

Department of Slavic Languages and Literatures

Graduate Student Handbook

The Department of Slavic Languages and Literatures Guide to Graduate Study supplements the Graduate School website, which contains general regulations and deadlines on a wide range of academic and financial matters pertaining to graduate study. The Guide contains information about departmental regulations and requirements for the master's and doctoral programs and degree. When departmental regulations concerning a particular aspect of the program change during your tenure of study at Northwestern, you will ordinarily follow the rule in effect when you matriculated, except by permission of the Director of Graduate Studies. The Guide sometimes refers to general regulations of the Graduate School, but it must always be used in conjunction with the most recent update to the Graduate School website.

*As a student in the Graduate School, you will at any moment be one of several thousand degree candidates, and during your stay here you will have to interact directly and indirectly with a set of bureaucracies that includes, among others, the Federal Government. It is your direct responsibility to keep abreast of the general regulations and deadlines of the Graduate School and to comply with them in a timely fashion. The Department will help you, but **you should not rely on it to tell you what you need to do and when.** While the Graduate School will be compassionate in dealing with difficulties that are beyond your control, equity and time constraints make it hard for rules to be bent when problems arise from students' negligence.*

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M.A. Degree Requirements & Guidelines

Deadline: To be completed by the end of the spring quarter of the student's second year.

Each second-year student selects an advisor no later than the beginning of Winter term. Under the adviser's supervision, a student selects a topic, develops an argument, and writes an original thesis.

Requirements: Each student, in order to qualify for the MA degree, must complete all the required coursework, including an independent study with his or her adviser. The minimum residency requirement for the Master of Arts degree is the equivalent of three quarters of full-time registration in courses authorized by the Graduate Faculty for graduate credit.

For more information on the general MA requirements see:

<http://www.tgs.northwestern.edu/about/policies/masters-degree-requirements.html#residency>

Procedure: The master's thesis committee includes an adviser and 1 or 2 readers. After a thesis is finalized and submitted to the committee (2 weeks prior to the defense), a student should prepare his/her presentation, which constitutes the Master's examination. The student presents a 20-25 minute brief version of the paper orally to the faculty and the other graduate students and fields questions from the audience.

Purpose: To guide students through the production of a publishable paper and the presentation of this paper in a simulated conference situation.

Evaluation Criteria: The Master's exam presentation is evaluated on 3 criteria:

- 1) written paper (based on the Master's thesis submitted); we expect students to write their paper as if it would be a potential publication;
- 2) oral presentation (20-25 min long)
- 3) ability to answer questions and argue his/her points in the discussion following the oral presentation.

The master's exam is passed upon the approval of two more faculty members (outside of the Master's committee), assigned by the Director of Graduate Studies.

If a student fails any individual section of this exam, he/she has the opportunity to take it a second time next academic quarter. **If a student fails this exam second time he/she is not allowed to continue towards Ph.D. degree.**

Ph.D. Degree Requirements & Guidelines

Deadlines: All exams to be completed by the end of the student's third year, and if passed successfully, the student is admitted to candidacy. The dissertation prospectus is expected to be completed and approved by the end of Fall quarter of the student's fourth year.

Requirements: sequence of comprehensive qualifying exams (four written and one oral); completion of dissertation prospectus; filing for graduation; dissertation.

General Requirements: Each student, in order to qualify for admission to candidacy, must receive an MA degree, complete all the required coursework, including a minor-field project, and pass both written and oral exams. For more information on the general Ph.D. requirements, including qualifying exams, prospectus, PhD timeline, etc., see:

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>

Exam Sequence

WRITTEN EXAMS Procedure: There are 4 written exams (4 hours each) designed to evaluate the student's knowledge of the major chronological periods in the History of Russian Literature:

1. Old Russian Literature and 18th century exam
2. 19th century exam
3. 20th century exam

and student's general knowledge of the primary sources:

4. Quotations exam

Each written exam consists of 2 sections, comprised of 2 essay-length questions in each section. The student selects only one question for each section. In the fourth exam, the students identify passages and write essays on several quotations of their choice. The questions are not available to students prior to the scheduled examinations.

Questions for the exams are drawn from the departmental reading list.

Purpose: The exam sequence at our department is designed to ensure both rigorous training and professional development, and to certify general competence in the history of Russian literature.

Evaluation Criteria: In order to pass, the student must receive evaluation from three faculty members reading a given exam, with a minimum of two passing votes. If a student fails any individual section of the written exam, he/she has the opportunity to take that section a second time, approximately one month after the first exam. If the student fails the written exam a second time, he/she will be considered not to have made adequate academic progress and will not be permitted to continue the doctoral program.

Students are not allowed to proceed to the oral exam until they have passed all four sections of the written examination.

ORAL EXAM Procedure: The oral exam (1-1.5 hour) focuses chiefly on two syllabi prepared in advance by the student. The syllabi present projected undergraduate courses in 19th and 20th century Russian literature and culture. We look for interesting, conceptually original courses, focused on a wide variety of primary sources. The examination thus addresses the modern Russian tradition generally, and helps the students to prepare for job interviews and their own future teaching.

Purpose: To examine students in the modern Russian literary and cultural tradition; to discuss questions and strategies in undergraduate teaching; and to assist students in preparing materials for future work in the profession.

Evaluation Criteria: In order to pass, the student must receive passing votes from at least 2/3rds of the faculty members present at the oral exam, with a minimum of two passing votes. If a student fails the oral exam, he/she has the opportunity to propose different syllabus and retake the exam a second time, no later than a month after the first exam. If the student fails the oral exam a second time, he/she will be considered to have failed to make adequate academic progress and will be dismissed from the doctoral program.

Upon completion of all these requirements, students are approved by the Department for admission to Candidacy and are expected to proceed to the work on their Dissertation prospectus.

DISSERTATION PROSPECTUS:

Deadline: To be completed and approved by the end of the fall quarter of the student's 4th year.

Procedure and Evaluation Criteria: By the end of the third year, students are asked to select a primary dissertation advisor. They submit a 7-10 page prospectus by the beginning of the 4th year preferably. The successful prospectus must have a thesis, not just a topic, and it includes a general description of the project, a consideration of what the student hopes to find out, and a discussion of what problems (methodological, intellectual, bibliographical) are expected, along with a proposed chapter breakdown and a brief bibliography. This prospectus will be submitted for the approval of a three-person committee, the advisor and two other faculty members (one of them can be from a different department) selected by the student, with the dissertation advisor's approval. The prospectus guidelines are based on typical dissertation grant proposals.

Purpose: To get students working on an intellectually stimulating and viable topic as early as possible. To allow students to develop grant-writing skills, and to have a convincing proposal ready to submit to their committee and potentially to outside funding agencies.

Eligibility: Students must have a prospectus (dissertation proposal) approved by their dissertation committee no later than the beginning of the fifth year of study to remain in good academic standing. **Any student not meeting this milestone will be considered not in good standing and will jeopardize his/her eligibility for fellowships,**

traineeships, teaching or research assistantships, and scholarships, and may be excluded from TGS.

PH.D. DISSERTATION:

Deadline: all requirements for the doctoral degree must be met within nine years of initial registration in a doctoral program, which falls on the last day of the 36th quarter. For students on an approved leave of absence or approved childbirth accommodation, milestones will be extended accordingly.

Procedure: The dissertation faculty committee consists of an adviser and 2 readers; one of them may be an “outside” reader who holds a recognized academic position at a different department, subject to the approval of the advisor and the Director of Graduate Studies. PhD candidate must submit his final thesis to all members of his or her committee for comments and suggestions for possible revisions **one month before the scheduled date of defense at the very least, preferably two months.** After all the necessary revisions put in place by the defendant, and the dissertation committee has approved the dissertation, it is considered accepted and defended. The procedure is followed by a colloquium presentation (20-30 min) for graduate students and faculty, scheduled as a part of Graduate Students and Faculty Workshop.

Evaluation Criteria: Students must present a dissertation that gives evidence of original research and significant contribution to Slavic Studies; it must be written in English.

Coursework Requirements and Time to Degree

Doctoral students who are funded by the University must be registered as full-time students. **Students are considered to be full-time if they take courses earning three to four units of credit:** most courses carry one unit of credit; therefore a student must take three to four courses to be considered full-time.

Before being advanced to Candidacy, graduate students complete **18 graduate-level courses.** As Northwestern is on a quarter system, this works out to three courses per quarter for two years.

See: <http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>

Of these, at least **12** must be taken **in the Department:** there are **10** required courses (listed below), plus any three graduate-level courses (seminars) of the student’s choice.

REQUIRED COURSEWORK:

1. SLAV 340 History of the Russian Literary Language
2. SLAV 405 Russian Teaching Methodology
3. SLAV 411 Proseminar
4. SLAV 359-1,2 20th cent. Russian Prose
5. SLAV 438 Studies in 20th cent. Russian Literature
6. SLAV 360 19th cent. Russian Poetry
7. SLAV 361 20th cent. Russian Poetry

8. SLAV 434 18th cent. Russian Literature
9. SLAV 430 Old Russian Literature
10. SLAV 436 19th cent. Russian Prose

Students can take the remaining **6 courses in or outside of the Department**: at least three courses constitute a coherent minor area of specialization consistent with the student's interests, while the remaining courses are free electives.

Students in the program are also encouraged to participate in The Graduate School's **Interdisciplinary Initiative** program, which includes "clusters" in Critical Theory, Poetry and Poetics, Theater and Performance, Gender and Sexuality Studies, and other fields. For more information on how you can have a second intellectual "home" outside of your department or program please visit:

<http://www.tgs.northwestern.edu/academics/programs/clusters-and-certificates/>

Transfer Credit:

In rare instances, at the end of their first year of study, students who have completed significant graduate-level coursework before enrolling at Northwestern may petition the Graduate Studies Committee for up to two course exemptions.

MINOR-FIELD REQUIREMENT:

3 courses and one Independent Study (for grade) credit constitute a coherent minor area of specialization consistent with the student's interests. Minor areas may include Second Slavic language or Comparative Literature, Russian, East European, Jewish Studies (it is also possible to create an individualized minor-- Philosophy, Film, Visual Art, Theatre, etc.).

Courses

Individualized programs of study tailored to students' diverse interests and levels of preparation are supported. Students are encouraged to seek coursework and advisors from among departmental faculty and affiliated faculty at Northwestern.

Current Courses

405 - RUSSIAN TEACHING METHODOLOGY

411 - PROSEMINAR

430 - STUDIES IN OLD RUSSIAN LITERATURE

434 - STUDIES IN 18TH-CENTURY RUSSIAN LITERATURE

436 - STUDIES IN 19TH-CENTURY RUSSIAN LITERATURE

437 - POETRY SEMINAR

438 - STUDIES IN 20TH-CENTURY RUSSIAN LITERATURE

440 - STUDIES IN RUSSIAN LITERARY CRITICISM

441 - 20TH CENTURY RUSSIAN LITERATURE AND CULTURAL CRITICISM

442 - BAKHTIN'S PROSAICS

490 - INDEPENDENT READING

499 - INDEPENDENT STUDY

590 - RESEARCH

Current Course Descriptions

405 - RUSSIAN TEACHING METHODOLOGY

A graduate level seminar that addresses the complexities of teaching Russian language. The group explores teaching methods with an emphasis on communicative approach to language teaching, working with groups and individuals, and demonstrating and presenting ideas. This seminar is geared toward the student interested in teaching assistantships as well as professional education.

411 - PROSEMINAR

Introduction to the study of Slavic languages and literatures at the graduate level. The course is meant to familiarize students with some of the most important contemporary modes of literary criticism (both Western and Russian) in the field of Slavic Languages and Literatures through close comparative analyses of literary and critical texts. Topics vary. May be taken multiple times for credit.

430 - STUDIES IN OLD RUSSIAN LITERATURE

The student must have a reading knowledge of Russian.

434 - STUDIES IN 18TH-CENTURY RUSSIAN LITERATURE

The student must have a reading knowledge of Russian.

436 - STUDIES IN 19TH-CENTURY RUSSIAN LITERATURE

Content varies. May be repeated for credit with change of topic.

437- POETRY SEMINAR

Close study of Poetic texts from the Russian and/or Slavic traditions. Topics vary. May be taken multiple times for credit.

438 - STUDIES IN 20TH CENTURY RUSSIAN LITERATURE

Content varies. May be repeated for credit with change of topic.

440 - STUDIES IN RUSSIAN LITERARY CRITICISM

Content varies. May be repeated for credit with change of topic.

441 - 20TH CENTURY RUSSIAN LITERATURE AND CULTURAL CRITICISM

Major trends and texts of literary criticism, literary politics, and general intellectual debate.

442 - BAKHTIN'S PROSAICS

An examination of Bakhtin's theories of the novel, culture, and time. Topics include Bakhtin's key concepts: novelistic language, polyphony, the chronotope, menippean satire, dialogue, the non-alibi for responsibility.

490 - INDEPENDENT READING

Topics vary. May be taken multiple times for credit.

499 - INDEPENDENT STUDY

Permission of instructor and department required.

590 – RESEARCH

Independent investigation of selected problems pertaining to thesis or dissertation.

Languages

FOREIGN LANGUAGE in addition to Russian desired and encouraged, but **not required**.

Each first year student must take a diagnostic RUSSIAN LANGUAGE placement test, prepared and administered by the language coordinator.

Events/Professional Development

Graduate students are expected to attend all department sponsored events, including seminars, colloquia and extra-curricular activities that enhance their area of expertise. Regular meetings with the DGS are mandatory.

English as a Second Language

The English Language Learners [Program at Northwestern University](#) provides opportunities for international graduate students to improve their language proficiency for graduate study and professional development. Our instructors and tutors are Ph.D. students and lecturers in the Department of Linguistics with extensive training in the sounds, structure, and use of English. We offer courses, individual tutoring sessions, *NativeAccent* speech training software, a cultural orientation program for new graduate students, and preparation workshops for SPEAK exams. Northwestern University visiting scholars, research associates, faculty, and staff are also eligible to use our services when space is available. All services are offered on the Evanston campus and are free of charge.

OTHER ENGLISH LANGUAGE PROGRAMS AT NORTHWESTERN

The [International Summer Institute](#) provides intensive language instruction and acculturation to international students admitted to a Ph.D. program at Northwestern in the summer before they begin coursework. Students are nominated by their admitting departments; this program is not open to the public. The program includes coursework, tutoring, an extensive calendar of social events, and special sessions devoted to integration into the academic community, including a one-day research conference.

The [Speech and Language Clinic](#) in the School of Communication offers accent modification classes and one-on-one tutoring to members of the Northwestern community and the general public. Instructors are students and faculty in the Master in Speech Pathology program.

The Linguistics 380 series of classes addresses all aspects of oral language skills, from informal conversational English to formal academic English. Section 21, Conversation and Fluency; Section 20, Culture and Fluency, During the Spring Quarter, one section of Linguistics 380 is offered: Academic Presentations

Linguistics 381- Written English for Nonnative Speakers:

This course focuses on written argumentation skills needed by graduate students for writing class assignments, journal articles, theses, and dissertations, as well as all other aspects of academic writing. The class is tailored to the particular skills and needs of the students enrolled in the course. Work on assignments for other classes, research papers, and thesis chapters are incorporated into the class plan.

Class size is limited to 15 students in order to allow for maximum individual attention. P/N (Pass/No Credit) registration is strongly encouraged for this course.

Linguistics 480 - American Academic Culture is a new *English as a Second Language* writing course in which students explore the structure of the English language through observation and analysis of the written language of teaching and teachers. Students will investigate the ways in which teachers and students communicate through writing, including syllabi, PowerPoint presentations, classroom handouts, e-mail, and so on. Students will practice the use of these forms in preparation for becoming teachers themselves, developing their skills with the use of instructor and peer feedback.

PLEASE CONSULT THE LINGUISTICS DEPARTMENT FOR UPDATED INFORMATION <http://groups.linguistics.northwestern.edu/esl/>

Graduate Student Support

Students will receive guaranteed Graduate School support for 5 years (19 quarters) in the form of two years of university fellowship and three years of teaching assistantships during years 1 through 5; and fellowship support for four summers.

Students may apply for funding from external foundations and organizations during years 3, 4 and 5. After year 5, students are expected to compete for external funding (e.g., Fulbright IIE, Fulbright-Hays, Social Science Research Council International Dissertation Field Research Fellowship, Charlotte W. Newcombe Doctoral Dissertation Fellowships, Gladys Krieble Delmas Foundation Humanities Program, Josephine De Karman Fellowship, AAUW American Fellowships, etc.).

Graduate Assistantships/Research Assistantships

GRADUATE ASSISTANTSHIPS

Nearly every doctoral student at Northwestern University will serve as a graduate assistant during his or her academic career. A graduate assistantship provides a monthly stipend and is generally accompanied by a merit-based tuition scholarship. Graduate assistants may either serve as teaching assistants or research assistants. Teaching assistants may serve as graders for a course, lead discussion sections as part of a larger lecture course, or instruct their own class sections. Research assistants or trainees may work in a lab or conduct other types of investigative research for their primary investigator. Academic programs recommend all assistantship appointments to The Graduate School.

Every graduate assistant in The Graduate School must meet the eligibility requirements set for all students receiving financial aid. In addition, students receiving an assistantship must inform The Graduate School of other sources of support (such as traineeships, teaching assistantships, research assistantships, School of Continuing Studies teaching, or other fellowships). In cases where alternative funding is available, arrangements will be made to integrate this funding with The Graduate School award. Furthermore, assistants must refrain from remunerative work (other than teaching or research directly related to their assistantships) unless a written request for a waiver is approved by The Graduate School after a thorough review of the circumstances. If any of these conditions is violated, financial support may be withdrawn by The Graduate School.

Specific Requirements for Teaching Assistants

Each applicant for a teaching assistantship who is a U.S. citizen or permanent resident is required to submit a completed Free Application for Federal Student Aid (FAFSA) form annually. For information on obtaining and completing this form, students may consult the [Federal Student Aid Web site](#).

All international applicants and all international students in residence that wish to be considered for teaching assistantships and whose primary language is not English are required to submit the results of the Test of Spoken English (TSE) in addition to the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. A minimum score of 50 is required on the TSE. The TSE and the TOEFL are administered by the Educational Testing Service (ETS). To ensure that the results of these tests will be available for timely appointment as a teaching assistant, the applicant should take these tests at least three or four months before the quarter of appointment. For test times and locations, please see the following Web sites: [ETS](#), [IELTS](#)

Additionally, all international PhD and MFA must register to take the [Versant English test](#), unless their countries of origin are Australia, Canada, New Zealand, or the United Kingdom. Versant test results will be released to students, their departments, and The Graduate School. A score of 65 or higher (out of a total of 80) meets The Graduate School's proficiency requirement for receiving funding as a Teaching Assistant.

Presidential Fellowships

The Presidential Fellowship is the most prestigious fellowship awarded by Northwestern. Fellowships are awarded for two years, and recipients become part of Northwestern University's Society of Fellows. The fellowship will be awarded to candidates who combine outstanding intellectual or creative ability with the capacity to play an active part in the life of the Society of Fellows. The Society of Fellows, which meets twice per quarter, enables stellar students from across the university to have interdisciplinary interactions with their peers in other fields. The goal is to create future leaders who are enthusiastic and literate about the broad scholarship of the university. Applications are by departmental nomination only.

Graduate Research Grant (GRG)

The Graduate Research Grant (GRG) is intended to help PhD and MFA students in historically underfunded disciplines to meet expenses related to scholarly research and creative endeavors. PhD students in the social sciences and humanities (including students in WCAS and the schools of Communication, Education and Social Policy, and Music) as well as MFA students are eligible for the GRG.

Summer Language Grant (SLG)

The Summer Language Grant (SLG) is intended to assist PhD students with expenses related to language acquisition during the summer. The grant is intended for students who must travel outside the Chicago metropolitan area to obtain language training necessary for their research and/or to meet degree requirements. First-, second-, and third-year PhD students in the social sciences and humanities (including students in WCAS and the schools of Communication, Education and Social Policy, and Music) are eligible. Students may apply for an SLG to pursue immersion language training either at a domestic university or via a study abroad program.

Graduate Assistantship/University Fellowships

University fellowships provide tuition and a stipend, usually paid in monthly installments. Fellowships are awarded in accordance with your contract (offer letter from Northwestern).

Graduate Student Professional Travel and Development Grant

As a part of graduate training, students are expected to attend conferences and participate in graduate development workshops. The Graduate School provides limited funding for these professional development opportunities which is intended to support the intellectual and creative efforts across discipline-specific professional development programming. The Department will provide limited support for 2nd - 5th year graduate students if they give a paper, chair a session or are otherwise part of a conference program or workshop. Up to \$400 may be allocated per grant, with no more than 2 grants awarded throughout your graduate career. Funds may be used to cover transportation/travel, registration fee, hotel, and meals.

External Funding

Graduate students are strongly encouraged to seek external funding. As markers of scholarly achievement, fellowships are integral to successful, timely completion of graduate degrees. Students are encouraged to contact the Office of Fellowships, which has staff on hand to assist students in their endeavor to secure outside funds.

The Office of Fellowships maintains a Graduate Fellowships Website to serve graduate fellowship seekers and applicants. This site identifies external fellowships that students in each Northwestern graduate department have won in the past—those you may be best positioned to win. There are also listings for diversity-based fellowships, awards available to international students, and links to selected national fellowships databases. The

Graduate Fellowships Calendar provides month-by-month deadlines for external award competitions.

The Office of Fellowships also publishes an e-newsletter for seekers of external fellowships (twice per quarter and once in the summer). The Graduate Fellowships Newsletter provides profiles of N.U. students who succeeded in previous award competitions, tips for writing outstanding grant applications, and descriptions of select fellowship opportunities. Archived editions of the GFN are also available on the website.

Please direct questions about external fellowships or the above resources to Stephen Hill at the Office of Fellowships (s-hill@northwestern.edu).

Boren Fellowships

Boren Fellowships provide up to \$30,000 to U.S. graduate students to add an important international and language component to their graduate education through specialization in area study, language study, or increased language proficiency. Boren Fellowships support study and research in areas of the world that are critical to U.S. interests, including Africa, Asia, Central & Eastern Europe, Eurasia, Latin America, and the Middle East. The countries of Western Europe, Canada, Australia, and New Zealand are excluded. For a complete list of countries, [click here](#).

Boren Fellows represent a variety of academic and professional disciplines, but all are interested in studying less commonly taught languages, including but not limited to Arabic, Chinese, Korean, Portuguese, Russian and Swahili. For a complete list of languages, [click here](#).

Boren Fellowships are funded by the National Security Education Program (NSEP), which focuses on geographic areas, languages, and fields of study deemed critical to U.S. national security. Applicants should identify how their projects, as well as their future academic and career goals, will contribute to U.S. national security, broadly defined. NSEP draws on a broad definition of national security, recognizing that the scope of national security has expanded to include not only the traditional concerns of protecting and promoting American well-being, but also the challenges of global society, including sustainable development, environmental degradation, global disease and hunger, population growth and migration, and economic competitiveness.

To view the Program Basics of the Boren Fellowships, [click here](#).

Funding Opportunities for Underrepresented Minority Students

There are a number of external fellowship opportunities specifically offered to underrepresented minority students. In addition to these opportunities, applications are also available in The Graduate School for the Ford Foundation Doctoral Fellowships for Minorities, the National Science Foundation Minority Graduate Fellowships, and the National Hispanic Scholarship Fund. For further information on any of these programs and for application forms, contact Mario Craigen, Coordinator of Multicultural Affairs.

Diversifying Higher Education Faculty in Illinois (DFI)

Applicants must be residents of the State of Illinois and intend to seek faculty positions in the State of Illinois upon completion of their degrees. To be classified as an Illinois resident, an applicant must have received a high school diploma or post-secondary degree from an educational institution in Illinois or be a registered voter in Illinois with three or more years of residency in Illinois.

New and continuing eligible underrepresented minority students in master's or doctoral degree programs in any department within The Graduate School may apply for DFI awards. Professional School (i.e., Medill School of Journalism, Medical School or Law School) students are not eligible for DFI awards. DFI awards are need based and renewable for up to three years. The Graduate School provides tuition scholarships for full-time students who have received DFI awards.

DEADLINE: DFI applications are submitted to The Graduate School by mid-February. For further information, contact [Mario Craigen](#), Minority Recruiter.

Advising

Advisement during the first year: Director of Graduate Studies

Students are advised by the Director of Graduate Studies from their first through their third year in the graduate program. The DGS guides the student in selecting courses based on the students' preparation in the field and his or her proposed areas of specialization, oversees the student's plan for meeting language requirement/s, minds the student's progress through the program's milestones as established above, and advises on the choice of dissertation advisor.

Advisement after the first year and on the Qualifying Exam

By the end of the third year in the program, the student will have identified a faculty member willing to serve as a dissertation advisor. In consultation with the DGS, the advisor will be responsible for overseeing the student's progress after the third year. When a student identifies his/her advisor, s/he must inform both the DGS and the office staff. Any change in advisor must be undertaken in consultation with the DGS.

Advisement beyond the Qualifying Exam: Dissertation Committee

The Dissertation Committee will guide the student in the research for and writing of the dissertation and then conduct the defense.

Terminal M.A.

In some cases, students may be advised by the end of Winter quarter of their second year that they should complete a terminal M.A. rather than continue on to the Ph.D. degree. Requirements for the M.A. must be completed by the end of the second year.

Academic Progress

Annual Progress Report

All students in the graduate program will meet with DGS and discuss their annual progress at the end of the spring term. In preparation for the annual progress report, students must submit end-of-the-year materials. These consist of a list of milestones completed for the year, participation in conferences or other extra-curricular activities, external grants applied for and/or received, and an explanation of goals and progress. The reports should be submitted to the DGS no later than the last day of classes of spring quarter.

After the meetings, students will receive the annual progress report e-mails from DGS regardless of their matriculation in the program (e.g., students who are post-candidacy). If progress has not been satisfactory, students will be made aware of the problems and provided with a) an opportunity to respond and, b) if appropriate, an opportunity to remediate, with explicit instructions as to how to do so.

Grade Policy and Satisfactory Progress

All students in the graduate program must maintain a cumulative GPA of 3.7 to remain in good academic standing in the program. Students who fall below this GPA requirement in any academic year may be placed on probation. The student will have one quarter following the academic year in which his/her GPA fell below the standard to bring it up to the required average. Students who fail to bring the GPA up to standard may be considered for dismissal from the program.

Departmental Grounds for Academic Probation

Students who fail to meet the minimum requirements may be placed on academic probation. Grounds for probation include, but are not limited to:

- Unsatisfactory completion of milestones
- Insufficient time spent as TA
- Falling below the required GPA
- Failure to make satisfactory progress toward completion of the dissertation

Appeal Procedures

Individual faculty makes every effort to ensure that each student's progress is carefully reviewed and the resulting feedback is accurate and constructive. There may be, however, instances in which a student feels that a review decision is unjust or is based on incomplete or inaccurate information. If this occurs, there are appeal channels available to the student.

First, the student should discuss his/her concerns with DGS and/or the dissertation advisor in order to resolve any misconception or misperception. Only if they are not able to resolve the concern, an appeal may be directed to the Chairperson. The University policy for academic-related grievances is provided in the Graduate School Catalog.

(See [TGS appeal policies and procedures](#))

TGS' Criteria for Satisfactory Academic Progress

Information on Satisfactory Academic Progress can be found on TGS website here: <http://www.tgs.northwestern.edu/academics/academic-services/satisfactory/index.html>

TGS sets the minimum standard for satisfactory academic progress. Programs may have additional criteria beyond TGS's for determining a student's academic standing. There are three sets of criteria that The Graduate School takes into account in determining whether or not students are making satisfactory academic progress:

- **Program length.** Doctoral students must complete all requirements for the Ph.D. within [nine years of initial registration](#) in TGS. Master's students must complete all requirements for the master's degree within [five years of initial registration](#) in TGS. Students who do not complete degree requirements by the established deadlines will not be considered in good academic standing, will not be eligible for financial aid and will be subject to TGS 513 (advanced continuous registration). Students may submit a [petition](#) to extend the degree deadline, but those students will not be eligible for financial aid and will be subject to TGS 513.
- **Grades and cumulative GPA.** A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete (Y or X) grades is not making satisfactory academic progress and will be placed on probation by TGS. Individual programs may have stricter criteria.
- **Internal milestone deadlines.** Doctoral students who have not been admitted to candidacy by the end of their third year (i.e., passed the qualifying exam), or who have not completed the dissertation prospectus by the end of the fourth year are not making satisfactory academic progress and will be placed on academic probation by TGS

Programs may have additional criteria beyond TGS's for determining a student's academic standing. Failure to make satisfactory academic progress, as determined by the program, may be a result of (but is not limited to): unsatisfactory performance in classes, unsatisfactory performance on qualifying exams, unsatisfactory research progress, or failure to meet other program requirements (such as language proficiency or publication requirement).

Each student's academic progress must be reported annually by the student's program to the student and to TGS.

Failure to make satisfactory academic progress as determined by either The Graduate School or the program will result in probation or exclusion (dismissal).

Petitioning For Extension

Students who have exceeded their time to degree deadline or a milestone deadline for the qualifying exam or prospectus may [petition](#) TGS for an extension. The petition for an extension must contain the following information:

- The specific length of the extension: Please list the exact date by which the requirement will be met. The extension time frame should be realistic.
- A detailed rationale for the extension
- A detailed timeline for meeting the new deadline: What work remains to be completed and what is the specific timeline, with proposed deadlines, by which that work will be completed within the extension period?
- A detailed letter of support for the extension from the [Director of Graduate Study](#)
- A detailed letter of support for the extension from the student's academic/research advisor

Probation

A student who is not making satisfactory academic progress due to one of the reasons Outlined above will be placed on academic probation by The Graduate School and/or the program.

When a decision to place a student on probation is made by The Graduate School, the student will be notified in writing, along with the program's Director of Graduate Study, and will be given at most two quarters (not including summer quarter) to resume satisfactory academic standing. The Graduate School notifies students of probation status on a quarterly basis.

During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive financial aid and will be excluded (dismissed) from TGS.

When a decision to place a student on probation is made by the program, the student and The Graduate School must be notified in writing.

Exclusion (Dismissal)

The University defines exclusion in the [Student Handbook](#).

A student who fails to resume satisfactory academic standing after at most two quarters (excluding summers) after being notified of placement on probation by The Graduate School will be excluded from The Graduate School.

Under certain circumstances, a student can be excluded by a program without first being placed on probation. This may occur only if:

- The criteria for exclusion have been stated clearly by the program and have been disseminated to the students effectively.
- Both the Director of Graduate Study and either the Chair of the graduate program's student advisory committee or the Chair of the student's department approve the exclusion.

Funding will cease on the effective date of the exclusion unless other arrangements are made.

Notification of Exclusion (Dismissal)

When TGS determines that a student is to be excluded, both the program and the student will be informed in writing (e-mail communication is considered to be “in writing”) within five business days of the determination.

Similarly, when a decision to exclude a student is made by the program, both the student and TGS must be informed in writing within five business days of the decision.

The exclusion (dismissal) notification must include the effective date of the exclusion and a clear statement of the reason(s) for exclusion.

Dismissal from the Program

Once a student has been placed on probation, failure to resume satisfactory academic standing within the specified period will result in the Department notifying the Graduate School that the student is to be excluded from the doctoral program.

Appeal Process

The appeal process for students that have been dismissed or excluded for academic reasons will follow appeal procedures consistent with those set for academic dishonesty cases. Specifically, all appeals must first come from the student to the Dean of TGS. Appeals must be made in writing to the Dean within ten days of the dismissal or exclusion date. Any supporting materials must be provided with the written appeal.

Graduate Student Representative

The graduate student body will elect a Graduate Student Representative to the Graduate Committee for a term of one year. The representative will present graduate students' views before the faculty on relevant matters and will generally serve as a liaison between faculty and students. In a non-voting capacity, the Graduate Student Representative may attend Graduate Committee meetings, excluding those that deal with admissions, review or retention matters.

Dealing with Conflict

The Graduate School realizes that conflicts emerge occasionally, and we have devised the following guidelines for students for the chain of communication when dealing with different types of conflicts (please note, a separate page for the chain of communication for Postdoctoral Fellows is currently in development).

Conflicts not involving discrimination, harassment, or sexual harassment

When a conflict arises, whether with a student's advisor, a fellow student, or someone else in the University, TGS recommends that students first talk to their **DGS (Director of Graduate Studies)**. One function of the DGS is to address student concerns and grievances and to be available when students are experiencing academic difficulty. If a student is unsure who his or her DGS is, please review [our posted list](#) or contact [The Graduate School](#). If the DGS has a conflict of interest, the **Chair** of the student's department is the

next resource. In the case that a student cannot or does not want to speak with anyone in the program or department, the next resource is **The Graduate School or the relevant academic school**. In TGS, the Associate Dean who deals with student issues is [Andreas Matouschek](#), and most of the academic schools also have an **Academic Dean or a proxy** dealing with graduate education. In the Weinberg College of Arts and Sciences, this is [Kelly Mayo](#). DGSs, department chairs, TGS staff, and Deans can treat students' concerns confidentially unless the concerns involve **sexual harassment, discrimination, or a safety issue**, in which case they are obligated to report the issue to the appropriate University office.

Discrimination and Harassment

Harassment, whether verbal, physical, or visual, that is based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status is a form of discrimination. Discrimination and harassment complaints should be referred to the [Office of Equal Opportunity and Access](#). For additional information, please see the [University's Nondiscrimination policy](#).

Sexual Harassment

It is the policy of Northwestern University that no member of the Northwestern community - students, faculty, administrators, staff, vendors, contractors, or third parties - may sexually harass any other member of the community. For information or assistance regarding a sexual harassment complaint, please see the University's [Sexual Harassment Policy](#).

Registration

The University's on-line registration system is called "CAESAR" and is accessible at www.northwestern.edu/caesar. Course listings and descriptions are available on CAESAR, as well as information on whether courses require permission. For courses that require permission, students must obtain a permission number from the instructor or the graduate program assistant prior to registering.

Registration Requirements

Registration is required of all graduate students, from the quarter of entry until the quarter of completion of the degree, including summers. The specifics of registration are as follows:

Students register for a minimum of 3 and a maximum of 4 courses every quarter.

In years 2 and above, when students typically TA and hence do not take a full load of courses, they register for one unit of **SLAVIC 590** each quarter they teach.

After students have completed their required course work (typically in years 3 and above) they register every quarter for **TGS 500** (if funded by the university) or **TGS 512**

(if not funded by the university).

In order to receive summer support, students need to register for Summer quarter (3 units of **SLAVIC 590** in year 1-2-3 or **TGS 500** in year 4). Students who are no longer receiving summer support need not register for summer.

Current students unable to register online may do so by e-mailing their TGS Student Services representative.

Doctoral students must register for eight quarters of full-tuition registration within their programs. Students who complete the requirements for the PhD in fewer than eight quarters, after all residency and course requirements are met, need only register for TGS 500 in those quarters between the completion of both residency and candidacy and the submission of the dissertation or if they are receiving aid from the University.

Summer Session Registration

- **SLAV590** for three or four units
- **TGS 588** Resident Master's Study, **TGS 500** Advanced Doctoral Study, or **TGS 512** Continuous Registration

(See the Research and Continuation Courses and Academics section of this website) The Graduate School considers any other registration to be part time. No student may register for more than three units in any one eight-week Summer Session except for 590

To register for the Summer Session, a student must have been admitted for that quarter through the regular admission procedure. See the Academic Calendar on this Web site for Graduate School deadlines. Individual schools may require additional materials and may have earlier deadlines.

Full-Time Status after Completing Course Requirements

Eligible students may maintain full-time status at reduced tuition by registering, as appropriate, for **TGS 588** Resident Master's Study, **TGS 500** Advanced Doctoral Study, or **TGS 512** Continuous Registration. These registrations do not count toward the accumulation of quarters of residency required for a degree. A more detailed description of these courses is given on the Research and Continuation Courses page of this Web site.

Residency

A student pursuing a doctoral degree must complete eight quarters of residency consecutively over two years, including summers (see the [PhD Timeline for Completion](#)). Any alterations in the residency timeline can be managed through Leave of Absence requests. Per the [continuous registration policy](#), all doctoral students must be registered at Northwestern University in each of the fall, winter and spring terms until all degree requirements have been completed, including dissertation submission to The Graduate School.

Additional Funding Opportunities

Requesting Funds to Attend Conferences

Limited funding is available to help graduate students defray the costs of travel to conferences at which they are presenting a paper. Requests for funding are considered on a first-come, first-served basis, so students expecting to present at a conference should send a formal letter of request (email is acceptable) for funding to the DGS and the Chairperson as early in the year as possible. The request should include the title of the conference, confirmation of acceptance of paper, and estimated cost of lodging and airfare. Funding amounts will be based on whether the travel is domestic or international. Typically, students will only receive funding to attend one conference. However, if extra funds are available at the end of the year, students may request additional funding.

<http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/>

Supplemental funding to students beyond the first year of studies is sometimes available from The Graduate School. Information and forms are available at

<http://www.tgs.northwestern.edu/funding/fellowships-and-grants/index.html>

Interdisciplinary Clusters

Students interested in pursuing a PhD in Slavic Languages and Literatures are encouraged to find a second intellectual "home" in an interdisciplinary cluster.

- At the time of admission into their respective programs or at some point during a student's first year of study, participants in the Interdisciplinary Cluster Initiative designate an interdisciplinary "cluster" they would like to join. In their first and second years, students take some courses with other cluster members, while also participating in other cluster activities, such as conferences, seminar series, symposia, etc.
- Students admitted directly to the cluster and a department are noted as "cluster fellows" and will be provided with two years of fellowship as part of their five-year funding package, as well as with an additional research account.

<http://www.tgs.northwestern.edu/academics/academic-programs/cluster-certificate/humanities/index.html>

Certificate Programs

In addition to offering degree programs, The Graduate School offers students the

opportunity to pursue graduate certificates while they pursue their degree. Graduate certificates are interdisciplinary in nature must be comprised of at least five TGS-approved courses. Any student enrolled in a doctoral program may pursue a certificate. Master's students may not earn graduate certificates nor can students apply to only enroll in a certificate program.

Enrolled students need only notify TGS by applying for the certificate at the same time that they apply for a degree (in their final year of study). Students will be asked to provide for TGS the list of courses they would like counted toward the certificate program and will be required to submit a verification from the program director. Certificates will be awarded and noted on the transcript.

Alice Kaplan Institute for the Humanities Graduate Affiliates

Each year the Alice Kaplan Institute for the Humanities welcomes advanced graduate students as Institute Affiliates. The purpose of the Affiliate Program is to provide support for research and a space for cross-disciplinary discussion. Institute Affiliates form a critical part of our intellectual community, joining [Institute Fellows](#), participants in the [DIALOGUE Series](#), and the [Distinguished Harris Lecturer](#) in a variety of interdisciplinary events across the academic year.

- GRADUATE Affiliateships are open to advanced doctoral students working in the humanities in any school within NU
- Receive \$1000 in research funds
- Enjoy the AKIH [Wednesday Lunch Colloquia](#)
- Present research in the [AKIH Dissertation Forum](#)
- Affiliates cannot be scheduled to teach on Wednesdays at noon, the time of the Institute's Lunch Colloquia
- Selections emphasize no single theme, but rather the originality, quality and importance of the research project. The applicant's perceived ability to participate in collegial interaction is an additional criterion for selection
- A [Humanities Council](#) committee makes the final selections based upon scholarly merit and the need to insure distribution across rank and department
- Preference is given to applicants who have not previously held an Affiliate position at the Institute

Professional Development

As a part of graduate training and as a part of preparing to enter the profession, students are expected to attend conferences, participate in graduate development workshops, and attend guest lectures and performances on campus, especially those sponsored by the department. Opportunities for professional development can be found via The Graduate School's [NU Directions](#) program.

Professional development programs and career guidance are also available at

Northwestern University through academic programs, such as those offered by the interdisciplinary life sciences programs, and through University offices dedicated to assisting students to prepare for and obtain careers within and outside academia, such as the [Searle Center for Teaching Excellence](#) and [University Career Services](#). Information about these programs, as well as about external sources of professional job listings, may be found by following the links above to the programs' individual sites.

NU Directions

NU Directions is a collaborative effort with faculty and staff across campus to offer a comprehensive series of events that contributes to the professional development of graduate students and postdoctoral fellows. Programming is designed to increase proficiency in the following areas:

- Presentation Skills
- Writing and Editing
- Career Exploration
- Job Searching
- Leadership/Management
- Teaching
- Graduate Student Success

Three levels of programming are offered in each of the above areas in order to meet the needs of students at all phases of their graduate school careers:

Level 1: Addresses large audiences on broad and introductory professional development topics

Level 2: Builds upon Level 1 programming and offers comprehensive coverage of specific topics for smaller groups of students

Level 3: Offers individual coaching and consultation to students, when available

Many professional development events will be organized by The Graduate School. Other events will be organized by individual graduate programs and other units at the University. Please visit the [calendar of events](#) to see all upcoming events.

PROGRAMMING AND TOPICS

TOPICS: NU Directions programming covers a broad range of topics throughout the year to supplement the professional development programming that is offered on the department and program level.

- The Academic Job Search
- The Non-Academic Job Search and Jobs Outside of Academia
- Funding and Grant-Writing
- Teaching
- Teaching Statements and Portfolios
- Dissertation Writing
- Diversity in the Classroom

- Faculty Life
- Finding Postdoctoral Fellowships

PROGRAMS: Professional development topics are presented throughout the year via several means:

- Faculty Panels: Faculty from Northwestern University as well as our Preparing Future Faculty partner schools (see the PFF section) are invited to participate on panels to address topics including faculty life, academic job search, the academic hiring process, and more.
- Invited Speakers: Experts are invited to speak on topics of interest. Past speakers include James M. Lang, PhD (Preparing for Your First Teaching Job) and Susan Basalla, PhD (How to Find a Job Outside of Academia).
- Alumni Panels and Networking Events: Graduates of Northwestern University graduate programs are invited to participate on panels on topics including the academic and non-academic job search, and to network with current graduate students.
- NU Directions Annual Conference: The Graduate School hosts an annual, day-long conference that covers a variety of professional development topics. See the Events section for information about the next conference. Speakers are invited from offices across campus, including:
 1. Counseling and Psychological Services
 2. Office of Fellowships
 3. Office of Postdoctoral Affairs
 4. Searle Center for Teaching Excellence
 5. The Writing Place
 6. University Career Services
 7. University Library
 8. Women's Center
- Town Hall with the Dean: A series of evening forums devoted to issues facing higher education in general and Northwestern students in particular, TGS Town Halls provide an opportunity to meet with the Dean in person and help define graduate school policy.

Professional Development Grants

The Graduate School Professional Development Grant is intended to support meaningful graduate student professional development programming at the department and program level.

The Graduate School currently offers professional development programming on a broad range of topics through the [NU Directions](#) series. While this broadly applicable professional development programming for graduate students across disciplines will continue to be offered, The Graduate School recognizes that there is a need for discipline-specific professional development programming and that the professional development needs of graduate students across disciplines may vary.

For this reason, The Graduate School established the Professional Development Grant to

fund departmental, program, and cluster efforts to offer graduate student professional development programming. This includes any activity that provides professional development relevant to the preparation of graduate students for their future career endeavors, whether inside or outside of academia.

Please see the [grant guidelines](#) for additional information and instructions for submitting proposals. This includes any activity that provides professional and life skill development relevant to the preparation of graduate students for their future career endeavors, whether inside or outside of academia. Additional information about these grants may be found on TGS website: <http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships/index.html>

Independent Study & Research

Two types of advanced courses, **499 Independent Study (or 499 Projects) and 590 Research**, are applicable to residency credit but bear restrictions concerning either when they may be taken during a student's academic career or total allowable credits.

590 Research

Department courses identified as 590 Research, which apply toward residency, may be taken for one, two, three, or four course units per quarter. Generally, this registration is not available to students until a core of basic courses has been completed. All 590 Research registration must be taken on a P/N basis. A grade of K, not a Y, is given when the work for 590 is still in progress. The one-year deadline to make up an incomplete does not apply to the K grade.

Traveling Scholar Program

Northwestern University is affiliated with the Traveling Scholar Program, sponsored by the Committee on Institutional Cooperation (CIC), a consortium of the Big Ten universities and The University of Chicago. This program enables a full-time PhD student in any of the participating universities to register for courses at other CIC institutions upon the recommendation of the student's advisor and with prior agreement between the advisor and the course instructor.

Students who wish to participate must begin the application process six weeks prior to the first day of class. For appropriate forms and more information, see the CIC Web site.

Language Acquisition

Below are the language acquisition opportunities available to graduate students:

Summer Language Grant Program

The [Summer Language Grant program](#) (SLG) makes available up to \$2000 for students who wish to improve their foreign language proficiency. Students who have a need to

study a particular language for research and/or degree progression may apply for funds to support such study in an immersion program domestically or in the target country. Students must have had some exposure to the target language in order to be awarded an SLG. Details about the Summer Language Grant can be found [here](#).

Summer Classes

PhD and MFA funded students may register for [summer intensive language programs](#) without accruing an additional tuition charge. Students can register for these courses by submitting a dual registration form (available at the Registrar's Office or The Graduate School) to a student services representative at The Graduate School.

Courses via CIC

The Committee on Institutional Cooperation (CIC) [Traveling Scholar](#) program allows students to take classes, including language classes, at any Big 10 school, University of Chicago, and University of Illinois, Chicago.

Language Courses During the Academic Year

Students may take 100-, 200-, and 300-level language classes through the [Judd A. and Marjorie Weinberg College of Arts and Sciences](#) during the academic year. Two requirements of such a registration are:

- Students must take these classes for credit and a grade, and
- Students must take these classes as their fourth class in a given term. (This would only apply to those in full-time course work; students beyond course work would take these language courses in addition to TGS 500 registration.)

Therefore, during the academic year, students must take three graduate-level courses to maintain residency requirements in order to qualify for registration for language courses.

Visit the [Non-TGS Course Registration](#) page for information on how to register for language courses and other courses outside of The Graduate School.

Student Associations

In addition to a number of discipline-based organizations and special interest groups, there are six major graduate student associations serving students on the Chicago and Evanston campuses:

- [Graduate Student Association \(GSA\)](#)
- [Chicago Graduate Student Association \(CGSA\)](#)
- [Black Graduate Student Association \(BGSA\)](#)
- [Chinese Students and Scholars Association \(CSSA\)](#)
- [Graduate Student Association for Latino and Spanish Activities \(G-SALSA\)](#)
- [Queer Pride Graduate Student Association \(QPGSA\)](#)

These groups promote interactions among graduate students, provide academic and social programs, and serve as advocates for graduate students. In addition, these groups, plus the [McCormick Graduate Leadership Council](#), comprise the [Graduate Leadership Council \(GLC\)](#).

Libraries

Center for Research Libraries

Northwestern holds membership in the Center for Research Libraries (CRL), located in Chicago. The Center operates a cooperative library for less-used but important research materials available to Northwestern students and faculty through interlibrary loan. Detailed guides to the collections are located at the Reference Desk of the University Library. www.crl.edu/

Chicago Libraries

Northwestern University has an advantageous location for library resources. The Chicago area is one of the country's most concentrated library centers. Among the libraries of scholarly interest in Chicago are the Newberry Library, outstanding in Continental, English, and American history and literature, as well as philology, music, and the history of printing; the University of Illinois at Chicago Library; the library system of the University of Chicago; and the libraries of the Family Institute, the Chicago Historical Society, the Art Institute of Chicago, and the Field Museum of Natural History. Students should consult the Reference Department of the University Library about qualifications needed for use of special libraries.

Melville J. Herskovits Library of African Studies

A rich resource of approximately 275,000 volumes, plus 15,000 books in over 300 African languages, 2,800 current journals, documents, posters, videos, photographs, rare books, and other materials on every aspect of Africa. www.library.northwestern.edu/africana/.

Howard/Northwestern Exchange

The Graduate Schools of Northwestern University and Howard University announce the launching of an innovative exchange program to enhance diversity of future faculty and the quality of their development. This program was designed following meetings in the spring of 2002 among Deans Orlando Taylor of Howard University and Richard Morimoto of Northwestern University, along with faculty members, administrators, and several graduate students from both universities and is modeled on the successful Preparing Future Faculty Program. Following is a description of the program and the roles of faculty and advisers.

Goals

The goals of the Howard/Northwestern Exchange are

- * To allow graduate students who are interested in academic careers to teach or do research at a host institution.
- *To enhance faculty diversity in higher education and the quality of graduate and

undergraduate education.

* To enhance diversity and cultural understanding in collegial and institutional relationships.

Procedure

Graduate students who have demonstrated excellence in their fields of study, who are interested in obtaining academic positions, and who have completed all requirements for candidacy may apply to participate in the Exchange. Students will submit a biographical description and statement of their intellectual interest. Advisors will write a letter of support and develop a detailed plan for the student's work prior to going to the host institution. An interview at the host school may be required.

Representatives of each institution will determine areas of appropriate placement. After a review of the students' credentials by the host department or faculty, the selected students will be matched with mentors at the host schools. While there, the students' advisor, home department, host mentor, and host department will carefully coordinate the experience.

Each Howard/Northwestern Exchange participant will:

- Spend a semester/quarter or two sequential semesters/quarters at the host school
- Teach one course per semester/quarter and/or conduct research
- Shadow a full time faculty member to become acquainted with the responsibilities of teaching at the institution, including attending faculty meetings, advising, etc.
- Meet the professional standards and duties of a faculty member as stated in the host school's documents.
- Make steady progress as defined by the home advisor toward completion of the dissertation.
- Meet regularly (at least once a week) with host mentor
- Receive a Certificate of Completion.

The host school will provide:

- Housing
 - A PFF-aware local mentor for each of the professional responsibilities of the Fellow
- The host school will provide (continued):
- Formal evaluation of the Fellow's teaching.
 - Work space access to a computer, printer, library and other facilities.
 - Access to professional development workshops when offered
 - Certificate of Completion

The home schools will provide:

- Graduate Assistantship (equivalent to regular support from the department);
- Research Travel support (equivalent to one round trip ticket to and from the home school not to exceed \$300).

All Howard/Northwestern Exchange participants are required to have health insurance.

About the Institutions

Howard University, located in Washington DC, is one of the nation's preeminent comprehensive centers for higher education. A private institution, the original mission of Howard University was to educate people of color. At present, the Carnegie Foundation has recognized Howard for the Advancement of Teaching as the only historically and predominantly black university designated as a Doctoral Research University-Extensive. Howard attracts students of all races and from all areas of the world.

Northwestern University is one of the country's leading private research universities. Northwestern combines innovative teaching and pioneering research in an highly collaborative environment. Northwestern University provides students and faculty exceptional opportunities for intellectual, personal, and professional growth in a setting enhanced by the richness of Chicago.

Additional information can be found here:

<http://www.tgs.northwestern.edu/graduate-life/mc-affairs/howard-exchange/index.html>

Leaves of Absence

A student who is working towards residency requirements and needs to take a leave from the university (general leave, family leave, medical leave, or childbirth accommodation), must request an official leave of absence. Students must apply for a leave of absence using the "Petition for Absence" form via TGS Forms in CAESAR. In this form, the student must set forth why a leave is necessary. Leaves of absence are not granted automatically and must be reviewed by both the department and The Graduate School. No leave is granted for less than one quarter or more than one calendar year. If a student requests renewal of a leave of absence beyond one year, the student's record and future plans will be reviewed to determine whether an extension of the leave is in the best interests of the student, the department, and The Graduate School. Students taking a leave of absence from the University and who are not pursuing a degree are not to be enrolled. Students on a leave of absence no longer enroll, so it is clear to the University that they are not currently on campus or working toward degree completion. Students on a leave of absence are not eligible for financial aid, including loans. TGS milestone deadlines are extended by the length of the leave.