Welcome to the School of Communication!

The decision to transfer is an important one. We hope that you find your new program in the School of Communication to be a good match for your goals. A note of caution: undergraduate policy is significantly different between each individual school at Northwestern. It is very important that you are aware of this - there are new rules to learn and old ones to forget. Always ask your Advisor!

This folder contains important information for all SoC students, so review the contents and keep it somewhere safe. One of the primary goals of SoC Advisors is to help you learn to locate the answers and assistance you need, and that's what the contents of this folder are designed to do.

- The SoC Basics page gives you the names, titles and duties of some SoC Administrators and staff you are likely to encounter; explains the role of your advisor and how to make an appointment, and introduces you to the department assistant in your new major.
- The SoC Undergraduate Guide includes many useful details about the rules, requirements, special course opportunities and other items that apply to you as a SoC student. It also contains a detailed explanation of your major requirements, some information about the classes your department offers and other information tailored to your new program of study.

In addition to the folder contents, please be aware of these important School of Communication web addresses:

- Student Resource Center: [https://www.communication.northwestern.edu/advising](https://www.communication.northwestern.edu/advising)
- Information on course distribution credits: [https://www.communication.northwestern.edu/advising/soc/distribution_requirements](https://www.communication.northwestern.edu/advising/soc/distribution_requirements)

Make an appointment to speak with your advisor about any questions or concerns you may have regarding your student career as a SoC student. I wish you great success at Northwestern, and I am looking forward to meeting you soon.

Kyla Katz  
Senior Director of Advising and Student Affairs  
School of Communication  
Northwestern University  
70 Arts Circle Drive, 5th Floor, office #  
Evanston, IL 60208

KK/vms
Distribution Requirements

All students complete 18 courses outside the School of Communication. Each major has specific distribution requirements.

<table>
<thead>
<tr>
<th>Distribution Areas</th>
<th>Math/Science/Technology</th>
<th>Individual and Social Behavior</th>
<th>Humanities and Fine Arts</th>
<th>Additional Distribution Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Communication Sciences (HCS has additional specific distro requirements, see the major requirements for details)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Performance Studies</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Radio/Television/Film</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Theatre</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Dance</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>

**Math/Science/Technology Distribution Area**

Courses in this area share a foundation in the scientific method, in which empirical data is interpreted, and hypotheses about the causes of natural and social phenomena are tested by repeatable experiments. Key tools in this enterprise are mathematics and other forms of symbolic reasoning. Classes in these topics train students to analyze and interpret complex information, recognize patterns, reach sound conclusions, and convey those conclusions to others in an effective manner.

*Courses that are approved as either natural sciences or formal studies distribution requirements for WCAS are accepted as math/science/technology courses for SoC.*

*Music Technology and Music Theory courses also count for math/science/technology.*
<table>
<thead>
<tr>
<th>Math/Science/Technology Accepted Subjects</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology – those approved as natural science or formal studies in WCAS</td>
<td>General Music – those approved as natural science or formal studies in WCAS (Gen Mus 252 and 253)</td>
</tr>
<tr>
<td>Astronomy</td>
<td>Geography – Only those approved as natural science or formal studies in WCAS</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Initiative for Sustainability and Energy (ISEN) – Only those approved as natural science by WCAS</td>
</tr>
<tr>
<td>Chemistry - consult the Department for placement information if you have prior work in college-level chemistry.</td>
<td>Linguistics – those approved as natural science or formal studies in WCAS</td>
</tr>
<tr>
<td>Civil Engineering 206</td>
<td>Mathematical Methods in the Social Sciences – for students in the MMSS program</td>
</tr>
<tr>
<td>Cognitive Science</td>
<td>Mathematics - If you have prior college level math, take the online placement test or consult the Math Department for more information.</td>
</tr>
<tr>
<td>Communication Sciences and Disorders (CSD) 108, 112, 202, 301, 302, 303, 304, 305, 306, 310 and 318; prerequisites may apply; CSD majors may not use CSD courses to fulfill their distribution requirements.</td>
<td>Material Science 101 and any approved for natural science or formal studies in WCAS</td>
</tr>
<tr>
<td>Design (Only courses offered through the McCormick School of Engineering)</td>
<td>Music Technology and Music Theory and Cognition; Also, Gen Mus 252 and 253</td>
</tr>
<tr>
<td>Electrical Engineering/Computer Science (EECS)</td>
<td>Physics - Consult the Physics Department for appropriate placement if you have prior work in calculus-level physics.</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Philosophy (only courses designated as formal studies by WCAS)</td>
</tr>
<tr>
<td>Earth &amp; Planetary Sciences</td>
<td>Psychology – those approved as natural science or formal studies in WCAS</td>
</tr>
<tr>
<td></td>
<td>Statistics (including statistics offered in any department)</td>
</tr>
</tbody>
</table>

Note: While not necessarily recommended for non-majors, any 300-level course in astronomy, biological sciences, chemistry, cognitive science, earth and planetary science, math,
mathematical methods in the social sciences (MMSS), physics, or statistics will be accepted toward the math/science/technology distribution requirement.

**Individual/Social Behavior Distribution Area**

Courses in this area use empirical methods and social and cultural theories in order to explain human behavior. The area includes classes in history, the social and behavioral sciences, and the study of communal and individual values.

Courses in several of the “Studies” departments (African-American, American, Asian American, Gender, Latina and Latino) and Journalism may satisfy either Individual/Social Behavior or Humanities/Fine Arts.

**Individual and Social Behavior Accepted Subjects**

<table>
<thead>
<tr>
<th>African-American Studies</th>
<th>International Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies (must be admitted to the program to enroll)</td>
<td>International Studies</td>
</tr>
<tr>
<td>Anthropology (except those that satisfy MST)</td>
<td>Latina and Latino Studies</td>
</tr>
<tr>
<td>Asian American Studies</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>Business Institutions 239, 260</td>
<td>Linguistics (except those that satisfy MST)</td>
</tr>
<tr>
<td>Economics</td>
<td>Middle East and North African Studies (MENA) (except Humanities topics)</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Philosophy (except those designated as formal studies, which are MST)</td>
</tr>
<tr>
<td>Gender Studies</td>
<td>Political Science</td>
</tr>
<tr>
<td>Global Health</td>
<td>Psychology (except those that satisfy MST)</td>
</tr>
<tr>
<td>Geography 240, 312, 313</td>
<td>Religion</td>
</tr>
<tr>
<td>History</td>
<td>School of Education &amp; Social Policy courses (all majors)</td>
</tr>
<tr>
<td>IEMS 225</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

Integrated Marketing Communication (IMC) (sophomore standing required)
Humanities/Fine Arts Distribution Area

Courses in this area examine artistic, linguistic, and cultural practices, and help students hone their creative, expressive, and analytical skills.

*Courses in several of the “Studies” departments (African-American, American, Asian American, Gender, Latina and Latino) and Journalism may satisfy either Individual/Social Behavior or Humanities/Fine Arts.*

Humanities and Fine Arts Accepted Subjects

<table>
<thead>
<tr>
<th>African Studies</th>
<th>Foreign Languages (Arabic, Chinese, Czech, French, German, Ancient Greek, Hebrew, Hindi, Italian, Japanese, Korean, Latin, Persian (Farsi), Polish, Portuguese, Russian, Spanish, Swahili, Turkish, Yiddish)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies (must be admitted to the program to enroll)</td>
<td>Gender Studies</td>
</tr>
<tr>
<td>Art Theory and Practice</td>
<td>Humanities</td>
</tr>
<tr>
<td>Art History</td>
<td>Jewish Studies</td>
</tr>
<tr>
<td>Asian American Studies</td>
<td>Journalism courses for non-majors</td>
</tr>
<tr>
<td>Asian Languages and Cultures</td>
<td>Latina and Latino Studies</td>
</tr>
<tr>
<td>Classics</td>
<td>Middle East and North African Studies (MENA) (except Individual and Social Behavior topics)</td>
</tr>
<tr>
<td>Comparative Literature</td>
<td>Music (with significant exceptions; see the next section of this guide for more information)</td>
</tr>
<tr>
<td>English</td>
<td>Slavic Languages and Literature</td>
</tr>
</tbody>
</table>
### Special Courses and Distribution Requirements

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Can be Applied As</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCAS Independent Studies</td>
<td>Maximum of 2 additional distribution courses</td>
</tr>
<tr>
<td>WCAS Freshman Seminars</td>
<td>Additional distribution courses (except English can count as HFA)</td>
</tr>
<tr>
<td>Internship (Chicago Field Studies)</td>
<td>One unit may apply to additional distribution requirement</td>
</tr>
<tr>
<td>Apprenticeship, professional linkage seminars, and practicum courses</td>
<td>May not apply to distribution requirements; only to electives</td>
</tr>
<tr>
<td>Residential College Tutorials</td>
<td>Only if approved as WCAS distribution courses, and not taught by SoC faculty, may then count for SoC distributions</td>
</tr>
</tbody>
</table>

Note: many of the courses approved as distribution courses may have prerequisite course requirements, or enrollment may be limited to students in the major. Check CAESAR for details.
**Music Courses for SoC Students**

Not all courses in the School of Music may be applied toward the SoC degree. SoC categorizes undergraduate courses in the School of Music into three distinct groups: performance and ensemble classes; applied or skills based classes; and academic classes. Each type of course is treated differently in calculating your progress toward a degree.

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Class</th>
<th>Count for degree?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø</td>
<td>Performance/ensemble classes</td>
<td>Not permitted to apply toward 45 credits for SoC degree.</td>
</tr>
<tr>
<td>Applied</td>
<td>Applied/skills based classes</td>
<td>Up to 3 credits may be applied toward the 45 for the SoC degree. After that, they do not count. These 3 credits may be applied to the HFA distribution requirement.</td>
</tr>
<tr>
<td>HFA</td>
<td>Academic classes</td>
<td>An unlimited number of credits of HFA courses may be applied toward the 45 for the SoC degree. An unlimited number of these credits may be applied to the distribution requirement.</td>
</tr>
</tbody>
</table>

**Music Studies for Non-Majors**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Mus</td>
<td>115,</td>
<td>Applied Piano and Organ</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>315</td>
<td>Applied Strings</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>120</td>
<td>Applied Strings</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>121</td>
<td>Beginning Non-major Guitar Class</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>125</td>
<td>Applied Winds/Percussion</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>131</td>
<td>Non-major Vocal Performance Seminar, Beginning</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>133</td>
<td>Non-major Class Voice, Beginning</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>160</td>
<td>Non-major Class Private Voice, Beginning</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>170</td>
<td>Introduction to Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Course</td>
<td>Number</td>
<td>Description</td>
<td>Category</td>
</tr>
<tr>
<td>--------</td>
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</tr>
<tr>
<td>Gen Mus</td>
<td>175</td>
<td>Selected Topics for Non-Majors</td>
<td>HFA</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>176</td>
<td>Selected Topics in Applied Music</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>220</td>
<td>History of Symphony</td>
<td>HFA</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>230</td>
<td>History of Opera</td>
<td>HFA</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>250</td>
<td>History of Rock</td>
<td>HFA</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>252</td>
<td>Harmony</td>
<td>MST</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>253</td>
<td>Form and Analysis</td>
<td>MST</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>260</td>
<td>Non-major Private Voice, Intermediate</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>270-1</td>
<td>The Western Musical Tradition</td>
<td>HFA</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>360</td>
<td>Non-major Private Voice, Advanced</td>
<td>Applied</td>
</tr>
</tbody>
</table>

## Music

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music</td>
<td>360</td>
<td>Career Innovation in Music &amp; Perf. Arts</td>
<td>HFA</td>
</tr>
</tbody>
</table>

## Musicology

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musicol</td>
<td>323</td>
<td>Topics in Ethnomusicology</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>326</td>
<td>Topics in World Music: Asia</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>327</td>
<td>Topics in World Music: Africa</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>328</td>
<td>Topics in World Music: The Americas</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>329</td>
<td>Music and Islam</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>330</td>
<td>Russian Fairytale and Opera</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>331</td>
<td>Orientalism and Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>332</td>
<td>Music and Gypsies</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>333</td>
<td>Topics in Pop Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>334</td>
<td>Russian Modernism</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>Number</td>
<td>Description</td>
<td>Category</td>
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<tr>
<td></td>
<td>335</td>
<td>Selected Topics</td>
<td>HFA</td>
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<tr>
<td></td>
<td>338</td>
<td>Expressionism</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>339</td>
<td>Music and Gender</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>341</td>
<td>Music and the Visual Arts</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>342</td>
<td>Authenticity</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>343</td>
<td>Music and Shakespeare</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>344</td>
<td>Music and Film</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>345</td>
<td>From Literature to Opera to Film</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>346</td>
<td>Composer Topics (Verdi, Wagner, Mahler...)</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>347</td>
<td>The Lied</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>348</td>
<td>Bel Canto</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>350</td>
<td>Topics in Medieval Music</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>351</td>
<td>Topics in 16th Century Music</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>352</td>
<td>Topics in 17th Century Music</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>353</td>
<td>Topics in 18th Century Music</td>
<td>HFA</td>
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<tr>
<td></td>
<td>354</td>
<td>Topics in 19th Century Music</td>
<td>HFA</td>
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<tr>
<td></td>
<td>355</td>
<td>Topics in 20th Century Music</td>
<td>HFA</td>
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<tr>
<td></td>
<td>356</td>
<td>Topics in Contemporary Music</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>385</td>
<td>Senior Project</td>
<td>HFA</td>
</tr>
<tr>
<td></td>
<td>399</td>
<td>Independent Study</td>
<td>Additional Distro</td>
</tr>
</tbody>
</table>

**Music Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mus Tech</td>
<td>259</td>
<td>Introduction to Music Technology</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>262</td>
<td>Technology in the Music Classroom</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>320</td>
<td>Physics of Sound</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>321</td>
<td>Producing in the Virtual Studio</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>322</td>
<td>Recording and Basic Audio</td>
<td>MST</td>
</tr>
</tbody>
</table>
### Music Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mus Tech</td>
<td>335</td>
<td>Selected Topics in Music Technology</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>337</td>
<td>Multimedia for the Web</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>338</td>
<td>Programming</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>340</td>
<td>Composing with Computers</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>342-1,2</td>
<td>Computer Sound Synthesis</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>343</td>
<td>Sound Design for New Media</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>344</td>
<td>Advanced Projects in Music Technology</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>345</td>
<td>Technology-Based Performance</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>384</td>
<td>Senior Project Development</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>385</td>
<td>Senior Project</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>399</td>
<td>Independent Study</td>
<td>Additional Distro</td>
</tr>
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</table>

### Music Theory

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mus Thry</td>
<td>251</td>
<td>Music and Mind</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>316</td>
<td>Renaissance Counterpoint</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>317</td>
<td>Figured Bass</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>318</td>
<td>Baroque Counterpoint</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>321</td>
<td>Analytic Techniques</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>332</td>
<td>Rhythm and Meter</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>335</td>
<td>Selected Topics in Music Theory</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>336</td>
<td>Selected Topics in Music Cognition</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>355</td>
<td>Atonal Analysis</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>385</td>
<td>Senior Project</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>399</td>
<td>Independent Study</td>
<td>Additional Distro</td>
</tr>
</tbody>
</table>
## Music Performance

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct / Gen Music</td>
<td>364</td>
<td>Choral Organizations</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct / Gen Music</td>
<td>374</td>
<td>Band Organizations</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct</td>
<td>378</td>
<td>Contemporary Music Ensemble</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct / Gen Music</td>
<td>393</td>
<td>Orchestral Organizations</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct / Gen Music</td>
<td>395</td>
<td>Baroque Music Ensemble</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct</td>
<td>399</td>
<td>Independent Study</td>
<td>Ø</td>
</tr>
</tbody>
</table>

## Jazz Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jazz</td>
<td>210-1,2</td>
<td>Jazz History</td>
<td>HFA</td>
</tr>
<tr>
<td>Jazz / Gen Music</td>
<td>377</td>
<td>Jazz Orchestra</td>
<td>Ø</td>
</tr>
</tbody>
</table>

## Voice and Opera

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice</td>
<td>102</td>
<td>Beginning Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>110</td>
<td>Applied Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>210</td>
<td>Applied Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>310</td>
<td>Applied Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>365</td>
<td>Professional Preparation for Singers</td>
<td>Applied</td>
</tr>
</tbody>
</table>
Foreign Language Requirements

Specific language requirements apply to each major.

Communication Studies: WCAS requirement (for B.A. and B.S.)
Dance: WCAS requirement (for B.A.) or no requirement (for B.S.)
Human Communication Sciences (B.S. only): No requirement
Performance Studies: WCAS requirement (for B.A.) or no requirement (for B.S.)
Radio/Television/Film: WCAS requirement (for B.A. and B.S.).
Theatre: WCAS requirement (for B.A.) or no requirement (for B.S.)

Do foreign language courses satisfy Distribution Requirements?
Yes. Language courses may be used to satisfy the three-credit humanities and fine arts requirement or the additional distribution requirement.

Students must earn at least C- in order to count courses as distribution credits, and students must earn at least C- in the last course in the language sequence in order to satisfy the foreign language requirement.

No language class taken for a P/N grade will satisfy either the distribution requirement or the WCAS language requirement. Only electives may be taken for P/N grades.
Foreign Language Proficiency Table

This table shows ways to fulfill the Weinberg Foreign Language Proficiency Requirement by taking Northwestern courses or by doing sufficiently well on an AP or Northwestern exam.

**IMPORTANT NOTE:** All courses used to attain Weinberg foreign language proficiency must be taken for a letter grade; they cannot be taken P/N.

<table>
<thead>
<tr>
<th>Language</th>
<th>Department</th>
<th>Course completed with a C- or Better</th>
<th>AP Score</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Middle East &amp; N. African Studies</td>
<td>ARABIC 121-3</td>
<td>none</td>
<td>Program Test and Interview</td>
</tr>
<tr>
<td>Chinese</td>
<td>Asian Lang. &amp; Cultures</td>
<td>CHINESE 121-3 or 125-3 or above</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Czech</td>
<td>Slavic Lang. &amp; Literature</td>
<td>SLAVIC 206-3</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>French</td>
<td>French &amp; Italian</td>
<td>FRENCH 121-3 or 125-3 or 201-0</td>
<td>5 *</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>German</td>
<td>German</td>
<td>GERMAN 102-3, 205-1, 205-2, 221-1, 2, or 3</td>
<td>4 or better</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Ancient Greek</td>
<td>Classics</td>
<td>GREEK 201-3</td>
<td>none</td>
<td>Dept. Test</td>
</tr>
<tr>
<td>Hebrew</td>
<td>Jewish Studies</td>
<td>HEBREW 121-3</td>
<td>none</td>
<td>Center Test</td>
</tr>
<tr>
<td>Hindi</td>
<td>Asian Lang. &amp; Cultures</td>
<td>HIND-URD 121-3 or above</td>
<td>none</td>
<td>Dept. Test and Interview **</td>
</tr>
<tr>
<td>Italian</td>
<td>French &amp; Italian</td>
<td>ITALIAN 102-3, or 133/134-3</td>
<td>4 or better</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Japanese</td>
<td>Asian Lang. &amp; Cultures</td>
<td>JAPANESE 121-3 or 211-1 or above; course required depends on placement</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Korean</td>
<td>Asian Lang. &amp; Cultures</td>
<td>KOREAN 121-3; 125-2 (if taken in 2016-17 or later) or 125-3 (if taken prior to 2016-17); or 211-1 or above.</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Language</td>
<td>Department</td>
<td>Course Code</td>
<td>Level/Note</td>
<td>Requirement</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------</td>
<td>----------------------------------</td>
<td>--------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Latin</td>
<td>Classics</td>
<td>LATIN 201-3</td>
<td>5</td>
<td>Dept. Test</td>
</tr>
<tr>
<td>Persian (Farsi)</td>
<td>Middle East &amp; N. African Studies</td>
<td>PERSIAN 121-3</td>
<td>none</td>
<td>Program Test and Interview</td>
</tr>
<tr>
<td>Polish</td>
<td>Slavic Lang. &amp; Literature</td>
<td>SLAVIC 208-3, 358</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Spanish and Portuguese</td>
<td>PORT 121-3</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Russian</td>
<td>Slavic Lang. &amp; Literature</td>
<td>SLAVIC 102-3, 304-1, 304-2, 304-3</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Spanish</td>
<td>Spanish and Portuguese</td>
<td>SPANISH 121-3, SPANISH 125-0, or</td>
<td>4 or better on Lang. and/or Lit. exam</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPANISH 127</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swahili</td>
<td>Program of African Studies</td>
<td>SWAHILI 121-3</td>
<td>none</td>
<td>Program Test and Interview</td>
</tr>
<tr>
<td>Turkish</td>
<td>Middle East &amp; N. African Studies</td>
<td>TURKISH 121-3</td>
<td>none</td>
<td>Program Test and Interview</td>
</tr>
<tr>
<td>Urdu</td>
<td>Asian Lang. &amp; Cultures</td>
<td>HIND URD 121-3 or above</td>
<td>none</td>
<td>Dept. Test and Interview **</td>
</tr>
</tbody>
</table>

* For students entering prior to Fall 2014, the foreign language requirement in French could also be satisfied with an AP score of 4.

** Or IB test score of 5 or above and 10th- or 12th-grade Indian Board Exam (including GCE and IGCSE) results of 70% or above. Students with a Hindi or Urdu IB score of 5, 6, or 7 have satisfied the foreign language requirement.

* For students entering prior to Fall 2014, the foreign language requirement in French could also be satisfied with an AP score of 4.

** Or IB test score of 5 or above and 10th- or 12th-grade Indian Board Exam results of 70% or above. Students with a Hindi IB score of 5, 6, or 7 have satisfied the foreign language requirement.

***KOREAN 125-2 if taken in 2016-17 or later; KOREAN 125-3 if taken prior to 2016-17.
What do I need to know about language proficiency and placement tests?
Most language departments offer online placement tests. If you have not already completed a test, you should do so during the first week of Wildcat Welcome. See this URL for further information: http://placement-test.mmlc.northwestern.edu/

It is possible to place out of the language requirement through the placement exam.

The more advanced a student’s placement, the fewer language courses that student must take to satisfy the requirement. Unlike AP credits, students do not earn language course credits with language placement test results. Keep in mind that the WCAS language requirement is based on students satisfying a threshold level of proficiency, not on number of credits.

Is it possible to demonstrate proficiency in any other ways?
For students whose secondary education was at a school where a language other than English was the primary language of instruction, you should take your secondary school transcript to the WCAS Office of Undergraduate Studies (at 1922 Sheridan Rd.) for evaluation.

What if I am proficient in a language that is not taught at Northwestern?
Students who wish to demonstrate proficiency in a language not usually taught on campus may petition the Council on Language Instruction for a proficiency test in that language. Please consult the following URL: http://www.cli.northwestern.edu/.
Petitions must be filed during the student’s first quarter on campus and are available at the WCAS Office of Undergraduate Studies (at 1922 Sheridan Rd.).

What if I have a disability that affects my study of language?
In certain cases of a clinically diagnosed disability affecting foreign language acquisition, students may apply to fulfill the WCAS Foreign Language Proficiency Requirement by using both language and non-language classes. In such circumstances, students should first contact Accessible NU for assistance in petitioning the Council on Language Instruction to be assigned a Language Proficiency Adviser (LPA):
http://www.northwestern.edu/accessiblenu/.

What if I have other questions about foreign language requirements and options?
The Council on Language Instruction maintains web sites that offer detailed answers to many questions. Please consult this URL: http://www.cli.northwestern.edu/.

Additionally, there is an exhaustive document published annually, Everything You Need to Know about Studying Languages at Northwestern. You may read or download a copy of that document by clicking the link at this URL: http://www.cli.northwestern.edu/.
Special Course Opportunities

Independent Study
399 Independent Study is available by petition to juniors and seniors who have a 3.00 GPA or better. As the title implies, such work involves independent investigation of topics not normally covered by the curriculum of the SoC. The work must involve careful faculty supervision and typically culminates in a written report.

In rare cases, exceptions are made for the GPA and class-level requirements. Recent grades, the nature of the study, and special circumstances are important considerations in these cases.

Pick up an Independent Study petition in the Student Resource Center (Frances Searle 1-102) or log onto http://www.communication.northwestern.edu/student_resource_center/forms/399_IS_Form.pdf

After you get a signature from your faculty sponsor, turn the petition in at the Student Resource Center for Dean Sally Ewing’s approval. If the independent study is approved, that office will register you. If your petition is not approved, you will be notified.

Independent study applies to degree requirements exactly the same way as other 300-level courses offered by the department sponsoring your 399. The number of 399s that can apply to your major vary within the SoC, so check with your adviser to get the degree requirements for your major.

Petitions should be submitted by the recommended deadlines for the academic year on the petition.

Student Organized Seminar
CMN 396, A Student-Organized Seminar (SOS) consists of a small group of students under the sponsorship of one or more faculty members who organize a course to explore a specific topic not covered, but deemed appropriate to, the Northwestern University curriculum. Typically, a SOS comprises nine or fewer students. One or more School of Communication students take responsibility for developing the syllabus, organizing the weekly seminar work, advertising the seminar, distributing permission numbers, and attending scheduled sessions at the Searle Center for Teaching Excellence for guidance on how to effectively lead a seminar.

The ground rules for all seminars are as follows:
- The student organizers must be School of Communication students who enroll in the seminar. A copy of the proposal for the seminar and detailed syllabus are presented to and signed by the faculty sponsor and department chair. The forms must then be submitted to the Student Resource Center (Frances Searle 1-102) for the approval of the SoC Undergraduate Dean.
- Student organizers are required to meet with the Undergraduate Dean Sally Ewing for final approval of the seminar. A preliminary meeting to discuss the draft proposal is also recommended.
- In order to receive credit for the course, student organizers are required to attend scheduled training sessions at the Searle Center for Teaching Excellence throughout the quarter for guidance on how to effectively lead a seminar.
- A student may take or teach only one SOS per quarter, and must register for the class as pass/no pass. A student will be dropped from the class if this condition is not met.
- Eligibility requirements must be detailed and specific on the course proposal form and appropriate to the content of the seminar. There are to be no restrictions such as class or grade-point average.
- All students completing the work in a seminar will receive one unit of elective graduation credit, on a pass/no pass grading basis. This unit of credit is not applicable to a major requirement.
The ground rules for all seminars cont.:

- There will be no compensatory reduction in other teaching duties for the faculty volunteer sponsoring a Student Organized Seminar. No faculty member should feel obliged to sponsor such seminars, and no Faculty volunteer will sponsor more than one seminar a year. A faculty sponsor agrees to attend at least 2 seminar sessions, including one during the first or second week of the quarter.
- The faculty sponsor gives grades for the seminar.
- In addition to an oral presentation, each seminar participant will produce written work, such as seminar papers, essay exams, journal entries, etc. Student Organizers will submit this course work to the Undergraduate Dean for subsequent review.

Prerequisites for Approval:

- Before the School of Communication can approve an SOS, the course format must be submitted in writing. A proposal must include the following information:
  - Title
  - Description and scope of the topic (be as specific as possible)
  - Names of the sponsoring faculty member(s) and student organizer(s)
  - Student organizer(s)' addresses and phone numbers
  - Maximum enrollment
  - Reading list (the proposal must specify what reading will be required or suggested for all class members. If members are doing independent projects, their organization within the class format must be stated.)
  - Class requirements and the basis of final evaluation
  - Days, times, and numbers of class meetings per week
  - The signatures of the sponsoring faculty member and the Chair of the Department concerned

If the proposal is approved, a section number will be assigned and the student organizer will be given permission numbers for the course. The complete rules for submission and the course proposal form can be found at http://www.communication.northwestern.edu/student_resource_center/forms/SOSDirections-Form.pdf
Important Resource Links for Interschool Transfer Students 2017-18

Student Resource Center and Advising: http://www.communication.northwestern.edu/advising

The Student Resource Center is the Undergraduate Dean’s Office which is located on the 5th floor of the new Ryan Center for the Musical Arts, 70 Arts Circle Drive, office #134. This is the office to visit when you need to obtain or submit special registration forms; call to make an appointment with your advisor; or to make an appointment to see the Undergraduate Dean. The website has contact information for your Academic Advisor as well as other student resources including forms, links to the Undergraduate Guide, yearly guidelines, external links and support services.

EPICS (Office of External programs, Internships, & Career Services): http://www.communication.northwestern.edu/epics

Housed within the School of Communication (SoC) at Northwestern University, EPICS is here to support you with your career development throughout your time as a student. A wide range of information regarding our services is provided on our website.

- External programs: http://www.communication.northwestern.edu/epics/external_programs/visiting_artists.php
- Internships: http://www.communication.northwestern.edu/epics/internships
- Career Services: http://www.communication.northwestern.edu/epics/career_services/seminar_series.php
- Calendar: http://www.communication.northwestern.edu/epics/calendar

Northwestern University International Program Development: http://www.ipd.northwestern.edu/

The Office of International Program Development (IPD) provides coordination and support to international efforts on campus and works with all schools to promote internationalization and cross-school collaborations.

- Global Health Studies: http://www.ipd.northwestern.edu/global_health/index.html
- Study Abroad Programs with IPD: http://www.ipd.northwestern.edu/undergraduate/index.html
- Fellowships: http://www.ipd.northwestern.edu/fellowships/index.html

Study Abroad Office: http://www.northwestern.edu/studyabroad/index.html

Interested in study abroad? Study Abroad Office staff and advisers are ready to work closely with you to help you connect your academic and personal goals to an international credit-bearing experience.

- Why study abroad?: http://www.northwestern.edu/studyabroad/prospective-students/why-study-abroad/index.html
- Steps to Study Abroad: http://www.northwestern.edu/studyabroad/prospective-students/steps-to-study-abroad.html
- Choosing a Study Abroad Program: http://www.northwestern.edu/studyabroad/programs/index.html
Important Resource Links for Interschool Transfer Students 2017-18

University Career Advancement: http://www.northwestern.edu/careers

The mission of University Career Services is to foster excellence in career development, preparation, and professional opportunity for undergraduate and graduate students and alumni by providing comprehensive services and programming and by promoting strong partnerships with employers, academic departments, and the university community.

Student Resources: http://www.northwestern.edu/careers/job-intern-prep/resources/index.html
Career Cat: requires net id login: https://websso.it.northwestern.edu/amserver/UI/Login?
UCA Sponsored Student Events: http://www.northwestern.edu/careers/job-intern-prep/on-campus-recruiting/index.html

Undergraduate Research at Northwestern: http://undergradresearch.northwestern.edu/

The Office of Undergraduate Research has three primary aims:
1. To run NU’s grant and other programs and to help students enrich their undergraduate experience.
2. To work with other Northwestern departments and units that support similar programs, seeking to streamline and coordinate communication and resources. Their search engines are an example of this type of work.
3. To help students learn about research opportunities and prepare to apply. Their web site is designed to help students understand and identify opportunities for getting involved.
Student Groups/Wildcat Connection

Interested in joining an organization on campus? Wildcat Connection is Northwestern’s student organization directory. There you can find the organizations’ social media pages, upcoming events, and contact information. With over 500 student organizations at NU, getting involved is only one step away.

Log-in here ➔ https://northwestern.collegiatelink.net/ with your NetID and password and enjoy!
SoC Undergraduate Student Resources
(Who to Contact about what)

The Student Resource Center is in the Undergraduate Dean’s Office which is located on the 5th floor of the Ryan Center for the Musical Arts room 5-134. This is the office to visit when you need to obtain or submit special registration forms; call to make an appointment with your advisor (Communication Studies, Radio, Television & Film, Dance or Performance Studies); or to make an appointment to see the Undergraduate Dean. (Theatre students can sign up to see their advisor directly on their Advisor’s door [RCMA 5-195 or 5-128] and Communication Sciences and Disorders can contact their advisor by calling 847-491-3066.) The SRC website can be found at: http://www.communication.northwestern.edu/Advising

Student Resource Center
Ryan Center for the Musical Arts, 5-134
dear-soc@northwestern.edu
70 Arts Circle Drive
847-491-7214

Academic Advisors

Your academic advisor in the School of Communication is the person who helps you to attain your academic goals. Your advisor will help you to understand your degree requirements, plan your schedules, and map out your academic experience. Wondering if you can take a class P/N? Drop a class and still graduate on time? If a particular class, internship, independent study, study abroad, or research assistantship is right for you? See your advisor. If you’re having any problems, you can contact your advisor for help; if he/she doesn’t have the information, he/she can tell you where to find it. Your advisor has office hours every week, and you can see him/her as often as you like. During your first year you will have at least three scheduled advising appointments. At the appointments you will —get an updated degree audit and learn about academic and professional opportunities that you might miss otherwise.

Department Assistants

Department Assistants are the people who can help you with information about department events, class times, locations, contacting professors, and other general information.
### School of Communication Dean’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean Barbara O’Keefe</strong></td>
<td></td>
<td>Ryan Center for the Musical Arts</td>
<td>Guides the SoC’s goals, budget, and policy. She is <em>not</em> the one who signs your forms for the Registrar or other NU offices.</td>
</tr>
<tr>
<td><strong>Associate Dean Jane Rankin</strong></td>
<td><strong>Dean for Research</strong></td>
<td>Frances Searle #1-123</td>
<td>Can help with questions about research, fellowships, and grants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:j-rankin@northwestern.edu">j-rankin@northwestern.edu</a></td>
<td>847-491-7214</td>
</tr>
</tbody>
</table>

### SoC Undergraduate Office and Student Resource Center

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kyla Katz</strong></td>
<td><strong>Senior Director of Advising and Student Affairs</strong></td>
<td>Ryan Center for the Musical Arts, #5-131</td>
<td>Advisor for Communication Studies, Performance Studies &amp; Dance. Coordinates undergrad and prospective student events</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:kyla.katz@northwestern.edu">kyla.katz@northwestern.edu</a></td>
<td>847-491-7214</td>
</tr>
<tr>
<td><strong>Vickie Myrick-Smith</strong></td>
<td><strong>Undergraduate Administrative Assistant</strong></td>
<td>Ryan Center for the Musical Arts #5-138</td>
<td>Assists undergraduate students with registration problems, changes in student status - undergraduate records.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:v-myrick-smith@northwestern.edu">v-myrick-smith@northwestern.edu</a></td>
<td>847-491-7214</td>
</tr>
<tr>
<td><strong>Carol Ackerberg</strong></td>
<td><strong>Program Assistant</strong></td>
<td>Ryan Center for the Musical Arts #5-134</td>
<td>Primary point of contact in the Student Resource Center. Fields general questions, makes appointments and distributes and collects undergrad forms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:c-ackerberg@northwestern.edu">c-ackerberg@northwestern.edu</a></td>
<td>847-491-7214</td>
</tr>
</tbody>
</table>

### EPICS (External Programs, Internships and Career Services) Office

Northwestern University | School of Communication
<table>
<thead>
<tr>
<th>Name</th>
<th>Office Location</th>
<th>Role</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Johnson</td>
<td>Ryan Center for the Musical Arts #5-128</td>
<td>EPICS Director</td>
<td><a href="mailto:heather.trulock@northwestern.edu">heather.trulock@northwestern.edu</a></td>
</tr>
<tr>
<td>Funmilayo Ojikutu</td>
<td>Ryan Center for the Musical Arts #5-132</td>
<td>Assistant Director</td>
<td><a href="mailto:epics@northwestern.edu">epics@northwestern.edu</a></td>
</tr>
<tr>
<td>Aline Munyansanga</td>
<td>Ryan Center for the Musical Arts #5-133</td>
<td>Program Assistant</td>
<td><a href="mailto:epics@northwestern.edu">epics@northwestern.edu</a></td>
</tr>
<tr>
<td>Ellen Wartella</td>
<td>Frances Searle #2-148</td>
<td>Communication Studies Department Chair</td>
<td><a href="mailto:ellen-wartella@northwestern.edu">ellen-wartella@northwestern.edu</a></td>
</tr>
<tr>
<td>Harold Gulley</td>
<td>Frances Searle #2-128</td>
<td>Communication Studies Academic Advisor/Lecturer</td>
<td><a href="mailto:h-gulley@northwestern.edu">h-gulley@northwestern.edu</a></td>
</tr>
<tr>
<td>Kyla Katz</td>
<td>Ryan Center for the Musical Arts, #5-131</td>
<td>Communication Studies Academic Advisor/Lecturer</td>
<td><a href="mailto:kyla.katz@northwestern.edu">kyla.katz@northwestern.edu</a></td>
</tr>
<tr>
<td>Debra Webster</td>
<td>Frances Searle #2-154</td>
<td>Communication Studies Academic Advisor/Lecturer</td>
<td><a href="mailto:dwebster@northwestern.edu">dwebster@northwestern.edu</a></td>
</tr>
<tr>
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<th>Office Location</th>
<th>Role</th>
<th>Email Address</th>
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Resources and Publications

There are many different ways that the School of Communication will provide you with information: be sure you’re taking advantage of all of them!

**Email announcements** will sometimes come to you from the following email addresses-- so set them in your inbox and make sure they’re not being filtered to junk or bulk mail: v-myrick-smith@northwestern.edu; epics@northwestern.edu; and dear-soc@northwestern.edu.

**The SoC Spotlight** is the SoC’s electronic news blog [http://comm.soc.northwestern.edu/src-spotlight/](http://comm.soc.northwestern.edu/src-spotlight/). It contains time-sensitive information and announcements about academic deadlines, events and opportunities such as scholarships, fellowships, internships, and presentations. You will receive update reminders from v-myrick-smith@northwestern.edu to remind you to check the Blog. Watch for them!

**The SoC website** is located at [http://www.communication.northwestern.edu/](http://www.communication.northwestern.edu/)
Check out the Student Resource Center page at [https://www.communication.northwestern.edu/advising](https://www.communication.northwestern.edu/advising) It contains very useful information like required forms, the site for the SoC Internship program, the Registration Guide, curriculum information, a pdf version of the Undergraduate Guide, and other helpful stuff.

**EPICS Office:** For general inquiries, please contact EPICS at epics@northwestern.edu or via phone at 847-467-0270.
You can also connect with EPICS via social media:
https://twitter.com/NU_EPICS
https://www.facebook.com/EPICSoC
http://comm.soc.northwestern.edu/epics-blog/
Academic Integrity Tip Sheet

I. What Can Happen To You?
   Possible sanctions for integrity violations:
   - Reduced or failing grade
   - A letter of reprimand
   - A defined period of probation
   - Withdrawal of University funding
   - A defined period of suspension
   - Exclusion from the University
   - Notation on the official record
   - Revocation of an awarded degree
   - Any combination of the above

II. How Violations Occur
   "What NOT to do!"
   - It’s 3am. You have a few hours until a paper is due. You’re exhausted. You decide to take a shortcut thinking no one will know. WRONG! It is better to submit an incomplete paper, even receive an F on an assignment, than to risk an academic integrity violation. Talk to your professor as soon as possible, and to your academic advisor.
   - A serious personal issue (family, illness, etc.) has arisen and tending to that has left you behind in a class. So you borrow someone else’s work – BAD IDEA! Contact your advisor and your professor instead. We can help.
   - Someone asks for your notes or assignment because they’re not sure what to do, or they missed class. You want to be helpful, so you lend them your work. Next thing you know, five different people have turned in your work under their own names.
   - You form a study group for a particular assignment. During the session everyone talks through the exercise together and writes down answers. Not surprisingly, everyone turns in the same work. This is not good. Instead, use study groups to discuss approaches and ideas, rather than to actually do the problem set together.
   - You deliberately turn in someone else’s work, either through plagiarism, downloading from the internet, or a paper from a frat file, because you don’t feel like doing the assignment and you don’t think anyone will catch it. Guess again. Faculty member check assignments against the internet, published works and previously submitted papers.
   - You fail to clarify with your Profs exactly what they expect in terms of attribution, and as a result don’t cite a source properly in a paper. It’s important to ask your professors what form of citation they prefer, and then make yourself familiar with it. The Writing Place is a great resource for learning to properly cite.
   - Paraphrasing another’s ideas without citing. Quoting without quotation marks and citations. Again, be sure you understand proper methods of citation.

III. How to Avoid Trouble
   "Don’t be afraid to ask for help.”
   - Carefully read the syllabus and talk to your Profs about exactly what they expect in terms of citation and group vs. independent work.
   - Turn in a bad paper and get a bad grade instead of getting into real trouble by plagiarizing or cheating.
   - See the Undergraduate Dean if you get behind or can’t complete an assignment due to unusual circumstances.
Academic Integrity Pledge

Name____________________________________

Student ID#________________________________

Date_____________________________________

I have read and am accountable for the information contained within the pamphlet, Academic Integrity at Northwestern: A Basic Guide, September 2017.

I hereby pledge to adhere to the Northwestern University and School of Communication principles and practices of academic integrity.

_______________________________________
Signature
Academic Integrity:
A Basic Guide

September 2017
Dear Northwestern Student:

As a new arrival at Northwestern, you bring a fresh appreciation of the opportunities and privileges of higher education. Northwestern offers more, and expects more from you, than any other school you may have attended in the past.

To protect the value of your academic record and the education it represents, Northwestern maintains standards of fairness and honor in all academic work. The essence of these standards is a respect for individual achievement and an intolerance of any form of lying, cheating, or theft that threatens to devalue such achievement.

The purpose of this guide is to set forth the terms under which academic work is pursued at Northwestern and throughout the larger intellectual community of which we are members. Please read this booklet carefully, as you will be held responsible for its contents. It describes the ways in which common sense and decency apply to academic conduct. When you applied to Northwestern, you agreed to abide by our principles of academic integrity; these are spelled out on the first three pages. The balance of the booklet provides information that will help you avoid violations, describes procedures followed in cases of alleged violations of the guidelines, and identifies people who can give you further information and counseling within the undergraduate schools. It also includes a non-exhaustive list of sanctions that may result from a violation. For example, beyond the consequences listed, a violation may result in a delay of graduation or a report to a professional school that requests information about your undergraduate academic record.

Each of the schools enforces our common principles of academic integrity according to its own procedures. You can find links to the procedures in each school at

http://www.northwestern.edu/provost/policies/academic-integrity/index.html

We hope that you will find the guidelines in this booklet helpful as you experience the many wonderful opportunities that await you during your career at Northwestern University.

Sincerely,

Ronald R. Braeutigam
Associate Provost for Undergraduate Education

Jonathan Holloway
Provost
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I. PRINCIPLES REGARDING ACADEMIC INTEGRITY

The principles set forth below arise from consultations carried out since 1990 with students, faculty, academic deans, the University General Counsel, and the Office of the Provost. Ratified by the Faculty Senate on May 13, 1992, they are the framework within which policies of the undergraduate and graduate schools of the University operate.

Academic integrity at Northwestern is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both graduate and undergraduate, belongs to a community of scholars where academic integrity is a fundamental commitment. The University as an institution makes collaboration and the pursuit of knowledge possible, but always promotes and evaluates individual effort and learning.

This statement broadly describes the principles of student academic conduct supported by all academic programs at the University, at every level – both undergraduate and graduate, and regardless of venue, including on-line courses and study abroad programs. More detailed standards of academic conduct, procedures, and sanctions are set forth by each of the schools. It is the responsibility of every member of the academic community to be familiar with the specific policies of his or her own school, and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific graduate programs and University research.

A. Basic Standards of Academic Integrity

Registration at Northwestern requires adherence to the University's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regarding; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e)
intentionally obstructing or interfering with another student's academic work (f) recycling one’s own work done in previous classes without obtaining permission from one’s current instructor or (g) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; (b) providing false information in connection with any inquiry regarding academic integrity; or (c) providing or selling class materials to websites that sell such materials to students – this includes notes, PowerPoint slides, outlines, and graded assignments.

6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

**B. Due Process and Student Rights**

In accordance with University Statutes, the enforcement of academic integrity lies with the faculties of the University's individual schools, and shall be in accordance with the procedures and provisions adopted by each individual school.

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.

2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.

3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.

4. Reasonable time, if requested, within which to prepare a response to the charge.

5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision-maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.

7. Final review of an unsuccessful appeal, if requested, by the Provost or an advisory committee designated by the Provost.

C. Procedures

Suspected cases of academic dishonesty should be reported to the course instructor, the administration of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made. Procedures of investigation, adjudication, and appeal may vary from school to school. [Current practice does not involve reporting to a student, but instead to the course instructor or to a member of the dean’s office in the appropriate school.]

D. Sanctions

All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should be imposed by the school in which the student is enrolled. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to:

1. Reduced or failing grade.

2. A letter of reprimand.

3. A defined period of probation, with or without the attachment of conditions.

4. Withdrawal of University funding.

5. A defined period of suspension, with or without the attachment of conditions.

6. Exclusion from the University.

7. Notation on the official record.

8. Revocation of an awarded degree.

9. Any appropriate combination of 1-8 above.

[Additional sanctions may include, but are not limited to, denial of academic honors. It should also be understood that there is no necessary connection between a first-time offense and a letter of reprimand. Depending on the nature of the offense, a student may be suspended or permanently excluded as a result of a first-time offense.]
Eight Cardinal Rules of Academic Integrity

1. **Know Your Rights.** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.

2. **Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.

3. **Protect Your Work.** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.

4. **Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.

5. **Do your own work.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.

6. **Never falsify a record or permit another person to do so.** Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.

7. **Never fabricate data, citations, or experimental results.** Many professional careers have ended in disgrace, even years after the fabrication first took place.

8. **Always tell the truth when discussing your work with your instructor.** Any attempt to deceive may destroy the relation of teacher and student.

II. COUNSELING AND CONTACTS

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FOR MORE INFORMATION ABOUT POLICIES IN THE INDIVIDUAL SCHOOLS, SEE
http://www.northwestern.edu/provost/policies/academic-integrity/index.html
III. HOW TO AVOID PLAGIARISM

Northwestern's "Principles Regarding Academic Integrity" defines plagiarism as "submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source." Plagiarism can occur in many forms besides writing: art, music, computer code, mathematics, and scientific work can also be plagiarized. This document pays special attention to plagiarism in writing, but it is important to understand that unauthorized collaboration in a math or science assignment is also plagiarism.

In all academic work, and especially when writing papers, we are building upon the insights and words of others. A conscientious writer always distinguishes clearly between what has been learned from others and what he or she is personally contributing to the reader's understanding. To avoid plagiarism, it is important to understand how to attribute words and ideas you use to their proper source.

Guidelines for Proper Attribution

Everyone in the university needs to pay attention to the issue of proper attribution. All of us--faculty and students together--draw from a vast pool of texts, ideas, and findings that humans have accumulated over thousands of years; we could not think to any productive end without it. Even the sudden insights that appear at first glance to arrive out of nowhere come enmeshed in other people's thinking. What we call originality is actually the innovative combining, amending, or extending of material from that pool.

Hence each of us must learn how to declare intellectual debts. Proper attribution acknowledges those debts responsibly, usefully, and respectfully. An attribution is responsible when it comes at a location and in a fashion that leaves readers in no doubt about whom you are thanking for what. It is useful when it enables readers to find your source readily for themselves. You help them along the way, just as that same source helped you along yours. To make sure that our attributions are useful, we double-check them whenever we can. Quite literally, it is a habit that pays. Colleagues in every field appreciate the extra care. Nothing stalls a career faster than sloppy, unreliable work.

Finally, an attribution is respectful when it expresses our appreciation for something done well enough to warrant our borrowing it. We should take pride in the intellectual company we keep. It speaks well of us that we have chosen to use the work of intelligent, interesting people, and we can take genuine pleasure in joining our name with theirs.

A Note about Attributions or Citations

The two most commonly used attribution systems—Modern Language Association (MLA) and American Psychological Association (APA)—consist of two parts: (a) a reference or works cited list at the end of the document, giving precise information about how to find a source and (b) parenthetical citations immediately following the material you are citing. Professors and disciplines may vary as to the preferred style for documenting ideas, opinions and facts, but all methods insist upon absolute clarity as to the source and require that all direct quotations be followed by a citation. The best solution is to ask which method your instructors prefer. The reference desk of NU's library has manuals available, but form is not as important as substance.

It is sometimes difficult to judge what needs to be documented. Generally, knowledge which is common to all of us or ideas which have been in the public domain and are found in a number of sources do not need to be cited. Likewise, facts that are accepted by most authorities also do not require a citation. Grey areas, however, exist and sometimes it is difficult to be sure how to proceed. Many
people wrongly assume that if they find material on the web, that material is in the public domain and does not need to be cited. However, the same guidelines apply to all sources you use in your work: electronic or print, signed or unsigned. If you are in doubt, err on the side of over-documentation.

The following passages come from a number of sources, including undergraduate essays. They are all appropriately documented using Modern Language Association (MLA) style and each represents a different kind of problem that you will be facing in your own written work.

A. Examples of Materials which Have Been Appropriately Cited

1. Quoted Material and Unusual Opinion or Knowledge


The teenage detective who was once a symbol of spunky female independence has slowly been replaced by an image of prolonged childhood, currently evolving toward a Barbie doll detective. . . . Every few pages bring reminders of Nancy's looks, her clothing, her effect on other people: . . . The first entry in this series carries a description of Nancy: "The tight jeans looked great on her long, slim legs and the green sweater complemented her strawberry-blond hair."

Use and Adaptation of the Material:
Nancy Drew has become a "Barbie doll" version of her old self. She has become superficial and overly concerned with her looks. She is described in the new series as wearing "tight jeans [that] looked great on her long, slim legs" (qtd. in Vivelo 77). She has traded her wits and independent spirit for a great body and killer looks (Vivelo 76-77).

Explanation:
The writer has paraphrased most of the material. She discovered that the paraphrased ideas are unusual (not found in other sources). Therefore, she placed a citation at the end of the entire passage. In addition, the writer borrowed a quotation from the Nancy Drew series that she found in the article. The writer has placed quotation marks around that borrowed material and placed a “quoted in” citation immediately after the quotation.

2. Interpretation


Page 9: One recent theory, advanced by the physicist Gerald Hawkins, holds that Stonehenge was actually an observatory, used to predict the movement of stars as well as eclipses of the sun and moon. Such a structure would have been of great value to an agricultural people, since it would enable them to mark the changing seasons accurately, and it would have conferred seemingly supernatural powers on the religious leaders who knew how to interpret its alignments.

Use and Adaptation of the Material:
If Stonehenge were an astronomical observatory which could predict the coming of spring, summer, and fall, this knowledge would have given tremendous power to the priestly leaders of an agricultural community (Lehmberg 9).
**Explanation:**
The writer has appropriately cited this material since the writer is in debt to someone else for the analysis, even though the writer has not used any direct quotations.

3. **Paraphrased Material**


Page 24: As a recent authority has pointed out, for a dependable long-blooming swatch of soft blue in your garden, ageratum is a fine choice. From early summer until frost, ageratum is continuously covered with clustered heads of fine, silky, fringed flowers in dusty shades of lavender-blue, lavender-pink, or white. The popular dwarf varieties grow in mounds six to twelve inches high and twelve inches across; they make fine container plants. Larger types grow up to three feet tall. Ageratum makes an excellent edging.

**Use and Adaptation of the Material:**
You can depend on ageratum if you want some soft blue in your garden. It blooms through the summer and the flowers, soft, small, and fringed, come in various shades of lavender. The small varieties which grow in mounds are very popular, especially when planted in containers. There are also larger varieties. Ageratum is good as a border plant (Osborne 24).

**Explanation:**
The writer has done a good job of paraphrasing what could be considered common knowledge (available in a number of sources), but because the structure and progression of detail is someone else's, the writer has acknowledged the source. This the writer can do at the end of the paragraph since he or she has not used the author's words.

4. **Using Other Authors' Examples**

The creative geniuses of art and science work obsessively. . . . Bach wrote a cantata every week, even when he was sick or exhausted.

Although he published 300 scientific papers, Einstein couldn't easily describe the way his mind worked.

**Use and Adaptation of the Material**
If there is a single unifying characteristic about geniuses, it is that they produce. Bach wrote a cantata every week (Begley 50). Einstein drafted over 300 papers (Hotz A9).

**Explanation:**
Instead of finding original examples, the writer has used other authors’ example to back up what the writer had to say; therefore, the writer cited the sources where he found the examples.
5. Using Other Authors' Charts and Graphs

Use and Adaptation of the Material:
As blogging has evolved, so has its credibility as a communication medium. In its survey for its 2008 *State of the Blogosphere Report*, Technorati asked a statistically valid representative sample of bloggers world wide about the credibility of the blogging world. The results suggest blogging is becoming more credible as a source of information (see Figure 1).

Figure 1: Perceptions of Blogs and Traditional Media. Source: Technorati 2008.

**Explanation:**
Instead of creating an original chart or graph, the writer has used one from an outside source to support what the writer has to say; therefore the graph has been cited both in the textual introduction and also in the caption. If the writer had created an original chart, some of the facts might need citations (see example VIII).
6. Using Class Notes


A. Born in USA--Springsteen's 7th, most popular album
   a. Recorded with songs on Nebraska album--therefore also about hardship
      1. Nebraska about losers and killers
   b. About America today--Vietnam, nostalgia, unemployment, deterioration of family
   c. Opening song--many people missed the Vietnam message about how badly vets were treated.

Use and Adaptation of the Material:
As Professor McKay has pointed out, many of the songs in Born in the USA (Springsteen's seventh and most popular album), including the title song, were recorded with the songs on Nebraska. Consequently, Born in the USA is also about people who come to realize that life turns out harder and more hurtful than what they might have expected. However, while Nebraska deals with losers and killers, Born in the USA deals more locally with the crumbling of American society--its treatment of returning Vietnam veterans, its need to dwell on past glories, its unemployment and treatment of the unemployed, and the loss of family roots. This is apparent from the opening song of the album "Born in the USA" in which Springsteen sings from the perspective of a Vietnam Veteran.

Explanation:
By mentioning Professor McKay's name in the text itself, the writer has acknowledged that these ideas (which are not commonly held or the writer has not investigated to find out if they are commonly held) come from a lecture. In this instance, because there is no page number to cite, no parenthetical citation is necessary. A reader can go to the entry for McKay in the Works Cited list to find all the necessary specific information about the source.

7. Debatable Facts

Page 370: In the campaigns of 1915, Russian casualties have been conservatively estimated at more than 2 million.

Page 438: By the end of the summer [of 1915] in addition to military casualties totaling 2,500,000 men, Russia had lost 15 percent of her territories. . . .

Response to the Material
Estimates of the number of deaths in Russia during 1915 range from over two million (Craig 370) to two and a half million (Stavrianos 438).

Explanation:
The writer found different facts in different sources; therefore the "facts" needed to be documented.
8. Unusual Facts


The majority of the biomedical engineering faculty from various departments in Tech believed that if the program at Northwestern was to maintain the worldwide reputation for excellence it had achieved and make further progress during the ensuing years, then the curriculum had to continue to include quantitative biology courses on the Evanston Campus. One compelling reason for advocating the reintroduction of such biology courses on the Evanston campus was that by the early 1970’s approximately 40% of first year undergraduates in the engineering school were enrolling in the Interdisciplinary Biomedical Engineering Program.

**Use and Adaptation of the Material:**
For decades, biomedical engineering has been one the most popular engineering majors at Northwestern. In fact, in the 1970’s roughly 40% of incoming engineering undergraduates entered the Interdisciplinary Biomedical Engineering Program (Enroth-Cugell, Mockros and Linsenmeier, 3)

**Explanation:**
The writer found this fact in only one source and wants his reader to know where to find it.

**B. Examples of Plagiarism**

Failure to acknowledge the sources from which we borrow ideas, examples, words and the progression of thought constitutes plagiarism.

Here are some examples:

1. Direct Plagiarism

**Source Material**


Page 1: The human face in repose and in movement, at the moment of death as in life, in silence and in speech, when alone and with others, when seen or sensed from within, in actuality or as represented in art or recorded by the camera is a commanding, complicated, and at times confusing source of information. The face is commanding because of its very visibility and omnipresence. While sounds and speech are intermittent, the face even in repose can be informative. And, except by veils or masks, the face cannot be hidden from view. There is no facial maneuver equivalent to putting one's hands in one's pockets. Further, the face is the location for sensory inputs, life-necessary intake, and communicative output. The face is the site for the sense receptors of taste, smell, sight, and hearing, the intake organs for food, water, and air, and the output location for speech. The face is also commanding because of its role in early development; it is prior to language in the communication between parent and child.

**Misuse of source**

(italicized passages indicate direct plagiarism):

Many experts agree that the human face, whether in repose or in movement, is a commanding, complicated, and sometimes confusing source of information. The face is commanding because it's visible and omnipresent. Although sounds and speech may be intermittent, the face even in repose may...
give information. And, except by veils or masks, the face cannot be hidden. Also, the face is the location for sensory inputs, life-supporting intake, and communication.

Comment
The plagiarized passage is an almost verbatim copy of the original source. The writer has compressed the author's opinions into fewer sentences by omitting several phrases and sentences. But this compression does not disguise the writer's reliance on this text for the concepts he passes off as his own. The writer tries to disguise his indebtedness by beginning with the phrase "Many experts agree that. . . " This reference to "many experts" makes it appear that the writer was somehow acknowledging the work of scholars "too numerous to mention." The plagiarized passage makes several subtle changes in language (e.g., it changes "visibility and omnipresence" to "it's visible and omnipresent"). The writer has made the language seem more informal in keeping with his own writing style. He ignores any embellishments or additional information given in the source-passage. He contents himself with borrowing the sentence about how only masks and veils can hide the face, without using the follow-up elaboration about there not being a "facial equivalent to putting one's hands in one's pockets." He also reduces the source's list of the face's diverse activities at the end of the paragraph.

Had the writer enclosed the borrowed material in quotation marks and credited the authors of the *Emotions* book with a parenthetical citation, this would have been a legitimate use of a source.

2. The Mosaic

Source Material

Page 67: In a relatively open and fluid society there will be few characteristics of lower-class speech that are not also present (albeit to a lesser extent) in the speech of the working and lower middle classes. Whether we look to phonological features such as those examined by Labov or to morphological units such as those reported by Fischer (1958) (Fischer studied the variation between -in' and -ing for the present participle ending, i.e. runnin' vs. running and found that the former realization was more common when children were talking to each other than when they were talking to him, more common among boys than girls, and more common among "typical boys" than among "model boys"), we find not a clear-cut cleavage between the social classes but a difference in rate of realization of particular variants of particular variables for particular contexts. Even the widely publicized distinction between the "restricted code" of lower-class speakers and the "elaborate code" of middle-class speakers (Bernstein 1964, 1966) is of this type, since Bernstein includes the cocktail party and the religious service among the social situations in which restricted codes are realized. Thus, even in the somewhat more stratified British setting, the middle class is found to share some of the features of what is considered to be "typically" lower-class speech. Obviously then, "typicality," if it has any meaning at all in relatively open societies, must refer largely to repertoire range rather than to unique features of the repertoire.

Misuse of source
(italicized passages indicate direct plagiarism):
In a relatively fluid society many characteristics of lower-class speech will also be found among the working and lower middle classes. Labov and Fischer's studies show that there is not a clear-cut cleavage between social classes but only a difference in the frequency of certain speech modes. All classes share certain speech patterns. The difference among classes would only be apparent by the
frequency with which speech expressions or patterns appeared. By this standard, then, Bernstein's
distinction between the "restricted code" of the lower-class speakers and the "elaborated code" of
middle-class speakers is useful only up to a point, since Bernstein mentions cocktail parties and
religious services as examples of "restricted speech" groupings. "Typicality" refers more to speech
"range" than to particular speech features.

Comment
While this passage contains relatively few direct borrowings from the original source, all its ideas and
opinions are lifted from it. The writer hides her dependency on the source by translating its academic
terms into more credible language for a novice in sociology. For example, the plagiarist steers clear of
sophisticated terms like "phonological features," "morphological units," and "repertoire range."
However, her substitutions are in themselves clues to her plagiarism, since they over-generalize the
source's meaning. The writer seems to acknowledge secondary sources when she refers to Labov's and
Fischer's studies, but she obviously has no first-hand knowledge of their research. If she had consulted
these studies, she should have cited them directly and included them in the Works Cited list, rather than
pretending that both she and her audience would be completely familiar with them. She intertwines her
own opinions with the source and forms a confused, plagiarized mass.

The writer should have acknowledged her indebtedness to her source by eliminating borrowed phrases
and crediting her paragraph as a paraphrase of the original material. She could also have put quotation
marks around the borrowed phrases and cited them appropriately: “As Fishman explains, phonological
studies by Labov and Fischer show that “there is not a clear-cut cleavage between social classes but
only a difference” in the frequency of certain speech modes (Fishman 67).

3. Paraphrase


THE DISCIPLINE OF THE CODE HERO
If the old traditional values are no good anymore, if they will not serve man, what values then will
serve man? Hemingway rejects things of abstract qualities courage, loyalty, honesty, bravery. These are
all just words. What Hemingway would prefer to have are concrete things. For Hemingway a man can
be courageous in battle on Tuesday morning at 10 o'clock. But this does not mean that he will be
courageous on Wednesday morning at 9 o'clock. A single act of courage does not mean that a man is by
nature courageous. Or a man who has been courageous in war might not be courageous in some civil
affair or in some other human endeavor. What Hemingway is searching for are absolute values, which
will be the same, which will be constant at every moment of every day and every day of every week.
Ultimately, therefore, for Hemingway the only value that will serve man is an innate faculty of self-
discipline. This is a value that grows out of man's essential being, in his inner nature. If a man has
discipline to face one thing on one day he will still possess that same degree of discipline on another
day and in another situation. Thus Francis Macomber in the short story "The Short, Happy Life of
Francis Macomber," has faced a charging animal, and once he has had the resolution to stand and
confront this charging beast, he has developed within himself a discipline that will serve him in all
situations. This control can function in almost any way in a Hemingway work.

Misuse of source:
Hemingway tries to discover the values in life that will best serve man. Since Hemingway has rejected
traditional values, he himself establishes a kind of "code" for his heroes. This code is better seen than
spoken of. The Hemingway hero doesn't speak of abstract qualities like courage and honesty. He lives
them. But this living of values entails continual performance the Hemingway hero is always having his
values put to the test.

How can the hero be up to this continual test? Hemingway stresses the faculty of self-discipline as the backbone of all other virtues. Self-discipline places man's good qualities on a continuum. The dramatic change in Francis Macomber in "The Short, Happy Life of Francis Macomber" stems more from his new-found self-control than from any accidental combination of traits.

Comment
This illustrates plagiarism since the writer used the notion of the "Hemingway code hero" presented in Cliffs Notes as the sole basis for his own essay. He has absorbed his source's concepts, re-phrased them, and, perhaps, made them simpler. But there is a one-to-one relationship between the development of ideas in the Cliffs Notes and the plagiarist's rendition.

The first two sentences of the plagiarist's are directly borrowed from his source; the remaining sentences are more artfully disguised. The worst feature of this idea-copying is that it seems to be the end product of a close reading of Hemingway's "Short, Happy Life," the writer makes it appear that his comments are based on this short story.

The writing here would be acceptable if he had written the same paraphrase with the proper acknowledgement of his source.

4. Insufficient Acknowledgement


The tenacious particularism of the Italian state gave rise to a wide variety of constitutional solutions and class structures throughout Italy. Even conquered territories and those swallowed up by bigger neighboring powers often managed to retain much of their internal organization as it had been. If power changed hands, the instruments and forms of power usually remained the same. Since the economic needs of such territories did not suddenly alter with a change of government or master, those classes which had been important before the change tended to continue to be important afterwards as well. Only when the nature of the change was economic and social might there have been a reversal in the relationships of classes; but even in this there was no sudden revolution in the structure of classes.

Misuse of source:
In his comprehensive study, Renaissance Italy, Peter Laven discusses the peculiar organization of Renaissance city-states: “The tenacious particularism of the Italian states gave rise to a wide variety of constitutional solutions and class structures throughout Italy. Even conquered territories and those swallowed up by bigger neighboring powers often managed to retain much of their internal organization as it had been”(130). This means that if power changed hands, the instruments and forms of power usually remained the same. Since the economic needs of such territories did not suddenly alter with a change of government or master, those classes which had been important before the change tended to continue to be important afterwards as well. Only when the nature of the change was economic and social might there have been a reversal in the relationships of classes; but even in this there was no sudden revolution in the structure of classes.

Comment
This half-crediting of a source is a common form of plagiarism. It stems either from a desire to credit one's source and copy it too, or from ignorance as to where to footnote. The general rule is to footnote after rather than before your resource material. In this case, the plagiarist credits historian Peter Laven
with two quoted sentences and then continues using the author without giving acknowledgement. The writer disguises the direct plagiarism as a paraphrase by using the falsely-explanatory phrase "This means that ..." in the third sentence. This example of plagiarism is especially reprehensible because the writer seemingly acknowledges his source--but not enough.

This guide was prepared with contributions from many people, including members of the Undergraduate Council. Mark Sheldon, Assistant Dean for Academic Integrity in WCAS, assisted with the organization of the document and worked with Barbara Shwom of the WCAS Writing Program to update the material. The section on attribution was written by Jean Smith of the WCAS Writing Program, with help from Bob Wiebe of the History Department. Contributors include Katrina Cucueco (Speech '96), Ryan Garino (CAS '98), Scott Goldstein (Tech '96), and Jean Smith and Ellen Wright of the Writing Program. The examples of plagiarism and comments are based upon Sources: Their Use and Acknowledgement (published by Dartmouth College).

For more on plagiarism, see Charles Lipson, Doing Honest Work in College. How to Prepare Citations, Avoid Plagiarism, and achieve Real Academic Success (Univ. of Chicago Press, 2004).
2017-18 DEADLINES

Academic Year
Undergraduate Research Grants
Tuesday, October 3
Tuesday, October 31
Tuesday, November 28
Tuesday, January 23
Tuesday, February 13

Circumnavigators Travel-Study Grant
Wednesday, November 15

Undergraduate Language Grants
Tuesday, January 30

Beckman Scholars Program
Friday, February 23

Summer Undergraduate Research Grants
Friday, March 16

Undergraduate Research & Arts Exposition
Sunday, April 15 (Poster submissions accepted through Sunday, April 22)

Creative Arts Festival
Sunday, April 22

Conference Travel Grants
Applications accepted on a rolling basis during the academic year

Look for us on social media!

Here’s what OUR undergrads have to say:

“Doing research as an undergrad gives you the chance to grow intellectually in a self-directed way that the classroom doesn’t allow for.”

“The URG allowed me to be wildly ambitious and creative with my project, and really opened my eyes to the field of research.”

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“Research as an undergrad places far more responsibility in the student’s hands and teaches them how to apply a genuine kind of curiosity.”

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Learn how to develop your interests into a project, use our guided search tool, find a lab, get tips on contacting faculty, and read about the types of grants we fund on our website:

undergradresearch.northwestern.edu
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Get paid to assist faculty on their research while gaining invaluable experience to prepare yourself to apply for an academic year or summer undergraduate research grant.

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Get up to $1,000 to cover expenses for your independent academic or creative project in any field.

Summer Undergraduate Research Grants
Get a $3,500 stipend to cover living and research expenses for eight weeks of full-time independent academic and creative work in all fields of study under faculty supervision.

Conference Travel Grants
Get up to $500 to present your research or original creative work at a conference.

Circumnavigators Travel-Study Grant
The once-in-a-lifetime $9,000 grant to spend the summer traveling the world researching a topic of your choice.

Undergraduate Language Grants
Get up to $5,000 towards the cost of intensive summer language study in the US or abroad.

Undergraduate Research & Arts Exposition and Creative Arts Festival
Our annual celebration of original research and creative work by Northwestern undergraduates, where prizes are awarded for the best poster, oral presentation, and creative arts entry.

Beckman Scholars Program
Beckman Scholars conduct laboratory research for two summers and one academic year. Students receive stipends of $6,800 each summer and $4,600 for the academic year. A total of six Scholars will be supported in 2017-2020.

URG Advanced
Got 1 URG and need another? Bring it on!
This booklet and the Undergraduate Catalog are your sources for information about your academic program. In this document, you will find information on:

- Program requirements
- Academic policies
- Academic procedures
- Academic and other opportunities
- Student resources

The information contained in this booklet is also available on the SoC undergraduate advising website https://www.communication.northwestern.edu/advising/.

Meet with your academic advisor often. They can help you plan your educational program.

You can make an appointment with your advisor online at advising.northwestern.edu or by calling 847-491-7214.

Note that the information in this guide is subject to change.

The Undergraduate Catalog that is in effect when you arrive at Northwestern University is the one that governs your requirements and rules as a Northwestern student.

The Undergraduate Catalog is available on the Registrar’s Office’s site at:

http://www.registrar.northwestern.edu/courses/undergrad_catalog.html - undergraduate_catalog

The faculty and staff of the School of Communication warmly welcome you and look forward to working with you throughout your undergraduate academic career!
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Overview: The School of Communication

The Northwestern University School of Communication (SoC) offers a comprehensive program of study in the arts and sciences of communication. Undergraduate, graduate, and professional students work with world-class faculty to understand and to develop new approaches to the communication arts and sciences. Access to the resources of a leading private research university and to the vibrant city of Chicago gives our work unusual depth and relevance. Dean Barbara O’Keefe is the head official of the School of Communication. You will meet her at various functions and events throughout each school year, and she will have the happy responsibility of presenting you with your diploma upon graduation.

The main offices of the School of Communication are located in the Ryan Center for the Musical Arts on south campus. On the fifth floor, you will find the Dean’s Office and the Student Resource Center, as well as the performance studies and theatre department offices.

Academic Departments in SoC

- Communication Sciences & Disorders
- Communication Studies
- Performance Studies
- Radio/Television/Film
- Theatre

Majors

- Communication Studies
- Human Communication Sciences, with optional focus on:
  - Audiology and Hearing Sciences
  - Learning Disabilities
  - Speech-Language Pathology
  - Pre-medical course work
- Performance Studies
- Radio/Television/Film
- Theatre
- Dance (offered through the theatre department)
Minors

- Dance
- Film and Media Studies
- Human Communication Sciences
- Performance Studies
- Sound Design
- Theatre

Modules

Communication Sciences and Disorders:
- Children and Communication

Communication Studies:
- Children and Communication
- Digital Media
- Health Communication
- Strategic and Organizational Communication

Performance Studies:
- Performance and Activism
- Sound Cultures

Radio/TV/Film:
- Acting for Screen
- Comedy Arts
- Creative Writing for the Media
- Directing for the Screen
- Media Arts and Game Design
- Sound Cultures

Theatre:
- Acting for Screen
- Music Theatre Choreography (through the Dance Program)
- Playwriting
- Theatre for Young Audiences
- Theatre Management
- Theatrical Design

For more information on modules, visit https://society.northwestern.edu.
Certificate in Music Theatre

Dual Degrees

- Communication and engineering in partnership with the McCormick School of Engineering
- Communication and music in partnership with the Bienen School of Music

The Student Resource Center

For help with class adds and drops, independent study, practica, student run seminars and other academic issues, contact the Student Resource Center:

Student Resource Center
Ryan Center for the Musical Arts, Room 5-142
Dear-soc@northwestern.edu
847-491-7214

Any forms that require a Dean’s signature can be dropped off at the front desk of the Student Resource Center, Ryan Center for the Musical Arts 5-134.
Academic Advising in the School of Communication

www.communication.northwestern.edu/advising

SoC has professional advisors for each major. Your advisor will stay with you throughout your four years at NU.

There are seven required advising meetings:

➢ Three First-Year Meetings
➢ Two Sophomore Meetings
➢ At least one Junior Meeting/Petition to Graduate - Spring Quarter
➢ One Senior Meeting in the quarter prior to your final quarter at NU

You are encouraged to see your advisor as often as you like. Many students see their advisor once a quarter, while others see them more often.

Your advisor will help you:

▪ Identify your educational goals and plan a program of study to meet them
▪ Stay on track to complete your degree requirements
▪ Connect with faculty
▪ Stay well-informed about special opportunities in the department, school and university
▪ Consider possible career strategies and access career development programs and internship opportunities through the SoC’s Office of External Programs, Internships and Career Services (EPIC)

Who is my academic advisor?

Login to advising.northwestern.edu to see who your assigned academic advisor is.

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Roxane Heinze-Bradshaw  
Ryan Center for the Performing Arts, 5-193  
847-491-7214  
roxane.heinze-bradshaw@northwestern.edu

Theatre Advising

Class of 2019 A-O (except dual degree students)
Catherine Carrigan  
Annie May Swift Hall, G-06  
847-491-7214  
c-carrigan@northwestern.edu

Class of 2021 A-R; Class of 2019 P-Z; All Dual Degree Students in Class of 2019; Class of 2018 A-L; Music Theatre Certificate Advising
John Haas  
Ryan Center for the Musical Arts, room 5-195  
847-491-7214  
j-haas@northwestern.edu

Class of 2020 M-Z
Roxane Heinz-Bradshaw  
Ryan Center for the Performing Arts, 5-193  
847-491-7214  
roxane.heinze-bradshaw@northwestern.edu
Class of 2021 S-Z; Class of 2020 A-L; Class of 2018 M-Z; Theatre Minor
Ben Hilb 
Ryan Center for the Musical Arts, 5-128
847-491-7214 
benjamin.hilb@northwestern.edu

Dance Advising (Major and Minor)
Roxane Heinz-Bradshaw 
Ryan Center for the Performing Arts, 5-193
847-491-7214 
roxane.heinze-bradshaw@northwestern.edu

Internship Questions and Planning
Information and forms for applying to the internship program are available online at http://www.communication.northwestern.edu/epics/.

Once you have reviewed this information, you may make an appointment with your regular academic advisor to discuss your internship plans and how they fit with your academic program.

Internship Coordinator
Vickie Myrick-Smith 
Ryan Center for the Musical Arts, room 5-138
847-491-7214 
v-myrick-smith@northwestern.edu
EPICS Office (External Programs, Internships & Career Services)

The Office of External Programs, Internships, & Career Services (EPICS) empowers students to develop their career strategy and engage in the global marketplace through:

- Professional experiences
- Networking opportunities
- Exposure to industry

Housed within the School of Communication (SoC) at Northwestern University, EPICS is here to support you with your career development throughout your time as a student. A wide range of information regarding our services is provided on our website – http://www.communication.northwestern.edu/epics.

Question? Feel free to contact EPICS at epics@northwestern.edu
Advising Syllabus
The following are some guidelines for your academic career. You are encouraged to discuss these with your advisor.

First-Year

- **Talk with your advisor and identify your goals for your college career.** You will have three required advising meetings during your first year at NU, but you can also make an appointment with your advisor whenever you wish.

- **Take the required first-year courses for your major.**

- **Take courses in WCAS and other schools** that are interesting to you and that may meet distribution requirements. Distribution courses are courses outside the School of Communication that expand your knowledge more broadly into the liberal arts and sciences.

- **Select a foreign language** (especially if necessary for major requirements, or if interested in study abroad)

- **Learn about the SoC modules** and consider which module(s) you might want to join. Modules are programs of study that combine a series of related courses with co-curricular and off-campus experiences to allow in-depth study of particular areas in communication. Learn more at [https://society.northwestern.edu](https://society.northwestern.edu), or talk to your advisor for more information.

- **Get to know a faculty member.** Go to office hours, enroll in a freshman seminar and take advantage of department programs offered to help you meet faculty. Developing a relationship with a faculty member can support your learning and academic growth—not to mention help you get a recommendation letter when you need one!

- **Keep a good balance between your coursework, co-curricular activities and/or part-time work;** try not to get overcommitted—it's easy to do.

  *The Student Activities Scholarship Fund can provide money to help support participation in student activities ([http://www.northwestern.edu/studentaffairs/csi/get-involved/student-activity-scholarship/](http://www.northwestern.edu/studentaffairs/csi/get-involved/student-activity-scholarship/)).*

- **Take advantage of programs offered through SoC's Office of External Programs, Internships, and Career Services (EPICS),** especially industry panels and Leadership Journeys. Learn more at [www.communication.northwestern.edu/EPICS](http://www.communication.northwestern.edu/EPICS).
- **Work, volunteer or travel** in the summer following your first year, talk with your advisor about your summer plans.

**Sophomore Year**

- **Meet with your advisor in the fall or early in winter quarter for your first of two required sophomore meetings.** Talk with your advisor about how things are going for you at NU so far, both things that are going well and any difficulties you may be having. Also talk to your advisor if you are thinking about pursuing a second major, minor, certificate program or module.

- **If you are interested in studying abroad, visit the Study Abroad Office website at [http://www.northwestern.edu/studyabroad/index.html](http://www.northwestern.edu/studyabroad/index.html) for information and talk to your advisor in the fall or very early in winter quarter to make a plan.**


  There is a special study abroad financial aid advisor, Krista Bethel, Assistant Director of Study Abroad Financial Services, who can help navigate financial aid for study abroad. She can be reached at Krysta@northwestern.edu.

  The deadline for fall and academic year study abroad programs is early in February, and the deadline for spring study abroad is in May.

- **Consider registering for a SoC module ([https://society.northwestern.edu/](https://society.northwestern.edu/)).** Modules are programs of study that combine a series of related courses with co-curricular and off-campus experiences to allow in-depth study of particular areas in communication. Talk to your academic advisor for more information.

- **Begin taking more advanced (200 and 300 level) courses** in your major and for distribution requirements. Select courses based on what they can contribute to your intellectual or creative development.

- **Develop a relationship with a faculty member** if you have not already. Go to office hours, take a second course with a faculty member you like, or get involved in the faculty member’s research. There are paid opportunities to work in many of our faculty’s research labs. Email the faculty member you are interested in working with to inquire about available positions. Work-study jobs in academic departments are also
http://undergradaid.northwestern.edu/work-study/how-to/index.html a great way to get to know faculty. Check the Work Study Website (http://undergradaid.northwestern.edu/work-study/how-to/index.html) for available positions. Your academic advisor can help you identify appropriate faculty and research opportunities for your interests.

- **Continue involvement in your co-curricular activities; but still be mindful not to overcommit yourself.** The Student Activities Scholarship Fund (http://www.northwestern.edu/studentaffairs/csi/get-involved/student-activity-scholarship/) can provide money to help support participation in student activities.

- **Increase your awareness and involvement with the career development programs** offered through EPICS, including Leadership Journeys, industry panels, the career fair, and more. Be sure to read the EPICS newsletter that comes to your NU email account.

- **Consider work or an internship** in the summer following your sophomore year.

  Northwestern Career Advancement can provide funds to help support the purchase of professional attire, travel for interviews and other career-related costs. Contact NCA for more information (nca@northwestern.edu; 847-491-3700).

### Junior Year

- **Petition to graduate** at your required junior meeting in the spring quarter.

- **Pursue advanced, in-depth learning in your major areas of interest.** Consider registering for a module (https://society.northwestern.edu/) if you haven’t already. Take multiple courses in a particular sub discipline or area within or outside of your major.

- **Work closely with one or more faculty members.** You might work in a lab, assist with research, complete an independent study or more. Ask your advisor about these opportunities. Research assistantships are often paid, and often can be work-study or non-work study funded.

- **If you are interested in attending graduate school, ask your faculty mentors for recommendations** about programs, courses of study and graduate education in their discipline in general.

  Visit the Office of Fellowships (http://www.northwestern.edu/fellowships/) for information on applying for funding to support graduate study.
• **Take on increasing responsibility in co-curricular activities or at work**; possibly take on a leadership role.

  The *Student Activities Scholarship Fund* can provide money to help support participation in student activities, see [http://www.northwestern.edu/studentaffairs/ksi/get-involved/student-activity-scholarship/](http://www.northwestern.edu/studentaffairs/ksi/get-involved/student-activity-scholarship/) for more information.

• **Develop a portfolio of your learning and achievements.** Most modules require the creation of a portfolio, but even if you aren’t enrolled in a module, talk to your advisor about developing a portfolio of your work. Take advantage of opportunities like the Undergraduate Research and Arts Exposition to share your work with the NU community (information at [www.undergradresearch.northwestern.edu](http://www.undergradresearch.northwestern.edu)).

• **Consult with your advisor and other mentors** as you work to conceptualize and articulate a unified picture of your acquired skills and knowledge, along with possible professional applications.

  The *NU Alumni Association* offers a mentorship program that connects you with NU alumns in your chosen field. Find more information at [https://mentor.northwestern.edu](https://mentor.northwestern.edu).

• **Focus on professional preparation and career exploration.**
  Read the SoC Undergraduate Blog, Spotlight ([http://comm.soc.northwestern.edu/src-spotlight/](http://comm.soc.northwestern.edu/src-spotlight/)), attend the Career and Internship Fair in the winter ([http://www.communication.northwestern.edu/epics/student_career_fair](http://www.communication.northwestern.edu/epics/student_career_fair)), participate in Leadership Journeys, take a career practicum, and/or talk with faculty about professional opportunities in their fields.

  Visit the Northwestern Career Advancement website to learn how to build a resume ([http://www.northwestern.edu/careers/job-intern-prep/resume-building/index.html](http://www.northwestern.edu/careers/job-intern-prep/resume-building/index.html)).

  Log into EPICS SoConnect ([http://www.communication.northwestern.edu/epics/undergrads](http://www.communication.northwestern.edu/epics/undergrads)) and read through their resource library for additional career preparation information. Meet with an advisor at Northwestern Career Advancement to develop and refine your resume further.

  **Northwestern Career Advancement can provide funds to help support the purchase of professional attire, travel for interviews and other career-related costs. Contact NCA for more information ([nca@northwestern.edu](mailto:nca@northwestern.edu); 847-491-3700)).**
Strongly consider doing an internship during your junior year or the following summer. Internships can help you decide on a career trajectory, build your resume, and make connections. Funding to support unpaid internships is available through the Summer Internship Grant Program (SIGP) (http://www.northwestern.edu/sigp/) and EPICS (http://www.communication.northwestern.edu/epics/undergrad_internship_awards). Applications for these programs are due in April, so be sure to apply early.

Senior Year

- **Meet with your advisor for your required senior meeting one quarter before your quarter of graduation.** Your advisor will review with you your remaining requirements, and will help you make a plan to complete them in time for your graduation date.

- **Complete advanced, in-depth study in your major areas of interest.** Carry out at least one major academic or creative project as part of an honors thesis, module capstone, multi-quarter sequence, independent study, or research grant.

- **Work closely with one or more faculty members,** either as part of your own project, or by being involved in the faculty member’s research.

- **Develop leadership skills at work, an internship, or in co-curricular activities.** The Student Activities Scholarship Fund can provide money to support participation in student activities (http://www.northwestern.edu/studentaffairs/csi/get-involved/student-activity-scholarship/).

- **Develop a portfolio of your learning and achievements.** Learn to create a unified picture of your skills, knowledge and talents to others. This is an important step in your professional development.

- **Focus on professional preparation and career exploration.** Use the resources provided by EPICS and Northwestern Career Advancement to prepare your resume and search for job opportunities.

**Northwestern Career Advancement can provide funds to help support the purchase of professional attire, travel for interviews and other career-related costs. Contact NCA for more information (nca@northwestern.edu; 847-491-3700).**
How do I stay informed by the School of Communication?

During the academic year, there are several sources through which the school and your department will keep you informed of coming events, academic announcements, and opportunities.

Email is the official mode of communication of the University and school with students. You are responsible for any communication sent to your Northwestern email account.

Set your account to accept email from:

- The Student Resource Center
dear-soc@northwestern.edu

- Your academic advisor

Other sources of information from the School of Communication are:

- The advising homepage on the School of Communication's undergraduate advising site at https://www.communication.northwestern.edu/advising. There you can get information on requirements and policies and find useful links to campus resources.
Degree Requirements for the Bachelor of Arts and Bachelor of Science in Communication

Degree Options: Bachelor of Arts/Bachelor of Science

Students in the School of Communication have a choice of graduating with either a Bachelor of Science or a Bachelor of Arts Degree (except CSD students who graduate with a B.S.). The requirements for the two degrees are identical with the exception that to qualify for the B.A. students must fulfill the WCAS language requirement (see below for details on foreign language requirements).

NOTE: Both the Communication Studies and Radio/TV/Film majors require the WCAS foreign language proficiency be met for both the B.A. and B.S.

Which degree you pursue is ultimately a matter of personal choice. A student interested in pursuing business related fields may prefer the B.S., while a student going into an arts related area might want a B.A. Today, there is very little difference between the two degrees, and your unique career goals can help you and your advisor determine which one is right for you.
Distribution Requirements

All students complete 18 courses outside the School of Communication. Each major has specific distribution requirements.

<table>
<thead>
<tr>
<th>Distribution Areas</th>
<th>Math/Science/Technology</th>
<th>Individual and Social Behavior</th>
<th>Humanities and Fine Arts</th>
<th>Additional Distribution Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Communication Sciences (HCS has additional specific distro requirements, see the major requirements for details)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Performance Studies</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Radio/Television/Film</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Theatre</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Dance</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>

Distribution Areas

Math/Science/Technology Distribution Area

Courses in this area share a foundation in the scientific method, in which empirical data is interpreted, and hypotheses about the causes of natural and social phenomena are tested by repeatable experiments. Key tools in this enterprise are mathematics and other forms of symbolic reasoning. Classes in these topics train students to analyze and interpret complex information, recognize patterns, reach sound conclusions, and convey those conclusions to others in an effective manner.

*Courses that are approved as either natural sciences or formal studies distribution requirements for WCAS are accepted as math/science/technology courses for SoC.*

*Music Technology and Music Theory courses also count for math/science/technology.*
<table>
<thead>
<tr>
<th>Math/Science/Technology Accepted Subjects</th>
<th>General Music – those approved as natural science or formal studies in WCAS (Gen Mus 252 and 253)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology – those approved as natural science or formal studies in WCAS</td>
<td>Geography – Only those approved as natural science or formal studies in WCAS</td>
</tr>
<tr>
<td>Astronomy</td>
<td>Initiative for Sustainability and Energy (ISEN) – Only those approved as natural science by WCAS</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Mathematical Methods in the Social Sciences – for students in the MMSS program</td>
</tr>
<tr>
<td>Chemistry - consult the Department for placement information if you have prior work in college-level chemistry.</td>
<td>Linguistics – those approved as natural science or formal studies in WCAS</td>
</tr>
<tr>
<td>Civil Engineering 206</td>
<td>Mathematics - If you have prior college level math, take the online placement test or consult the Math Department for more information.</td>
</tr>
<tr>
<td>Cognitive Science</td>
<td></td>
</tr>
<tr>
<td>Communication Sciences and Disorders (CSD) 108, 112, 202, 301, 302, 303, 304, 305, 306, 310 and 318; prerequisites may apply; CSD majors may not use CSD courses to fulfill their distribution requirements.</td>
<td>Material Science 101 and any approved for natural science or formal studies in WCAS</td>
</tr>
<tr>
<td>Design (Only courses offered through the McCormick School of Engineering)</td>
<td>Music Technology and Music Theory and Cognition; Also, Gen Mus 252 and 253</td>
</tr>
<tr>
<td>Electrical Engineering/Computer Science (EECS)</td>
<td>Physics - Consult the Physics Department for appropriate placement if you have prior work in calculus-level physics.</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Philosophy (only courses designated as formal studies by WCAS)</td>
</tr>
<tr>
<td>Earth &amp; Planetary Sciences</td>
<td>Psychology – those approved as natural science or formal studies in WCAS</td>
</tr>
<tr>
<td></td>
<td>Statistics (including statistics offered in any department)</td>
</tr>
</tbody>
</table>

Note: While not necessarily recommended for non-majors, any 300-level course in astronomy, biological sciences, chemistry, cognitive science, earth and planetary science, math,
mathematical methods in the social sciences (MMSS), physics, or statistics will be accepted toward the math/science/technology distribution requirement.

**Individual/Social Behavior Distribution Area**

Courses in this area use empirical methods and social and cultural theories in order to explain human behavior. The area includes classes in history, the social and behavioral sciences, and the study of communal and individual values.

Courses in several of the “Studies” departments (African-American, American, Asian American, Gender, Latina and Latino) and Journalism may satisfy either Individual/Social Behavior or Humanities/Fine Arts.

**Individual and Social Behavior Accepted Subjects**

<table>
<thead>
<tr>
<th>African-American Studies</th>
<th>International Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies (must be admitted to the program to enroll)</td>
<td>International Studies</td>
</tr>
<tr>
<td>Anthropology (except those that satisfy MST)</td>
<td>Latina and Latino Studies</td>
</tr>
<tr>
<td>Asian American Studies</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>Business Institutions 239, 260</td>
<td>Linguistics (except those that satisfy MST)</td>
</tr>
<tr>
<td>Economics</td>
<td>Middle East and North African Studies (MENA) (except Humanities topics)</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Philosophy (except those designated as formal studies, which are MST)</td>
</tr>
<tr>
<td>Gender Studies</td>
<td>Political Science</td>
</tr>
<tr>
<td>Global Health</td>
<td>Psychology (except those that satisfy MST)</td>
</tr>
<tr>
<td>Geography 240, 312, 313</td>
<td>Religion</td>
</tr>
<tr>
<td>History</td>
<td>School of Education &amp; Social Policy courses (all majors)</td>
</tr>
<tr>
<td>IEMS 225</td>
<td>Sociology</td>
</tr>
<tr>
<td>Integrated Marketing Communication (IMC) (sophomore standing required)</td>
<td></td>
</tr>
</tbody>
</table>
Humanities/Fine Arts Distribution Area

Courses in this area examine artistic, linguistic, and cultural practices, and help students hone their creative, expressive, and analytical skills. *Courses in several of the “Studies” departments (African-American, American, Asian American, Gender, Latina and Latino) and Journalism may satisfy either Individual/Social Behavior or Humanities/Fine Arts.*

Humanities and Fine Arts Accepted Subjects

| African Studies | Foreign Languages (Arabic, Chinese, Czech, French, German, Ancient Greek, Hebrew, Hindi, Italian, Japanese, Korean, Latin, Persian (Farsi), Polish, Portuguese, Russian, Spanish, Swahili, Turkish, Yiddish) |
| American Studies (must be admitted to the program to enroll) | Gender Studies |
| Art Theory and Practice | Humanities |
| Art History | Jewish Studies |
| Asian American Studies | Journalism courses for non-majors |
| Asian Languages and Cultures | Latina and Latino Studies |
| Classics | Middle East and North African Studies (MENA) (except Individual and Social Behavior topics) |
| Comparative Literature | Music (with significant exceptions; see the next section of this guide for more information) |
| English | Slavic Languages and Literature |
### Distribution Requirements and Special Courses

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Can be Applied As</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCAS Independent Studies</td>
<td>Maximum of 2 additional distribution courses</td>
</tr>
<tr>
<td>WCAS Freshman Seminars</td>
<td>Additional distribution courses (except English can count as HFA)</td>
</tr>
<tr>
<td>Internship (Chicago Field Studies)</td>
<td>One unit may apply to additional distribution requirement; 3 may apply to electives</td>
</tr>
<tr>
<td>Apprenticeship, professional linkage seminars, and practicum courses</td>
<td>May not apply to distribution requirements; only to electives</td>
</tr>
<tr>
<td>Residential College Tutorials</td>
<td>Only if approved as WCAS distribution courses, and not taught by SoC faculty, may then count for SoC distributions</td>
</tr>
</tbody>
</table>

Note: many of the courses approved as distribution courses may have prerequisite course requirements, or enrollment may be limited to students in the major. Check CAESAR for details.
Music Courses for SoC Students

Not all courses in the School of Music may be applied toward the SoC degree. SoC categorizes undergraduate courses in the School of Music into three distinct groups: performance and ensemble classes; applied or skills based classes; and academic classes. Each type of course is treated differently in calculating your progress toward a degree.

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Class</th>
<th>Count for degree?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø</td>
<td>Performance/ensemble classes</td>
<td>Not permitted to apply toward 45 credits for SoC degree.</td>
</tr>
<tr>
<td>Applied</td>
<td>Applied/skills based classes</td>
<td>Up to 3 credits may be applied toward the 45 for the SoC degree. After that, they do not count. These 3 credits may be applied to the HFA distribution requirement.</td>
</tr>
<tr>
<td>HFA</td>
<td>Academic classes</td>
<td>An unlimited number of credits of HFA courses may be applied toward the 45 for the SoC degree. An unlimited number of these credits may be applied to the distribution requirement.</td>
</tr>
</tbody>
</table>

Music Studies for Non-Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Mus</td>
<td>115,</td>
<td>Applied Piano and Organ</td>
<td>Applied</td>
</tr>
<tr>
<td></td>
<td>315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen Mus</td>
<td>120</td>
<td>Applied Strings</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>121</td>
<td>Beginning Non-major Guitar Class</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>125</td>
<td>Applied Winds/Percussion</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>131</td>
<td>Non-major Vocal Performance Seminar, Beginning</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>133</td>
<td>Non-major Class Voice, Beginning</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>160</td>
<td>Non-major Class Private Voice, Beginning</td>
<td>Applied</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>170</td>
<td>Introduction to Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>175</td>
<td>Selected Topics for Non-Majors</td>
<td>HFA</td>
</tr>
<tr>
<td>Gen Mus</td>
<td>176</td>
<td>Selected Topics in Applied Music</td>
<td>Applied</td>
</tr>
<tr>
<td>Course</td>
<td>Number</td>
<td>Description</td>
<td>Category</td>
</tr>
<tr>
<td>----------------</td>
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<td>--------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Music</td>
<td>360</td>
<td>Career Innovation in Music &amp; Perf. Arts</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicology</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Musical</td>
<td>323</td>
<td>Topics in Ethnomusicology</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>326</td>
<td>Topics in World Music: Asia</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>327</td>
<td>Topics in World Music: Africa</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>328</td>
<td>Topics in World Music: The Americas</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>329</td>
<td>Music and Islam</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>330</td>
<td>Russian Fairytale and Opera</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>331</td>
<td>Orientalism and Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>332</td>
<td>Music and Gypsies</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>333</td>
<td>Topics in Pop Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>334</td>
<td>Russian Modernism</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>335</td>
<td>Selected Topics</td>
<td>HFA</td>
</tr>
<tr>
<td>Musical</td>
<td>338</td>
<td>Expressionism</td>
<td>HFA</td>
</tr>
<tr>
<td>Course</td>
<td>Number</td>
<td>Description</td>
<td>Category</td>
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<td>Musicol</td>
<td>339</td>
<td>Music and Gender</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>341</td>
<td>Music and the Visual Arts</td>
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<td>Musicol</td>
<td>342</td>
<td>Authenticity</td>
<td>HFA</td>
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<td>Musicol</td>
<td>343</td>
<td>Music and Shakespeare</td>
<td>HFA</td>
</tr>
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<td>Musicol</td>
<td>344</td>
<td>Music and Film</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>345</td>
<td>From Literature to Opera to Film</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>346</td>
<td>Composer Topics (Verdi, Wagner, Mahler...)</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>347</td>
<td>The Lied</td>
<td>HFA</td>
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<tr>
<td>Musicol</td>
<td>348</td>
<td>Bel Canto</td>
<td>HFA</td>
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<td>Musicol</td>
<td>350</td>
<td>Topics in Medieval Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>351</td>
<td>Topics in 16th Century Music</td>
<td>HFA</td>
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<td>Musicol</td>
<td>352</td>
<td>Topics in 17th Century Music</td>
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</tr>
<tr>
<td>Musicol</td>
<td>353</td>
<td>Topics in 18th Century Music</td>
<td>HFA</td>
</tr>
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<td>Musicol</td>
<td>354</td>
<td>Topics in 19th Century Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>355</td>
<td>Topics in 20th Century Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>356</td>
<td>Topics in Contemporary Music</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>385</td>
<td>Senior Project</td>
<td>HFA</td>
</tr>
<tr>
<td>Musicol</td>
<td>399</td>
<td>Independent Study</td>
<td>Additional Distro</td>
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**Music Technology**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Description</th>
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<tbody>
<tr>
<td>Mus Tech</td>
<td>259</td>
<td>Introduction to Music Technology</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>262</td>
<td>Technology in the Music Classroom</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>320</td>
<td>Physics of Sound</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>321</td>
<td>Producing in the Virtual Studio</td>
<td>MST</td>
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<tr>
<td>Mus Tech</td>
<td>322</td>
<td>Recording and Basic Audio</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>335</td>
<td>Selected Topics in Music Technology</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>337</td>
<td>Multimedia for the Web</td>
<td>MST</td>
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### Music Technology

<table>
<thead>
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<tbody>
<tr>
<td>Mus Tech</td>
<td>338</td>
<td>Programming</td>
<td>MST</td>
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<tr>
<td>Mus Tech</td>
<td>340</td>
<td>Composing with Computers</td>
<td>MST</td>
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<tr>
<td>Mus Tech</td>
<td>342-1,2</td>
<td>Computer Sound Synthesis</td>
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<td>Sound Design for New Media</td>
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<td>Mus Tech</td>
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<td>Advanced Projects in Music Technology</td>
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<td>Mus Tech</td>
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<td>Technology-Based Performance</td>
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<tr>
<td>Mus Tech</td>
<td>384</td>
<td>Senior Project Development</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Tech</td>
<td>385</td>
<td>Senior Project</td>
<td>MST</td>
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<tr>
<td>Mus Tech</td>
<td>399</td>
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### Music Theory

<table>
<thead>
<tr>
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<th>Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>Mus Thry</td>
<td>251</td>
<td>Music and Mind</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>316</td>
<td>Renaissance Counterpoint</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>317</td>
<td>Figured Bass</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>318</td>
<td>Baroque Counterpoint</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>321</td>
<td>Analytic Techniques</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>332</td>
<td>Rhythm and Meter</td>
<td>MST</td>
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<td>Mus Thry</td>
<td>335</td>
<td>Selected Topics in Music Theory</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>336</td>
<td>Selected Topics in Music Cognition</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>355</td>
<td>Atonal Analysis</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>385</td>
<td>Senior Project</td>
<td>MST</td>
</tr>
<tr>
<td>Mus Thry</td>
<td>399</td>
<td>Independent Study</td>
<td>Additional Distro</td>
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## Music Performance

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>Conduct / Gen Music</td>
<td>364</td>
<td>Choral Organizations</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct / Gen Music</td>
<td>374</td>
<td>Band Organizations</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct</td>
<td>378</td>
<td>Contemporary Music Ensemble</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct / Gen Music</td>
<td>393</td>
<td>Orchestral Organizations</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct / Gen Music</td>
<td>395</td>
<td>Baroque Music Ensemble</td>
<td>Ø</td>
</tr>
<tr>
<td>Conduct</td>
<td>399</td>
<td>Independent Study</td>
<td>Ø</td>
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## Jazz Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>Jazz</td>
<td>210-1,2</td>
<td>Jazz History</td>
<td>HFA</td>
</tr>
<tr>
<td>Jazz / Gen Music</td>
<td>377</td>
<td>Jazz Orchestra</td>
<td>Ø</td>
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## Voice and Opera

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Description</th>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>Voice</td>
<td>102</td>
<td>Beginning Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>110</td>
<td>Applied Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>210</td>
<td>Applied Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>310</td>
<td>Applied Voice</td>
<td>Applied</td>
</tr>
<tr>
<td>Voice</td>
<td>365</td>
<td>Professional Preparation for Singers</td>
<td>Applied</td>
</tr>
</tbody>
</table>
Foreign Language Requirement

Specific language requirements apply to each major.

- **Communication Studies**: WCAS requirement (for B.A. and B.S.)
- **Dance**: WCAS requirement (for B.A.) or no requirement (for B.S.)
- **Human Communication Sciences** (B.S. only): No requirement
- **Performance Studies**: WCAS requirement (for B.A.) or no requirement (for B.S.)
- **Radio/Television/Film**: WCAS requirement (for B.A. and B.S.).
- **Theatre**: WCAS requirement (for B.A.) or no requirement (for B.S.)

Foreign Language Proficiency Table

This table summarizes ways to fulfill the WCAS Foreign Language Proficiency Requirement. For more details, please see the information on WCAS Foreign Language Proficiency Requirement in the online Weinberg College Student Handbook:

http://www.weinberg.northwestern.edu/undergraduate/degree/foreign-language-proficiency/fulfill-proficiency-requirement.html

**IMPORTANT NOTE**: All courses used to attain Weinberg foreign language proficiency must be taken for a letter grade; they cannot be taken P/N.

<table>
<thead>
<tr>
<th>Language</th>
<th>Department</th>
<th>Course completed with a C- or Better</th>
<th>AP Score</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Middle East &amp; N. African Studies</td>
<td>ARABIC 121-3</td>
<td>none</td>
<td>Program Test and Interview</td>
</tr>
<tr>
<td>Chinese</td>
<td>Asian Lang. &amp; Cultures</td>
<td>CHINESE 121-3 or 125-3 or above</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Czech</td>
<td>Slavic Lang. &amp; Literature</td>
<td>SLAVIC 206-3</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>French</td>
<td>French &amp; Italian</td>
<td>FRENCH 121-3 or 125-3 or 201-0</td>
<td>5 *</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>German</td>
<td>German</td>
<td>GERMAN 102-3, 205-1, 205-2, 221-1, -2, or -3</td>
<td>4 or better</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td>Ancient Greek</td>
<td>Classics</td>
<td>GREEK 201-3</td>
<td>none</td>
<td>Dept. Test</td>
</tr>
<tr>
<td>Hebrew</td>
<td>Jewish Studies</td>
<td>HEBREW 121-3</td>
<td>none</td>
<td>Center Test</td>
</tr>
<tr>
<td>Hindi-Urdu</td>
<td>Asian Lang. &amp; Cultures</td>
<td>HIND-URD 121-3 or above</td>
<td>none</td>
<td>Dept. Test and Interview **</td>
</tr>
<tr>
<td>Italian</td>
<td>French &amp; Italian</td>
<td>ITALIAN 102-3, or 133/134-3</td>
<td>4 or better</td>
<td>Dept. Test and **</td>
</tr>
<tr>
<td>Language</td>
<td>Department</td>
<td>Requirement</td>
<td>Placement Test</td>
<td>Interview</td>
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<tr>
<td>Japanese</td>
<td>Asian Lang. &amp; Cultures</td>
<td>JAPANESE 121-3 or 211-1 or</td>
<td>none</td>
<td>Dept. Test and Interview</td>
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<tr>
<td></td>
<td></td>
<td>above</td>
<td></td>
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<tr>
<td>Korean</td>
<td>Asian Lang. &amp; Cultures</td>
<td>KOREAN 121-3, 125-2, 211-1 or</td>
<td>none</td>
<td>Dept. Test and Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>above***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin</td>
<td>Classics</td>
<td>LATIN 201-3</td>
<td>5</td>
<td>Dept. Test</td>
</tr>
<tr>
<td>Persian (Farsi)</td>
<td>Middle East &amp; N. African Studies</td>
<td>PERSIAN 121-3</td>
<td>none</td>
<td>Program Test and Interview</td>
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<tr>
<td>Polish</td>
<td>Slavic Lang. &amp; Literature</td>
<td>SLAVIC 208-3, 358</td>
<td>none</td>
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<tr>
<td>Portuguese</td>
<td>Spanish &amp; Portuguese</td>
<td>PORT 121-3</td>
<td>none</td>
<td>Dept. Test</td>
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<tr>
<td>Russian</td>
<td>Slavic Lang. &amp; Literature</td>
<td>SLAVIC 102-3, 304-1, 304-2,</td>
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<td>Dept. Test and Interview</td>
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<td>304-3</td>
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<tr>
<td>Spanish</td>
<td>Spanish and Portuguese</td>
<td>SPANISH 121-3 or SPANISH</td>
<td>4 or better on</td>
<td>Dept. Test and Interview</td>
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<td></td>
<td></td>
<td>125-0/127-0</td>
<td>Lang. and/or</td>
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<td>Lit. exam</td>
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<tr>
<td>Swahili</td>
<td>Program of African Studies</td>
<td>SWAHILI 121-3</td>
<td>none</td>
<td>Program Test and Interview</td>
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<tr>
<td>Turkish</td>
<td>Middle East &amp; N. African Studies</td>
<td>TURKISH 121-3 or above</td>
<td>none</td>
<td>Program Test and Interview</td>
</tr>
</tbody>
</table>

* For students entering prior to Fall 2014, the foreign language requirement in French could also be satisfied with an AP score of 4.
** Or IB test score of 5 or above and 10th- or 12th-grade Indian Board Exam results of 70% or above. Students with a Hindi IB score of 5, 6, or 7 have satisfied the foreign language requirement.
***KOREAN 125-2 if taken in 2016-17 or later; KOREAN 125-3 if taken prior to 2016-17.

**What do I need to know about language proficiency and placement tests?**

Most language departments offer online placement tests. If you have not already completed a test, you should do so during the first week of Wildcat Welcome. See this URL for further information: [http://placement-test.mmlc.northwestern.edu/](http://placement-test.mmlc.northwestern.edu/)

Students who earn appropriately high scores may satisfy the language requirement through the placement test.

The more advanced a student’s placement, the fewer language courses that student must take to satisfy the requirement. Unlike AP credits, students do not earn language course credits with language placement test results.
Is it possible to demonstrate proficiency in any other ways?
Students whose secondary education was at a school where a language other than English was the primary language of instruction should take their secondary school transcript to the WCAS Office of Undergraduate Studies (at 1922 Sheridan Rd.) for evaluation.

What if I am proficient in a language that is not taught at Northwestern?
Students who wish to demonstrate proficiency in a language not usually taught on campus may petition the Council on Language Instruction for a proficiency test in that language. Please consult the following URL: http://www.cli.northwestern.edu/.
Petitions must be filed during the student’s first quarter on campus and are available at the WCAS Office of Undergraduate Studies (at 1922 Sheridan Rd.).

What if I have a disability that affects my study of language?
In certain cases of a clinically diagnosed disability affecting foreign language acquisition, students may apply to fulfill the WCAS Foreign Language Proficiency Requirement by using both language and non-language classes. In such circumstances, students should first contact Accessible NU for assistance in petitioning the Council on Language Instruction to be assigned a Language Proficiency Adviser (LPA): http://www.northwestern.edu/accessiblenu/.

What if I have other questions about foreign language requirements and options?
The Council on Language Instruction maintains web sites that offer detailed answers to many questions. Please consult this URL: http://www.cli.northwestern.edu/.
Additionally, there is an exhaustive document published annually, Everything You Need to Know about Studying Languages at Northwestern. You may read or download a copy of that document by clicking the link at this URL: http://www.cli.northwestern.edu/.
AP/IB Credit

Application of AP/IB Credit to Distribution Requirements for Students Entering September 2017

- Up to ten credits earned may be applied to degree requirements
- Only one credit may be applied to each of the Math/Science/Technology (MST), Individual/Social Behavior (ISB), and Humanities/Fine Arts (HFA) categories
- Up to six credits may then be counted as Additional Distribution credits, and one more credit may be counted as an elective
- In addition to, and independent of, the requirements set by the School of Communication, students must satisfy the Undergraduate Registration Requirement. See the Undergraduate Catalog or the section on the Undergraduate Registration Requirement in this guide for the details of this policy.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SCORE</th>
<th>COURSE CREDIT AUTHORIZED</th>
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<tbody>
<tr>
<td><strong>Credit Awarded for AP Exams in the School of Communication</strong></td>
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<tr>
<td><strong>Math/Science/Technology Group</strong></td>
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<tr>
<td>Biology</td>
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<td>1 credit (BIOL SCI 1XX)</td>
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<tr>
<td></td>
<td>3 or 4</td>
<td>1 unit (Chem 1X0); placement in Chem 171/181</td>
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<tr>
<td>Chemistry</td>
<td>5</td>
<td>3.68 units (Chem 1X0, 1X1, 1X2, and lab courses 11X, 12X); placement in Chem 210-1 or 212-1/232-1</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4 or 5</td>
<td>1 credit (EECS 110)</td>
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<tr>
<td>Environmental Science</td>
<td>5</td>
<td>1 credit (ENVR SCI 1XX)</td>
</tr>
<tr>
<td>Mathematics (Calculus) AB (or AB subscore of Mathematics BC)</td>
<td>4 or 5</td>
<td>1 credit (MATH 220)</td>
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<tr>
<td>Mathematics (Calculus) BC</td>
<td>Below 4</td>
<td>See Mathematics AB</td>
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<td>4 or 5</td>
<td>2 credits (MATH 220, 224)</td>
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<tr>
<td>Music Theory</td>
<td>5</td>
<td>1 credit (GEN MUS 252)</td>
</tr>
<tr>
<td>Physics 1</td>
<td>5</td>
<td>1.34 credits (PHYSICS 130-1 and lab 13X-1)</td>
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<tr>
<td>Physics 2</td>
<td>5</td>
<td>1.34 credits (PHYSICS 130-2 and lab 13X-2)</td>
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<tr>
<td>Course</td>
<td>Credits</td>
<td>Notes</td>
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<tr>
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<tr>
<td>Physics B</td>
<td>5</td>
<td>2.68 credits (PHYSICS 130-1, -2 and 13X-1, -2)</td>
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<td>Physics C-1 (Mechanics)</td>
<td>5</td>
<td>1.34 credits (PHYSICS 135-1 and 136-1)</td>
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<tr>
<td>Physics C-2 (Electricity and Magnetism)</td>
<td>5</td>
<td>1.34 credits (PHYSICS 135-2 and 136-2)</td>
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<tr>
<td>Statistics</td>
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<td>1 credit (STAT 202)</td>
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**Individual/Social Behavior Group**

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<tr>
<td>Economics-Macro</td>
<td>5</td>
<td>1 credit (ECON 201)</td>
</tr>
<tr>
<td>Economics-Micro</td>
<td>5</td>
<td>1 credit (ECON 202)</td>
</tr>
<tr>
<td>Geography (Human)</td>
<td>5</td>
<td>1 credit (GEOG 1XX)</td>
</tr>
<tr>
<td>Government and Politics (American)</td>
<td>5</td>
<td>1 credit (POLI SCI 2XX)</td>
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<tr>
<td>Government and Politics (Comparative)</td>
<td>5</td>
<td>1 credit (POLI SCI 2XX)</td>
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<tr>
<td>History (European)</td>
<td>5</td>
<td>2 credits (HISTORY 2EU)</td>
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<tr>
<td>History (U.S.)</td>
<td>5</td>
<td>2 credits (HISTORY 2US)</td>
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<tr>
<td>History (World)</td>
<td>5</td>
<td>2 credits (HISTORY 2WL)</td>
</tr>
<tr>
<td>Psychology</td>
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<td>1 credit (PSYCH 110)</td>
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**Humanities/Fine Arts Group**

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<th>Notes</th>
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<tr>
<td>Art History</td>
<td>5</td>
<td>1 credit (ART HIST 2XX)</td>
</tr>
<tr>
<td>Studio Art</td>
<td>5</td>
<td>1 credit (ART 1XX)</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>4</td>
<td>1 credit (CHINESE 1XX)</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>2 credits (CHINESE 1XX)</td>
</tr>
<tr>
<td>English (Language and Composition)</td>
<td>5</td>
<td>2 credits (ENGLISH 1LC)</td>
</tr>
<tr>
<td>English (Literature)</td>
<td>5</td>
<td>2 credits (ENGLISH 1LT)</td>
</tr>
<tr>
<td>French Language and Culture</td>
<td>4</td>
<td>1 credit (FRENCH 1XX)</td>
</tr>
<tr>
<td>German Language and Culture</td>
<td>5</td>
<td>2 credits (FRENCH 2XX)</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>1 credit (GERMAN 2XX)</td>
</tr>
<tr>
<td>Course</td>
<td>Credits Required</td>
<td>Credits Awarded</td>
</tr>
<tr>
<td>-------------------------------------------</td>
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<td>------------------</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>4</td>
<td>1 credit (ITALIAN 2XX)</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>4</td>
<td>1 credit (JAPANESE 1XX)</td>
</tr>
<tr>
<td>Latin</td>
<td>4</td>
<td>1 credit (LATIN 2XX)</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>4</td>
<td>1 credit (SPANISH 2LN)</td>
</tr>
<tr>
<td>Spanish Literature</td>
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<td>1 credit (SPANISH 2LT)</td>
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**Credit Awarded for IB Tests in the School of Communication**

<table>
<thead>
<tr>
<th>Math/Science/Technology Group</th>
<th>Credits Required</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>6 or 7</td>
<td>1 credit (BIOL SCI 1XX)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 or 6</td>
<td>1.34 credits (CHEM 101, lab 121); placement in CHEM 171/181</td>
</tr>
<tr>
<td>Computer Science</td>
<td>5, 6, or 7</td>
<td>1 credit (EECS 110)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>5 or 6</td>
<td>1 credit (MATH 220)</td>
</tr>
<tr>
<td>Physics</td>
<td>6 or 7</td>
<td>2.68 credits (PHYSICS 130-1,-2 and labs 13X-1,-2)</td>
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**Individual/Social Behavior Group**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
<th>Credits Awarded</th>
</tr>
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<tbody>
<tr>
<td>Economics</td>
<td>6 or 7</td>
<td>2 credits (ECON 201, 202)</td>
</tr>
<tr>
<td>History (American)</td>
<td>6 or 7</td>
<td>2 credits (HISTORY 2AM)</td>
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<tr>
<td>History (European)</td>
<td>6 or 7</td>
<td>2 credits (HISTORY 2EU)</td>
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<td>Subject</td>
<td>Credits</td>
<td>Credits Required</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------</td>
<td>------------------</td>
</tr>
<tr>
<td>Psychology</td>
<td>6 or 7</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Humanities/Fine Arts Group</strong></td>
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<td></td>
</tr>
<tr>
<td>English</td>
<td>6 or 7</td>
<td>2 credits</td>
</tr>
<tr>
<td>Foreign Language (All Languages)</td>
<td>6</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>2 credits</td>
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</table>
Undergraduate Registration Requirement (URR)

The Undergraduate Registration Requirement determines the number of quarters and courses you must complete at NU. Students who enter NU as first-year students are required to take 32 credits and complete 9 quarters at NU. Students who enter as transfer students are required to take 23 credits and complete 6 quarters at NU. Students who enter as first-year students in a dual degree program must complete 42 credits and 12 quarters at NU. Students who enter as transfer students in a dual degree program must complete 32 credits and 9 quarters at NU. For the full Undergraduate Registration Requirement, see the University Registrar’s Website, at http://www.registrar.northwestern.edu/graduation/undergraduate-registration-requirement.html.

Grade Requirements

Regardless of major, all SoC students must meet the following grade requirements:

▪ Of the 42 credits for the degree, 32 must be taken for a grade of A, B, or C (no C-).
▪ Courses in the major department may not be taken for a P grade, regardless of whether the course is used toward the major requirements or as an elective.
▪ Grades of P or D may apply only to elective requirements; they may not count in either the major, minor or distribution requirement areas.

***Human Communication Science and Communications Studies have additional rules concerning grades; see the CSD and COMM ST major requirements for complete information.***
Communication Studies Major

Distribution Requirements

- 18 courses outside the department, including 3 courses from each of the three School of Communication distribution areas: math/science/technology; individual and social behavior; and humanities and fine arts.

A non-SoC major, minor or certificate also satisfies the Communication Studies field of concentration.

Grade Requirements

- All distribution and major courses must be completed with a grade of C- or higher, and may not be taken P/N.
- Students who do not pass Comm St 294 with a C- or higher will be required to take English 105 (or an equivalent writing course) to fulfill the lower division writing requirement and an additional 200-level Communication Studies course to substitute for 294.

Major Requirements

The Communication Studies Major requires 12 courses in the School of Communication:

- GEN CMN 102 Public Speaking
- During the fall quarter of the first year, students must take the lower-division writing requirement: COMM ST 294 First-Year Seminar (students who transfer into the program take one writing course or WCAS first year seminar plus one additional 200-level Communication Studies course instead of Comm ST 294).
- COMM ST 205; one of 227, 246, or 270; and one of 215, 225, or 275; students should complete these courses before the end of the sophomore year because the material covered is prerequisite to more advanced courses.
- During the junior year, students must take the upper-division writing requirement COMM ST 394 Undergraduate Research Seminar
- 6 additional Communication Studies courses (1 at the 200 or 300-level and 5 at the 300-level). No more than 1 of the following may be applied to the major: 290 Forensics, CMN 340 Internship, 389 Practicum in Communication Research, 397 Honors Seminar, and 399 Independent Study.
Communication Studies Honors Program

The Communication Studies Honors Program provides a special opportunity for advanced students to pursue an intellectual passion, acquire valuable research and writing skills, and complete their undergraduate career with distinction. Through guided development of an independent study research project, the student will produce a scholarly paper, laboratory research report, or other dedicated research project. While the exact timing of the project may vary by student, it is generally expected that the scope of the project will be such that it can reasonably be completed in 2 quarters of student effort.

This work provides an opportunity to draw together the student’s distinctive set of courses and other academic experiences, and to strengthen applications for subsequent career preparation or placement. Students in the program will conduct their Honors project with the guidance of a faculty advisor. Final projects will be archived in the digital collection of the Northwestern University Library and presented at the annual departmental poster session. Those who complete the program successfully will be eligible to graduate with departmental honors.

Applications for the Honors Program are due during winter quarter of the student’s junior year (or the year prior to graduation if the student plans to graduate in fewer than 4 years), with the specific deadline announced each January. To be eligible, the student must have a cumulative GPA of at least 3.6 at the time of application. The application should be 2-3 pages long and include a description of the project and a brief plan for completing it. The application must be accompanied by a brief statement of support from a faculty advisor, which can be sent separately by email.

Students in the Honors Program will enroll in the Honors Independent Study course (COMM ST 397) for a maximum of two quarters, which are typically (but need not be) consecutive. The first can be spring quarter of the student’s junior year or fall quarter of the student’s senior year, and the second credit is typically earned during the following quarter. The project should be completed no later than the first day of spring quarter of the student’s senior year (or the first day of the student’s graduation quarter, for those graduating early). Faculty advisors may not extend this deadline.

Students who successfully complete the program will receive their degree with honors, including a notation on their transcript, and be acknowledged at the School of Communication Honors Convocation and graduation.
Human Communication Sciences Major

Distribution Requirements

18 units of credit outside the department, including:

- 5 distribution courses in the School of Communication's science, mathematics and technology distribution area, including:
  
  1 course in Statistics, chosen from CSD 304, Psych 201 or Stat 232
  1 course in Neurobiology, chosen from CSD 202, Psych 212, Biol Sci 302 or Neuro Sci 202
  1 course in Mathematics
  1 course in Animal-related Biology
  1 course in Physics or Chemistry

  *Note: Either the biology or the Physics/Chemistry course must have a lab component*

- 3 in the School's Individual and Social Behavior area
- 3 in the School's Humanities and Fine Arts area

Grade Requirements

- All distribution courses must be passed with a grade of C- or above.
- All major courses must be passed with a grade of C or above (no C-).
- Distribution and major courses may NOT be taken P/N.

Major Courses (12 Units)

- Comm St 101 or 102 (1 unit); must be passed with a grade of C (not C-) or higher
- 11 CSD Courses, all of which must be passed with a grade of C (not C-) or higher, and which include the following:
  - CSD 110 Introduction to Hearing and Speech Acoustics
  - CSD 392 Language Development and Usage
  - CSD 318 Introduction to Audiology
  - CSD 320 Introduction to Speech, Language, Learning, and Their Disorders
  - 7 additional CSD courses (excluding 108, 202, and 304)

Note: No more than two research credits and/or internship credits may be counted toward the total required for the major
Additional Requirements

- Writing proficiency requirement (see CSD Advisor or Department Assistant for details)
- Electives in communication and other areas to complete a minimum of 42 units of credit

HPME students should check with their CSD advisor regarding possible course work waivers.
Human Communication Sciences Minor

Minor Advisor

Jeanette Ortiz  Frances Searle 3-247
847-491-3066  j-ortiz@northwestern.edu

Grade Requirements

No course for any SoC minor may be taken utilizing the P/N option, and all classes must be completed at a grade of C- or better in order to apply toward a minor.

Minor Requirements (7 Units)

- CSD 110 Introduction to Hearing and Speech Acoustics
- CSD 202 Neurobiology of Communication (or another 200- or 300-level course if granted a waiver based on course work in another department)
- CSD 318 Introduction to Audiology
- CSD 320 Introduction to Speech, Language, Learning, and Their Disorders
- Three additional courses in CSD at the 300-level
Performance Studies Major

Distribution Requirements (18 units)

Eighteen courses outside the department including two from math/science/technology; three from individual and social behavior; and three from the humanities and fine arts.

Grade Requirements

All distribution and major courses must be completed with a grade of C- or higher, and may not be taken P/N.

Major Requirements (12 Units)

- Introductory courses (2 Units)
  - PERF ST 200 Introduction to Performance Studies
  - And One of either:
    - GEN CMN 203 Communication and Culture
    - GEN CMN 103 Analysis and Performance of Literature

- A minimum of 2 other 200-level courses in communication chosen from the following:
  - PERF ST 224 Adapting Narrative for Group Performance
  - PERF ST 216 Performance and Culture
  - PERF ST 210-1 Analysis and Performance of Poetry
  - PERF ST 210-2 Analysis and Performance of Narrative Fiction
  - PERF ST 210-3 Analysis and Performance of Drama
  - PERF ST 220 Sound Cultures

- Production courses (0 credit)
  - 2 quarters of PERF_ST 119 Production Laboratory
    OR
  - 1 quarter of THEATRE 119 and 1 quarter of PERF_ST 119
• 8 additional School of Communication Courses. No more than 2 units of 399 and one unit of 331 or CMN 340 may apply to this requirement. These 8 courses must include:

  • PERF ST 326-1 Performance Art
  • 1 course to meet the department’s diversity requirement, chosen from:
    302 Performance in Asian America
    303 Transnational Flows of Performance
    304 Sonic Practices of Middle East and North Africa
    307-1,-2 Studies in Gender and Performance I and II
    309 Black Performance
    310 Literature and Performance of Women of Color
    334 Human Rights and Radical Performance
    336 Latina/o Performance

  • 4 additional 300 or 400 level courses in performance studies; no more than 1 399 or 331 can apply towards these 4 courses.
  • 2 additional courses with a performance focus from other departments in the School of Communication.

Additional Requirements

• 6 courses at the 200-level or above outside communication; if they apply, courses taken to meet the distribution requirement may be used to satisfy this requirement
• Electives in communication and other areas to complete a minimum of 42 units of credit
Performance Studies Minor

Minor Advisor

Roxane Heinze-Bradshaw
Ryan Center for the Performing Arts, 5-193
847-491-7214
roxane.heinze-bradshaw@northwestern.edu

Grade Requirements

No course for any SoC minor may be taken utilizing the P/N option, and all classes must be completed at a grade of C- or better in order to apply toward a minor.

Minor Requirements

The minor requires a total of 7 units as follows:

- Introductory Courses (2 courses)
  PERF ST 200 Introduction to Performance Studies
  GEN CMN (PERF ST) 203 Performance, Communication, and Culture

- Five additional courses in performance studies or related disciplines (as approved by the Director of Undergraduate Studies) and satisfactory completion of two modules in Performance Studies.

*Students pursuing the Minor are allowed to count one of their PS courses towards both of the Module Requirements.*
Radio, Television, Film Major

Distribution Requirements

Eighteen courses outside the department including two from math/science/technology; three from individual and social behavior; and three from the humanities and fine arts.

Grade Requirements

All distribution and major courses must be completed with a grade of C- or higher, and may not be taken P/N.

Major Requirements (12 Units)

- Introductory course: 190 Media Construction (190 and second-year standing – not through AP credits – are the prerequisites for all 300-level production courses)

- 3 200-level courses:
  - RTVF 220 Analyzing Media Texts
  - RTVF 230
  - One additional 200-level course in the department, or COMM ST 275 Persuasive Images

- 8 additional courses in the School of Communication at the 300 or 400 level, including at least 6 courses in the department at the 300 or 400 level, and including no more than 2 from independent study, practicum, and internship.

Additional Requirements

- 6 courses at the 200 level or above, outside the School of Communication, including at least 3 courses at the 300 level or above. Courses taken to meet the distribution requirement may be used to fulfill this requirement.
- Language requirement: Two-year proficiency in a classical or modern foreign language as defined by the Weinberg College foreign language proficiency requirement.
- Electives in SoC and other areas to complete a minimum of 42 units of credit.
Film and Media Studies Minor

Advisor
Roberta Rotman
Annie May Swift Hall, Room 222
roberta.rotman@northwestern.edu
847-491-7214

Grade Requirements
No course for any SoC minor may be taken utilizing the P/N option, and all classes must be completed at a grade of C- or better in order to apply toward a minor.

Minor Requirements
● RTVF 220 Analyzing Media Texts
● 5 additional courses with a primary emphasis on film and/or media studies, including at least 3 at the 300-level. Relevant courses are offered by departments and programs in both Weinberg College and the School of Communication, examples of which are listed below.

Courses in the School of Communication:

COMM ST 270-0 Theories of Mass Communication
COMM ST 271-0 Race, Gender, and the Mass Media
COMM ST 275-0 Persuasive Images: Rhetoric of Contemporary Culture
COMM ST 373-0 News Media and American Society
COMP LIT 206 Literature and Media
RTVF 202-0 Freshman Topics Seminar
RTVF 230 Understanding Media Contexts
RTVF 298-0 Studies in Media Topics
RTVF 301-0 Race and Ethnicity in Film and TV
RTVF 310-0 Television History
RTVF 312-1,2 History of Film
RTVF 313-1 Documentary Film: History and Criticism
RTVF 313-2 Documentary Film and Video
RTVF 321-0 Radio/Television/Film Authorship
RTVF 322-0 Radio/Television/Film Genre
RTVF 323-1 Experimental Film: History and Criticism
RTVF 323-2 Experimental Film and Video
RTVF 325-0 Film, Media, and Gender
RTVF 326-0 Film and TV Criticism
400-level courses in RTVF will be offered on a space available/permission of the instructor basis.

Courses in WCAS:

ART HIST 389 Special Topics: Arts of Asia and the Middle East (Content varies. May count for the minor if there is a primary emphasis in film or media studies.)
ART HIST 390 Undergraduate Seminar (Content varies. May count for the minor if there is a primary emphasis in film or media studies.)
CLASSICS 245 Classics and the Cinema
COMP LIT 383 Special Topics in Theory: Image/Text: Literature and Photography
ENGLISH 386 Studies in Literature and Film
FRENCH 372 Medieval Movies
FRENCH 375 French Film
FRENCH 390 Topics in Culture (Content varies. May count for the minor if there is a primary emphasis in film or media studies.)
GERMAN 228 The German Film
HISTORY 292 Topics in History (Content varies. May count for the minor if there is a primary emphasis in film or media studies.)
ITALIAN 251-1 Introduction to Italian Cinema
ITALIAN 277 Neorealism and International Film: Framing Reality
ITALIAN 351 Advanced Italian Cinema: Power of Form
RELIGION 371 Religion and Film
SLAVIC 267 Czech Culture: Film, Visual Arts, Music
SLAVIC 367-1,2 Russian Film
SLAVIC 368-0 Andrei Tarkovsky’s Aesthetics and World Cinema
SPANISH 380 Topics in Film: The Silver Screen in Latin America and/or Spain
SPANISH 397 Topics in Hispanic Literatures and Cultures (Content varies. May count for the minor if there is a primary emphasis in film or media studies.)
Sound Design Minor

Advisor

Roberta Rotman
Annie May Swift Hall, Room 222
roberta.rotman@northwestern.edu
847-491-7214

At your advising session, the minor advisor will sign and file your minor declaration and will review with you the courses needed for the minor. The advisor will guide you as you progress toward the minor and will sign off on the minor section of your petition to graduate at the end of your junior year. Faculty mentors will be available as needed.

Grade Requirements

No course for any SoC minor may be taken utilizing the P/N option, and all classes must be completed at a grade of C- or better in order to apply toward a minor.

Minor Requirements (6 Credits)

Students take six of the following courses to complete the sound design minor:

Radio/TV/Film

373 Topics in Sound: Revolving topics, which may include:
  - Advanced Audio Post-Production
  - Sound Design for Horror
  - Sound Design for Comedy
  - Advanced Foley
  - Sound Design for the Web
383 Foundations of Sound Design
384 Advanced Audio Production
398 Issues in Radio/TV/Film: revolving critical studies topics, which may include History/Aesthetics of Sound Design
399 Independent Study

Theatre

263 Theatre Sound Design
363 Advanced Sound Design for Theatre

Music Technology

321 Producing in the Virtual Studio
335 Selected Topics: Recording and Basic Audio
335 Studio Techniques for Electroacoustic Media
337 Multimedia for the Web
338 Audio Programming
340 Composing with Computers
342 Computer Sound Synthesis
342-2 Selected topics: Advanced Sound Synthesis 2
348 3D Sound and Spatial Audio
441 Advanced Computer Composition
450 Advanced Audio Processing
Theatre Major

Distribution Requirements (18 units)

Eighteen courses outside the department including two from math/science/technology; three from individual and social behavior; and three from the humanities and fine arts.

Major Requirements (12 units)

Introductory courses

THEATRE 140-1,2,3* Theatre in Context (three quarters, includes production class)
THEATRE 140-4 Voice for Performance

*Note: Any student who fails to earn a C- or higher in 140-2 will be required to take English 105 and one additional history/literature/criticism course to satisfy this requirement.

Production

One registration for 119 Production Laboratory, taken in the sophomore year (0 units).

Core Courses

Eight 200- and 300-level courses, with a minimum of four courses at the 300 level or above in theatre, including at least 2 performance, 2 design and 2 history/literature/criticism classes from the approved lists.

Performance (at least 2 courses)

Primarily for Sophomores

THEATRE 210-0 Training the Actor’s Voice
THEATRE 243- 1,2,3 Acting I: Principles of Characterization
THEATRE 260-0 Fundamentals of Stage Directing

Primarily for Juniors, Seniors, and Graduate Students

THEATRE 310 Advanced Voice/Styles
THEATRE 311 Dialects for the Stage
THEATRE 312-1,2 The Art of Storytelling
THEATRE 330 Special Topics (Performance topics only—see your advisor to see
which are acceptable for the performance requirement)
THEATRE 340-1,2 Stage Directing
THEATRE 341-1,2,3 Acting II: Analysis and Performance
THEATRE 346-1,2,3 Playwriting
THEATRE 347 Theatre for Young Audiences
THEATRE 348-1 Creative Drama
THEATRE 348-2 Advanced Creative Drama
THEATRE 349-1,2,3 Acting III: Problems in Style

**Design/Technical Theatre (at least 2 courses)**

Primarily for Sophomores

THEATRE 201 Introduction to Design for the Theatre
THEATRE 240-1,2,3 Stagecraft
THEATRE 241-1,2,3 Design Process
THEATRE 242 Stage Makeup
THEATRE 249-1 Introduction to Stage Management
THEATRE 249-2 Advanced Stage Management
THEATRE 263 Theatre Sound
ART 120 Intro to Painting
ART 124 Color Theory
ART 125 Intro to Drawing
ART 130 Time Based Arts
ART 140 Intro to Sculpture
ART 210 Digital tools for Artists
ART 230 Alternatives to the Object
ART 222 Intermediate Painting *
ART 225 Intermediate Drawing*
ART 240 Intermediate Sculpture*

*Prerequisite of intro course in same medium

ART HIST 232 Intro to the History of Architecture and Design
DSGN 295 Design Thinking and Doing
MUS TECH 320 Physics of Sound
MUS TECH 259 Into to Music Technology
MUS COMP 311 Classical Composition
RTVF 190 Media Construction
RTVF 220 Analyzing Media Texts
Primarily for Juniors, Seniors, and Graduate Students:

Unless otherwise noted, these courses are open only to students who have completed the departmental 200-level requirements or their equivalents

THEATRE 330 Special Topics
THEATRE 342 Lighting Design II
THEATRE 343 Scene Design II
THEATRE 344 Costume Design II
THEATRE 350 Production Management
THEATRE 353 Topics in Stagecraft
THEATRE 354 History of Costume and Décor
THEATRE 355 Scene Painting
THEATRE 356-1,2,3,4 Graphic Arts of the Stage Designer
THEATRE 357-1,2 Freehand Drawing for the Stage Designer
THEATRE 361 Textile Arts and Crafts for the Costume Designer
THEATRE 363 Theatre Sound
THEATRE 364-1,2,3 Period Pattern Drafting and Draping
THEATRE 379 Topics in Stage Management and Leadership
RTVF 383 Foundations of Sound Design (RTVF 190 is pre-req)

*History, Literature, and Criticism* (at least 2 courses, chosen from the list below; additional courses may be approved, consult your advisor for information)

Theatre 244-1,2 Development of Contemporary Theatre
Theatre 307 Studies in Gender and Performance
Theatre 345-1,2,3 History of Western Theatrical Practice
Theatre 354 History of Costume Design and Décor
Theatre 365-1,2 Theatre and Performance in the Americas
Theatre 366 Special Topics in History, Literature, or Criticism
Theatre 367 History of the Lyric Theatre
Theatre 368 African Theatre and Drama
Theatre 369 Latin American Theatre
Theatre 374 Text Analysis for Theatrical Production
AfAm 259 Introduction to African American Drama
Classics 210 The World of Homer
Classics 245 Classics and the Cinema
Classics 340 Greek and Roman Drama
Dance 201 Cultural Studies of Dance
Dance 215 Dance History
Dance 315 Dance Criticism
Dance 335 Special Topics in Dance (methods or history topics)
English 212 Introduction to Drama
English 234 Introduction to Shakespeare
English 312 Studies in Drama
English 322 Medieval Drama
English 332 Renaissance Drama
English 334 Shakespeare
English 339 Special Topics in Shakespeare
English 342 Restoration and 18th Cent. Drama
French 272 Introducing Theater
French 279 Theater in Translation
GndrSt 362 Gender, Sexuality and Drama
GndrSt 372 Gender, Sexuality and Performance
GndrSt 390 Performing Masculinity
German 324 Modern German Drama
German 329 Brecht
Humanities 205 The World of Homer
Perf St 200 Introduction to Performance Studies
Perf St 305-0 Performance Theory
Perf St 307, 1-2 Studies in Gender and Performance
Perf St 318-1,2 Shakespeare’s Histories’; Shakespeare’s Adaptations
Perf St 321 Performing the American ‘50s
Perf St 322 Staging the Novel: Noir Film and Fiction
Perf 336 Performance of Latina/o Literature
RTVF 322 RTVF Genre: Musicals from Stage to Screen
Slavic 369 20th Century Russian Drama and Theater
Spanish 321 Golden Age Drama

***Note: Additional courses may be accepted toward the history, literature and criticism requirement with department approval; please see your advisor for more information.

Additional Requirements

- Six courses at the 200 level or above outside of SoC, including at least three courses at the 300 level or above (courses taken to meet the distribution requirement may be used).
- Electives in SoC and other areas to complete a minimum of 42 units of credit.
Theatre Minor

Minor Advisor

Ben Hilb
Ryan Center for the Musical Arts, 5-128
847-491-7214
benjamin.hilb@northwestern.edu

Grade Requirements

No course for any SoC minor may be taken utilizing the P/N option, and all classes must be completed at a grade of C- or better in order to apply toward a minor.

Minor Requirements (7 Units)

- History, Literature, Criticism, or Theory (2 courses)

  All courses from this area are open to students pursuing the minor. In addition, students may take courses from WCAS that have been predetermined to fulfill requirements in theatre (e.g. Shakespeare from the Department of English). See the listing of approved history/literature/criticism courses in the theatre major section of this guide.

- Theatre Performance (1 course)

  One course chosen from:

  THEATRE 143 Acting for Non-Majors (two sections offered every quarter)
  THEATRE 312-1,2 Storytelling
  THEATRE 260 Fundamentals of Stage Directing
  THEATRE 346-1,2,3 Playwriting
  THEATRE 347 Children’s Theatre
  THEATRE 348-1,2 Creative Drama

  NOTE: The sequence of courses in acting (243-1,2,3; 341-1,2,3; 349-1,2,3) is open solely to theatre majors due to the space limitations of these courses. Declaring a theatre minor will not provide access to these courses.

- Theatre Design (1 course)

  Theatre 201 Introduction to Design is the pre-requisite to all upper level design classes for all non-majors. Students pursuing the theatre minor should take Theatre 201 first, and then may move on to more advanced design classes in the department as space permits.

- One elective reflecting special interests of the student

- Two additional classes in one of the above areas to form a required concentration
• At least three courses must be taken at the 300 level or above

• Of the 7 units applied to the minor, at least 5 must be offered by the theatre department. No more than two courses may be approved in departments or programs outside of theatre (e.g. performance studies, gender studies, comparative literature, etc.).
Music Theatre Certificate

Program requirements for theatre, dance, or performance studies majors (9 units)

- THEATRE 202-1,2,3 Sophomore Applied Voice (1.5 units)
- THEATRE 262-0 Musicianship for Actors (1 unit)
- THEATRE 272-1,2 Sophomore Music Theatre Techniques (1 unit)
- THEATRE 302-1,2,3 Junior Applied Voice (1.5 units)
- THEATRE 352-1,2 Junior Music Theatre Techniques (2 units)
- THEATRE 367 Music Theatre History (1 unit)
- Dance technique (must be taken in the order listed) (1 unit)
  - DANCE 130-1 Music Theatre Ballet (.34 unit)
  - DANCE 130-2 Music Theatre Dance I (.34 unit)
  - DANCE 130-3 Music Theatre Dance II (.34 unit)

Program requirements for Voice Majors (9 units)

- THEATRE 243-1,2,3 Acting I (3 units)
- THEATRE 272-1,2 Sophomore Music Theatre Techniques (1 unit)
- THEATRE 352-1,2 Junior Music Theatre Techniques (2 units)
- THEATRE 367 Music Theatre History (1 unit)
- DANCE 130-1,2,3 Music Theatre Dance (1 unit)
- 1 dance, design or acting elective (1 unit)
Dance Major

Distribution Requirements

Eighteen courses outside the department including two from the math/science/technology area; three from the individual and social behavior area; and three from the humanities and fine arts area.

Major Requirements (13 Units)

- Core Courses
  
  101-1 Movement Awareness  
  101-2 Dance in Context  
  101-3 Introduction to Improvisation  
  225 Dance Composition  

- Dance Technique

  - Dance technique classes: a minimum of 4 units from the list below (three classes add up to 1 unit of credit); classes in a dance form must be taken sequentially, each in consecutive quarters in a single academic year; classes in a sequence need not be taken at the same level. Technique courses must include:

  - Two yearlong sequences in modern, chosen from 150, 250, or 350  
  - One yearlong sequence in jazz, chosen from 160, 161, 260, 261, or 360 (One .34 unit class in Jump Rhythm Technique tap or jazz; may be counted as part of the yearlong sequence in jazz)  

  - One additional two-quarter sequence in a single form chosen from the following list:

    150 Modern I  
    160 Jazz I  
    161 Jump Rhythm Technique I  
    170 Ballet I  
    180 Tap I  
    181 Jump Rhythm Tap I  
    250 Modern II  
    260 Jazz II  
    261 Jump Rhythm Technique II  
    270 Ballet II
280 Tap II
281 Jump Rhythm Tap II
350 Modern III
360 Jazz III
370 Ballet III
380 Tap III

- In addition to the 4 required sequences, an additional .34 unit class, 140 Cultural Forms

- Performance Courses chosen from the following list:

  235 Choreography for Music Theatre
  325 Advanced Choreographic Study
  326 Advanced Improvisation
  345 Studies in Collaboration
  387 Theatre/Dance Practicum
  465 Studies in Dance (see Graduate School catalog)

- 2 Dance Studies Courses chosen from the following list:

  201 Cultural Studies of Dance
  215 Dance History
  315 Dance Criticism
  335 Special Topics in Dance Research (methods or history topics)
  365 American Rhythm Dancing and the African American Performance Aesthetic
  THEATRE 367 Music Theatre History
  399 Independent Study

- DANCE 395 Senior Seminar-Students enroll in fall, winter and spring and receive one credit total upon completion of the year’s work in the spring quarter.
- Production: two registrations for THEATRE 119 Production Laboratory (0 units)

Additional Requirements (29 units)

- Courses outside communication: 6 courses at the 200 level or above, including at least 3 courses at the 300 level or above (may include courses taken to meet the distribution requirement)
- Electives in communication and other areas to complete a minimum of 42 units of credit
Dance Minor

Eligibility and Admission

Students in all of Northwestern’s undergraduate schools are eligible for the dance minor program; however, admission is limited and by application only. Students may not pursue both the dance major and minor. Applications for the minor are available winter quarter so that students may begin the minor in spring quarter. Students must demonstrate academic progress beyond technique study within the first year of enrollment. If you are interested in applying, make an appointment with the dance advisor by calling 847-491-7214.

Minor Advisor:

Roxane Heinze-Bradshaw
Ryan Center for the Performing Arts, 5-193
847-491-7214
roxane.heinze-bradshaw@northwestern.edu

Grade Requirements

No course for any SoC minor may be taken utilizing the P/N option, and all classes must be completed at a grade of C- or better in order to apply toward a minor.

Minor Requirements (6.68 Credits)

Of the 6.68 credits required for the minor, at least 5 must be taken in the department.

- 4 courses from the primary and secondary core:
  
  DANCE 101-1 Movement Awareness
  DANCE 101-2 Dance in Context
  DANCE 101-3 Introduction to Improvisation
  DANCE 225 Dance Composition

- One yearlong sequence (3 .34 unit classes taken in consecutive quarters in a single year) in modern dance chosen from 150, 250, or 350; classes need not all be in the same level

- 2 classes in 140 (.68 units); 1 class (.34 units) can be substituted by tap or jazz Jump Rhythm Technique, chosen from 161, 261, 181 or 281

- 1 elective reflecting the student’s special interests (a dance technique sequence may not be used to satisfy this requirement)

- 1 registration in THEATRE 119 (0 credit) for students not majoring in theatre or performance studies
Electives

Electives are courses taken for the degree that are not needed for your distribution or major requirements. All SoC students must earn 42 credits to graduate. 18 of those are distribution requirements, and 12 to 13 are major requirements; this leaves students with between 11 and 12 electives. Elective courses can be taken inside or outside of SoC. Electives may also be applied towards additional majors, minors, or certificate programs. Students may also take additional courses beyond the 42 needed to graduate, there is not a maximum limit on the number of credits with which a student may graduate.
Additional Curricular Options

SoC Modules

Modules are optional programs of study that provide students with unique opportunities to combine work in a series of related courses with co-curricular and off-campus experiences. Modules facilitate in-depth learning in specific areas of study by creating continuity across in-class and out-of-class work. As part of each module, students complete a capstone project that demonstrates their learning in the module area. Capstone projects allow students to develop a unified picture of their skills, knowledge and talents that can be presented to potential employers and others. For detailed information on SoC modules, visit the SoC module website at https://society.northwestern.edu/module_communities.

Communication Sciences and Disorders:
- Children and Communication

Communication Studies:
- Children and Communication
- Digital Media
- Health Communication
- Strategic and Organizational Communication

Performance Studies:
- Performance and Activism
- Sound Cultures

Radio/TV/Film:
- Acting for Screen
- Comedy Arts
- Creative Writing for the Media
- Directing for the Screen
- Media Arts and Game Design
- Sound Cultures

Theatre:
- Acting for Screen
- Music Theatre Choreography (through the Dance Program)
- Playwriting
- Theatre for Young Audiences
- Theatre Management
- Theatrical Design
Double Majors, Adjunct Majors and Minors

Double and adjunct majors: Your primary major is your major in the School of Communication which will grant your degree and major. You must complete all degree requirements for your primary major, including the distributions, the requirements for the major, and the electives. The School of Communication does not allow double majors where both majors are within the SoC. It also does not allow students in other schools to complete a SoC major as a second major. If you do a second major, typically in Weinberg, you are required to complete the major requirements for the department that grants the major. You do not also do a second set of distribution and elective requirements. At graduation, both majors are entered on your academic record and will show on your transcript, but only one degree and one diploma are awarded to you.

SESP, Medill and Engineering are similar to SoC in that you cannot be an SoC student and do a second major in any of those schools. Music occasionally allows second majors, depending upon a successful audition for performance majors and availability of space in the desired program.

To sign up for a double major or adjunct major, check the department or program website for instructions on how to declare. Courses taken for the double major may apply to the distribution requirements for your School of Communication degree, or be counted as electives.

The School of Communication does not limit the number of minors a student may declare.

SoC does not restrict the double counting of courses for requirements in multiple programs. However, most majors, minors and certificates in other schools typically restrict the double counting of courses between those programs and another major, minor or certificate. Typically, courses required for “related course requirements” are permitted to double count, but consult the relevant school’s program requirements for details.

Dual Degrees

The School of Communication partners with the McCormick School of Engineering and the Bienen School of Music to offer dual degrees in communication and engineering and in communication and music. Students may apply to the dual degree programs before or after matriculation at Northwestern.

Communication and Engineering Program
The dual degree program in communication and engineering offers students the opportunity to earn both a bachelor of science in engineering and either a bachelor of
science or bachelor of arts in communication in five years. Students may select any of the School of Communication’s six majors for the BS in communication and any School of Communication major other than human communication sciences for the BA in communication, although the school maintains an enrollment cap of 100 per class for the theatre major; if this major is full, students may request to be put on a waiting list. They may also select any of the available programs of study in engineering.

All students in the dual degree program must complete all requirements for both degrees. All policies of each school are enforced in the meeting of that school’s requirements. No major in engineering or communication will be awarded without the relevant degree requirements also having been fulfilled; the majors in engineering and communication can only be earned as part of their respective degrees. Students are also required to meet the Undergraduate Registration Requirement (URR) for students in dual degree programs, earning at least 42 credits in 12 quarters at Northwestern. Current students who are interested in pursuing the dual degree in communication and engineering should contact the assistant dean for personal development in the McCormick School and your academic advisor in the School of Communication.

Declare the Dual Degree in Communication and Engineering

To declare a dual degree, students should first go to the Registrar’s Website at http://www.registrar.northwestern.edu/graduation/dual_degree.html and complete the application to add a dual degree. Students should then meet with the Assistant Dean for Personal Development in McCormick. Finally, students should call 847-491-7214 to make an appointment with an SoC advisor.

Music and Communication Program

The dual degree program in music and communication offers students the opportunity to earn either a bachelor of music or bachelor of arts in music and either a bachelor of science or bachelor of arts in communication in five years. Acceptance into the Bienen School of Music via audition is required for participation in the dual degree program.

Pending an approved audition, students in the dual degree program may select any of the Bienen School of Music’s majors. Students may also select any of the School of Communication’s six majors for the BS in communication and any School of Communication major other than human communication sciences for the BA in communication, although the school maintains an enrollment cap of 100 per class for the theatre major; if this major is full, students may request to be put on a waiting list.

All students in the dual degree program must complete all requirements for both degrees. All policies of each school are enforced in the meeting of that school’s requirements. No major in communication will be awarded without the School of Communication degree requirements also having been fulfilled; communication majors can only be earned as part of the
communication degree. Students are also required to meet the Undergraduate Registration Requirement (URR) for students in dual degree programs, earning at least 42 credits in 12 quarters at Northwestern. Current students who are interested in pursuing the dual degree in communication and music should contact the assistant dean for student affairs in the Bienen School and your academic advisor in the School of Communication.

Declare the Dual Degree in Music and Communication

To declare a dual degree, students should first go to the Registrar’s Website at http://www.registrar.northwestern.edu/graduation/dual_degree.html and complete the application to add a dual degree. Students should then meet with the Assistant Dean for Student Affairs in Bienen. Students should then call 847-491-7214 to make an appointment with an SoC advisor. Please see the dual degree section of this guide for information on admissions requirements for music, and on curriculum for the programs.

Dropping a Dual Degree Program

To drop a dual degree program, students should visit the Registrar’s website at http://www.registrar.northwestern.edu/graduation/dual_degree.html and file the application to remove a dual bachelor’s degree program online. Students should also notify their advisors in each school of the change.

Study Abroad

http://www.northwestern.edu/studyabroad

Students are encouraged to consider studying abroad at some point during their educational career. Most aspects of study abroad are handled by the Study Abroad Office, which is located at 629 Colfax Street.

Northwestern Financial Aid can be used to pay for study abroad with a Northwestern or NU Affiliated program. There is a study abroad Financial Aid Advisor available to discuss the costs and support available for study abroad, her name is Krysta Bethel, and she can be reached at krysta@northwestern.edu. For more information on study abroad and financial aid, see http://www.northwestern.edu/studyabroad/guide/money-matters/financial-aid/need-based-financial-aid.html.

Some study abroad programs have language requirements, so it is important to plan early if you are interested in studying abroad. Which quarter(s) will be most advantageous for going abroad
depends on your major. The decision can also have implications for your Undergraduate Registration Requirement (URR). Talk with your academic advisor about this, and visit the Study Abroad Office in your first year. For information, see the Study Abroad Office’s website, listed above.

Courses taken while on an affiliated study abroad program are usually transferrable back to NU. Depending on the specific courses taken, these credits may be applied to distribution or elective requirements.

Courses taken in a student’s major discipline while abroad are not permitted to count toward the student's major requirements; they will only count as elective credit. Students’ transcripts are evaluated by the Registrar’s Office upon their return to campus. Courses must be similar to those offered at NU in both discipline and academic rigor in order to receive transfer credit at NU. Final approval to apply study abroad credit to SoC requirements is made by your academic advisor. The required Study Abroad Credit Articulation form can be downloaded at https://communication.northwestern.edu/advising.

Special Courses

Independent Study in SoC

Independent study in SoC is available by petition to juniors and seniors who have a minimum 3.0 grade-point average. Sophomores who have a compelling academic rational to do so are encouraged to petition to take an independent study. Petitions are available in the Ryan Center for the Musical Arts, room 5-134, in department offices, and online at https://www.communication.northwestern.edu/advising/forms.

Students must secure a faculty sponsor to guide their independent study. All independent study proposals must be approved by the Undergraduate Dean. No more than one independent study per quarter will be approved. The School of Communication does not limit the number of independent studies that a student may count toward their degree; but only 2 units of 399 may apply to the major degree requirements. Additional units of 399 are counted as electives. Independent study may not be taken using the P/N option. Some majors have additional rules regarding independent study; see the major requirements for details.
Independent Study in WCAS

SoC students may have the option to do independent study in WCAS departments; they are required to apply for these independent studies through WCAS. SoC does not limit the number of independent studies in WCAS students may take, however, no more than two such courses can count for the distribution requirements. Moreover, they can only count as additional distribution requirements, not towards courses for the three required distribution areas.

Internships

http://www.communication.northwestern.edu/epics/undergrads

Internships allow students to gain valuable organizational experience and apply theoretical knowledge to situations outside of the classroom. Students may receive up to four academic credits by enrolling in a weekly seminar led by an internship coordinator as well as working at an internship. One credit may be applied to the major requirements, and the remaining credits are electives. Full-time internships are available in Chicago, Los Angeles, and New York City, and may be coordinated in other cities on a case-by-case basis. Internships are coordinated through the Office of External Programs, Internships and Career Services (EPICS). Interested students should visit the EPICS web site (above) for instructions on how to get an internship and apply for internship credit, and should contact their advisor if they have any questions. SoC students may also participate in Weinberg’s Chicago Field Studies program; however, credit earned in the program will also be counted toward the limit of 4 internship credits total for the degree. One unit of CFS internship credit may be applied to the additional distribution requirements.

Junior Tutorials

Junior tutorials are small seminars, open to juniors only, and taught by School of Communication professors on unique topics. Junior tutorials may count as School of Communication courses and as major courses if taught by a professor in the student’s major department. They are listed in CAESAR under CMN-related courses, and are listed in Spotlight when offered. Students may take one junior tutorial during the course of their undergraduate career.
Student-O rganized Seminars

A Student-O rganized Seminar (SOS) consists of a small group of students under the sponsorship of one or more faculty members who organize a course to explore a specific topic not covered, but deemed appropriate to, the Northwestern University curriculum. Typically, a SOS comprises nine or fewer students. One or more School of Communication students take responsibility for developing the syllabus, organizing the weekly seminar work, advertising the seminar, distributing permission numbers, and attending scheduled sessions at the Searle Center for Teaching Excellence for guidance on how to effectively lead a seminar.

Students can download the SOS Seminar Application at [http://www.communication.northwestern.edu/sites/default/files/forms/SOS-Application.pdf](http://www.communication.northwestern.edu/sites/default/files/forms/SOS-Application.pdf).

Rules for SOS Seminars in SoC:
1. The student organizers must be School of Communication students who enroll in the seminar. A copy of the proposal for the seminar and detailed syllabus are presented to, and signed by, the faculty sponsor and department chair. The forms must then be submitted to the Student Resource Center (Ryan Center for the Musical Arts, Room 5-134) for the approval of the SoC Undergraduate Dean.
2. Student organizers are required to meet with the Undergraduate Dean for final approval of the seminar. A preliminary meeting to discuss the draft proposal is also recommended.
3. In order to receive credit for the course, student organizers are required to attend scheduled training sessions at the Searle Center for Teaching Excellence throughout the quarter for guidance on how to effectively lead a seminar.
4. A student may take or teach only one SOS per quarter, and must register for the class as pass/no pass (P/N). A student will be dropped from the class if this condition is not met.
5. Eligibility requirements must be detailed and specific on the course proposal form and appropriate to the content of the seminar. There are to be no restrictions such as class or grade point average.
6. All students completing the work in a seminar will receive one unit of elective graduation credit, on a pass/no pass grading basis. This unit of credit is not applicable to a major requirement. A student cannot receive duplicate credit for a seminar that repeats.

7. There will be no compensatory reduction in other teaching duties for the faculty volunteer sponsoring a Student Organized Seminar. No faculty member should feel obliged to sponsor such seminars, and no faculty volunteer will sponsor more than one seminar a year. A faculty sponsor agrees to attend at least 2 seminar sessions, including one during the first or second week of the quarter.
8. The faculty sponsor reviews the final class assignments and gives grades for the seminar.
9. In addition to an oral presentation, each seminar participant will produce some permanent examinable products, such as seminar papers, essay exams, etc. These course work products will be made available for subsequent review by the Undergraduate Dean.

10. Yearly course proposal deadlines are listed on the proposal form and will be strictly enforced.

**Research Practica**

Opportunities sometimes arise for a student to work on a faculty member’s research team. Sometimes faculty will invite students to participate in a practicum, but students may also approach a professor whose research particularly interests them.

Students are registered for research practica through the Student Resource Office at the Ryan Center for the Musical Arts, room 5-134 or via permission number from the professor. Professor approval is required to register.

Some majors limit the number of research practicum credits that may apply to the major. See the relevant major requirements for more information.

For more information about opportunities to conduct research at Northwestern, visit [http://undergradresearch.northwestern.edu/](http://undergradresearch.northwestern.edu/).

**School of Professional Studies Courses**

Northwestern University School of Professional Studies (SPS) offers evening and weekend programs that are primarily intended to meet the educational needs of working adults. Under special circumstances, students may want to enroll in a SPS course. SPS courses may be applied to a SoC degree if they are similar to classes taught in the six undergraduate schools at NU; however, approval will only be granted if extenuating circumstances prevent a student from enrolling in a class that is also taught in an undergraduate school. Classes must be approved by the Undergraduate Dean; and students are asked to provide a course description or syllabus when they apply to take an SPS course.

Students must get a dual enrollment slip and a petition to enroll in a course in the School of Professional Studies available from the Student Resource Center on the fifth floor of the Ryan Center for the Musical Arts, complete these forms and submit them for approval. The Undergraduate Dean reviews the information and evaluates the SPS course.

Additionally, SoC students can't enroll in SPS courses until the add period (the first week of the new quarter) because they hold the spots for SPS students first. **Students may apply a maximum of four approved SPS courses toward a SoC degree.**
Honors

There are five types of honors granted in the School of Communication:

Dean’s List

A student is placed on the Dean’s List if his or her GPA is 3.75 or higher for the quarter (not the cumulative GPA).

Departmental Distinction

Each department may designate no more than 5% of its graduating seniors as graduating with departmental distinction. This honor is entered on the transcript. A minimum GPA of 3.67 is required to be considered for this honor.

Honors Thesis

Communication sciences & disorders, communication studies, performance studies, and theatre (including dance) have honors programs in which students write a thesis. Contact your academic advisor for more information. You should begin discussing doing an honors thesis with your advisor in the fall of your junior year. Some of the programs require you to apply for the honors program in the winter quarter of junior year. Department honors, when successfully completed and approved by your faculty advisors, is entered on the transcript.

Latin Honors

The top 5% of the graduating class in the School of Communication determined by cumulative GPA are awarded degrees summa cum laude; the next 8% are awarded magna cum laude; and the next 12% are designated cum laude. Latin honors ins entered on the transcript and the diploma.
Lambda Pi Eta

The top 25% of the graduating class in each division of the school determined by cumulative GPA are invited to join Lambda Pi Eta, the National Communication Association’s Honors Society. Members of the honors society are eligible to wear Lambda Pi Eta honor cords at convocation and commencement. Lambda Pi Eta members also receive a certificate of membership.

In addition to wearing honors cords, members of Lambda Pi Eta are eligible to submit papers for consideration for inclusion in the society’s Undergraduate Journal and in special Lambda Pi Eta sessions at the National Communication Association’s annual conference. Members also have access to Experience, an online job search database specifically geared towards careers in communication. For more information, visit the society’s website at https://www.natcom.org/LPHResources/.
Academic Policies

Grade Scale
The following grades are included in computing the GPA:

- A    4.0
- A-   3.7
- B+   3.3
- B    3.0
- B-   2.7
- C+   2.3
- C    2.0
- C-   1.7
- D    1.0
- F    0.0
- X    0.0 Failed to earn credit: missed final exam
- Y    0.0 Failed to earn credit: work incomplete

The following grades are not included in computing the GPA:

- P    Pass with credit
- N    No grade, no credit
- K    In progress
- S    Satisfactory (noncredit course)
- U    Unsatisfactory (noncredit course)
- W    Withdrawn by permission

Grade Changes

It is the policy of the School of Communication that a final grade, once given, is final. In the event that an instructor does make an error in the reporting of a final grade, request that he/she complete a change of grade form online through CAESAR. If you are missing a grade, check with the instructor.

Incomplete Grades

A grade of incomplete (Y) may be granted by an SoC instructor to a student who has completed most of the work for a course, but is not able to complete some of the requirements for the course due to serious extenuating circumstances, such as a medical emergency related to his or her physical or mental health (a physician’s documentation is usually required). If you have not
completed most of the work for a class, and are unable to complete it due to a medical or other
emergency, you should request a withdrawal from the course instead of an incomplete.

If you believe you will need an incomplete in a SoC class, you must complete the incomplete
grade contract form and have it approved by your instructor no later than the last regular class
meeting of the quarter. Your instructor must approve the incomplete and verify remaining
assignments required for you to receive a grade. You will then have one quarter to complete
the work for the class and receive a grade. Any extension beyond one quarter will only be made
with written approval of the Undergraduate Dean prior to the end of the one-quarter
period. If you have questions about this process, please call the Undergraduate Resource
Center at 847-491-7214.

Note: Incompletes taken in non-SoC courses are subject to that school's rules. For example,
WCAS courses require permission of a dean for Xs or Ys. The grade of Y is given only in the face
of documented illness or other extenuating circumstances. Students who receive grades of X
(absent from final exam) in a WCAS course must have permission from the WCAS Dean’s office
to take a makeup examination. If you have a legitimate need to take a grade of X or Y in a
WCAS course, talk to the Undergraduate Dean in SoC and ask permission in the WCAS Office of
Studies, 1922 Sheridan Road. If you are ill or have a family emergency and are unable to go to
the Office of Studies yourself, contact the Undergraduate Dean at 847-491-7214.

**Pass/No Credit (P/N) Grading Option**

If you are interested in taking a course that is out of your normal area of study, or that might be
highly challenging for you, and that is not a distribution or major requirement, taking the class
Pass/No Credit (P/N) might be an option. If you register for a course P/N, then either a “Pass”
(P) or “No Credit” (N) grade is posted to the transcript in place of an ABC grade. The P/N does
not affect your GPA, regardless of whether you “Pass” or “No Credit” the class. If you pass, you
can use the course as an elective credit toward your degree. If you receive an “N” grade, you
receive no credit for the class. Be very cautious when registering for a clas
pass, and that is not a distribution or major requirement, taking the class
Pass/No Credit (P/N) might be an option. If you register for a course P/N, then either a “Pass”
(P) or “No Credit” (N) grade is posted to the transcript in place of an ABC grade. The P/N does
does not affect your GPA, regardless of whether you “Pass” or “No Credit” the class. If you pass, you
can use the course as an elective credit toward your degree. If you receive an “N” grade, you
receive no credit for the class. Be very cautious when registering for a class P/N; it is best to
discuss it with your advisor before going ahead with this option. Also, be sure to review the
rules on P/N grading below.

***For all matriculation years, human communication sciences and communications studies
have additional rules concerning grades; see their major requirements for complete information.

- The last day to change your grading option to P/N is the Friday of the third week of
classes. The P/N deadline is absolute -- No Exceptions.
P/N Rules

- Grades of P or D may only count as electives courses; they may not count in either the major or distribution requirement areas.
- Courses offered by the major department may not be taken for a P grade, regardless of which requirement they are applied to, and even if they will count as an elective.
- You may P/N only one class in a given quarter, and you cannot P/N a course during a quarter in which you are on probation.
- A maximum of six courses may be taken P/N. This includes Ns.
- You cannot P/N a language course that you will use to fulfill the language requirement for your major.
- It is solely your responsibility to sign up for P/N grading successfully. If you change your grading via CAESAR, be sure to log out and log back in to double check that the grading option was properly set. You can also sign up in person at the Registrar's Office; if so, save your receipt so you can prove you did sign up P/N.
- Professors may decide not to allow the P/N grading option in their course. That information will be listed in CAESAR.

Keep in mind – professors do not know if you sign up for a course grading option of P/N unless you tell them. Also, many graduate schools (especially law schools) do not like to see P/N grades because they may be masking low grades and artificially inflate your GPA. P/Ns are intended to help you explore new areas – use them wisely and consider how they will impact your record.

Lastly, each school and department at Northwestern may have varying rules on P/N grading, so do not ask the people at the front desk in the Registrar's Office to accurately tell you the rules for your major in the School of Communication. You should ask your own academic advisor, the School of Communication’s Undergraduate Dean, or your degree auditor in the Registrar's Office. These are the people who know the rules that apply to you.

Non-Northwestern Credit

Domestic Transfer Credit for Students who began at NU as First-Year Students

Students who wish to take courses at other universities after matriculation must get approval from the relevant department and their advisor to transfer the credit back to NU. The form to request approval can be found at [www.registrar.northwestern.edu/graduation/non_nu_transfer_credit.html](http://www.registrar.northwestern.edu/graduation/non_nu_transfer_credit.html). The number of courses you may take at another institution is governed by the Undergraduate Registration...
Requirement (URR). For students who matriculated at NU as first-years, at least 32 credits must be taken at Northwestern. That means a total of 10 credits may come from any combination of AP/IB, study abroad, and domestic transfer credit (note: the limit for the number of AP/IB credits is 10). In addition, students must be registered at NU for at least 9 quarters. For important additional details of the URR, see the URR section of this guide.

The following rules apply to transferring credit:

- A grade of C or better must be earned for a transfer credit to be accepted at Northwestern, and it must be a course of a type taught here. Classes with a P grade cannot be transferred.
- Transfer credits carry no letter grades; and are not figured into your GPA.
- Transfer credits may be eligible to count as distribution courses; however they must be evaluated by a faculty member in the relevant department and approved by your advisor in order to apply. Additionally, regardless of the number of domestic transfer, AP/IB, or study abroad credits that are eligible to count as distribution courses, at least one course in each distribution area must be taken at Northwestern.
- Transfer credits are not permitted to apply for those major requirements that must be taken in the major department (e.g. theatre classes can’t count toward the theatre major, RTVF classes can’t count toward required RTVF courses for the major). Courses in the major department may be accepted as elective credit.

The form to request approval for transfer credit for courses taken at a domestic university is online. Access instructions and login to complete the form at [www.registrar.northwestern.edu/graduation/non_nu_transfer_credit.html](http://www.registrar.northwestern.edu/graduation/non_nu_transfer_credit.html).

**Domestic Transfer Credit for Students Who Transferred to NU from Another University**

When a student transfers to Northwestern, the University Registrar evaluates all credit taken at any previous institution(s) and posts the appropriate transfer credits to the NU transcript. Transfer credits carry no letter grades, and do not figure into a student’s GPA at NU. The maximum number of credits a transfer student may transfer from another institution is 22. 23 of the 42 required credits for the SoC degree must be taken at Northwestern; this holds true even if the student has additional AP or transfer credit. The Undergraduate Registration Requirement (URR) states that transfer students must be registered at Northwestern for at least 6 quarters; for important details on this policy, see the URR section of this guide.

- A grade of C or better must be earned for a transfer credit to be accepted at Northwestern, and it must be a course of a type taught here. Classes with a P grade cannot be transferred.
- Transfer credits may be eligible to count as distribution courses. However, regardless of the number of transfer and/or AP/IB credits accepted to Northwestern, at least one course in each distribution area must be taken at Northwestern.
- Transfer credits are not permitted to apply for those major requirements that must be taken in the major department (e.g. theatre classes can’t count toward a theatre major,
RTVF classes can’t count toward required RTVF courses for an RTF major). Courses in the discipline of the major department may be accepted as elective credit.

Study Abroad Credit

Students are encouraged to consider studying abroad at some point during their educational career. Most aspects of study abroad are handled by the Study Abroad Office, which is located at 629 Colfax Street.

Northwestern Financial Aid can be used to pay for study abroad with a Northwestern or NU Affiliated program. There is a study abroad Financial Aid Advisor available to discuss the costs and support available for study abroad, her name is Krysta Bethel, and she can be reached at krysta@northwestern.edu. For more information on study abroad and financial aid, see http://www.northwestern.edu/studyabroad/guide/money-matters/financial-aid/need-based-financial-aid.html.

Some study abroad programs have language requirements, so it is important to plan early if you are interested in studying abroad. Which quarter(s) will be most advantageous for going abroad depends on your major. The decision can also have implications for your Undergraduate Registration Requirement (URR). Talk with your academic advisor about this, and visit the Study Abroad Office in your first year.

Courses taken while on an affiliated study abroad program are usually transferrable back to NU. Depending on the specific courses taken, these credits may be applied to distribution or elective requirements. Courses taken in a student’s major discipline while abroad are not permitted to count toward the student’s major requirements; they will only count as elective credit. Some majors have a requirement for courses in SoC but not in the major department; study abroad credits may sometimes be applied to these requirements. Students’ transcripts are evaluated by the Registrar’s Office upon their return to campus. Courses must be similar to those offered at NU in both discipline and academic rigor in order to receive transfer credit at NU. Final approval to apply study abroad credits to degree requirements is made by your academic advisor on the Study Abroad Credit Articulation form.

Transferring Majors or Schools

Change Majors within SoC

Important Deadlines:

- 1st day of quarter: First day to initiate an SoC interdepartmental transfer
- 5th Wednesday of quarter: Last day to complete an SoC interdepartmental transfer
To transfer from one department of the School of Communication to another, make an appointment with an advisor in the major you wish to enter. Once the advisor has gone over the requirements for the new major and your progress toward degree, he or she will then sign off on your interdepartmental transfer form. You should also let your old major advisor know you are transferring out of that program. There is a cap of 100 students per class in theatre, so you may be added to a waitlist for entry into that major. For this reason, students are not guaranteed they will be able to transfer into theatre. Students may not transfer into Radio/Television/Film after the first day of the fall quarter of their third year at Northwestern, unless they have already completed RTVF 190, 220 and 230.

Interschool Transfers

Important Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day of quarter</td>
<td>First day to initiate an interschool transfer</td>
</tr>
<tr>
<td>5th Wednesday of quarter</td>
<td>Last day to complete an interschool transfer</td>
</tr>
</tbody>
</table>

Transfer Out of SoC to another School at Northwestern

To transfer out of the school, students should first go to http://www.registrar.northwestern.edu/forms/interschool_transfer.html and complete an online interschool transfer request. Notify your academic advisor that you will be leaving SoC. The school will approve your IST out request. Then follow the instructions on the Registrar’s IST webpage for the school you wish to enter.

ISTs forms submitted by the deadline in the current quarter will appear on the student’s record as of the following quarter (i.e., an IST processed in the fall becomes official when winter quarter begins); however, the student will be able to register for classes in their new school/major once the IST forms have been completed.

Transfer into the School of Communication

To transfer into the school, students should first go to http://www.registrar.northwestern.edu/forms/interschool_transfer.html and complete an online interschool transfer request. The student’s current school will first approve the request. In the meantime, students should make an appointment with an SoC advisor no later than the Monday of the fifth week of the quarter. Appointments can be made by calling the Student Resource Center at 847-491-7214. Students should bring a copy of their unofficial transcript from CAESAR to their advising appointment.
Northwestern students are allowed to transfer freely between schools if they are in good academic standing with a cumulative GPA of 2.0 or above and if there is room available in the proposed major. Transfers may be nullified either for failure to meet the GPA requirement, or for an academic integrity violation. In the proposed School of Communication major, there must be room in the major for a transfer to be approved. Theatre limits each class to 100; if the major is full, you may ask to be added to the waitlist. Also, students may not transfer into Radio/Television/Film after the first day of the fall quarter of their junior year at Northwestern, unless they have already completed RTVF 190, 220 and 230.

Academic Probation and Dismissal

Northwestern University: Conditions Governing Academic Probation and Academic Dismissal in the Undergraduate Schools

Academic Standing

The decision concerning the academic standing of a student is the responsibility of the faculty of the school in which the student is registered. Academic probation constitutes notice of unsatisfactory academic performance; it is a warning that minimum standards for graduation are not being met.

Unless a student demonstrates significant scholastic improvement during the period of probation and thereby indicates ability to fulfill degree requirements within a reasonable period of time, the student may be dismissed from the University. A student will be notified in writing no later than the middle of a term that, because of unsatisfactory work in a previous term or terms, he or she will be excluded in the event of unsatisfactory work during the term for which the notice is issued.

Academic Probation

The following are ordinarily placed on academic probation:
- Students who have received final grades below C in two or more courses in any quarter or Summer Session
- Sophomores, juniors, or seniors who have a cumulative academic record below a C average on all work attempted at Northwestern University
- Students who have failed to complete at least three quarter-courses or the equivalent in each of two consecutive quarters
• Students who, on account of dropped courses, failure, or uncompleted courses, have failed to earn credit for an average of three quarter-courses per quarter after six quarters of residence
• Students who have failed to maintain a C average in the major or a professional field of study

The faculty of each school may impose such additional conditions of academic probation as they may deem appropriate.

**Removal from Academic Probation**

Students on academic probation are ordinarily removed from probation if the deficiencies that resulted in probation have been remedied during the next succeeding quarter in residence. Students are rarely removed from probation on the basis of a program consisting of less than four courses graded on a basis other than the pass/no credit option. However, in the School of Communication, students enrolled in a course load of 3 credits and receiving a grade of C or higher in all three may be considered for removal from probation. If students on probation who receive grades of X or Y are not dismissed, probation continues until they have completed all courses or until the end of the next quarter in residence, when the students' records are again subject to scrutiny.

In no case are students removed from probation at the end of a quarter in which they have failed any course.

**Academic Dismissal**

The following is a partial list of categories of students who may be dismissed for academic deficiencies (in every case the decision is determined in part by the student’s cumulative academic record):
• Students on academic probation whose academic records have not improved significantly during the period of probation (which will not normally exceed two consecutive quarters)
• Students not on academic probation who fail in half the work in any quarter or Summer Session
• Students who demonstrate flagrant neglect of academic work at any time
• Students who do not make satisfactory progress toward completion of degree requirements

As a matter of general policy, the probation period for a freshman may be extended to the third quarter of residence if such extension appears to be in the best interests of the student and the University. Such consideration is not granted to a freshman whose record clearly discloses lack of aptitude or flagrant neglect of work.
Supplemental Enrollment Benefit

Description

Students who have been enrolled and paid full-time tuition for 12 quarters (students who began as freshmen) or 9 quarters (students who began after transferring from another institution) and are unable to complete their bachelor’s degree in that time due to circumstances beyond their control are eligible to apply for the University to pay the tuition for their final term, hence the term “free final quarter.”

The Undergraduate Catalog, the source of the description of the benefit (p. 17 in 14-15 edition), also specifies circumstances under which it is not available to students: for optional programs, additional coursework beyond requirements for the degree or if the student has graduated already. Students should refer to the Catalog and read the policy before proceeding with the appeal to be sure their situation is applicable: http://www.registrar.northwestern.edu/courses/undergrad_catalog.html. Students should be aware the Committee will review their academic and financial records with the University as part of the appeal consideration.

Submitting the appeal:

1. The student must submit a completed petition to graduate to the Office of the Registrar and wait for the evaluation. This provides an official evaluation of progress toward degree and documentation of the enrollment that is necessary to complete requirements, and the likelihood that the quarter in question will be the student’s last.
2. It is typically expected that the student has also applied for financial aid for the quarter in question. Students may choose not to do so but risk that the Committee may be unable to conduct a thorough consideration of the appeal and therefore be forced to deny it.
3. After the petition has been evaluated the student must compose a substantive appeal statement requesting the Supplemental Enrollment Benefit.

   1. The student must address in detail why the circumstances that have led to the extended time to degree are beyond his or her control. This is a critical factor in whether the appeal has merit.
   2. The student should also address his or her financial history with the University and why they believe paying tuition for another quarter is unusually burdensome.
   3. The student must explicitly state his or her plans for meeting degree requirements, including when the last term of enrollment will be, what courses remain and how any outstanding incompletes will be finished.
   4. If the student is citing a health circumstance as a factor in the extended time to graduation, he or she should consider submitting a letter from a physician or
treatment provider verifying the situation. No treatment details are necessary. If there are any additional materials that the student feels will support the appeal he or she should submit them. Students may choose not to do so but risk that the Committee may be unable to conduct a thorough consideration of the appeal and therefore be forced to deny it.

4. The student submits the appeal to an advisor he or she is asking to write a letter to the committee supplementing the appeal.

5. The advisor submits the student’s appeal, along with his or her own letter, to the senior assistant registrar overseeing degree auditing.

**Undergraduate Registration Requirement Appeal**

Occasionally, students earn the appropriate number of credits to graduate and meet all other degree requirements without meeting one or both portions of the URR (terms of enrollment at NU or credits earned at NU). Such students may appeal for a waiver of that portion of the URR. All steps listed above should be followed.

**Withdraw from the University for a Quarter or Longer**

Students withdraw from Northwestern for a variety of reasons. Students who have withdrawn voluntarily are always welcome to re-enroll.

If you are withdrawing from Northwestern University for personal reasons:

- Make an appointment with the Undergraduate Dean or Director of Advising (847-491-7214) to discuss your situation and to complete a withdrawal form.
- The withdrawal form is signed by the Undergraduate Dean and circulated to other University offices (housing, financial aid, and the registrar). This will officially void your enrollment for the selected quarter(s).
- We strongly encourage you to also e-mail or make an appointment with your advisor to discuss your options. Keeping in touch makes the whole process much simpler.
- If you are withdrawing for medical reasons, you should apply for the withdrawal through the Dean of Students Office. Information and instructions on completing this process are available at [http://www.northwestern.edu/studentaffairs/dos/programs-services/medical-leave-of-absence/request-mloa/index.html](http://www.northwestern.edu/studentaffairs/dos/programs-services/medical-leave-of-absence/request-mloa/index.html).

Additionally, if you plan to return to Northwestern, you should fill out a Former Returning Students (FRET) form when you have your meeting with the Undergraduate Dean and leave it with the Student Resource Center in the Music and Communication Building, room 5-134.
The FRET form is a one-page document that will be officially filed when you’re ready to return to Northwestern. Filling it out ahead of time helps to streamline the process of moving you back to “active student” status.

Important Things to Consider:

• Withdrawing from the University doesn’t impact your GPA. Any quarter during which you do not enroll in any courses simply does not appear on your transcript.
• Your reasons for withdrawing remain private, but it’s important to be honest when you’re meeting with the Undergraduate Dean because she can help you determine the best strategy for responding to your situation.
• When you withdraw, you’re no longer a full-time student. This may have implications for your status on your insurance plan, so talk with your advisor, family, and the Undergraduate Dean to be sure you’re prepared for any issues that may arise.
• When you withdraw, the clock on your student loan grace period starts counting down. Most student loans give you a grace period lasting 6 months total when you’re not enrolled full time before repayment kicks in. This means that stepping out for one or two quarters can diminish or wipe out that grace period, and your repayment may begin immediately upon graduation. Talk with your family and check the terms of your student loans to be sure that you know what to expect with your repayment schedule.
• Keep checking your Northwestern e-mail account. If you receive a notice from NUIT that tells you your e-mail account will be deactivated, forward that e-mail to dear-soc@northwestern.edu with a note reminding us that you have withdrawn. We will override that deactivation.
• Keep in touch with your advisor and with the Undergraduate Dean during the time you’re away from the university. We may have important information and updates for you.
Registration and Preregistration

Important Quarterly Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day of classes</td>
<td>First day to initiate inter-school transfer</td>
</tr>
<tr>
<td>End of 5th Day of Class</td>
<td>Add period; Also, deadline for changing registration to part-time.</td>
</tr>
<tr>
<td>End of 3rd week of classes</td>
<td>P/N grading option change deadline</td>
</tr>
<tr>
<td>5th Monday of the quarter</td>
<td>Last day to initiate inter-school transfer</td>
</tr>
<tr>
<td>5th Wednesday of the quarter</td>
<td>Last day to complete inter-school transfer</td>
</tr>
<tr>
<td>Through 6th week of classes</td>
<td>Drop period</td>
</tr>
<tr>
<td>7th week of classes</td>
<td>Preregistration for next quarter</td>
</tr>
<tr>
<td>8th week of classes</td>
<td>Registration for next quarter</td>
</tr>
</tbody>
</table>

Important: No tuition refunds will be issued for classes dropped after the 5th day of the quarter.

For exact dates of the above for each quarter of the academic year, see the Registrar’s calendar page: [http://www.registrar.northwestern.edu/calendars/index.html](http://www.registrar.northwestern.edu/calendars/index.html).

Preregistration

Preregistration begins on Monday of the seventh week of the quarter and ends on Thursday. The School of Communication participates in preregistration, as do some departments in WCAS, but other schools of the University do not. During preregistration, you are allowed to preregister for a total of two courses, which must be in your major(s) and/or minor. You can only sign up for two courses, regardless of how many majors or minors you might have. NOTE: Not all courses being offered by a department in a quarter are available for preregistration.
Add or Drop a Class

Regular Adds:
During the add period (the first week of each term), you can add yourself to classes via CAESAR. Take note of prerequisites and whether you need permission numbers. You cannot add yourself to independent studies, internships, honors program classes, or some certificate program classes; the Student Resource Center (the Music and Communication Building, room 5-134) must register you for those.

Regular Drops:

IMPORTANT NOTE: The fifth day of the quarter is the last day you can drop to part time and receive a partial tuition refund. No refunds will be issued for classes dropped after the fifth day of the quarter.
You can drop yourself from a course via CAESAR through the sixth week of classes. Before dropping a class, see your academic advisor to determine if dropping the class will impact your degree progress, your Undergraduate Registration Requirement, or your full-time status. If you drop a class online, be sure you log off and log back into CAESAR to check that the drop was completed successfully. Student athletes must see an advisor in athletics to determine their NCAA and NU eligibility requirements and to obtain permission to drop any class.

Late Add/Drop Petition Process

School of Communication Students may not late add/drop courses without approval from the Undergraduate Dean. Late add/drops are only granted under specific circumstances.

If you are worried that you may be failing a course but will not have any graded feedback from the professor prior to the drop deadline, contact your advisor before the drop deadline and let them know the situation, a late drop may be approved in those circumstances.

If it is past week 6 of the quarter, and you encounter an emergency such as a medical condition that seriously affects your physical or mental health, or a serious family emergency, you may request approval for a withdrawal. Contact your advisor and complete a withdrawal request form. Students may initiate a withdrawal request until noon two Fridays before final exams begin, or by 5pm the business day before the date of final assessment is due, whichever is earlier. This deadline exists regardless of whether the final evaluation is an exam, paper, project. You may also be asked to schedule an appointment with the Undergraduate Dean.

To request a late add or late drop before the end of week 6, students must complete a Late Add/Drop Petition form and a Registration Exception form from the Registrar’s Office.
1. Complete a Late Add/Drop Petition form (available online at https://society.northwestern.edu/student_resource_center/forms and in the Student Resource Center). The form must be filled out completely, and must be accompanied by a completed Registration Exception form from the Registrar’s (pink form). Your instructor must sign both of these forms for a late add. Your advisor must sign the SoC form (but not the Registrar’s one) for a late drop. For athletes, the athletic advisor must approve both late adds and late drops.

2. Submit the petition to the Student Resource Center, Music and Communication Building, room 5-134. The petition will be reviewed by the Undergraduate Dean and either approved or denied. Students will be notified by e-mail of the Undergraduate Dean’s decision.

3. Please be sure to circle on the SoC Late Add/Drop Petition if:
   
   A. You are an athlete, as this transaction could affect your eligibility.
   B. This transaction will drop your enrollment to two credits or below.
   C. This transaction will increase your enrollment to more than 5.5 credits.
   D. This transaction creates a time conflict with another class.
   E. This transaction affects your plans to graduate on time.

Withdraw from a Class

Undergraduate students may request permission from their dean’s office to withdraw from a course or courses after the drop deadline (the end of the 6th week of the term). A withdrawal is different from a late drop because a W (withdrawal) grade is posted to the transcript. Students may initiate a withdrawal request until noon two Fridays before final exams begin, or by 5pm the business day before the date of final assessment is due, whichever is earlier. This deadline exists regardless of whether the final evaluation is an exam, paper, project. Students should submit the Undergraduate Course Withdrawal Request to their academic advisor.

Class Standing

For Registration

Your class standing for the purpose of establishing your registration appointment time is determined differently than your class standing for progress toward degree. For information on how appointment times are scheduled, visit the Registrar’s Office webpage at http://www.registrar.northwestern.edu/registration/appointment_times.html.
For Progress toward Degree

For some other purposes at the University, the number of credits that you have earned determines your class standing. AP credits are included in this calculation.

- Senior – has completed at least 33 quarter courses
- Junior – has completed at least 22 but less than 33 quarter courses
- Sophomore – has completed at least 11 but less than 22 quarter courses
- First Year – has completed less than 11 quarter courses

See your advisor with specific questions about your class standing.

Full-time

A full-time course load is three or four units of credit per quarter. (NOTE: The definition of a quarter of NU registration for the purposes of the Undergraduate Registration Requirement is registration in at least two units of credit; see the URR section of this guide for details). Note that if you enter Northwestern as a first-year student, you have at least six quarters of the 12 required during which you can take just three classes (since four courses per quarter for 12 quarters is more credits than you need to graduate) and still graduate on time. Other factors, such as AP credits, transfer credits, study abroad, your program of study, etc., may impact your decision of whether to take three or four courses in a given quarter. Consult your academic advisor on this question.

Overload Credits

School of Communication students can register for up to 4.68 units of credit before the quarter begins. Once the term begins, they may register for up to 5.5 credits without permission of the school and without incurring additional tuition charges.

Enrollment in more than 5.5 units of credit requires permission of your advisor and the SoC Undergraduate Dean, and will result in additional tuition charges. See Undergraduate Financial Aid website for information about tuition and financial aid for overload enrollment. Students wishing to add more than 5.5 credits should complete a Registration Exception Form (also called an add/drop form, available in the Registrar’s Office, on their website, and in your department’s office), get a permission number or signature from the appropriate faculty member, and then see their advisor to receive approval. Once the advisor has approved,
students should then turn the form in to the Student Resource Center in the Music and Communication Building, room 5-134 for review by the Undergraduate Dean. If the overload is approved by the Dean, you will be registered for the overload course by her office.

**Part-time**

You do not need permission to drop down to part-time status (less than three credits per quarter); however, it is recommended that you consult your advisor to determine any implications this might have for your degree progress. If you know in advance of the start of a quarter that you will be part-time, complete the part-time request form on CAESAR to ensure your tuition will be adjusted accordingly. The deadline for dropping to part time and receiving a partial tuition refund is the fifth day of the quarter. **If you drop down to part-time after the fifth day of the quarter, you are not eligible for any tuition refund.**

Note especially that dropping below a full-time course load may affect your financial aid and/or health insurance, and your student loan repayment grace period.

**Time Conflicts**

CAESAR will not allow you to register for two courses if there is an overlap in the course meeting times (including the labs or discussion sections, if any). If there are circumstances that would allow you to fully participate in both courses, even with the time overlap, you can get registered if both professors will sanction this. There is a Registration Time Conflict Permission form available on the Registrar’s website at [http://www.registrar.northwestern.edu/registration/time_conflicts.html](http://www.registrar.northwestern.edu/registration/time_conflicts.html). You will need to get the signatures of both professors on this form and then bring it to the Student Resource Center in the Music and Communication Building, room 5-134. Along with the time conflict form, you will also need to submit an Add/Drop Registration Exception form giving the details of the class you still need to add (including subject, course number, section, etc.).

**Exam Time Conflicts**

It is your responsibility to make sure that there are no conflicts between the scheduled final exams for the courses in which you register. CAESAR does not check for this, so you must do so. Each quarter, the final exam schedule is published on the Registrar’s website at [http://www.registrar.northwestern.edu/registration/final_exam_schedules.html](http://www.registrar.northwestern.edu/registration/final_exam_schedules.html).
Duplication of Courses

Courses of the same content may not typically be repeated for credit. For the vast majority of classes, repeating a course will result in the loss of credit for the first time it was taken. Grades of “Y,” “X,” or “F” may not be made up by re-registering for the course: both grades are factored into the student’s GPA calculation. Likewise, students may not take an earlier course in a sequence if they have received credit for a subsequent course. Doing so results in losing credit for the latter of the two. This rule also applies to AP credits. For instance, if a student has an AP credit for BIO SCI 102-2, the student cannot also get credit for taking that course or an earlier one (e.g., BIO SCI 102-1).

STAT 202 and STAT 210 are considered duplicates, students cannot receive credit for both regardless of the source of the credit (AP credit for 202 will be nullified if a student takes STAT 210 at NU).

Some special topics courses are designed for repetition. These courses share one course number, but the content and professors change regularly. Students may repeat these courses as long as the content is different. A few of these courses have specific limits on number of repetitions (see the following list): Radio/Television/Film topics courses:

202 Freshman Topics Seminar

- 298 Studies in Media Topics
- 321 Authorship
- 322 Genre
- 325 Film, Media, and Gender
- 330 Culture Industries
- 351 National Cinema
- 360 Topics in Screenwriting
- 379 Topics in Film/Video/Audio Production
- 398 Issues in Radio/Television/Film
Performance Studies topics course:

- 330 Topics in Performance Studies

Theatre topics courses:

- 330 Special Topics
- 442 Theatre Practice

Dance topics course:

- 335 Special Topics in Dance Research

Communication Studies topics courses:

- 395 Special Topics
- 322 Rhetoric of the American Presidency (only twice)

English 105 (only twice)

Topics classes may also be offered by other departments and may be repeatable. See the relevant department for the rules on this.
Co-curricular Activities and Programs

A variety of co-curricular opportunities are available to School of Communication students. Each fall, Northwestern’s Activities Fair offers information on options in addition to those listed here.

**Arts in the City**

Arts in the City is a program offered exclusively to students of the School of Communication. It gives them the opportunity to experience the best performing arts in Chicago for a reduced fee that includes ticket and transportation. These events particularly showcase the talents of those connected with Northwestern University and allow students to socialize with faculty and peers.

**Block Cinema**

Dedicated to providing the campus, the North Shore, and Chicago with a high-quality venue for repertory cinema, Block cinema screens classic and contemporary films three nights a week in the Block Museum’s state-of-the-art projection facility.

**Dean’s Advisory Council**

The Dean’s Advisory Council consists of undergraduates selected from each division of the school. The DAC works with the Dean on matters of importance to the School. The Council usually meets once each quarter and holds additional meetings as needed.

**Debate Society**

The Northwestern debate program was founded in 1855, making it the oldest in the country. Debaters develop valuable analytical and communication skills by participating in more than 600 rounds of intercollegiate competition each season, in addition to hosting debate tournaments on campus and debating teams from other countries. Headquartered in Hardy House, the debate program has achieved unequaled success in competition, winning the National Debate Tournament a record 13 times. For more information, see [http://www.debate.northwestern.edu](http://www.debate.northwestern.edu).
Inspire Media

Inspire Media is a Northwestern student initiative aiming to produce social-issue films that engage with topics affecting our local and international communities. Believing that film has the power to motivate thoughtful discussion and action, Inspire Media produces media and relevant programs that inspire thought, dialogue, critical discussion, and action with regard to various social issues. Inspire’s goal is to create an interdisciplinary approach to filmmaking, allowing students from across disciplines to work together in creating socially responsible and critical media.

Media Arts Grants

Each year the Department of Radio/TV/Film invites applications from undergraduate students for grants to support individual media arts projects. The grants support work in any medium involving the creation of original, new projects. Students apply for grants individually, or with a student group as the producing partner, and the funding is for a project in the academic year in which it is awarded. Contact your academic advisor for more information.

National Student Speech Language Hearing Association

The National Student Speech Language Hearing Association, founded in 1972, is a pre-professional association for graduate and undergraduate students interested in the study of communication science and disorders. NSSLHA has member representation on the policy-making board and selected committees and boards of the American Speech-Language-Hearing Association. The Northwestern chapter is dedicated to providing opportunities for members to have access to educational, social and philanthropic experiences during their tenure at the University. For more information, see http://www.communication.northwestern.edu/departments/csd/student_activities.php.

Niteskool

Niteskool Productions is Northwestern’s student-run music, music video, and concert production company. It is the oldest undergraduate student-run label in the country. Supported by the School of Communication and Northwestern’s Associated Student Government, Niteskool has established itself as the leader in promoting and producing student music in the Chicago area. Niteskool's goal is to develop and distribute the nation’s highest-quality music album that is completely conceived, performed, directed, and produced by students. For more information, visit https://northwestern.collegiatelink.net/organization/niteskoolproductions.
Speech Team
Sponsored by the School of Communication, Northwestern’s speech team serves to develop what is arguably the most important skill of any profession—the art of communication. Through the forum of public speaking, students learn to communicate effectively in a competitive environment that stresses logic, quick thinking, breadth of knowledge, and, ultimately, persuasion. Eligibility is open to any Northwestern undergraduate, regardless of major, who wishes to explore or cultivate public speaking skills. No prior experience is necessary. For information, visit http://www.communication.northwestern.edu/learn/student_activities/speech.

Student Academy of Audiology
The Student Academy of Audiology is a national student organization dedicated to advancing the interests of students pursuing careers in audiology. Northwestern’s SAA chapter takes part in this collective mission in a number of ways: holding quarterly meetings to discuss current topics in audiology and ways to advance the group; organizing and participating in community outreach programs; sponsoring relevant speakers; maintaining contact with Northwestern Alumni; and engaging in a variety of social events. For more information, see http://www.communication.northwestern.edu/departments/csd/student_activities.php.

Student-Run Theatre and Performance Groups
There are many performance-oriented student theatre groups listed at http://northwestern.collegiatelink.net/organizations.

Studio 22
Studio 22 Productions is a student-run not-for-profit film production company dedicated to student productions and creativity. Each year Studio 22 produces student projects and helps support student media making in the department in a variety of important ways (e.g., arranging screenings, workshops, and visiting artists). For more information see http://www.studio22nu.com.

Theatre, Performance Studies, and Dance Productions
All students are eligible to audition for theatre, performance studies, and dance productions. Audition notices are posted on the Wirtz Center for the Performing Art’s first-floor bulletin board. For more information on the school’s main stage productions, see http://www.communication.northwestern.edu/wirtz.
Undergraduate RTVF Student Association (URSA)

The Undergraduate RTVF Student Association (URSA) is the official student council of the Department of Radio/Television/Film. The council meets with faculty to voice student concerns, fosters community within the program, and develops programs to enhance the radio/television/film experience.

WNUR

WNUR 89.3 FM is a noncommercial radio station operated and managed by students. Staff membership is open to all Northwestern students. WNUR’s studios are located in John J. Louis Hall. For more information, see: http://www.wnur.org.
Facilities

The School of Communication provides outstanding facilities in which students and faculty work, perform, pursue research, engage in media ventures, and connect with their community. The new Ryan Center for the Musical Arts is one of the campus’s latest additions, and is the home of the School of Communication Dean’s Office and Undergraduate Student Resource Center. The building holds the departmental offices and faculty offices of the Department of Theatre and Department of Performance Studies.

Annie May Swift Hall—a beautifully restored vestige from Northwestern’s early days that once housed all of the school’s programs—is now home to the Department of Radio/Television/Film, as well as the department’s film library and the Peggy Dow Helmerich Auditorium. Students in this department also have access to the Fisk Digital Media Studio, the Kresge Digital Media Lab, and John J. Louis Hall, home to production and postproduction facilities, the film equipment center, the studios of WNUR-FM, and the Barbara and Garry Marshall Studio wing, a film sound stage.

The Virginia Wadsworth Wirtz Center for the Performing Arts, recently renovated to increase student performance and rehearsal space, houses the Josephine Louis Theater, a 369-seat proscenium theatre; the Ethel M. Barber Theater, a 439-seat thrust theatre; the Hal and Martha Hyer Wallis and the Mussetter-Struble theaters, four black-box spaces; and production spaces including scene and costume shops. In addition, the department sponsors occasional productions in Cahn Auditorium, a 1,000-seat proscenium theatre. The Marjorie Ward Marshall Dance Center features two dance studios.

The Frances Searle Building is home to the School of Communication’s science and research programs, including the Roxelyn and Richard Department of Communication Sciences and Disorders and the Department of Communication Studies. Across the street is a state-of-the-art facility belonging to the School of Communication’s Center for Audiology, Speech, Language, and Learning, which serves the community’s communication health needs. Communication Studies offices are also housed at 1815 Chicago Avenue. Next door, Hardy House provides a home to the “winningest” debate team in the country, the Northwestern Debate Society.

On Northwestern’s Chicago campus, the School of Communication has offices for its master’s program in communication and health and for treatment programs in voice, speech, and swallowing disorders.
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Internship Questions and Planning
Information and forms for applying to the internship program are available online at http://www.communication.northwestern.edu/epics/.

Once you have reviewed this information, you may make an appointment with your regular academic advisor to submit your application forms.

Internship Coordinator

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YOUR NOTES AND REMINDERS

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