Student Handbook
Part-Time MBA Program
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The Kellogg School of Management Student Handbook for the Part-Time MBA Program is designed to answer many of the questions you may have as you progress through your studies. We hope you will find this to be a useful reference while at Kellogg.

REGISTRATION & ACADEMIC POLICIES

COURSE WAIVERS

The determination of an individual's program of study and course waivers, if any, requires information on prior study. The transcript of record is insufficient for this purpose. If you feel that a course waiver had been overlooked upon your entrance to the program, a letter to that effect should be directed to Dean Lyons, accompanied by course descriptions from the appropriate pages of your school catalog, and, if possible, the syllabus from the class which you attended.

If you have been assigned a course waiver and wish to override it and take the course, you may do so. A note acknowledging the waiver and giving your reasons for wanting to take the course must accompany your registration. The request must be approved by Dean Lyons.

Many students are not granted waivers because the coursework is old (i.e., more than eight years), the grade in the course(s) was not strong, the academic content of the course(s) was not compatible with course(s) at Kellogg, or for various other reasons which preclude a waiver from being granted. In such cases, a waiver examination may be taken.

Waivers do not reduce the number of courses a student must take to obtain the degree. A total of 20 ½ credits are required of all part-time students. A waiver code of 1 allows the student to substitute the core course in a particular field with a higher level elective course in that same field. A waiver code of 2 allows the student to substitute the core course in a particular field with a higher level elective from any field offered at Kellogg.

TRANSFER OF CREDIT

Students who have completed course work at an AACSB accredited graduate management or business program are eligible to receive credit toward the MBA degree for up to a total of four courses. Transfer courses must have been completed with a grade of B or higher, may not have been used toward completion of another degree, and must be similar in content to those offered at Kellogg. Transfer credit is not included in the cumulative grade point average. Application for transfer of credit must be submitted as early as possible and must include an official copy of the transcript, catalog description and course syllabus. Transfer credits do not count towards fulfilling major requirements.

DROPPING AND ADDING COURSES

A course may be dropped online during designated add/drop periods or in person in the Registrar's Office (2nd Floor Mezzanine of 340 East Superior Street). A $10.00 fee will be charged for add/drops made in person. No add/drops will be accepted via telephone or fax. The green copy of the add/drop form will be placed in the student mailbox once processed.

Refunds for courses dropped are made according to the schedule published by Student Accounts. This schedule is included with each quarter's registration materials and is posted online in the PTMBA Student Intranet. A student who wishes to withdraw from a course after the seventh week of the quarter must have the permission of the instructor.

A course may not be added nor may a section be changed after the first class meeting without the written permission of the instructor.

Forms to add, change or drop a course are available in the Part-Time Program office.
ACADEMIC STANDING

A cumulative GPA of 2.0 (C) in all courses attempted is required for degree conferment.

A student whose GPA falls below an acceptable standard may have his/her registration suspended or cancelled at the discretion of the Academic Hearing and Appeals Committee.

- All students are expected to have at least a C average to continue enrollment subsequent to the completion of six courses.
- A student will be dismissed for academic reasons if, at the end of two or more quarters of study, the number of Ds and Fs earned would require the student to earn three or more future grades of B or the equivalent to bring the cumulative GPA back to 2.0. The committee will compute incomplete and absent grades as Ds in decisions of academic standing.
- At the end of any quarter, a student whose cumulative GPA for the quarter is less than 2.0 will receive a letter of reminder to indicate academic deficiency.
- The committee will review all cases of academic deficiency and may make any exceptions to the above rules when there are medical or other extraordinary circumstances.
- Any student whose academic standing has been subject to action may appear before the committee in person to discuss his/her status.

FULL-TIME EMPLOYMENT POLICY

The Part-Time MBA Program was designed by the faculty to help students develop the insight and capacity for making on-the-job contributions that lead to increased managerial responsibilities. As a result, the criteria for admission into the Part-Time MBA Program states:

The Part-Time MBA Program is specifically designed to coordinate with the student's career path; therefore, the applicant must be employed full-time to be eligible for enrollment in the program.

Kellogg recognizes that situations may develop which are out of a student's control (e.g., downsizing, forced out-of-state relocation, firing, etc.). As a result, the policy regarding full-time employment is as follows:

1. If, for any reason, a current part-time student becomes unemployed, he/she must notify the Part-Time MBA Program's administration as soon as possible.
2. This notification should be in writing and should fully explain the situation. (Please note that this information will be considered personal and confidential by administration.)
3. If a student would like to continue enrollment in the Part-Time MBA Program, he/she must petition the administration for continuance of enrollment.
4. If approved, the student will be given a six-month (or two-quarter) grace period in order to continue in the Part-Time MBA Program while attempting to find new employment. During this grace period, the student can register for one or two courses per quarter, but under no circumstances will the student be allowed to register for three courses.
5. If, after the six-month grace period has expired, the student is still unemployed, he/she will be placed on inactive status within the Part-Time MBA Program. An inactive student cannot register for classes and/or participate in any official activities of Kellogg.
6. However, a student placed on inactive status can formally petition a part-time student committee for continued registration as a part-time student. The assembly of this committee will be under the jurisdiction of the Kellogg Part-Time Student Association vice president for student affairs.
7. This committee of peers will recommend to the administration whether the student should be allowed to continue his/her registration in the Part-Time MBA Program, or whether the inactive student status should continue to be imposed.
8. The inactive status will continue until the student obtains a career-path enhancing, full-
time job and feels comfortable with handling the demands of work and school. At this point in time, he/she should petition for reinstatement into the Part-Time MBA Program.

9. All information provided by students is done so with full knowledge of the Kellogg Honor Code policy. It is the belief of the faculty, administration, and the KPTSA that enforcement of the full-time employment policy is in the best interest of the Part-Time MBA Program.

GRADES

The symbols A (excellent), B (good), C (fair), D (poor), and F (failing) indicate the quality of academic achievement at Kellogg. A cumulative average of C in all courses attempted is the minimum required for degree conferment. A failure in a required course must be made up by repeating the course or a substitute course as specified by the department. The department also will determine whether the student may register in the next course in a sequence prior to repeating the failed course. Students may repeat an elective course for which they received a failing grade. For all courses repeated, both grades will be recorded on the transcript.

INCOMPLETE GRADES

A student receiving an approved absence for a final exam (X) or incomplete (Y) grade must make it up within the next registered term. If the X or Y grade is not made up after this term, it will automatically become an "F" unless an extension in writing is granted from both the professor and the Registrar’s Office.

PASS/NO CREDIT GRADING

To encourage exploration of different areas of study, a Pass/No Credit option is available. Students that request the Pass/No Credit option will receive a grade of "P", which will be recorded on the official transcript, if their performance would otherwise be rated as A, B, or C. Academic work must be judged by the instructor to be C level or better in order to pass. Academic work judged to be poor, a grade of D or F, will be graded "No Credit" and will not count towards the student's academic progress. Students' decisions to take a course P/NC will be communicated to the instructor.

Students required to submit grades to their employer, i.e. for tuition reimbursement, should check with their employer before requesting the Pass/No Credit option.

The Pass/No Credit option will allow you to set a target grade in lieu of the Pass/No Credit grade. Setting a target grade would allow you to either keep the P/NC option or a pre-specified target grade that you would find acceptable. In effect, you could request a particular course to be graded Pass/No Credit with a target grade of "A". If the "A" grade is earned, the letter grade would be awarded instead of the P or NC grade. If a "B" or "C" grade is earned, a grade of "P" will be awarded. In either scenario, the Pass/No Credit option is considered used.

If the target grade is met, the letter grade will show up on the transcript and included in the grade point average. If the target grade is not met, but you pass the class, the grade is not counted in the GPA, and a “P” will show up on the transcript.

In order to request the Pass/No Credit option you must read and satisfy the following conditions:

- You must be a Kellogg student in pursuit of the MBA degree to use this option.
- The Pass/No Credit option cannot be used for core courses, non-Kellogg courses, DEP courses, and most lab classes. Independent study courses may be taken P/NC with permission of the instructor.
- The Pass/No Credit option can be used to fulfill minimum requirements for a major ONLY IF the student's specified target letter grade of A, B or C is earned.
- The Pass/No Credit option cannot be used for GIM courses.
- The Pass/No Credit option may be used for a maximum total of two credits. For example, the
Pass/No Credit option may be used for two 1 credit courses or four 1/2 credit courses.

- The Pass/No Credit option must be submitted one week prior to the start of the quarter and/or during the first week of the quarter.

**Request process:**

Log into the Pass/No Credit System using your netID and password. Read the Pass/No Credit Rules and Directions. The system will have the courses that you are currently registered for listed with drop down boxes. Use the drop down boxes to select the course for Pass/No Credit. Choose either "P" for Pass with no target grade, "A" for the Pass/No Credit option with a target grade of A, "B" for the Pass/No Credit Option with a target grade of B, or choose the "blank" selection to deselect/change your Pass/No Credit request. The Pass/No Credit option must be submitted one week prior to the start of the quarter and/or during the first week of the quarter.

Pass/No Credit website: [https://www20.kellogg.northwestern.edu/pass/passnc.asp](https://www20.kellogg.northwestern.edu/pass/passnc.asp)

**RE-GRADING POLICY**

If a student wishes to contest a grade given for work completed at Kellogg, they should adhere to the following procedure:

1. Students shall have up to 10 working days after written work has been graded and returned to them 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 submissions should be signed and dated by the student.

3. Professors should re-grade the work that is being contested and return a written response to the student within 20 working days after the initial returning of the paper, 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 professors.

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.

**GRADE REPORTING**

Grades are issued to students via the University Registrar's Office Web site. To access your grades on CAESAR, you must have a valid NetID and password. Grades are never released over the telephone. Students who need rebate or tuition aid forms validated should submit them prior to the end of the quarter. Grades will not be released to students listed among the delinquent accounts until tuition is paid and official clearance is received.

**HONORS AND DISTINCTIONS**

Those students possessing a final grade average within the top 10 percent of the graduating class receive an MBA Degree with Distinction. This honor will be noted on the diploma and the official transcript. Also, these students are nominated for induction into Beta Gamma Sigma, the honorary society for management students. Other awards include the J. Lester Cunningham Award for high scholastic achievement and service to Kellogg, and the Dean's Distinguished Service Awards for service to Kellogg.

The Dean's List is tabulated and posted following spring and summer quarters. It honors students completing six or more courses since September of the previous year (fall, winter and spring for the June list and fall, winter, spring and summer for the August list) with a 3.75 GPA or better for all courses.
attempted in that period. Students achieving Dean's List in June are not removed from the list due to sub-standard grades in the summer. This honor will be noted on the official transcript.

For the purpose of recognizing academic honors and awards, actual letter grades earned will be considered including grades earned in courses which the student designated P/NC.

The Jane Robertson Memorial Academic Excellence Award is presented each year to part-time students who complete their first ten classes with a cumulative grade point average of 4.0 (measured at the end of the Fall quarter each year). The award is the only one of its kind, created by part-time student to honor fellow classmates for academic achievement.

**Leave of Absence**

A student may be granted a leave of absence for academic or personal reasons with approval from the PTMBA dean. After receiving approval, the student must notify all relevant University offices including financial aid and student accounts. Most leaves are one year or less, however individual circumstances determine justification and duration. Students in good standing have up to five years to complete degree requirements.

Students taking a leave of absence must follow the guidelines and requirements for the class with which s/he will graduate.

**Graduation**

The graduation ceremony for all Northwestern University students takes place on a Friday evening in mid-June. Kellogg hosts a convocation ceremony the following afternoon. All students who will complete the MBA degree in the current school year must file a report of candidacy with the registrar (2nd Floor Mezzanine, 340 East Superior Street). Students who plan to complete their MBA degree requirements within the next academic year should file a Report of Candidacy by the end of the previous Summer Quarter. Information regarding the specific due date for Reports of Candidacy will be sent out via E News.

**Teacher Course Evaluations**

At the end of each quarter, students are requested to complete questionnaires which evaluate the courses they are taking. The results are distributed to the deans and the department chairs. The results are also made available to students in order for them to make more informed decisions about classes at registration time. Faculty evaluations and curriculum guides are available online.

**Transfer from Part-Time to Full-Time**

Each fall, approximately 5-10 part-time students transfer to the full-time program in Evanston to complete their studies and graduate the following June. Due to limited space, this is restricted to students whose circumstances do not allow them to complete the program part-time.

Transfer from the part-time to the full-time day program may only take place at the beginning of the fall quarter. In a sense, the transfer students have completed their first year in the evening program and are joining the rest of the students who have completed their first year in the day program.

The following minimum requirements must be satisfied:

1. Ten, preferably 11, courses must be completed as a part-time student by the end of the summer quarter preceding fall start up. The core courses must be completed. Because part-time students are not permitted to enroll in more than two courses per quarter, students eligible to transfer must be enrolled in the Part-Time MBA Program for a minimum five quarters of study.

2. A letter must be written to the PTMBA dean, stating that the student wishes to transfer and the reason(s) why. This letter must be received by the last Friday in January. No exceptions will be made.

3. The student will be interviewed by the associate director of student affairs and the associate director of the career management center. These interviews will take place in Evanston during the winter quarter. Final decisions for transfer students will be made by early April.
ACADEMIC ADVISING

The PTMBA dean, the dean for student affairs, and the registrar are available for academic advising on weekdays by telephone at (312) 503-8385. They are also usually available for in-person consultation before classes begin, Monday through Thursday. Faculty members also provide academic advising in their 2nd Floor Mezzanine offices in the hour preceding classes.

ACADEMIC DEPARTMENTS & DEPARTMENT CHAIRS

As with all instructors at Kellogg, department chairs are available by appointment. More information regarding academic departments, including department chairs and contact information, can be found on the Kellogg website at http://www.kellogg.northwestern.edu/Faculty/Academics.asp

PROGRAM PLANNING GUIDE

A program planning guide can be found on the student Intranet at http://www.kellogg.northwestern.edu/ptmba_intranet/academics/program_planning_guide.aspx
Each student is responsible for his/her financial obligations to Northwestern University. Any questions about University financial procedures should be directed to the Office of Student Accounts, 710 N. Lake Shore Drive, Chicago, IL 60611. Telephone: (312) 503-8503.

Failure to read Northwestern University Financial Regulations does not excuse the student from compliance with rules and regulations therein stated. Students whose university bills are overdue will not be given a diploma or transcript, nor have their enrollment or degree confirmed until all financial obligations are paid in full. A student whose account is overdue must pay a late payment penalty fee. The director of Student Accounts may cancel the registration of a student whose bills are past due.

Due dates cannot be extended. Each quarter, due dates are listed in the course registration materials. If you do not receive a bill, contact the Office of Student Accounts one week before the due date to ascertain the amount due. A late payment penalty fee is assessed once each term on amounts remaining unpaid, in whole or in part, after the due date. There is no installment plan.

BILLING INFORMATION

You can receive your bill in two possible ways:

1. **eBilling through QuikPAY**
   The QuikPAY® eBill service allows you and your authorized payers to receive your bills online with e-mail notification when each new bill is available. You may also view 12 months of past invoices online. Electronic billing is the preferred method of bill delivery.

   To access your bills through QuikPAY: Students can access QuikPAY® through CAESAR (CAESAR > For Students > Financial Services > View eBill & ePay). Authorized payers can access QuikPAY® directly and view bills after a student has authorized them. See Payments by parents and authorized payers for more information about how to authorize.

2. **Paper bill mailed to you**

If you choose to receive a paper bill, one copy of each bill will be sent to your billing address. If you have not specified a billing address, your bill will be sent to your current address; if you have not specified a current address, your bill will be sent to your permanent address. Changes to your address can be made by emailing ptmba-registrar@kellogg.northwestern.edu.

Please allow 2-3 days after bill availability for mail preparation and approximately 5 business days for mail delivery within the U.S. Failure to receive bills is not sufficient cause for extending payment due dates.

To select the paper bill option: Students must select the paper bill option in the eBill system (CAESAR > For Students > Financial Services > View eBill & ePAY > User Preferences). You must request the paper bill option no later than the 8th of the billing month.

ADJUSTMENTS

We strongly recommend that you keep each bill so that you will have an itemized record of charges and credits. If you contest a portion of the bill, you should pay the non-contested part by the due date and immediately contact the appropriate office to request an adjustment. Adjustments should be pursued as early as possible to avoid a hold on your registration for the next quarter.

PAYMENTS

Payment of tuition can be made in three ways:

1. **Check or money order** made payable to Northwestern University can be mailed to the Student Finance Department at 710 N. Lake Shore Drive, Chicago, IL 60611.

2. **Payment of tuition by credit card** (Visa/Mastercard only) must be made on the 2nd Floor Mezzanine of 340 East Superior Street during the times and dates published each
quarter with registration materials. Credit card payment MUST BE MADE IN PERSON.

3. **Check or bank card** payments can be made via QuickPay, Northwestern University's eBill and ePay service. Login through CAESAR with your netid and password. Go to CAESAR > For Students > Financial Services > View My E-Bill & E-Payment. Any questions regarding QuikPay should be directed to the Student Finance Office at 312-503-8503.

**RETURNED CHECKS**

Any check in payment of a University charge that is returned by the bank may result in a late payment charge as well as a returned check charge of $35.

**WITHDRAWS & REFUNDS**

The Part-Time MBA Program Registrar must be notified in person or in writing of a student's withdrawal. The reason for withdrawal must be approved by the Office of the Registrar. Simply ceasing to attend class does not constitute official withdrawal.

All tuition adjustments are computed as of the date on which the official withdrawal notice is received. Adjustments are not made on the basis of attendance in class. In all cases of withdrawal from the School, after the beginning of a course, adjustments on tuition charges are made in accordance with following schedule:

- Students whose withdrawal notices are filed on or before the first week of classes for the quarter will be refunded full tuition and fees.
- Students whose withdrawal notices are filed on or before the end of the third week of class are charged one fourth of the tuition and full fees.
- Students whose withdrawal notices are filed on or before the end of the sixth week of class are charged one half of the tuition and full fees.
- Students whose withdrawal notices are filed beginning with the seventh week of class are charged full tuition and full fees.

**REFUND & REPAYMENT POLICY**

Students are referred to "Financial Regulations, Chicago Campus" published annually by the Office of Student Accounts for a statement of the refund and repayment policy of the Part-Time MBA Program. This policy is applicable to any student who withdraws from the Part-Time MBA Program prior to the completion of his or her degree and is a recipient of federal financial aid funds.

**STUDENTS WITH STUDENT LOANS**

Students expecting to receive student loan funds are responsible for the balance of their tuition by the Student Accounts deadline if the disbursement(s) does not cover the full tuition expense for a given quarter. A late fee will be assessed if the balance is not paid by the tuition due date.

**FINANCIAL AID**

**APPLICATION PROCESS**

Information regarding the financial aid application process, deadlines, and required application forms can be found on the Chicago Office of Financial Aid website.

If you have any questions about the application process, you may contact the Financial Aid Office at (312) 503-8722 or via email at financial-aid-chicago@northwestern.edu.

**FEDERAL STAFFORD LOANS**

The Federal Stafford Loan is available in two forms: subsidized and unsubsidized. Both forms are low-interest loans that are borrowed from a bank or other commercial lender. These loans are insured by the federal government.

- The subsidized Federal Stafford Loan is a need-based loan in which interest is deferred and subsidized by the federal government as long as you are enrolled at least half-time as a student.
- The unsubsidized Federal Stafford Loan is not based on financial need. Interest on the unsubsidized Federal Stafford Loan is NOT paid by the government. You can pay the interest when billed or allow it to accrue and
capitalize (i.e., be added to the principal) while in school. You can use the unsubsidized Federal Stafford Loan to meet unmet financial need and/or to replace an expected family contribution.

Repayment of principal is deferred on both the subsidized and unsubsidized Federal Stafford Loans as long as you are enrolled at least half-time as a student. Repayment of principal (and interest on the subsidized loan) begins six months after you cease to be enrolled at least half-time and extends from five to 10 years. Prepayment is not penalized.

Deferments/Forbearance is available under certain conditions once repayment begins.

OTHER LOANS

There are a number of alternative loan programs available to graduate business students (e.g., Business Access, MBAchiever, Citiassist, MBA Loan). These commercially available programs, however, are more costly than the federal loans. Therefore, they should be used only once you have borrowed your full eligibility from the federal programs. Contact the Financial Aid office if you need more information and/or assistance about these programs.

SCHOLARSHIPS

Although the Part-Time MBA Program does not offer any grant assistance to students, there are a variety of scholarship programs offered through various civic and professional organizations as well as through state agencies and private foundations. You are encouraged to investigate what programs may be available to you. Check out the Financial Aid Web site: www.finaid.org for scholarship information.

GI BENEFITS

The University’s Office of the Registrar handles all matters pertaining to VA Benefits. Call (847) 491-5234.
All students enrolled in a course offered by the Kellogg School of Management agree to abide by the Kellogg Honor Code.

The Kellogg Honor Code governs student conduct pertaining to all academic, placement and extracurricular activities associated with the Kellogg School of Management. Each student agrees:

1. Not to seek an unfair advantage over other students, including but not limited to giving or receiving unauthorized aid during completion of academic requirements;
2. To truthfully represent fact and self at all times;
3. To respect the property and personal rights of all members of the Kellogg community; and
4. To uphold the Kellogg Honor Code by reporting all material violations, and by fully cooperating with and protecting confidentiality of any Honor Code proceedings.

All Kellogg students are also expected to adhere to all policies and requirements of Northwestern University and to abide by all applicable laws and regulations.

The Honor Code Philosophy Statement

The students of the Kellogg School of Management regard honesty and integrity as qualities essential to the practice and profession of management. The purpose of the Kellogg Honor Code is to promote these qualities so that each student can fully develop his or her individual potential. Upon admission, each student makes an agreement with his or her fellow students to abide by the Kellogg Honor Code. Students who violate the Kellogg Honor Code violate this agreement and must accept the sanction(s) imposed by the Kellogg community.

The Kellogg Honor Code is administered by students and is based on the concept of self-government. The efficacy of such a student-administered honor code is dependent upon a high degree of dedication to the ideals of honesty, integrity and equal opportunity reflected by the code. The Kellogg Honor Code requires that each student act with integrity in all Kellogg activities and that each student hold his or her peers to the same standard. In agreeing to abide by the code, Kellogg students also agree to report suspected violations. By not tolerating lapses in honesty and integrity, the Kellogg community affirms the importance of these values.

The intent of the Kellogg Honor Code is to express the ethical standards of the Kellogg community. It does not attempt to be a list of rules and sanctions.

I. Organization

A. The Honor Code Committee

i. Role: The Honor Code Committee is responsible for:

a. Interpreting the Honor Code;
b. Promoting the values of the Honor Code through communication with Kellogg students, faculty, and administration;
c. Serving as representatives of the student body on all issues pertaining to the Honor Code;
d. Assisting in investigations of suspected Honor Code violations (see Section II, E); and
e. Interpreting possible violations of the Honor Code.

ii. Composition: The Honor Code Committee will include one or two co-chairs, five student representatives and a faculty representative. The student representatives will be appointed by the current Honor Code Committee, the current chairs, and the Part-Time MBA Program assistant dean for student affairs. It is recommended that a student from each of the following course completion segments of the Part-Time MBA Program career be appointed: courses 1-4; courses 5-8; courses 9-12; courses 13-16; and courses 17-20. The faculty representative will be identified by the assistant dean for student affairs. The faculty
representative is a non-voting member of the Honor Code Committee and is also responsible for providing advice to the committee and feedback to the faculty about the Honor Code.

iii. Replacement: If the assistant dean or chairs determine that a member of the Honor Code Committee is unfit to perform his or her duties, the co-chairs will excuse that member from all further involvement in the Honor Code Committee. His or her responsibilities will be assumed by (a) another student appointed jointly by the co-chairs and the assistant dean, or (b) in the case of the faculty, another faculty member appointed by the assistant dean.

B. The Honor Code Co-Chairs

i. Role: The Honor Code Co-Chairs are responsible for:

a. Promoting the values of the Honor Code;
b. Selecting members of the Honor Code Committee;
c. Setting the annual agenda for the Honor Code Committee;
d. Overseeing the activities of the Honor Code Committee;
e. Administering the Honor Code proceedings;
f. Coordinating with the administration and faculty on matters relating to the Honor Code;
g. Publishing an annual overview of committee actions to the Kellogg community; and
h. Ensuring that the Honor Code remains an important aspect of the Kellogg environment.

ii. Selection: The Part-Time MBA Program Honor Code chair positions are selected by the current Honor Code Committee and the assistant dean for student affairs in the winter quarter of each year. Only those who have served on the Honor Code Committee are eligible to be selected to serve as chair. The students shall hold the position of Honor Code chair until the end of the following winter quarter.

iii. Conflict of Interest: The co-chairs may not run for KPTSA office or hold KPTSA office while serving as co-chairs.

iv. Replacement: If the Part-Time MBA Program assistant dean or a majority of the remaining members of the Committee determines that a co-chair is unfit to perform his or her duties, the assistant dean will excuse the chair from all further involvement in the Committee. All responsibilities of the removed co-chair will be assumed by the remaining co-chair and/or another member of the Honor Code Committee selected by the assistant dean.

C. The Assistant Dean for Student Affairs

The role of the Part-Time MBA Program assistant dean on the Honor Code Committee is to oversee and provide impartial procedural advice to the Committee and the co-chairs. S/he will also serve as the historian of the Honor Code, maintaining records of past actions and cases and advising the Committee of past precedents.

II. Suspected Violations

A. Reporting Suspected Violations

Students and faculty members are obligated to report suspected violations of the Honor Code promptly to either a member of the Honor Code Committee, the assistant dean, or any faculty member. Should the case proceed to a hearing, the person(s) reporting the suspected violation will become the charging witness(es). There must be at least one charging witness for an investigation to commence.

B. Notification

The person to whom the suspected violation is initially reported (section II, A) will notify the KPTSA VP of student affairs, the assistant dean for student affairs, and the members of the Committee. The co-chairs will choose a member of the Committee to assist the KPTSA VP of student affairs with the investigation.

D. Confidentiality

Charges and all subsequent steps pertaining thereto will be kept confidential by all parties involved. Only the co-chairs, the KPTSA VP of student affairs, the assistant dean for student affairs, and the Committee member assisting with the investigation will now the identities of the accused and the accuser(s) unless/until the case
goes before a student panel. Any breach of confidentiality is an Honor Code violation. The charged person, however, may choose to waive his or her right to confidentiality at any time during the investigation or hearing by giving written notice to the co-chairs.

E. Investigation

i. Investigators: The KPTSA VP of Student Affairs will conduct the investigation of the suspected violation. If the KPTSA VP of Student Affairs excuses him/herself or is unavailable to conduct the investigation in a timely manner, a previously designated substitute from the KPTSA Executive Committee will conduct the investigation. The substitute investigator shall be chosen annually once the new KPTSA Executive Committee takes office. A member of the Honor Code Committee, chose by the chairs on a case-by-case basis, will accompany the KPTSA investigator on all interviews and offer assistance on all aspects of the investigation.

ii. Investigation: The investigation may include interviews with any and all persons, regardless of affiliation with Kellogg, believed to have information relevant to the incident. The investigation will be conducted under the supervision of the co-chairs and the assistant dean. All interviews will be conducted in the presence of one member of the Honor Code Committee. Upon completion of the investigation, the KPTSA investigator will report the investigation’s findings to the Honor Code Committee.

iii. Determination: Upon the presentation of the investigation report, the Committee and the KPTSA investigator will discuss the elements of the case and address any ambiguities. At the conclusion of the discussion, three of the four student members of the Honor Code Committee not involved with the investigation will be randomly selected to determine by majority vote whether a hearing is warranted. The Committee's decision will be based on the results of the investigation, the letter and spirit of the Honor Code and the materiality of the suspected violation. The Part-Time MBA Program assistant dean will serve in an advisory capacity to the Committee, if requested. The Honor Code co-chairs and the KPTSA investigator are not to cast votes as members of the Honor Code Committee. The three voting members of the Honor Code Committee will then be excused from all further involvement in the case.

Interpretations are the opinions of the Committee only and will not prejudice the investigation or the hearing of suspected violations of the Honor Code. Final determination of violations may be made only by a hearing panel, with one exception noted below (Sections II, E). If the Committee determines there are not sufficient grounds to warrant a hearing, the co-chairs will so notify the charged person and the person who filed the charge in writing, at which point the case will be closed.

iv. Minutes: The chairs shall promptly prepare minutes of the findings. The minutes shall not reveal the names of any parties. The minutes shall be held by the assistant dean and shall be available for all future Honor Code Committees to review.

E. Acceptance of Charge for Suspected Violation

At any point in the hearing process, and at his/her sole discretion, the charged person may confess to the suspected violation and thus waive his/her right to a hearing. The charged person must inform the co-chairs and his/her decision as soon as possible, and subsequently provide a written and signed statement to the co-chairs detailing what violation is being confessed to and why the person is choosing to confess. This statement of confession will be kept confidential by the co-chairs and assistant dean.

In such situations, the Committee, with the advice of the assistant dean, KPTSA investigator, and other relevant parties, will determine the sanctions for the violation. Possible sanctions are listed below in Section III, H. The recommended sanctions must be approved by a majority of the Committee.

The charged person retains the rights to subsequently request a student panel or to appeal these sanctions to the Dean of Kellogg using the procedures outlined in the Hearings Section III, J below.
III. Hearings

A. Notification
Upon determining that the case will move to a hearing, the co-chairs should immediately inform the accused of this fact via e-mail. Once the date, time and location for the hearing have been determined, which must be done with due haste, the co-chairs will provide written notification by registered mail to the local address of the charged person. The notification will include:

i. The date of the notice;
ii. The name of the charged person;
iii. The name of the charging person (If the charging person is a student, that student’s written consent to be identified must be provided);
iv. A description of the suspected violation;
v. The date, time and place of the hearing; and
vi. The names of persons appearing as witnesses against the charged person (provided again that any student witnesses must provide written consent to be identified).

B. Advisers/Spokespersons
The charged person and the KPTSA investigator may enlist an adviser to assist them in preparing for the hearing. In addition, the charged person may empower the same person or a different person to act as spokesperson, assisting in the presentation of the charged person’s arguments at the hearing. The adviser/spokesperson may only be a Kellogg student or a member of the Kellogg regular faculty, although it may not be a co-chair of the assistant dean for student affairs. The adviser would attend the pre-hearing conference and the hearing and would provide advice to the party in question.

C. Pre-hearing Conference
The accused and the KPTSA investigator will be encouraged to attend a pre-hearing conference conducted by the co-chairs. The purpose of this conference is to clarify procedural issues concerning the hearing and preparations for the hearing. The pre-hearing conference should be held at least one week prior to the hearing.

D. Preparation
All information to be presented in the hearing will be made available to the charged person by the KPTSA investigator at least one week prior to the hearing. The chairs will not convene the hearing until the charged person has had a reasonable amount of time to complete his or her own investigation. The charged person will be allowed to:

i. Conduct his or her own investigation of the circumstances surrounding the reported violation; and
ii. Request interviews from any persons believed to have information relevant to the incident.

E. Hearing Panel
For each hearing, the co-chairs and the Part-Time MBA Program assistant dean will create a hearing panel.

i. Role: The purpose of the panel is to provide the dean of Kellogg with a determination of fact and a recommended sanction, if any.

ii. Composition: The panel will include one or both of the co-chairs, eight student members and at least one tenured faculty member. One of the student members will be chosen by the co-chairs to serve as secretary of the panel. The secretary will take minutes of the panel’s meetings.

iii. Appointing panel members: The office of the assistant dean will prepare a random listing of all students enrolled in the program in which the charged person is enrolled. The first eight students able and available to serve will be selected in the order that their names appear on the list. Students will serve for only one hearing. All students have a duty to serve on a panel when selected, but the chairs and the Part-Time MBA Program assistant dean will excuse a student if he or she has cause for not serving or if that student is deemed to have a conflict of interest. A similar selection process will be used to appoint the faculty members for each hearing, with the understanding that faculty members associated with the course(s)
at issue or faculty members otherwise involved in the incident may not be appointed to the panel.

The names of the panel's members shall be provided to the charged person, who may challenge the inclusion of any panel members for cause. Challenges must be made in writing and delivered promptly to the co-chairs. Those challenged may be removed by decision of the co-chairs and the assistant dean. Challenged panel members will be replaced. The charged person has a right to challenge replacements for cause using the procedure identified in this paragraph.

E. The Hearing

i. Location and time: The hearing will be held at a place and time that will protect the confidentiality of the matter and be convenient to all parties involved. The hearing will not be held in Wieboldt Hall or 340 East Superior Street. The hearing proceedings and the panel discussions taken in aggregate shall not exceed eight hours.

ii. Observers: Unless otherwise requested in writing by the charged person, hearings will be closed. Witnesses are not permitted to remain in the hearing room either before or after giving evidence. The charged person's adviser and/or spokesperson and the KPTSA investigator’s advisor will be permitted to attend the hearing, if applicable. The parents and/or spouse of the charged person will also be permitted to attend the hearing as observers only.

iii. Roles: The Honor Code chairs will direct the hearing. The KPTSA investigator will present to the panel the findings of the investigation and may ask persons to give testimony in the case. In conducting this role, the KPTSA investigator is not and should not be a prosecutor, but should always seek to present all relevant facts pertaining to a particular case.

The charged person will be given the opportunity to respond to the charges with:

- Information,
- Physical evidence,
- Testimony or witnesses, and/or

- Questions of the witnesses called by the KPTSA investigator.

Panel members may question evidence and testimony presented by both the KPTSA investigator and the charged person. The faculty members of the panel are to assist the panel in their deliberations and should help the panel members prepare written opinions. Faculty members do not vote on either the determination of fact or the recommendation of sanctions.

iv. Rules of evidence: The hearing will not be conducted according to strict rules of evidence or the procedures used in a court of law. The co-chairs will make determinations on the admissibility of evidence.

v. Decisions: At the conclusion of the hearing, the panel members and the Part-Time MBA Program assistant dean will meet privately to discuss the hearing. Thereafter, the eight student panel members will convene in private, without faculty or administration advisors, and vote to determine whether the charged person is or is not guilty of violating the Honor Code. The co-chairs, the faculty panel members, and the assistant dean will act as advisors to the panel as necessary. In providing advice to the panel members, faculty members should participate in discussions to ensure that all relevant information has been considered. However, it is inappropriate for faculty members to state their personal opinion regarding the guilt or innocence of the charged person.

G. The Burden of Proof

For a finding of responsibility to be rendered, at least seven of the eight voting panel members must conclude that the material presented during the hearing supports such a decision with sufficient evidence.

If the student is found guilty, both the majority and dissenting panel members must issue a written opinion to the dean of Kellogg within five days. The majority opinion should set forth enumerated findings of fact which constituted the basis for its finding of guilt. The opinion should also explain how and why it resolved any ambiguities in the Kellogg Honor Code if any such ambiguities were at issue. The dissenting opinion, if any, should detail the basis for the
belief that a reasonable doubt existed or that the Honor Code was not violated. The opinions will not reveal the names of any party. All panel members will be required to sign a statement indicating that they agree with their respective opinion as written. The statement will not identify panel members with an opinion. The faculty panel members may be consulted in the course of the preparation of the opinions.

If the student is not found guilty, both the majority and dissenting panel members must issue a similar written opinion to the dean of Kellogg within five days.

The written opinions shall be held by the assistant dean and shall be available for all future Honor Code committees and panels to review.

H. Sanctions

If the student is found guilty, the panel will also recommend a sanction or slate of sanctions. The recommended sanction(s) must be agreed to by seven of the eight voting panel members. Sanctions may include, but are not limited to, the following:

i. Loss of student rights and privileges for a specified period;
ii. Required service;
iii. Reduced or failing grade;
iv. Probation;
v. Suspension for a definite or indefinite period;
vi. Exclusion (i.e. expulsion) from Kellogg; and/or
vii. A combination of the above.

Any sanction involving a reduced or failing grade will only serve as a recommendation to the appropriate faculty member. The panel will also recommend to the assistant dean whether a record of the charges and sanction(s) should be made a part of the student’s permanent file.

I. Notification of Determination and Sanction

Upon receipt of approval of the recommended sanction(s) from the Kellogg deans and the Northwestern Office of General Counsel, the co-chairs will provide the charged person written notice of the panel’s determination of fact and recommended sanction(s), if any. Within five business days thereafter, the written opinion will be given to the dean of Kellogg, along with a file containing all documents and physical evidence needed to evaluate the case.

J. Appeals to the Dean of Kellogg

Within five business days of receiving written notice of the panel’s determination of fact and recommended sanction(s), the charged person may appeal the decision or of guilt and/or the recommended sanction(s) to the dean of Kellogg. Appeals may be considered on the basis of an unduly harsh sanction(s), new information not available or reasonably known at the time of the hearing, violation of procedure, or harmful bias. All appeals must be in writing and include the following information:

i. The date the appeal is filed;
ii. The name, address and telephone number of the person making the appeal; and
iii. The basis for the appeal.

The appeal should also be forwarded to the Honor Code co-chairs and the KPTSA investigator. Both the co-chairs and the KPTSA investigator will be permitted to reply to the dean in writing to the issues raised by the appeal.

K. Results of Appeals

i. Determination of sanctions: In connection with any appeal, the dean of Kellogg may accept the recommendation of sanctions of the hearing panel in whole or in part, or fashion a decision he or she feels is more appropriate.

ii. Appeals based on information unavailable or not reasonably known prior to the determination of the hearing panel: If the dean determines that new information presented in the appeal is material, the dean will instruct the panel to hear such additional information. The dean may also instruct the panel to reconsider the original information. After considering the information, the panel will make a determination of fact as provided for in Part III(F)(v) and Part III(G) and a recommendation of sanctions as provided for in Part III(H) to be presented to the dean.

iii. Appeals based on the dean’s determination of an unduly harsh sanction, harmful bias, or violation of procedures: If the dean of Kellogg determines that a harmful bias or violation of procedure
occurred during the process, then the dean will call a meeting of the Honor Code co-chairs, the KPTSA investigator and the assistant dean for student affairs. This group of four, excluding the dean, will make a determination by majority vote whether to:

a. Uphold the panel's determination of fact and make a recommendation of sanctions to the dean based on the panel's recommendation of sanctions or fashion a recommendation of sanctions they feel is more appropriate,

b. Overturn the panel's determination of fact and render a finding of innocence, or

c. Take any other action deemed appropriate.

In the event of a tie, the dean will cast the deciding vote. In addition, the dean will retain veto power at all times.

iv. Notification: The dean will notify the charged party of his or her decision in writing within 10 business days after the appeal is filed.

L. Records
Minutes of meetings of the panel and all documents associated with the investigation and hearing deemed relevant by the assistant dean will be maintained by the office of the assistant dean for student affairs.

If the charge is upheld, the Part-Time MBA Program assistant dean for student affairs may retain such records in the person's permanent file, but no record of the Honor Code violation will be placed on the transcript of the charged person, except in cases that result in the exclusion of the student from Northwestern University. In such cases, in accordance with Northwestern University policy, the exclusion is indicated on the student’s transcript with the phrase: Excluded for Academic Dishonesty.

IV. HONOR CODE CHAIRS’ REPORTS

A. Public Statement on Violations: The co-chairs may consider submitting a public statement to the Kellogg community about the proceedings. This statement will not reveal any personally identifiable information regarding the parties involved, including the members of the hearing panel. This statement may only reveal:

i. A description of the conduct that gave rise to the charge, and

ii. The final decision regarding the range of sanctions considered and the basis for any changes resulting from appeals and the basis for such appeal.

In the event a charged person is found not guilty either by the student panel or on appeal, the co-chairs shall give the charged person the option of whether a public statement is made.

B. Annual Report: The co-chairs will be responsible for submitting an annual overview of Honor Code Committee proceedings for the past calendar year to the Kellogg community. No student names or other personally identifiable information should be included in the report. It is recommended the annual report be issued at or near the beginning of winter quarter.

V. AMENDMENTS

It is envisioned that from time to time amendments to the Kellogg Honor Code may be necessary to clarify or amend provisions. The Honor Code co-chairs and Honor Code Committee will determine, by majority vote, whether any proposed change requires a clarification of provisions or an amended provision.

A. Clarification of Provisions: If there is any provision in the Honor Code that requires clarification, but does not materially change the procedures or the spirit of the Honor Code, then such clarification may be made by the majority vote of the Honor Code co-chairs and Committee members with the advice of the assistant dean for student affairs. All clarifications must be approved by Northwestern University’s Office for General Counsel and subsequently submitted in writing to the dean of Kellogg, who will have veto power over any and all clarifications.
B. Amended Provisions: If any proposed change to the Honor Code materially alters a procedure or the spirit of the Honor Code, then the amendment can be effected only with the support of a majority of students enrolled in Kellogg and subject to the Honor Code and, to the extent that the proposed material change would affect faculty’s role in implementing the Honor Code, a majority of all faculty members. Prior to voting, all proposed changes must be approved by Northwestern University’s Office of General Counsel and subsequently submitted in writing to the dean of Kellogg, who will have the authority to veto any and all proposed changes to the Honor Code.

Northwestern is an equal opportunity, affirmative action educator, and employer.

Northwestern University reserves the right to change without notice any statement on its Web site concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual’s academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile, or offensive environment.

While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

For advice or assistance regarding this policy, see northwestern.edu/eco.
The Kellogg Code of Classroom Etiquette has been established to assist students and faculty alike to foster appreciation for a classroom environment that enhances the learning experience for all students. Attention to the code will add value to the course by creating a more meaningful and constructive discussion.

Students, therefore, are expected to demonstrate classroom etiquette based on the following principles:

I. Attendance: Students are expected to attend every class throughout the term, especially during the first week of class. As a courtesy, when students are unable to attend class, due to illness or for other work or school related reasons, they should notify the professor in advance. Students are expected to adhere to the specific attendance policies established by the professors.

   i. Students are expected to attend every class throughout the term. When unable to attend, the student should notify the professor in advance.

   ii. Mandatory First Class Attendance: attendance is compulsory at the first class session. Failure to attend will result in exclusion from the class. Wait-listed students are eligible for promotion into the class only if they attend the first class session. Faculty will notify the registrar if a student from the wait list should be added to the class.

   iii. Class attendance is not excused for activities, including recruiting, conferences and case and business plan competitions.

II. Punctuality: Students are expected to arrive for class on time so that the professor may start and end the class according to schedule. Students more than five minutes late are subject to guidelines established by the professor.

III. Responsible Learning: Students are expected to be prepared and committed to an optimal learning experience, including participating as required.

IV. Exiting and Entering: Students are expected to remain in the classroom for the duration of the class. If a student must depart early due to unavoidable circumstances, the student should inform the instructor before class. Leaving and re-entering the class is not permitted except in the event of an emergency.

V. Respect for the Classroom: Students should demonstrate respect for the professor and fellow students during the class period. Students should therefore refrain from distracting behavior such as disruptive eating, side conversations, surfing the Web or checking e-mail messages. Laptops must be closed for all speakers and guests.

VI. Respect the Facilities: Students are expected to help maintain the appearance of the classroom. After class, students should discard all trash.

In essence, the Code emphasizes respectful behavior in the classroom that contributes to the enhancement of the learning experience at Kellogg.

Review the course syllabus for a professor’s specific class policies.
ABBOTT HALL

Abbott Hall, 710 N. Lake Shore Drive, is home to the university bookstore, General Services, Student Accounts, the Bursar's office, the WildCARD office, and a US Bank cash station machine.

ATHLETIC EVENTS

Northwestern University is a member of the Big Ten Conference and the National Collegiate Athletic Association. Ryan Field, 1501 Central St., is home to Wildcat football, field hockey and soccer, and houses the ticket office for campus athletic events.

McGaw Memorial Hall houses Welsh-Ryan Arena, the site of Wildcat basketball, wrestling and volleyball, as well as an indoor running track and an enclosed area for hitting golf balls. Call (847) 491-2287 or click here for more information.

BOOKSTORE (ABBOTT HALL BOOKSTORE)

Located on the first floor of Abbott Hall (710 N. Lake Shore Drive), the bookstore carries all required textbooks and case packets for Part-Time MBA Program courses, plus stationery items and computer supplies. Call (312) 503-8486 for bookstore hours. Click here to check on the availability of a case packet or text.

CAREER RESOURCES FOR PART-TIME STUDENTS

The Part-Time MBA Program is designed for fully employed students who intend to pursue the MBA degree while they continue their careers in the Chicago area. The program traditionally has had little involvement in formal career development services. An approach of limited assistance is appropriate given that most students receive tuition benefits and other forms of financial aid from employers. It would raise ethical problems for Kellogg to provide direct career management services to persons in these circumstances.

Kellogg will provide access for some part-time students to enroll in the formal Recruiting Services process. These students are eligible for the same career development assistance as the full-time students, including individual career counseling, and participation in on-campus recruiting.

To qualify to use Kellogg's Recruiting Services, a student must be graduating during the current academic year and not have received any tuition reimbursement from his or her employer. Exceptions are made for those who have written authorization from their employers.

This policy regarding the use of Recruiting Services is continually under review by the faculty, students and administration of Kellogg. Consequently, this policy is subject to change without notice.

The Recruiting Services calendar for part-time students usually begins in January with an informational meeting conducted by the coordinator for career development. An announcement of this kickoff meeting is sent via E News and posted on the Part-Time MBA Program's web site. This kickoff meeting is open to part-time students finishing within the next academic year and is designed to give an overall view of the Recruiting Services process and preparation requirements. For those students who meet the above criteria, subsequent workshops will be conducted throughout the summer prior to the formal recruiting calendar which begins in the fall of that year and wraps up usually by spring break.

Therefore, in the interest of best preparing its students to represent themselves and the School, Kellogg has established a deadline by which students must commit themselves to the recruiting process and register for Recruiting Services.

CLASS CANCELLATIONS DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES
Should exceptionally severe weather or other emergencies raise questions whether classes will be held as scheduled, information on official decisions will be available by calling the Part-Time MBA Program's administrative office at (312) 503-8385, or check the Part-time MBA Student Intranet Home page.

Please note that only under the most severe weather conditions will classes be cancelled.

**COMPUTER REQUIREMENT**

All students enrolled in the Part-Time MBA Program are required to have access to a personal computer with complete Internet access. Students are expected to register for courses and download coursework via the World Wide Web. Kellogg provides installation software allowing students free Internet access, including electronic mail. It is also recommended that students have the latest Microsoft Office software. Northwestern University Internet installation software may be obtained in the Part-Time MBA Program office on the 2nd Floor Mezzanine of 340 East Superior Street.

Contact Kellogg Information Systems at (847) 467-2100 for the latest hardware and software computing recommendations.

**COMPUTER RESOURCES**

A computer lab, exclusively for the use of Kellogg students, is located in the Schaffner Library on the second floor of 340 East Superior Street. The lab contains 20 IBM-compatible personal computers equipped with commonly used classroom applications, Internet and e-mail access, connection to Lexis/Nexis, virus protection software and much more. Laser printing is also available. The lab is open during the library's business hours.

Student resource areas are located on the first and fourth floors of 340 East Superior Street. These areas feature computers with software identical to the computers in the Kellogg lab in Schaffner. Hours for use of computers in the resource areas coincide with the hours for the Part-Time MBA Program's building hours. Students need a valid NetID and password to log on to computers in the lab and resource room.

**CONCERT & THEATER TICKETS**

All NU students have the same ticket privileges for on-campus plays and concerts. Tickets may be purchased at Norris University Center in Evanston at the ticket window for a discount with your WildCARD. In addition, Pick-Staiger Concert Hall, (847) 491-5441, and the Theatre Interpretation Center, (847) 491-7282, sponsor many concert and theater events.

**COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)**

CAPS has a team of highly trained professionals who provide counseling, workshops, and outreach programs for students.

Students are encouraged to contact the Assistant Dean for Student Affairs or CAPS for counsel or advice.

**E-MAIL**

All students in the Part-Time MBA Program are provided with an Exchange e-mail account through Kellogg upon enrollment. E-mail is a critical means of communication among faculty, students and staff. With an Exchange account, students may access course assignments, take part in group discussion sessions and contact fellow classmates.

To obtain information on your e-mail account, students should visit the 2nd Floor Mezzanine of 340 East Superior Street. If you have any questions regarding e-mail contact the Part-Time MBA Program office at (312) 503-8385.

**EMPORIUM**

The Kellogg Emporium is your store for Kellogg School gear. The Emporium in Wieboldt Hall is open from 4:00 PM to 8:00 PM when classes are in session, except the first week of the quarter.
For a complete list of Kellogg Emporium stores or to purchase items online, click here.

IMMUNIZATION REQUIREMENT

The College Student Immunization Act, 110 ILCS 20/3(a)(2), requires universities to obtain and retain proof of immunizations for all persons enrolled half-time or more (2 or more courses per quarter).

Students that fail to submit the required documentation and fully comply with immunization requirements will be prohibited from future course registration until they provide the necessary documentation.

For information on the health requirement, including instructions for fulfilling the requirement, please click here.

LIBRARY (SCHAFFNER LIBRARY)

The Joseph Schaffner Library, located on the second floor of Wieboldt Hall, provides library services to Kellogg students. Reference materials, mini-searches and a coin-operated photocopier are just a few of the services offered. Call (312) 503-8422 for hours throughout the academic year.

The main library on the Evanston campus is also available to Part-Time MBA Program students. Books borrowed from Evanston may be returned there or at Schaffner Library. For more information, call (847) 491-7658 or visit the Schaffner Library Business Databases and Research Guides.

LOST & FOUND

The University is not responsible for the theft, loss or damage of personal property in any University building. The lost and found service for Wieboldt Hall is in the School of Continuing Studies office on the 6th floor. Please also check with the PTMBA front desk on floor 2M.

RECREATIONAL FACILITIES

All NU students with a current WildCARD ID are able to use the recreational facilities on both the Chicago and Evanston campuses. The facilities are listed below. For further details, call (847) 491-4300.

On the Chicago campus, students in the Part-Time MBA Program may use the facilities at:

- Holmes Place Health Club, 355 E. Grand Avenue, Chicago, (312) 467-1111. Facilities at Holmes Place include: a swimming pool, hydrotherapy pool, sauna and steam room, 4 group exercise studios, including dedicated Spinning and Pilates Reformer studios, weights, and a cardiovascular room. Click here for more information regarding fitness and recreation facilities (including club membership rates) available on the Chicago campus.

On the Evanston campus, there are:

- Henry Crown Sports Pavilion and Dellora A. and Lester J. Norris Aquatics Center, 2379 Sheridan Road, Evanston, (847) 491-4300. The Crown Sports Pavilion and Norris Aquatics Center (SPAC) is a multipurpose sports complex on the Evanston campus. This impressive facility houses seven racquetball courts, three squash courts, an indoor track, four multipurpose courts for tennis or basketball, an Olympic-size swimming pool, conditioning rooms with Nautilus equipment and

For a complete list of Kellogg Emporium stores or to purchase items online, click here.
exercise bicycles, an outdoor sundeck, locker rooms with saunas, a pro shop, a towel service and an indoor lounge with vending machines.

- Blomquist Recreational Center, 617 Foster St., Evanston, (847) 491-7250. This multipurpose facility houses three areas for basketball, tennis, soccer, floor hockey and aerobics classes.

- Patten Recreation Center, 2407 Sheridan Road, Evanston, (847) 491-4099. Patten is the headquarters for all club sports and houses basketball courts, a fencing practice room, a conditioning room with free weights, Nautilus equipment and exercise bicycles and a swimming pool.

SERVICES FOR STUDENTS WITH DISABILITIES

Students who need assistance due to any disability must notify the Services for Students with Disabilities Office, 601 University Place, 847.467.5530 or TTY.467.5533, e-mail ssd@northwestern.edu. The SSD office will provide documentation that will be used to secure additional test time or special assistance.

STUDENT HEALTH SERVICES

Part-time students may enroll in optional clinic or comprehensive health insurance. For more information on health insurance and/or how to sign up for coverage, contact the Insurance Office at (847) 491-2113.

Counseling services are also available. Through Counseling and Psychological Services (CAPS), students may take part in individual counseling, psychiatric services and psychoeducational and therapeutic groups. For more information or to set up an appointment on either campus, please call (847) 491-2151.

If you or someone you know is in need of counseling for alcohol and/or substance abuse, contact the Alcohol/Substance Abuse Education Department at (847) 467-2840.

Click here for more information on University Health Services.

TRANSPORTATION

Campus Parking:

Annual/Quarterly Evening/Weekend Parking Permit
If you plan to drive to the Chicago campus, you may want to consider purchasing an annual or quarterly parking permit. The Evening/Weekend Permit gives students access to the garage from 4:00 pm to 8:00 am the following morning, with 24-hour access on weekends and University holidays. This permit is valid at the Erie-Ontario garage (Lot D) at 321 E. Erie.

Note: If you plan drive to campus two or more days per week, you may want to consider this option.

Evening/Weekend Validation Parking
Validated tickets are only accepted at the Huron-St. Clair garage (Lot C, 222 E. Huron) and the Erie-Ontario garage (Lot D, 321 E. Erie). When you enter the garage, you will receive a ticket from a machine. Bring this ticket with you to Wieboldt Hall and self-validate it in the student mailroom on the 1st floor. There is an additional validation machine on the 4th floor of the School of Continuing Studies on the other side of the building. The validation machine will lightly print Northwestern University on your ticket. When leaving the garage, present the stamped ticket to the cashier to receive the discounted rate of $7.50 per evening.

Note: If you plan to park on campus only once per week, you may want to consider this option.

Discounted Rate Hours
Monday - Friday: 4:00pm - 10:30pm (same night)
Saturday - Sunday: 7:00am - 7:00pm

Evanston Campus Parking
All vehicles parked on the Evanston campus must display a valid permit year round, Monday through Friday from 7:30 am until 4:00 pm. Therefore, if you plan to take evening classes in Evanston (and arrive after 4:00 pm), obtaining a parking permit is not necessary. Please note that some lots are enforced 24 hours a day. You should not park in these lots without a valid permit. A list of these lots is available on the parking office website.

Shuttle Services:

Campus Shuttles
Intercampus shuttles run between the Evanston and Chicago campus. Royal American and Pace buses are contracted to service this route. Pace buses will make all stops requested by passengers. Royal American buses will only stop at established bus stops. The Intercampus Shuttle runs year-round from Monday to Friday, except for University Holidays, between the Evanston and Chicago campuses. All buses are wheelchair accessible, except in the event of equipment malfunction. There is no charge for the shuttle service; however, you must present your WildCARD ID when boarding the shuttle. Click here for the shuttle schedule.

Train Station Shuttles
Two train station shuttles are available to students: Union/Ogilvie and Randolph/LaSalle. You may purchase tickets for these shuttles in the Part-Time MBA Program Office in Chicago. Pick-up and drop-off locations, shuttle schedules, and the SafeRide Service schedule (e.g. late night service) is available here.

Ticket Prices
$15 for 10 rides (PTMBA office)
$37 for monthly pass (parking office only)

University Police
University Police is responsible for the enforcement of University regulations, municipal and state laws, and parking control and safety on both the Chicago and Evanston campuses.

All incidents reported are assigned to an officer for investigation. The patrol divisions also provide a number of other services which include crime prevention, lost and found, and general public assistance. University Police officers on the Chicago campus are commissioned by the Chicago Police Department as auxiliary police officers and have arrest powers and carry sidearms.

Please report any suspicious persons, circumstances or emergencies to (312) 503-3456. For non-emergencies, call (312) 503-8314. When leaving 340 East Superior Street after dark, try to be accompanied by another person or call University Police for an escort to your car.

The University has established a special Sexual Assault Hearing and Appeals System to be responsive in a timely manner to complaints of sexual assault and to maximize confidentiality for victims and those accused of sexual assault who are Northwestern students. The system has exclusive jurisdiction over any complaint of alleged sexual assault committed by students on students and applies to ALL full- and part-time, undergraduate, graduate and professional students on both campuses, when the assault occurs on University property, at a University event, in a student's off-campus residence, or on any street or area adjacent to these locations. For more information or to file a complaint, call the Student Affairs at (847) 491-8430.

Information about campus crime and crime prevention programs offered by the University is contained in "Campus Safety: A Shared Responsibility." This publication is available from the University Police Department, 1819 Hinman Ave., Evanston, IL 60208-1320.

University Policy on Drugs & Alcohol
Substance abuse is not acceptable and is not an excuse for unacceptable behavior. The University policy on drugs and alcohol is described in the Northwestern University Handbook, available at northwestern.edu/handbook/handbook.pdf. If a student needs assistance, see “Counseling & Psychological Services” above.

University Policy on Sexual Harassment
The Kellogg School of Management adheres to Northwestern University's policy on sexual harassment.

For the full policy and other information, please visit the NU Sexual Harassment Prevention Office web site.

University Sexual Assault Hearing & Appeals System
The Northwestern University Student Handbook, available at northwestern.edu/sexual-harassment and in the Part-Time MBA Program Office, describes the policy on sexual assault hearings. Notify the Assistant Dean for Student Affairs for more information.
WIEBOLDT HALL FACILITIES

The Part-Time MBA Program is located on floors 1-5 of 340 E. Superior in Chicago.

First Floor
The First Floor houses five classrooms, the Student Resource Center - with computers for checking e-mail, student mailboxes, and a Kellogg Information Systems office.

Second Floor
The Second Floor has three classrooms, plus negotiation rooms.

Second Floor Mezzanine
The Mezzanine Level houses the Administrative Offices, as well as offices and lounge space for the Part-Time MBA’s faculty and career coaches. The Kellogg Emporium, where you can purchase Kellogg gear, is also on this level.

Third Floor
The Third Floor has six classrooms, along with the student lounge area known as the Kellogg Kafe. The classrooms located on the third floor have network data jacks and power outlets at student seats so laptop computers can be used in the classroom.

Fourth Floor
The Fourth Floor houses seventeen study-breakout rooms, a lounge area and the KPTSA office.

Fifth Floor
The Fifth Floor is used as a multi-purpose room for receptions, programs, and other special events.

WILDCARD (STUDENT ID CARD)

The WildCARD, or student ID card, may be obtained through the WildCARD Office in Abbott Hall. Uses of the WildCARD include: checking out library materials, cashing checks at the bursar and using university recreational facilities. After adding money at a WildCARD vending machine, students may make purchases from campus vending machines, withdraw cash, place calling card telephone calls and obtain access to Chicago campus parking lots. For current hours and more information regarding the use of your WildCARD, call (312) 503-0548.
CONTACT INFORMATION

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CAMPUS MAPS

Chicago and Evanston campus maps can be found online:
http://www.northwestern.edu/visiting/maps/

CALENDARS

To access the academic calendar for the Part-Time MBA Program, click here.