counseling and Psychological Services
http://www.northwestern.edu/counseling/

Fitness and Recreation
http://www.fitrec.northwestern.edu/

Libraries https://www.library.northwestern.edu/

Off-Campus Life
http://www.northwestern.edu/offcampus/resources/how-tos/index.html
Office of Fellowships
http://www.northwestern.edu/fellowships/

Office of Human Resources, Parent and Family Resources
http://www.northwestern.edu/hr/benefits/childcare/solutions/index.html

Office of the Registrar
http://www.registrar.northwestern.edu/

Searle Center for Teaching Excellence
http://www.northwestern.edu/searle/

Northwestern Career Advancement (NCA)
http://www.northwestern.edu/careers/

Student Affairs
http://www.northwestern.edu/studentaffairs/

Volunteerism and Community Outreach
https://www.tgs.northwestern.edu/services-support/community-campus-life/volunteerism-community-outreach.html

Graduate Student Associations and Graduate Leadership Council
https://www.tgs.northwestern.edu/services-support/community-campus-life/tgs-affiliated-organizations/student-associations.html

Professional Development Programming for Graduate Students
https://www.tgs.northwestern.edu/services-support/professional-development/