

NORTHWESTERN UNIVERSITY
SCHOOL OF COMMUNICATION
MEDILL SCHOOL OF JOURNALISM,
MEDIA, INTERGRATED MARKETING COMMUNICATIONS
WEINBERG COLLEGE OF ARTS AND SCIENCES

Rhetoric, Media, and Publics
Interschool PhD program

A handbook for students and advisors

2023-2024
Last Revised: September 2023

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 Program Assistant or to the Director of Graduate Studies for the program in Rhetoric, Media, and Publics.

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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 <https://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.

A NOTE ON THE PROGRAM, ITS PREDECESSOR, AND ITS FUTURE

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 September 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 formally replaced by a new PhD 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 PhD 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 PhD 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 PhD program. Beginning with applications submitted in Fall 2022, students applying to either portal will be regarded as part of the same larger applicant pool and will be reviewed based on criteria for the RMP program.

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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.

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PhD Program in Rhetoric, Media, and Publics

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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 G. Ray, Associate Professor, School of Communication

Ivy Wilson, Associate Professor, WCAS and School of Communication

Affiliate Faculty

T. J. Billard, Assistant Professor, School of Communication

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 PhD 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 teach RMP seminars or 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 their faculty advisor, the Director of Graduate Studies, the Student Services staff in TGS or the program Graduate Program Assistant in the Department of Communication Studies. 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 an initial 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 PhD degree. All students must complete a minimum of 12 graduate courses and a maximum of 18 courses for a letter grade with Northwestern graduate faculty. Six of the required courses are the Core Courses described below. The minimum required courses may not include independent studies or courses taken PASS/NO PASS. The taking of undergraduate seminars, i.e., courses at the 300 level, is 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 initial 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 work with the DGS to determine a resolution.

Elective Courses

Students must take a minimum of 6 elective graduate courses and a maximum of 12. 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. The minimum number of courses must be taken with Northwestern graduate faculty, and students will take courses with faculty at other institutions only in rare circumstances (e.g., formal exchange programs) and with the written permission of their advisor and the program DGS.

MA Requirements: The "MA Along the Way"

Students entering without a master's degree must complete a capstone MA thesis no later than the end of the Summer quarter of Year 2; program faculty recommend that students without an MA aim to complete the MA by the end of Year 1 if possible. 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 another 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 and formally reviewed by a faculty committee consisting of a minimum of two members of the Northwestern graduate faculty (including the advisor). For the MA-along-the-way, the project must be completed and submitted by the student and approved by the thesis committee. Approval must be communicated to the DGS and the Graduate Program Assistant. Approval of the Master's thesis should be received no later than the second week of the Fall quarter of Year 3.

Note: all students must complete the MA in RMP unless they already hold a MA degree in a

humanistic field of study suitably proximate to RMP program study. The Executive Committee must approve an outside MA as exempting a student from the MA thesis requirement.

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 committee approvals (confirmation emails from the advisor and other committee member[s]) 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 Program Assistant will validate passage of the master’s degree by reviewing the committee’s confirmations already uploaded by the student in GSTS.

PhD Requirements

To receive the doctoral degree, students must complete their required coursework and qualifying exams, be admitted to candidacy for the degree, form a dissertation committee, have their dissertation prospectus approved by an examining committee, 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 qualifying exams. 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 that sometimes include "+" or "-" distinctions. The A+ grade is not available, and a D- cannot be earned by graduate students. 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. Please note that this program-specific rule is more restrictive than TGS policies. We strongly believe that you should 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, international 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 (either interim or permanent)
- 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 initial advisor for each incoming student for Years 1 and 2. The initial 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 initial advisors regularly (once per quarter at minimum). It is strongly encouraged that students meet with their initial advisors in person. Please enter your initial 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 thesis advisor or thesis chair for an MA, and a dissertation advisor or dissertation chair for a PhD); the initial advisor may or may not become the student's thesis or dissertation advisor. Students will have an assigned initial 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 prospectus. To note: the prospectus 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 prospectus becomes finalized, and preferably before. The student must inform the Graduate Program Assistant of the members of their dissertation committee and enter these faculty names in GSTS. They should do so by the start of Year 3.

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 Executive Committee. Non-advisors serving on the dissertation committee (or "readers") may be drawn from Northwestern graduate faculty throughout the University. RMP Core Faculty and Affiliate Faculty may serve as readers. Non-Core and non-Affiliate Northwestern graduate faculty may serve as co-chair, but not as the sole chair, with the approval of the Executive Committee. Non-Core and non-Affiliate Faculty may serve as readers on the dissertation committee with the approval of the Executive Committee. 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 choose to 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 a member of the Northwestern graduate 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](#)).

Any faculty member may decline to continue to serve in the role of initial 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 (initial 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 advisor and to initiate contact. The primary responsibility of the initial advisor and the permanent advisor (thesis or 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 thesis committees, selection of qualifying exam and dissertation committees, preparation of 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 seek 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 should review the [Guidance for Positive Graduate Student and Faculty Adviser Relationships](#) and the [Graduate Education 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 are 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-time 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; a student who is considering taking more than three courses should consult with their advisor or the program DGS.

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

Timeline of Study:

	Required Activities	Recommended Activities
Year 1	<ul style="list-style-type: none"> • Complete 9 graduate seminars (3 per quarter in Fall, Winter, and Spring) for a letter grade. Register for COMM ST 590 in Summer quarter. • Complete all offered RMP Required Core Courses. • Meet regularly with your initial advisor. • Attend RMP program events including lectures by outside speakers, conferences organized by faculty or students, etc. 	<ul style="list-style-type: none"> • Participate in a Cluster or Certification course of study in another department or program. • Consider faculty for the Qualifying Exam in Year 2. • Get to know faculty by visiting office hours. • For students without the MA: complete MA project over the summer and notify Graduate Program Assistant of faculty approvals early in the Fall quarter. (Must be done by the end of Year 2.)
Year 2	<ul style="list-style-type: none"> • Complete all coursework (3–9 additional courses for a letter grade). • Complete all remaining RMP required core courses. • Complete Qualifying Exam by end of summer quarter. • Participate in the Student Teaching Conference and the 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. • Fulfill TA or RA assignments. • For students who have not yet completed the MA: complete MA project over the summer and notify Graduate Program Assistant of faculty approvals early in the Fall quarter of Year 3. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. 	<ul style="list-style-type: none"> • Acquire Searle Center teaching certificate • Participate in a Cluster or Certification course of study in another department or program. • Obtain intensive language training if needed for the dissertation. • Prepare and submit manuscripts to journals for review.

Year 3	<ul style="list-style-type: none"> • Select your permanent advisor, i.e. the dissertation advisor/chair and the dissertation committee. • Complete and defend the dissertation prospectus by the end of the Fall quarter. • Begin dissertation research and writing. • Submit one dissertation chapter approved by adviser 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 Longiotti, the Associate Director of Student Career Advising. • Attend professional development events
Year 5	<ul style="list-style-type: none"> • Complete and defend 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. 	<ul style="list-style-type: none"> • Obtain language training, if needed for the dissertation. • Attend professional development events

QUALIFYING EXAMINATIONS

Format

The qualifying exams consist of three separate written exams. Each exam must have an individual examiner who is a member of the Northwestern graduate faculty. The reading list for 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 current faculty adviser (interim or permanent) before the end of Year 1 about the qualifying exams. During coursework students should be considering the lists they want to read 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 Northwestern graduate 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 Northwestern 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 prospectus.

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 prospectus. This exam is about reading toward the prospectus 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 Program 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 Program 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 to 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. 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 Program Assistant. The Program 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. The prospectus should be completed by the end of the next academic quarter (not counting Summer). For example, if the qualifying exam is taken at the end of Spring quarter, then the prospectus should be completed by the end of Fall quarter. If the qualifying exam is taken in the Fall quarter, then the prospectus 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 exam was judged not passing 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 Program 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 (i.e., Fall, Winter, or Spring).

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 a passed exam) into the Graduate Student Tracking System ([GSTS](#))>Documents>Upload Documents>General. Title the File “Qualifying exams approvals” with name (Last name, First name). When all required exams are completed, then 2) submit 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 that the student should be admitted to candidacy. The Graduate Program 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 Prospectus

After passing the qualifying examinations, the student’s next responsibility is to prepare the dissertation prospectus under the supervision of the dissertation advisor. The prospectus 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 prospectus for approval soon after completing the written examinations.

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

In general, the prospectus describes the subject of the dissertation and case to be made, provides a rationale for undertaking the study, 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 prospectus 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 prospectus 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 explain 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 prospectus, 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. Colomb, 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 Prospectus

On the scheduled date, the student meets with the committee to discuss the prospectus and to receive feedback on the dissertation project. At the end of the discussion, the committee votes to pass or fail the prospectus. If the committee votes to pass the prospectus, the student is cleared to begin research and writing. However, the committee may also decide that the student has failed the defense and that the

prospectus 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 any approaching TGS deadlines. More than one revision is possible, subject to faculty consent and TGS deadlines.

Once a satisfactory final prospectus is approved by the committee, the student is responsible for 1) uploading the committee approvals (confirmation email from each committee member to student, indicating a passed) 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 prospectus form. The Graduate Program 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 (readers) 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 the advisor clears it for defense, the student sends the dissertation 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; it is professionally courteous to give committee members at least a month to read a 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, the student 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.

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 being an instructor of record and 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 in order to provide an excellent experience for undergraduate students. Under no circumstances should a faculty member or teaching assistant 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 or during their fellowship year. The fellowship year typically is taken in the fourth year. The primary TA assignment for students in the RMP program is teaching GEN COMM_102: Public Speaking. Students also provide TA assistance for other courses in the Communication Studies Department; these courses generally have enrollments of 40 or more. RMP students may also be assigned as assistants for courses in the Weinberg College of Arts and Sciences or in the Medill School of Journalism, Media, Integrated Marketing Communications, if such courses are taught by RMP Core faculty.

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 take place in September before the year in which the student plans to teach.

Students should refer to the offer letter to determine their TA, 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 and then on research needs of the Core 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.

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 program's expectation that students will fulfill their TA, GA, or RA 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 these circumstances. 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 program's discretion as teaching and research needs of the shift over the course of the year. If a student's assignment needs to be changed to better meet teaching and research 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, a 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 requires more than 15-20 hours per week. The request should describe 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, the program DGS, and the SoC Dean's office 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 the request is approved in the program and in SoC, the form will be forwarded to The Graduate School Student Funding Office for final approval. The advisor and the student will be notified via email if and when the request is approved.

Leaves of Absence

Students may apply for medical, family (including parental), or general leaves 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 School's 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 DGS will then provide a written 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 thesis project, qualifying exams, prospectus, completion of the dissertation); poor academic conduct (e.g., chronic absenteeism, weak participation in class, etc.); and 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 multi-quarter or full-year funding from other funding agencies, both inside and outside

Northwestern.

Once this support is secured, the student may consult with the program DGS, who can request an extension of the student's funding up to four quarters (one year) to be used in the student's sixth year in the RMP program. (This is often called "banking" quarters of funding). Applications for more than one year of deferred funding will not be considered. Note that RMP students are also eligible to apply for two TGS full-year [fellowships](#): the Presidential Fellowship and the Franke Fellowship. Other significant [Interdisciplinary Graduate Assistantships](#) 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, and other university programs, institutes, and centers. Information is distributed regularly about these opportunities through TGS and graduate student listservs, but students are also 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

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.

Departmental Conference Travel Support

Students are eligible for up to \$1,250 towards conference travel from the Department of Communication Studies.

[Department Conference Travel](#)

[Applications](#) for TGS conference travel grants must be made well 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; information on the available funding programs is available at [TGS Internal Grants](#).

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. The accounting specialist is Kasia Zieleniucha (kasia@northwestern.edu)

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 \$1,750 towards dissertation research expenses. Funds come from the department. Please refer to the [Graduate Student Travel & Dissertation Support Outline](#) and the [Financial Support FAQ](#) documents for instructions on applying and department requirements.

Travel arrangements for conferences should 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 must abide by the travel policies outlined by the university's [Office of Global Safety and Security](#) (OGSS) and review public health 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 fees, 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 RMP program.

Departmental Conference Travel Support (as noted above):

Students are eligible for up to \$1,250 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 Graduate Program Assistant so that funds are dispersed appropriately to cover the fee.*

[Association Membership](#)

Dissertation Research Support:

Graduate students that have passed their PhD Qualifying exams may be eligible for a one-time award up to \$1,750 towards dissertation research expenses.

[Dissertation Funding](#)

Changes in Funding or Receipt of Awards

Students should notify the Graduate Program 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 Graduate Program 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 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.

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 the 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.

Northwestern's [policy on nonretaliation](#) applies to all instances of reporting.

ADDITIONAL POLICIES AND RESOURCES

How to Register

<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>

TGS Calendar with Deadlines

<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>

Language Acquisition

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Teaching Requirement

<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>

Parental Accommodation

<https://catalogs.northwestern.edu/tgs/academic-policies-procedures/parental-accommodation/>

Readmission

<https://www.tgs.northwestern.edu/academic-policies-procedures/policies/readmission.html>

Withdrawal Procedure

<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>

Remunerative Work <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/accessiblenu/>

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/>