

TGS Policy Changes

Registration

- Deactivate TGS 598, 599, 503, 506, 507, 508
- Create TGS 500
- Eliminate three-quarter requirement for TGS 599

See attached Timeline for Completion of the PhD Degree.

TGS 500 – “Advanced Doctoral Study”

Available to doctoral students who have completed the residency requirement of eight quarters of full-tuition registration within their program, and are receiving aid from the University. Provides full-time status, but allows no accumulation of credit or residency.

Doctoral Residency

<http://www.tgs.northwestern.edu/studentsvcs/doctoral/residency/>

Eight quarters of residency to be completed consecutively over two years, including summers.

Part-Time Study

<http://www.tgs.northwestern.edu/studentsvcs/generaldegreereq/residency/parttimestudy/>

PhD students typically register full time for every quarter. In rare and exceptional circumstances, PhD students may be able to register part time. Such exceptions must be approved by the Dean of The Graduate School after consultation with the program.

Master’s students may meet the minimum residency requirement by combinations of one-third or two-thirds quarters of residency – that is, one or two course units per quarter.

Consecutive Residency

<http://www.tgs.northwestern.edu/studentsvcs/doctoral/residency/>

The existing continuous registration policy and the proposed change to residency make this policy obsolete. Any alterations in the residency timeline can be managed through Leave of Absence requests.

Residency and Transfer Credit

<http://www.tgs.northwestern.edu/studentsvcs/doctoral/residency/>

No residency credit will be awarded by The Graduate School for work completed in a graduate program outside of The Graduate School. Individual programs may waive course requirements based on work completed at another institution (either prior to or after enrollment at Northwestern), but all students must complete nine graded courses in The Graduate School and maintain a B average (3.0 GPA). Students may register for 590 Research within their programs to maintain full-time registration during quarters in which they are not enrolled full time in graded coursework.

Summer Session

<http://www.tgs.northwestern.edu/studentsvcs/generaldegreereg/registration/>

Summer registration is required for doctoral students in quarters eight and below if they are receiving a stipend from the University. Unfunded students in quarters nine and above are not required to register during the summer.

Advanced Year Registration

<http://www.tgs.northwestern.edu/studentsvcs/doctoral/courseworkgrades/advancedyearregistration/>

PhD students who have reached advanced status (quarters nine and above; see [PhD Timeline](#)) are allowed to take additional course units as approved by their program of study. No additional tuition will be charged (see the term pricing policy for details). Students registered in TGS 512 may not take courses at Northwestern University.

Students in quarters nine through twelve may have additional course requirements to complete in their program and may register for up to four units. Students who register for less than three units must also register for TGS 500 ([see also PhD timeline table](#)). All course requirements for a program must be completed by the end of the twelfth quarter. Funded students who have completed all course requirements register for TGS 500.

Students in quarters thirteen and above may register for non-required coursework in addition to TGS 500. These courses should be related to the student's area of study, and should not be taken to fulfill departmental degree requirements. Post-candidacy students in "apprenticeship" programs in the sciences and engineering must receive explicit permission from their primary advisor to register for an "out-year" course.

Grading for Advanced Year registrations must adhere to [existing grading policies](#).

P/NP Grading

<http://www.tgs.northwestern.edu/studentsvcs/generaldegreereq/gradcourses/gradingsystem/>

Students will follow individual program requirements regarding graded coursework. Courses may be taken Pass/No Pass (P/NP) only when this grading basis is available for selection in CAESAR. No individual exceptions will be allowed.

Good Academic Standing, Probation, and Exclusion Policies

<http://www.tgs.northwestern.edu/studentsvcs/generaldegreereq/gradcourses/goodacademicstanding/>

All programs must make clear and direct reference in their materials (in a printed handbook and/or on the Web) to the policies detailed below. Programs must also detail any additional program requirements, to the extent that they differ from The Graduate School's policies.

Cases of improper academic and/or research conduct, and inappropriate or unprofessional behavior are considered outside the boundaries of "satisfactory academic progress". These cases are covered separately under TGS's [Academic Integrity policy](#), as well as the published policies of the [Office for Research Integrity](#), the [Office of Equal Opportunity and Access](#), and the [Student Handbook](#). These cases are addressed according to the University's existing disciplinary procedures, and may result in a range of sanctions up to and including exclusion from the University.

Good Academic Standing

To be in good academic standing in The Graduate School, a student must meet both the standards set by the degree program in which the student is enrolled and those set by The Graduate School. The student must make satisfactory progress toward fulfilling all requirements for the degree as set forth by the applicable degree program and by The Graduate School.

Probation

A student whose overall grade average is below B (3.0 GPA) or who has more than two incomplete grades will be placed on probation by The Graduate School and will not be in good academic standing. A student who fails to resume good academic standing after being placed on probation by The Graduate School, who fails to make satisfactory progress toward the degree in accordance with the requirements adopted by the program or The Graduate School, or who otherwise fails to meet the requirements set by the degree program or The Graduate School may be excluded from The Graduate School.

Unsatisfactory Academic Progress

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). At a minimum, a student's failure to make satisfactory progress must be reported by the student's program to the student, as well as to TGS, in its annual academic progress report.

Exclusion

Exclusion is defined by the University in the [Student Handbook](#). The decision to exclude a student from a program can be made on the basis of the student's failure to remain in good academic standing. Prior to exclusion a student should have reasonable opportunity to remediate the deficiency. Exclusion always requires approval from both the program chair and the Director of Graduate Study.

The Graduate School will move to exclude a student if he or she is shown not to be in good academic standing in two consecutive annual academic progress reports.

Notification of Exclusion

When a decision to exclude is made, both the student and TGS must be informed in writing within three business days of the decision. The notification must include the effective date of the exclusion, a clear statement of the reason(s) for exclusion and any relevant documentation.

Appeal Process

Students wishing to appeal a program's decision to exclude must first appeal directly to the program. The program must inform both the student and TGS of the outcome of the student's appeal(s) in writing.

A student may appeal program decisions to The Graduate School. Appeals will only be considered by TGS on the basis of procedural errors or failure to comply with established program or TGS policy. The Graduate School will not consider appeals based on academic decisions.

Appeals to The Graduate School must be made in writing within ten days of the program's final written determination of exclusion and include any supporting materials at that time. The Dean of The Graduate School will determine if an appeal should be administered within TGS, UHAS (University Hearing and Appeals System), or other sanctioning body within the University. The Dean may request additional information from, or a meeting with, the student and/or program before making a final decision.

The Dean's decision will be made in a timely manner, and will be communicated in writing to the student and program. This decision is final and cannot be further appealed.

Northwestern University: Timeline for Completion of the PhD Degree

* MSTP students will not follow this timeline. Please see the MSTP Web site for information on MSTP program completion.

* The Graduate School requires a minimum of nine graded courses.

* Residency credit is no longer awarded through TGS but is handled by programs. A program may waive any requirements above nine graded courses based on coursework from another institution.

* If a student takes a leave of absence or does not register for summers in quarters one through eight, the Tuition Model and Registration timelines will be delayed accordingly, but not the Milestones timeline, unless other arrangements are made with TGS.

	Year One				Year Two			
	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer	Q5 - Fall	Q6 - Winter	Q7 - Spring	Q8 - Summer
<i>Tuition model</i>	Full Rate (funding guaranteed)				Full Rate (funding guaranteed)			
<i>Registration</i>	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590
<i>Milestones to be achieved</i>	Coursework towards residency requirement . A minimum of nine graded courses are required by TGS. Individual programs may require more graded courses.				Coursework towards residency requirement . A minimum of nine graded courses are required by TGS. Individual programs may require more graded courses.			
<i>Forms to be completed</i>								

	Year Three				Year Four			
	Q9 - Fall	Q10 - Winter	Q11 - Spring	Q12 - Summer	Q13 - Fall	Q14 - Winter	Q15 - Spring	Q16 - Summer
<i>Tuition model</i>	Advanced Rate (funding guaranteed)				Advanced Rate (funding guaranteed)			
<i>Registration</i>	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 in addition to non-required coursework			
<i>Milestones to be achieved</i>	Coursework towards program requirements (if applicable). Students must complete all required courses (including incomplete grades/F grade make-up) and be admitted to candidacy (PhD Qualifying Exam) by the end of the twelfth quarter. Students who have completed their program requirements will register for TGS 500 in addition to any non-required (extra) coursework. Students who have not completed their program requirements will register for courses as determined by their program.				Students must complete their Prospectus (proposal of dissertation topic) before the end of the sixteenth quarter.			
<i>Forms to be completed</i>	PhD Qualifying Exam form (submitted by department. No student entry)				PhD Prospectus form (submitted by student via TGS Forms in CAESAR ; approved online by department)			

	Year Five				Years Six through Nine			
	Q17 - Fall	Q18 - Winter	Q19 - Spring	Q20 - Summer	Fall	Winter	Spring	Summer
<i>Tuition model</i>	Advanced Rate (funding guaranteed)				Advanced Rate or Continuous Registration			
<i>Registration</i>	TGS 500 in addition to non-required coursework				TGS 500 if receiving funding; TGS 512 if unfunded			
<i>Milestones to be achieved</i>					Degree deadline - students have 9 years from matriculation to complete the PhD degree. Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years.			
<i>Forms to be completed</i>	Students who are completing their degree will complete the following forms: (1) Application for Degree via TGS Forms in CAESAR; (2) Final Exam Form via TGS Forms in CAESAR which will be approved by the department (3) NRC Survey of Earned Doctorates; (4) Online submission of dissertation via UMI ProQuest							

* Those who do not complete in 9 years must enroll in TGS 513 (if not funded) or TGS 500 (if receiving funding or unfunded international student) for the remaining quarters and pay tuition accordingly.