

NORTHWESTERN UNIVERSITY



Kellogg
School of Management

Certificate Program for Undergraduates

**Orientation Handbook and
Academic Integrity Standards and
Guidelines**

September 20, 2011

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Contact Information

Administrative Staff

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Note: Carol and/or Janelle are always at 555 Clark Street during class times, and otherwise work at both locations, depending on each day's schedule and work requirements.

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Note: Rachel's primary office is at UCS (620 Lincoln), but she will be have some office hours at 555 Clark.

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Academic Information

Standards of Academic Integrity

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. Please note that any substantiated academic integrity charges in the CPU will be shared with the student's home school. Likewise, the student's home school will inform the CPU of any school academic integrity violations.

Certificate Completion Timeframe

Juniors may complete the four courses over one or two academic years, although we strongly recommend that students complete them in one, in part because CPU courses are offered only once per year, and the quarter, day and time during which they are offered can vary from year to year. Also, we usually do not know the next year's schedule until mid-May. As a result, it is prudent for juniors to take as many CPU courses as possible during their first year in the program in order to avoid potential scheduling conflicts during their senior year.

First Class Required

All Financial Economics (FE) certificate students must start the program by taking *Principles of Finance* (KELLG_FE 310-0) during the fall of their first year, and Managerial Analytics (MA) certificate students must start their certificate by taking *Pricing* (KELLG_MA 322-0) in the fall of their first year.

Fifth Class

If you decide to take a CPU class as your fifth class, you must have the appropriate person in your school sign the "Registration Exception Form" and then take it to the Registrar's Office. You do not need a permission number from us for this.

GPA Requirement

To receive the Certificate, students must earn at least a "3.0" overall average in CPU courses. Any failed course must be repeated. A student may 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. Any outstanding prerequisite courses taken concurrently with the certificate courses, as noted in the student's acceptance letter, must be completed and taken for a grade (not P/N). The Certificate will be awarded when the student graduates from Northwestern University.

Grading System

The following grading system will be used in computing the GPA:

A	= 4.0	C	= 2.0
A-	= 3.7	C-	= 1.7
B+	= 3.3	D	= 1.0
B	= 3.0	F	= 0
B-	= 2.7	X	= 0
C+	= 2.3	Y	= 0

An X or Y must be made up within the time frame stipulated by the professor, or before the end of the subsequent 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.

Contesting a Grade

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 to the professor. 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 section(s) in question.
2. Requests for re-grading must be submitted in writing, with the student outlining the specific areas of the work 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, but confirmation of the decision should be submitted in writing 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.

Reading Week

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

CAESAR Classification

Both certificates are classified as "Plans" in CAESAR, and CPU courses are tracked in your electronic degree audit report. This usually appears at the end of the report.

Petition to Receive Certificate

Seniors do not need to petition separately to receive the Certificate when they graduate. We have an internal system for tracking this information.

Taking Classes in Other Certificate

CPU students may only earn one certificate, but if they have successfully completed (with a "B" average) all four courses in "their" certificate, seniors may take classes in the other certificate if space is available. These courses will be taken for a grade, not P/N, and will not be computed in the CPU course average.

Summer Internship

While there are no "official" CPU internships, the CPU career counselor will help students search for an internship as long as they have completed at least three certificate courses. (See Career Services section for more information.)

A .25-credit course, KELL_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.

International students must secure the appropriate approvals from the Northwestern University International Office in order to enroll in the course. Written course guidelines, including deliverables, are posted on the CPU Blackboard site.

Classroom Etiquette and Expectations

The CPU 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. Certificate classes are 10 minutes shorter than the professors' MBA classes, so every minute is especially valuable. Some instructors may deduct points from a student's grade for tardiness or employ other measures to encourage attendance.
- 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 refrain from side conversations, disruptive eating, surfing the Web, checking e-mail messages, or sending text messages during class.
- Attending the TA 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. If there is a conflict between a CPU discussion session and another course, both professors must sign the [Time Conflict Permission Form](#).
- In the past, some students have complained about the condition of the study group rooms and student lounge after other students have left them messy and dirty. Please be courteous: all students are expected to help maintain the appearance and cleanliness of the classrooms, study group rooms, and student lounge. Please discard and/or recycle all trash when leaving the CPU space at 555 Clark Street.

Logistics – Administration

Student Lounge and Study Group Rooms

The CPU study group rooms and lounge are to be used for CPU students only. These rooms are always locked and are accessible only to students, administrators, and faculty who have specially-programmed Marlok keys. Do not prop open the door to the lounge or a study group room if you are not using it, and shut the door when you leave. The rooms and equipment should not be accessible to students and others who are not affiliated with the program. Please remember that the equipment in the rooms is both fragile and expensive, and if you leave the rooms open, anyone can access them. Also, please don't forget to leave the room neat and clean for your classmates.

CPU Blackboard Site

Blackboard is a web-based course management system that allows us to share documents, CPU announcements and other relevant information about CPU. Once enrolled in the program, the Kellogg Undergraduate Certificate Program Course will appear under “My Courses” when you log in. You will remain in this group until you graduate from NU.

Class rosters, study group assignments, text book information and access to the CPU Google calendars can all be found on Blackboard.

Marlok Key

The 555 Clark Street building is accessible to the public weekdays only, between 8 a.m. and 5 p.m. However, CPU students are given a Marlok key that allows access to the building and our study group rooms and lounge 24/7.

A \$20 fee will be charged for lost Marlok keys. Students **MAY NOT** lend their Marlok keys to any non-CPU students.

Student Mail Folders

Mail folders for each student are located in filing cabinets in the student lounge. We don't use them often, but some instructors put homework assignments/and or graded exams in the folders, instead of returning them to students in class.

CPU Award-Winning Wednesday Newsletter

We send a newsletter out every Wednesday with pertinent administrative information and other items. We will happily forward announcements from you; just please send it to us by Wednesday mid-morning. Plan ahead!

Bike Riders

Bike racks are located at the corner of Clark Street and the alley just east of the building as well as in the building courtyard on the north side. Tip for bike riders: if you ride a bike to class, **DO NOT** lock it on any of the building's outside railings because the bike may be de-locked and taken to 2020 Ridge.

Technology, Equipment, and Communication

Study Group Rooms

There are four study group rooms in the CPU space at 555 Clark Street. Each room contains a widescreen LCD display, a desktop computer with Windows 7, a phone, 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 using their NetID and password and should log out when they are done using the computer.

Students in groups of two or more may sign up to use the study group rooms on the @u.northwestern calendar features. There is a link to the calendar off the CPU Blackboard site. Instructions about reserving them are included in a separate document in your orientation packet and are posted on the Blackboard site.

To ensure equitable access to the group rooms for all students, please adhere to the following policies.

- Study rooms are only for use by students in the Kellogg Certificate Program for Undergraduates.
- Students who are currently taking classes in the program have priority over seniors who have taken all four courses.
- Study rooms may only be reserved by students for group study or meetings with two or more students. (Individual students may not reserve a room for individual study.)
- These rooms may be reserved for up to two hours (consecutive or not) per day per group.
- Rooms may be reserved up to two weeks in advance.
- A group will lose priority on a room if they are more than ten minutes late.

Computer Workstations

Three desktop computer stations are available in the lounge area for CPU student use. The PCs in the workstations also have the special software and databases. Students will login to the desktop computer using their NetID and password and should log out when they are done using the computer. Incoming students will need to reset their password before logging into any computer for the first time. Password reset should occur during the week before Fall classes begin.

Copier and Printers

CPU students may make copies and scans needed for CPU coursework while they are taking CPU courses. The color printer is located by the study group rooms, and the b&w printer is located in the student lounge. They are set to print double-sided by default.

KPrint Instructions

KPrint is a print and release system which allows CPU students at 555 Clark to print from the public computers and then release their documents from the printers using their WildCARD up to 24hrs later. Here are the instructions. (Note: you must change your NetID password before you can access KPrint for the first time.)

1. Send print jobs from a public computer to one of the printer queues below:
B&W documents: KPrint1A-BW or KPrint 2A-BW
Color documents: KPrint1B-Color or KPrint2B-Color
2. Follow the instructions on the printer to login and release your print jobs, scan or copy documents. <https://kis.kellogg.northwestern.edu/Pages/KPrintMFPFeatures.aspx>

Tips:

- Selecting 'Print' will print the document and delete it from the queue.
- Selecting 'Print & Save' will print the document and save it in the queue.
- ALL jobs are deleted from the queue after 24 hours.
- Always set your staple and hole-punch settings from the public computer. These settings cannot be changed from the printer itself.

Technical Support

If technical assistance is required with the equipment in any of the study group rooms, the copiers, 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 at 555 Clark Street. Phone support is available during TSC business hours, generally 8am – 6:30pm Monday – Thursday, and 8am – 5:30pm on Fridays during the academic year. Support hours are listed on the Kellogg Information System's website: <http://kis.kellogg.northwestern.edu> (under the Get Support section look for the Jacobs Center contact information for students).

Career Services

The Kellogg Certificate Program for Undergraduates has a full-time professional staff member, Rachel Garson, dedicated to providing career services for students in the program exclusively.

Individual Consultations

You have access to individualized career counseling and job/internship support. Rachel is available for face-to-face appointments, as well as phone and e-mail consultations. To schedule an appointment, contact Rachel via email and include your availability and nature of appointment. Her contact information is in the beginning of this Handbook.

Career Related Programming

Each quarter Rachel works with our employer and campus partners to coordinate career-related programming. These programs range from roundtable discussions to formal employer information sessions. These events are promoted via the program listserv.

Expectations

Your actions represent Northwestern University and the Kellogg Certificate Program for Undergraduates. Because the Kellogg Certificate Program for Undergraduates partners with University Career Services (UCS) for many recruitment activities, you are obligated to uphold their policies and failure to do so will result in sanctions from both CPU and UCS.

Below is a list of common violations you should be aware of:

- (1) It is the expectation that as you engage in the internship/job search process that you will represent yourself accurately (work authorization, GPA, majors, etc.)
- (2) It is the expectation that if you commit to attending an event/program that you will in fact attend the event.

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 posted on the CPU Blackboard site.

The Academic Integrity Standards and Guidelines follow

Appendix 1

Academic Integrity Standards and Guidelines

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.