



Kellogg
School of Management

Certificate Program for Undergraduates

**Orientation Handbook and Academic
Integrity Standards and Guidelines
September 22, 2008**

**Orientation Handbook for Incoming Certificate Students
September 22, 2008**

Contents

- I. Contact Information
- II. Academic Information
- III. Classroom Etiquette
- IV. Internships
- V. Research Projects
- VI. Career Counseling
- VII. Logistics – Administration
- VIII. Technology and Communication

Appendix: Academic Integrity Standards and Guidelines

I. Contact Information:

- Administration
 - Carol Henes, Director
Jacobs Center **and** 555 Clark Street
847/467-0601 (both offices)
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 - Elizabeth Rauch, Coordinator
555 Clark Street **and** Jacobs Center
847/467-1602
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- Certificate Program Career Services Assistant Director (for internships and career planning)
 - Abra Kitei
University Career Services, 620 Lincoln Street
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- CPU Academic Director and Financial Economics Certificate Faculty Coordinator
 - Prof. Jan Eberly
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- Managerial Analytics Certificate Faculty Coordinator
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II. Academic Information

- Students must adhere to both Northwestern University's [standards of academic integrity](#) and the CPU "Academic Integrity Standards and Guidelines." The CPU academic integrity document is appended to this handbook.
- Students may complete the four courses over one or two academic years, although it is preferable to complete them in one. All financial economics certificate students must start the program by taking *Introduction to Finance* (KELLG_FE 310) during the fall of their first year, and managerial analytics certificate students must start their certificate by taking *Analytical Decision Modeling on Spreadsheets* (KELLG_MA 320), also during the fall.
- To receive the Certificate, students must earn at least a "3.0" overall average in certificate courses and receive a "B" or better in any outstanding prerequisite courses noted in the acceptance letter. Any failed course must be repeated. A student will be dismissed from the Certificate Program if at the end of any quarter it would be statistically impossible to earn a "3.0" overall average. The Certificate will be awarded when the student graduates from Northwestern University. Students do not need to file a petition to receive the Certificate.
- CPU students may only earn one certificate, but if space is available and they have successfully completed (with a "B" average) all four courses in that certificate, they may take classes in other. These courses will be taken for a grade, not P/N.
- The following grading system will be used in computing the GPA:

A	= 4.0
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
D	= 1.0
F	= 0
X	= 0
Y	= 0
- An X or Y must be made up within the time frame stipulated by the professor, or before the end of the next quarter. If the student does not make up the X or Y grade after one term, the grade will be changed to an F unless the student receives a written extension with a specific date of completion from the professor.
- If a student wishes to contest a grade given for work completed in the CPU, s/he should adhere to the following procedure:
 1. Students have up to 10 working days after graded written work has been returned to submit it for re-grading. If the work is returned to students at the end of the term, they have 10 days in the next registered term to resubmit the work for re-grading. In contesting a grade, students should be informed that the entire work may be reviewed, not only the sections in question, and the final grade adjusted accordingly.
 2. Submissions for re-grading must be done in writing, with the student outlining the specific areas of the work which s/he feels were incorrectly graded. All requests should be signed and dated by the student.
 3. Professors should re-grade the work being contested and provide a response to the student within 20 working days, explaining the results of the review and indicating whether the student's grade has changed. Oral or written responses may be provided. Written confirmation of the decision should be submitted by the professor.

4. If a student remains dissatisfied with the grading process, s/he shall have up to five working days after receiving the re-graded work to submit it a second time for re-grading, as outlined in Step 2 above.

5. Professors should re-grade the work within five working days of receiving it, as outlined in Step 3. This concludes the grading appeal process. Professors' judgments on second submissions of written work will be final. There are no provisions for student appeal to outside parties in resolving grading disputes.

- Some CPU professors may hold classes during the WCAS reading week.

III. Classroom Etiquette and Expectations

The Certificate Program is modeled after the Kellogg MBA experience, and emphasizes the Kellogg culture of mutual respect and collaboration. All of the CPU Kellogg professors hold high expectations for their students in learning, academic integrity, personal responsibility, group interaction, ethical behavior, and classroom etiquette.

On a day-to-day basis, everyone is responsible for creating an environment that enhances the learning experience for all students. Following are the classroom etiquette expectations:

- Students are expected to attend every class throughout the term. When unable to attend, the student should notify the professor in advance.
- Students are expected to arrive for class on time so that the professor may start and end the class according to schedule. Certificate classes are 10 minutes shorter than the professors' MBA classes, so every minute is especially valuable. Individual instructors may deduct points from a student's grade for tardiness.
- Attending the course discussion sessions is highly encouraged but not mandatory unless the professor states otherwise. Students should not plan on missing discussion sessions when scheduling their other classes for the upcoming quarter.
- Students are expected to remain in the classroom for the whole class. If a student must depart early due to unavoidable circumstances, he/she should inform the instructor before class.
- Students should demonstrate respect for the professor and fellow students, and should refrain from side conversations, disruptive eating, surfing the Web, checking e-mail messages, or sending text messages during class.
- Students are expected to help maintain the appearance of the classrooms, study group rooms, and student lounge. Students must discard and/or recycle all trash when leaving the Certificate Program space at 555 Clark Street.

IV. Summer Internship

- Summer internships are an optional benefit of the Certificate Program. The CPU career counselor will help students in their search for an internship. (See Section VI for more about the CPU career counselor.)
- To be eligible for a Kellogg Certificate Program internship, students must have completed at least three certificate courses.
- International students must secure the appropriate approvals from the Northwestern University International Office in order to participate in an internship.
- A .25-credit course, KELLG_CP 350, "Summer Internship," is available for CPU students whose companies require that they receive academic credit for the experience and for international

students, who must receive academic credit in order to qualify for Curricular Practical Training.

V. Research Project

- CPU students who wish to pursue an area of academic interest or explore a professional/job-related topic may conduct an in-depth research project with a Kellogg professor. With the proper permissions, the project may be used to fulfill the student's home school/department senior honors thesis or MMSS senior thesis requirement.
- Guidelines about the research project are available from the CPU office.

VI. Career Counseling

- The Certificate Program Career Services Assistant Director, Abra Kitei, provides career planning and advice and works with the students to help secure internships and full time jobs.
- The Career Services Assistant Director is based in the University Career Services office and works closely with both UCS and the Kellogg Career Management Center. Her contact information is in the beginning of this handbook.

VII. Logistics – Administration

- The Certificate Program study group rooms and lounge are to be used for CPU students only. These rooms will be locked at all times and accessible only to students, administrators, and faculty who have specially-programmed Marlok keys.
- Certificate students will receive a Marlok key that opens the study group rooms and lounge, and allows access to the building and elevator between 7 a.m. and midnight, seven days a week, including holidays. (The building is open to the public between 8 a.m. and 5:30 p.m., Monday through Friday.) If you are in the Certificate Program space after midnight you will be able to leave at any time, but not get back in until 7:00 a.m.
- A \$50 fee will be charged for lost keys. Certificate students **MAY NOT** lend their Marlok keys to any other student.
- The printers in the student lounge are to be used only by CPU students for Certificate Program coursework and projects. Please do not abuse this. Please see Section VIII below for details about the equipment.
- Students are expected to help maintain the appearance of the classroom, study group rooms, and lounge. Students must discard and/or recycle all trash when leaving the Certificate Program space.
- In keeping with the Kellogg culture, we expect you to comply with these rules.
- If you ride a bike to class, DO NOT lock it on any of the building's outside railings because the locks may be cut off and taken to 2020 Ridge. This has happened.

VIII. Technology and Communication

- Study group rooms
 - There are four study group rooms in the Certificate Program space at 555 Clark Street. The rooms are only for students who are currently taking classes in the program. Instructions about reserving study group rooms using the @u.northwestern.edu calendar system are included in a separate document in your orientation packet.

- Each study group room contains a large widescreen LCD display, a desktop computer with Windows Vista, and a conference table and chairs. The PCs contain special software and databases that you will need for class assignments. Students will login to the desktop computer with the Kellogg ID and password posted in each room, **NOT** their NU NetID and password.
- Computer Workstations
 - Three desktop computer stations are available in the lounge area for Certificate Program student use. These PCs in the workstations also have the special software and databases. Students will login to the desktop computer with the Kellogg ID and password posted by the computer, **NOT** their NU NetID and password.
- Copier and Printers
 - Printing and copying is available free of charge to CPU students while they are taking Certificate Program courses. This resource is to be used only for activities related to Kellogg coursework. Please don't abuse this.
 - A copier is located by the study group rooms, and two black/white printers are located in the lounge area, near the three workstations. The printers are set to print double-sided by default. Students may print to both the printer and copier from any of the three workstations or from any of the computers in the study group rooms. Replacement paper is available in the office at 555 Clark.
- Technical Support
 - If assistance is required with the equipment in any of the study group rooms, the printers, or any of the computer workstations, please contact the Kellogg Technical Support Center (TSC) at 847/467-2100. Identify yourself as a Kellogg Undergrad Certificate Student working at 555 Clark Street. Support is available during TSC business hours, generally 8am – 7pm, Monday – Thursday, and 8am – 5:30pm on Fridays during the academic year.
- Listservs have been created for CPU students in each certificate so information can be disseminated efficiently. Students may use the list serve as well. The names for the incoming groups are:
 - ku-fe0809
 - ku-ma0809
- @u.northeastern.edu
 - We will be using calendar features of @u.northwestern to both sign up for study group rooms and post certain documents.

The Academic Integrity Standards and Guidelines follow.

Academic Integrity Standards and Guidelines – April 25, 2007

Overview:

Students in the Kellogg School of Management Certificate Program for Undergraduates must adhere to Northwestern University's [standards of academic integrity](#) as described on the University's website and in its printed materials. Certificate Program students will be accorded the same due process and rights accorded to all Northwestern students. Suspected cases of academic integrity violations that occur in the Certificate Program will be investigated by the Certificate Program, and if the charges are substantiated, program-specific sanctions will be imposed. In addition, findings about substantiated charges will be shared with the student's school of record (the student's "home school") for possible additional sanction. If a student is found to have committed a violation of the academic integrity guidelines in a non-Certificate Program course, the Certificate Program will be notified by the student's home school dean.

Possible Certificate Program-Related Sanctions:

The sanctions for violating the academic integrity standards, whether the violation occurs in a Certificate Program or non-Certificate Program course, may include one or more of the following:

- reduced or failing grade for the assignment/test (this applies to Certificate Program courses only, and the grade is determined by the Certificate Program instructor)
- reduced or failing grade for the course (this applies to Certificate Program courses only, and the grade is determined by the Certificate Program instructor)
- letter of reprimand or warning
- exclusion from an internship arranged by the Certificate Program or summer research project
- withdrawal of Certificate Program career services support
- dismissal from the Certificate Program

Procedures:

The following procedures should be followed whenever a Kellogg School of Management instructor (or other individual) believes that a case of academic integrity violation may have occurred.

1. The incident will be reported to the designated Certificate Program administrative officer within one month of the date of the alleged incident or within one month of the date the reporting individual becomes aware of the alleged incident, whichever is later. Once a matter has been referred to the administrative officer, it may not be withdrawn without his/her approval, nor may a faculty member resolve the case without the administrative officer's approval. No action will be taken on any case after the student has graduated from Northwestern University.
2. The Certificate Program administrative officer shall review the facts of the alleged incident, including statements of the reporting individual and supporting material. If the administrative officer determines that an academic integrity violation may have occurred, he/she shall notify the student by letter of the charge(s) made, including the date of the incident, course, instructor, and

the nature of the alleged violation. The student will be asked to schedule an appointment with the Certificate Program administrative officer, at which time the charges and evidence will be presented. The student must call to schedule the appointment within seven working days of the letter. A copy of the Certificate Program academic integrity procedures will be included with the letter.

If timely notification is important, for example if the student is about to leave for vacation, verbal notification may be made, to be followed by written notification.

Prior to the meeting, the student has the right to review relevant original materials in the Certificate Program for Undergraduates program office, to obtain copies of such materials if desired, and to discuss the matter with a faculty adviser or other individual. Review of original materials must take place by appointment during normal working hours within seven days of the date of the administrative officer's letter. The administrative officer or his/her representative will be present when the student examines the file.

If the student does not call within seven working days to schedule a meeting, the administrative officer may make his/her determination (including findings regarding the alleged violation and possible program-related sanctions) on the basis of the evidence existing at that time. The administrative officer may grant reasonable requests for an extension of this deadline at his/her sole discretion.

3. During the meeting, the administrative officer will describe the charges made and detail the evidence supporting the charges. The student may present any relevant material or statements in his/her behalf.
4. After the meeting with the student, the administrative officer shall review all matters involved in the case and notify the student by letter of his/her finding regarding the occurrence of an academic integrity violation along with Certificate Program-related sanctions, if any, to be imposed. Unless the student appeals the decision (#5 below), his/her home school will receive a copy of this letter.
5. The student may appeal the administrative officer's academic integrity finding and/or sanction by filing a written notice of appeal to the Kellogg School of Management Certificate Program for Undergraduates Academic Standards Committee within ten days of the date of the administrative officer's findings letter. The appeal letter should describe the grounds for the appeal and state whether the student wants to present the appeal in person before the Academic Standards Committee.
6. The Academic Standards Committee will review the appeal as soon as practical after it has been filed. As noted in #5 above, if the student has so requested, he/she may appear at a meeting of the Committee to present his/her case, and to hear and respond to any testimony provided by the administrative officer or other parties appearing before the Committee. At the Academic Standards Committee's sole discretion, the student may be allowed to present witnesses at the meeting. The student must inform the Committee of the names of the proposed witnesses and the nature of the evidence they are prepared to present at least seven working days before the appeal is to be heard. The Committee will inform the student if the witnesses will be allowed to present at the meeting.
7. The Academic Standards Committee may sustain or reverse the finding of a violation that was appealed, and may sustain or modify (but not increase) an appealed sanction. The Academic

Standards Committee shall inform the student of its decision by letter. Unless the student appeals the Academic Standards Committee's decision (#8 below), his/her home school will receive a copy of this correspondence.

8. The student may appeal the Certificate Program Academic Standards Committee's decision to the Provost of the University within ten working days of the Academic Standards Committee's notification. The appeal must be in writing and include a detailed statement describing the grounds for appeal. Appeals to the Provost are limited to alleged errors in procedures, interpretation of regulations, or alleged manifest discrepancies between the evidence and the Certificate Program finding and/or sanction. The Provost will receive appeals only after a sanction has been specified for the alleged violation.

Unless the Provost determines that no violation occurred and reverses the Academic Standards Committee's decision on that basis, the results of the appeal, along with the appropriate correspondence and written information, will be shared with the student's home school.

General Considerations:

- A student may not change his or her registration in a course once an alleged violation of academic integrity in that course has been discovered regardless of whether the alleged violation has been referred to the Kellogg School of Management Certificate Program for Undergraduates administrative officer.
- At any stage of the proceedings described previously, the student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing, but not by an attorney. This person may not take part in the proceedings; the student must speak on his or her own behalf, except in cases where the Appeals Committee allows witnesses to present at the appeal meeting (#6 above).
- Sanctions specified by the administrative officer, as modified by the Kellogg School of Management Certificate Program for Undergraduates Academic Standards Committee or the Provost (if an appeal has been filed), shall take effect after the period for appeal of a decision has expired if an appeal has not been filed, and after a decision has been reached by the Academic Standards Committee or the Provost if an appeal has been filed. If the appeal is not granted, the sanction may be applied retroactively to the date of the administrative officer's finding, and, if necessary, current registrations may be canceled.
- All materials relating to an allegation of an academic integrity violation will be kept in the Kellogg School of Management Certificate Program for Undergraduates program office until the student has graduated or for ten years after the incident, whichever is earlier.
- Electronic messages may be used to fulfill the requirements of these procedures wherever a letter is specified, and electronic versions of policy statements may be used to comply with required document transmittal.