

**Master of Arts in
Medical Humanities & Bioethics
Student Handbook
2016 - 2017 Academic Year**



Table of Contents

Welcome/Welcome Back!.....	5
----------------------------	---

About the Master of Arts in Medical Humanities & Bioethics

Graduate Program Overview.....	9
MH&B Personnel.....	9
Graduate Faculty.....	11
MH&B Core Courses.....	15
Special Topics Lectures.....	17
Tutorials.....	19
Master’s Thesis.....	21
MA Milestones Checklist.....	31
Academic Advisors.....	33
Funding Travel for Conferences and Research.....	33
Leaving NU/Chicago Before MA Completion.....	35
Area of Scholarly Concentration (MD/MA only).....	35
Graduation.....	36

Administrative Information

Schools and Entities within Northwestern.....	39
Curricular Requirements and Substitutions.....	39
Course Units.....	40
Registering for Classes.....	41
Holds.....	42
Continuous Registration.....	42
Grades and Incompletes.....	43
Good Academic Standing.....	44
Residency Requirement and Leaves of Absence.....	45
Master’s Completion Time Limit.....	45
Tuition.....	45
Financial Aid.....	48
Student Loans.....	50
Viewing Your Account and Making Payments.....	50
Health Insurance.....	50

Appendices

Appendix 1: Important Forms.....	55
Appendix 2: Technologies and Resources for Tech Support.....	57
Appendix 3: Feedback Is Encouraged.....	59

Welcome/Welcome Back!

We're happy to have you as a student in the Master of Arts in Medical Humanities & Bioethics program. Our program is distinguished by its multidisciplinary approach to the study of medicine and bioethics. Our faculty are diverse in their interests and backgrounds, and our students are no different. We look forward to working with you this year and helping you to find your own direction in this exciting field.

This handbook will guide you through the program and should answer most of the questions you have. All Northwestern students are also encouraged to read the Northwestern University Student Handbook¹, which details the rights and responsibilities of Northwestern students.

We are always happy to meet with students and are available by phone or email. If you ever have any questions, just let us know.

Sincerely,



Megan Crowley-Matoka, PhD
Director of Graduate Studies
m-crowley-matoka@northwestern.edu
(312) 503-2968



Bryan Morrison
Graduate Program Coordinator
bryan-morrison@northwestern.edu
(312) 503-1927

¹ <http://www.northwestern.edu/handbook/handbook.pdf>

About the Master of Arts in Medical Humanities & Bioethics

Graduate Program Overview

The Medical Humanities & Bioethics Graduate Program was started in 2006 in order to provide a rigorous master's level education in the cultural, historical, legal, and philosophical contexts of medicine. Students acquire a rich understanding of medicine and its ethical implications that can be applied to medical practice, consulting, and scholarship. Our students are of diverse backgrounds, interests, and career paths. Our graduate faculty is similarly diverse in interest and expertise. They include scholars in bioethics, literature, law, history, religion, anthropology, and philosophy. Many of them teach in Feinberg's medical curriculum and some also teach undergraduate courses on Northwestern's Evanston campus.

In 2015, the Feinberg School of Medicine launched the Center for Bioethics and Medical Humanities with the mission to expand support for research and education in bioethics and medical humanities at Northwestern. The Medical Humanities & Bioethics Graduate Program is now a program within this larger center.

MH&B Personnel

Megan Crowley-Matoka is our Director of Graduate Studies. Bryan Morrison is the staff coordinator of the graduate program. He is the best contact for most administrative questions. Myria Knox is the other staff person at the program. She mostly coordinates the medical curriculum and Center events, but also assists with the graduate program.

Another important contact will be your academic advisor. More information on academic advisors can be found on [page 33](#) of this handbook.

Graduate Faculty

CORE GRADUATE FACULTY



Catherine Belling, PhD

Literature and medicine, the humanities in medicine and medical education
c-belling@northwestern.edu



Tod Chambers, PhD

Rhetoric of bioethics, cross-cultural issues in clinical medicine
t-chambers@northwestern.edu



Megan Crowley-Matoka, PhD ☆ **Director of Graduate Studies**

Sociocultural dimensions of health care, organ transplantation, pain management
m-crowley-matoka@northwestern.edu



Debjani Mukherjee, PhD

Traumatic brain injury, cross-cultural ethics, disability ethics
dmukherjee@ric.org



Sarah B. Rodriguez, PhD

History of women's sexual and reproductive health, ethical issues in fertility treatment
srodriguez@northwestern.edu



Mark Sheldon, PhD

Bioethics, philosophy of medicine
sheldon@northwestern.edu



Katie Watson, JD

Health law and medical ethics
k-watson@northwestern.edu

OTHER GRADUATE FACULTY



Rebecca Brashler, LCSW
Disability ethics
rbrashler@ric.org



Joel Frader, MD, MA
End-of-life care for children, research in pediatrics, allocation of health care resources
j-frader@northwestern.edu



Elisa Gordon, PhD, MPH
Ethics of organ transplantation and donation, disparities in access to health care, health literacy — e-gordon@northwestern.edu



Sydney Halpern, PhD
Medical sociology, research ethics
sydney.halpern@northwestern.edu



Scott Moses, MD
Ethical issues in Obstetrics/Gynecology
smoses@nmh.org



Michael Oldani, PhD
Pharmaceutical culture and its impact on medicine/psychiatry, society, and individuals
oldanim@uww.edu



Suzanne Poirier, PhD
Literature and medicine, medical education
suzanne.poirier@uic.edu



Teresa Savage, PhD, RN
Disability ethics, research ethics, ethical issues involving neonates and children with disabilities — tsavage@ric.org



Mark Sheldon, PhD
Bioethics, philosophy of medicine
sheldon@northwestern.edu



Laurie Zoloth, PhD
Ethics in genetic medicine, in stem cell research; justice in health care
allocation
lzoloth@northwestern.edu

EMERITUS FACULTY



James F. Bresnahan, SJ, JD, LLM, PhD
Medical ethics, palliative care
jfbresnahan@northwestern.edu





Kathryn Montgomery, PhD
Literature and medicine, the epistemology of medicine
kmontgomery@northwestern.edu

MH&B Core Courses

Our curriculum is designed to give students a broader and richer understanding of medicine. Each of our core courses is taught by a different professor who is an expert in that field.

MHB 401: Foundations of Bioethics explores the major theories in contemporary bioethics. Students learn the history and the application of principlism, casuistry, care ethics, virtue ethics, narrative ethics, pragmatism, and communitarianism. This course will be offered in Fall 2016.

Taught by:  Tod Chambers, PhD and  Mark Sheldon, PhD

MHB 402: Medicine & Law uses judicial opinions as its primary text and analyzes how the U.S. legal system mediates conflicts between individuals and the State, parents and children, and doctors and patients in areas like abortion, termination of life support, physician-assisted suicide, human experimentation, and cross-cultural conflict in medicine. This course will be offered in Spring 2017.

Taught by:  Katie Watson, JD

MHB 403: The History of Medicine explores major events and trends in the history of European and American health care and medical ethics. Participants will investigate primary and secondary literature and will learn to contextualize current-day medical events through critical historical thinking. This course will be offered in Summer 2017.

Taught by:  Sarah Rodriguez, PhD

MHB 404: Literature, Medicine, and Bioethics surveys the uses of literature and literary theory in understanding the culture(s) of medicine and bioethics. The first half focuses on



literature & ethics and on interpretation as an ethical act; the second focuses on narratives as a way of knowing in medicine and in bioethics. This course will be offered in Winter 2017.

Taught by:  Catherine Belling, PhD

MHB 405: Social Science & Medicine examines the ethnography of moral issues in Western medicine, the social science critique of American bioethics, and the manner in which the social sciences can contribute to the understanding of ethical problems in the clinical setting. This course will be offered in Fall 2016.

Taught by:  Megan Crowley-Matoka, PhD

MHB 406: The Practice of Bioethics provides an introduction to ways students might put their MH&B knowledge into action, going from theory to practice as students develop careers in various clinical and social contexts. One-third of the course is devoted to the practice of clinical ethics consultation. Other topics covered include academic writing and publishing, teaching skills, successful conference presentations, conducting and regulating research, and offering expert opinion to public debate through the media. This course will be offered in Winter 2017.

Taught by:  Debjani Mukherjee, PhD or  Katie Watson, JD

Special Topics Lectures

Special Topics in MH&B is a course built around our weekly Montgomery Lectures series. These lectures are delivered by faculty members and special guests, on topics in which they specialize. Currently they are presented weekly at noon on Thursdays throughout the fall, winter, and spring quarters and are 50 minutes in length. You must attend all three quarters to receive one unit of course credit—most courses are ten three-hour meetings; this is thirty one-hour meetings. Students typically take two years of Special Topics, so first and second-year MA students will be in the same class. These talks are open to the public, so expect to see some new faces as well.

Registered students are expected to attend each week, but you are permitted to miss up to two lectures per quarter. You may attend an event like a Bresnahan colloquium or a hospital ethics rounds in order to make up for a missed lecture beyond the two permitted. In addition to attendance, one short paper is required each quarter. Please see guidelines below. (They also appear in the MHB 410 syllabus.)

COURSE DATES

- Fall: September 22 through December 1 (no class on November 23)
- Winter: January 5 through March 8
- Spring: March 30 through June 8

PAPER DEADLINES

- Fall: Friday, November 18, 2016
- Winter: Friday, March 3, 2017
- Spring: Friday, May 19, 2017

GRADING

The grade for this course will be based on attendance and the grade you receive for the response paper you submitted that quarter.

PAPER GUIDELINES

Process: Your paper may respond to any talk presented in the Montgomery Lectures series, unless otherwise noted (which is the case with some guest lecturers). Please send the lecturer an email at least 2 weeks before the due date proposing your paper topic in a few sentences. Please email your paper, on or before the due date, directly to the presenter, copying Grad Director Megan Crowley-Matoka on the message. The presenter will grade the paper, and respond with a grade and comments.

Length: 5 pages

References: All textual references to borrowed ideas or research should follow either the MLA style or the Chicago author-date style.

Research: No requirement has been made for additional research, but doing so can improve your grade.

Grading guidelines: The faculty will use the following guidelines to score and grade these responses:

- The author accurately represents the lecturer's argument (10 points)
- The author's argument is original and expands upon the lecturer's thesis (20 points)
- The paper is logically organized and internally consistent (25 points)
- The author provides warrants or evidence for his or her own argument (25 points)
- The author acknowledges potential criticism, alternative views, or contrary evidence (20 points)
- Extra credit: Additional research (10 points)

Tutorials

Tutorials are a chance to study with a faculty member on a topic that she or he is currently researching. They are “mini” courses in several senses: they meet fewer times, involve fewer students, require less work, and are worth less course credit. Ideally each tutorial involves two to four students, but one-on-one tutorials are common as well.

Several tutorials—on diverse topics—are offered each quarter. You may use tutorials as a way to explore possible thesis topics, or simply choose ones that interest you. Tutorial offerings will be announced about midway through the previous quarter. When possible, we will include details for subsequent quarters so you can make more informed tutorial selections. When the announcement goes out, faculty have committed to the tutorials listed for the upcoming quarter, but tutorials listed for later quarters should be interpreted as intentions, not commitments.

Your grade is typically based on your ability to discuss the material, but the instructor may choose to require a written assignment. The readings are determined by the instructor; however, if you find a work that you think would be relevant, feel free to ask her or him if it could be included.

Two tutorials are required for the degree. Each is worth one half course unit. You may take tutorials at any point in your academic career and may enroll in multiple tutorials at once. A tutorial should be at least 15 hours of total work, including about five hours of discussion time. Typically this means five one-hour meetings, but this does not have to be the case. If you or the instructor are not in Chicago, the discussion can be done via phone or Skype.

The scheduling of a tutorial should be arranged directly with the instructor. The five tutorial meetings don't need to be spaced evenly over five weeks, but should be confined to one quarter. This year, the Fall quarter runs September 20 through December 9; the Winter quarter, January 3 through March 9; and the Spring quarter, March 27 through June 8.

In addition to setting this up with the instructor, please be sure to enroll in 0.5 units of MHB 499-0 Section 20 (Independent Study)—or 1 unit of it if you're completing two tutorials in the same quarter.

Master's Thesis

OVERVIEW

The goal of the MA thesis is a demonstration of the student's ability to apply various disciplinary perspectives in the analysis of a topic in either bioethics or the medical humanities. As this is a Master of Arts thesis (rather than a doctoral thesis), the focus is not on primary research but on surveying and synthesizing existing research on the topic. Your thesis should be a knowledgeable survey of the current thinking about your topic. All theses must be defended. A thesis advisor will guide you through the research and writing process and help prepare you for the defense.

REQUIREMENTS

Topic

An acceptable master's thesis must display mastery of a topic within bioethics or the medical humanities. You should employ at least three disciplinary approaches in your analysis of the topic and should be able to explain why you decided to emphasize these approaches over others. See the second step in the Process section below for further guidance.

Structure and Style

All MH&B theses must have a substantive, significant major claim; a clear line of reasoning and subordinate claims supporting the major claim; and adequate and properly documented support for each subordinate claim. The writing style must meet professional standards of clarity and grace, including paragraphs that have unity, coherence, and development.

Length

There is no minimum length, but there is a maximum length of 28,000 words (not including references, appendices, etc). Most submissions have been between fifty and eighty pages in length.

Formatting

Please use the guidelines for manuscript preparation as outlined in either the Chicago Manual of Style or the Modern Language Association's style manual, and adhere to the following manuscript standards: 12pt Times or Times New Roman font, lines double-spaced, one-inch margins, page number on each page, title page. We print final copies of all theses, so please insert an additional page where necessary to ensure that your title page, table of contents, bibliography, and the first page of each section all fall on an odd-numbered page (to the right of the binding).

WRITING RESOURCES

To help develop your thesis ideas, the program offers a thesis-writing workshop, annually each fall. Led by writer and writing expert Catherine Wallace, the workshop is designed to help students turn their thoughts into organized, structured writing. It is useful whether you have an outline and abstract completed or are still choosing between potential topics. We recommend all students who plan to begin their thesis within one year participate in the workshop.

Additionally, the university provides one-on-one writing consultations to graduate students via The Writing Place. More information on their services and how to schedule a consultation are available on their website².

We also recommend the following texts for help with structuring arguments and developing a clear, academic writing style: *The Literature Review* (Machi and McEvoy), *The*

² <http://www.writing.northwestern.edu/locations/graduate-writing-place/>

Craft of Argument (Colomb and Williams), and *Lessons in Clarity and Grace* (Joseph Williams).

Also, reviewing past examples of MH&B theses can help elucidate what the final product should look like. All past theses are now available to MH&B students online³. Consult your thesis advisor for direction to theses that may be particularly helpful in thinking about your project.

PROCESS

The MA Milestones section of this handbook ([page 31](#)) has a Thesis Requirements checklist. These steps are expected to be completed in order. Further details on each step is provided below. Please read through this entire section before beginning the thesis, and refer back as you progress, checking off steps as you complete them. Also, please be mindful of all dates in the Deadlines section below.

Complete all course requirements and verify that transcript has no missing/incomplete grades

While it's never too early to start thinking about your thesis and potential topics, the thesis writing process cannot formally begin until all other program requirements have been completed. (Please see the MA Milestones Checklist on [page 31](#)).

Decide on general thesis topic

Many students use the thesis as an opportunity to delve more deeply into a topic that was touched on in a master's course or Special Topics lecture, or an issue that they observed in action on a clinical rotation. Past topics have included the duty to disclose uncertain genetic findings, expanded genetic screening for newborns, an oral history of an early HIV ward, the question of rational suicide, the role of hope in hospice care, satires of

³ <https://northwestern.box.com/mhb-thesis-examples>

surgical practice, female genital cutting, science fiction published in the journal *Nature*, and proxy decision-making at the end of life.

Ask faculty members to serve on thesis committee

Considering your topic and the disciplines you expect to draw from, contact a faculty member who would be most helpful in researching and writing your thesis. A thesis advisor will guide you through the research and writing process and help prepare you for the defense. Students may select any MH&B graduate faculty member as advisor. If you are unsure who would be most appropriate or are still deciding between potential topics, contact Graduate Director Megan Crowley-Matoka to discuss. Meeting with a faculty member does not imply that you will ask her or him to act as your advisor. The student must ask and the faculty member must agree before the relationship is established. Either party may decide that the faculty member is not the best fit and the faculty member may decline, due to, for example, serving on several active thesis committees.

With the assistance of your thesis advisor, you will assemble a thesis committee, which will include two to three other faculty members in addition to your advisor. At least three of your committee members must be Northwestern University faculty members and at least two must be MH&B graduate faculty. Students may have an outside committee member with the approval of their thesis advisor.

Submit Thesis Proposal Form to MH&B

Once you've chosen a topic and assembled a committee, submit a Thesis Proposal Form (see [Appendix 1](#)) to Bryan Morrison. Dual-degree students who are graduating from their other degree program are strongly urged to submit a Thesis Proposal Form before moving or starting new jobs or residencies.

The form notifies the program that you plan to begin working on your thesis and prompts us to check that you've completed the program requirements up to that point. (The program will not approve your thesis proposal until you've enrolled in all the required courses—except the thesis unit—and your transcript is free of incompletes.)

Attaching a completed copy of the MA Milestones Checklist (see [page 31](#)) is required for this reason.

Additionally, the form ensures that the student, committee members, and the program have a shared understanding of the student's thesis topic and expected time of completion.

Initiate writing and research stage

Once we have approved your thesis proposal, you are free to work with your thesis committee to research and write your thesis. This is the longest stage of the thesis process. At the beginning you will be working almost exclusively with your thesis advisor, but it is recommended that you contact the other committee members early on for recommendations on relevant sources within their disciplines.

Writing the thesis is an iterative process and multiple revisions are to be expected. Most students submit between three and five drafts before one is approved for defense. It is not unusual for a student's outline or even major claim to evolve as the thesis research progresses.

Your advisor will help you determine which portions of your thesis should be shared with which committee members and at what stage. You should allow committee members a minimum of one to two weeks to review each draft. Please be aware of all deadlines, listed in the next section. These deadlines are the last day that each requirement will be accepted; we recommend that you progress two or more weeks in advance of the deadlines.

Throughout this process, students must demonstrate that they can incorporate the feedback from their committee at the same time as maintaining autonomous authorship of their work. If a student is unable to show sufficient improvement and autonomy after multiple drafts (typically within three drafts), the thesis committee can decide as a group that more work on the thesis is not warranted and a failing grade may be given. If the

committee members believe a student is in danger of this outcome they will provide warning of this possibility, in writing, and allow the student to turn in one more draft before a final decision regarding failure is reached. A student who receives a failing grade on the thesis will not have an oral defense and will not receive an MA degree.

Enroll in thesis course

Like each of the core courses, the thesis is associated with one unit of enrollment. After having your thesis proposal approved, please enroll in this unit (MHB 499-0 Section 21) in the earliest quarter that you could complete your thesis. Like other units, you may receive an incomplete “Y” grade until you’ve satisfied the requirements. MD/MA students should enroll in the course before MD graduation to ensure they are not charged for it as an independent student later.

Submit Application for Degree form

This quick online form, submitted through CAESAR, notifies The Graduate School that you plan to graduate that quarter. If you need additional time after submitting the form, simply submit it again for the quarter you now expect to finish in.

Send thesis draft to all committee members

Your advisor will let you know when your draft is ready to be sent in full to the other committee members for formal evaluation. Please allow your committee members at least four weeks to read your thesis and prepare for the defense.

Schedule thesis defense

Once you’ve been approved to defend, please find a time that works for all your committee members. Typically an hour is sufficient. Once you’ve chosen a time, please contact Bryan Morrison, who will secure a room for your defense.

Successfully defend thesis

The thesis committee will decide how the defense will be conducted, but the following is a typical format:

- **Introduction** from the student including a summary of the thesis, a discussion of why she/he chose this topic, and a discussion of how this thesis arises out of her/his master's education (about 10 minutes)
- **Questions** from the committee members, with discussion (about 30 minutes)
- **Conferral** of the committee without the student in attendance (about 5 minutes)
- **Discussion** with the student about what, if anything, she/he needs to do before turning in the thesis, and discussion of what else she/he might choose to do with thesis research and write-up, like publication (5 minutes)

Following the defense the committee will award the thesis a) pass, b) pass pending minor revisions, c) pass pending major revisions, d) fail. Most students will be required to make some revisions. Any revisions must be accepted by all the members of the committee. No additional defense is required following revisions. While students are not required to be in Chicago for the thesis preparation process, they are usually expected to appear in person for the defense. With your thesis advisor's permission, you may invite other students and faculty members to attend your defense.

Send committee-approved final draft to Bryan Morrison

This is the last thing the student needs to do to graduate. Once Bryan has received your final draft, he will submit your Master's Completion Form to The Graduate School. Once they've approved the form, TGS will confer your degree and mail your diploma according to their posted schedule⁴. Please verify on CAESAR that your address is current to ensure you receive your diploma.

⁴ <http://www.tgs.northwestern.edu/about/policies/graduation-and-diploma-mailing.html>

DEADLINES

December 2016 Graduation

- July 22: Thesis proposal form submitted to MH&B (*20 weeks before final deadline*)
- November 4: Final draft of thesis submitted to committee
(*5 weeks before; must also be at least 4 weeks before defense date*)
- November 4: Application for Degree form submitted in CAESAR (*Set by TGS*)
- November 11: Date set for thesis defense (*4 weeks before*)
- December 2: Thesis defended (*1 week before*)
- December 9: Final deadline: thesis must be 100% completed and approved. (*Set by TGS*)

March 2017 Graduation

- October 21: Thesis proposal form submitted to MH&B (*20 weeks before final deadline*)
- February 3: Final draft of thesis submitted to committee
(*5 weeks before; must also be at least 4 weeks before defense date*)
- February 3: Application for Degree form submitted in CAESAR (*Projected; not yet announced by TGS*)
- February 10: Date set for thesis defense (*4 weeks before*)
- March 3: Thesis defended (*1 week before*)
- March 10: Final deadline: thesis must be 100% completed and approved. (*Projected; not yet announced by TGS*)

June 2017 Graduation

- December 16: Thesis proposal form submitted to MH&B (*20 weeks before final deadline*)

- April 7: Final draft of thesis submitted to committee
(5 weeks before; must also be at least 4 weeks before defense date)
- April 14: Date set for thesis defense *(4 weeks before)*
- April 14: Application for Degree form submitted in CAESAR *(Set by TGS)*
- May 5: Thesis defended *(1 week before)*
- May 12: Final deadline: thesis must be 100% completed and approved. *(Set by TGS)*

August 2017 Graduation

- March 24: Thesis proposal form submitted to MH&B *(20 weeks before final deadline)*
- July 7: Final draft of thesis submitted to committee
(5 weeks before; must also be at least 4 weeks before defense date)
- July 14: Application for Degree form submitted in CAESAR *(Set by TGS)*
- July 14: Date set for thesis defense *(4 weeks before)*
- August 4: Thesis defended *(1 week before)*
- August 11: Final deadline: thesis must be 100% completed and approved. *(Set by TGS)*

MA Milestones Checklist

PAGE 1 OF 2: COURSE REQUIREMENTS

Check these off as you go to monitor your progress.

	Enrolled/ Course on Transcript	All Work Submitted	Final Grade on Transcript
MHB 401: Foundations of Bioethics (1 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 402: Medicine & Law (1 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 403: The History of Medicine (1 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 404: Lit., Medicine, & Bioethics (1 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 405: Social Science & Medicine (1 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 406: The Practice of MH&B (1 unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 410: Special Topics ($\frac{1}{2}$ unit), First	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 410: Special Topics ($\frac{1}{2}$ unit), Second	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 410: Special Topics ($\frac{1}{2}$ unit), Third	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 410: Special Topics ($\frac{1}{2}$ unit), Fourth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 410: Special Topics ($\frac{1}{2}$ unit), Fifth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 410: Special Topics ($\frac{1}{2}$ unit), Sixth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 499: Tutorial ($\frac{1}{2}$ unit), First	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MHB 499: Tutorial ($\frac{1}{2}$ unit), Second	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See next page for Thesis Requirements.

MA Milestones Checklist

PAGE 2 OF 2: THESIS REQUIREMENTS

Check these off as you go to monitor your progress. See Master's Thesis section ([page 21](#)) for more information on thesis requirements, process, and deadlines.

1. Completed all course requirements from previous page and verified that transcript has no missing/incomplete grades	<input type="checkbox"/>
2. Decided on general thesis topic	<input type="checkbox"/>
3. Asked faculty members to serve on thesis committee	<input type="checkbox"/>
4. Submitted Thesis Proposal Form to MH&B	<input type="checkbox"/>
5. Initiated writing and research stage	<input type="checkbox"/>
6. Enrolled in thesis course (MHB 499-0 Section 21—1 unit)	<input type="checkbox"/>
7. Submitted Application for Degree form	<input type="checkbox"/>
8. Sent thesis draft to all committee members	<input type="checkbox"/>
9. Scheduled thesis defense	<input type="checkbox"/>
10. Successfully defended thesis	<input type="checkbox"/>
11. Sent committee-approved final draft to Bryan Morrison	<input type="checkbox"/>

Academic Advisors

The program assigns each student a faculty academic advisor. Students are expected to meet with their academic advisors once per quarter, or at least twice per year. Additional guidance on these meetings will be sent out via email. You may be asked to bring a copy of your unofficial graduate transcript so that your advisor can assess your progress and success in the program. These meetings may also employ the Graduate Student Tracking System (GSTS)⁵ an online system that The Graduate School has adopted and that we will be exploring this year.

If you have any concerns about the program, please raise them with your academic advisor. (Please feel free to also contact Grad Director Megan Crowley-Matoka or Grad Coordinator Bryan Morrison.)

Unlike the thesis advisor, an academic advisor is not selected based on their discipline/research areas. You may ask your academic advisor to serve on your thesis committee, but there is no expectation to do so.

Funding Travel for Conferences and Research

The Medical Humanities & Bioethics Program offers funding to our MA students to support travel to conferences and research sites. A student can receive up to \$3,000 during the summer and \$1,000 for rest of the year. We have budgeted \$6,000 for summer travel and \$6,000 for the rest of the year. Applications are considered in the order they're received.

These awards are designed to subsidize student activities that increase knowledge and/or skills in the medical humanities and/or bioethics, including activities like data gathering,

⁵ <http://www.tgs.northwestern.edu/academics/graduate-student-tracking-system.html>

attendance at specialized conferences, workshops, or short courses that contribute to professional development.

These awards are not stipends. They are meant to cover expenses for items such as travel, lodging, food, fees, services and materials necessary for research or education. Receipts must be submitted upon return. Any money not accounted for must be returned.

As there are various funding sources available for international travel, we require that students requesting funding for international travel apply to other funding sources as well. Applying for other sources is not required for travel within the US, but is strongly encouraged for any proposals for which it would be possible. Please be aware of stipulations on other funding sources.

APPLICATION

Students should make a request in writing to the Graduate Director for these funds.

Describe in detail the activity, why you want to do it, and what you hope to gain from it. Include the dollar amount you are requesting and a itemized budget justifying that amount. Also include answers to the following questions:

1. How will your proposal increase your knowledge and/or skills in the medical humanities and/or bioethics? Why do you need this knowledge and/or skill?
2. Will the activity you seek to fund contribute to your thesis? How? (Priority will be given to these projects.)
3. Will your proposed activity increase your ability to find employment in bioethics or the medical humanities? How?
4. What other funding sources have you applied to?

DEADLINES

Summer applications are due April 1. Applications for activities during the school year will be accepted on a rolling basis until the yearly budget is exhausted.

Leaving NU/Chicago Before MA Completion

While we do not require that students be in Chicago for the thesis preparation process, we do encourage them to finish up before leaving, if possible. A number of factors make the thesis process easier for students on campus, including: the ability to meet with faculty in person, having access to the program and university libraries, remaining in “student mode”, and being free of the demands of medical residency or new employment.

In cases that this is not possible, we will accommodate students completing their thesis remotely, but **STRONGLY** recommend that all students submit their thesis proposal form before leaving Northwestern. The thesis proposal creates a clear point in the thesis process that can be returned to, and it establishes a thesis committee, which can help keep the student on track. Submitting the thesis proposal form is an important step that can make returning to the thesis much less burdensome.

Also, we recommend that students enroll in the thesis unit in their last quarter on campus (if not before). Doing so later can interrupt loan deferments that prohibit enrolling as a part-time student. Students who don't finish the thesis in that quarter will receive an incomplete “Y” grade, but this will be replaced with a final grade once the thesis is complete, and one “Y” grade does not affect a student's academic standing.

Area of Scholarly Concentration (MD/MA only)

Our MA curriculum satisfies the medical school's requirement for an Area of Scholarly Concentration. MH&B faculty will act as your AOSC mentor. MD/MA students are not

required to complete their MA thesis before their Feinberg graduation, but they must remain in the MA program and be within good academic standing at The Graduate School. MD/MA students are strongly encouraged to submit their thesis proposal form before their Feinberg graduation. More information on the AOSC is available on the Feinberg website⁶.

Graduation

Degrees are awarded at the end of each quarter—in March, June, August, and December. University ceremonies take place only in June. The University Commencement on the Evanston campus is open to all Northwestern graduate students, but hooding ceremonies are reserved for terminal degree (PhD and MFA) students. Students who graduate in March, August, and December are welcome to participate in the ceremonies the following June.

MH&B holds a party each spring to honor that academic year's graduates.

⁶ <http://www.feinberg.northwestern.edu/education/curriculum/learning-strategies/area-scholarly-concentration/>

Administrative Information

Schools and Entities within Northwestern

Multiple schools exist within Northwestern University and function somewhat independently from one another. The Medical Humanities & Bioethics Graduate Program is part of the Feinberg School of Medicine. Most of our core graduate faculty have Feinberg appointments and teach courses on bioethics and medical humanities to Feinberg medical students.

Despite the graduate program's physical and organizational location within Feinberg School of Medicine, The Graduate School of Northwestern is responsible for conferring all master's degrees at the university, including ours. This relationship with The Graduate School means the MA program and its students get access to TGS resources and are subject to TGS policies.

Dual-degree MD/MA students are students within both the medical and graduate schools. Single-degree MH&B students and dual-degree Genetic Counseling/MH&B students are students of The Graduate School only.

Curricular Requirements and Substitutions

Our core courses, MHB 401 through 406, provide the knowledge and skills most essential to our field. For this reason, substituting any of those courses is only permitted in special cases. Substituting another course for the thesis unit is never permitted. Students have more leeway, however, with the Special Topics and Tutorial units.

With permission, additional tutorials or graduate-level Northwestern courses outside of the program may be substituted for one year of Special Topics. GC/MA students receive 1 unit of credit for their ethics training in the Genetic Counseling program; this can be used as a substitute for the tutorials or one year of Special Topics.

As a student of The Graduate School, you may take graduate courses offered by departments outside your own. These courses can be viewed on CAESAR, but you may need to request permission to register from the course instructor.

In special cases, as mentioned above, a student may be able to receive program credit for an outside graduate course, effectively substituting it for one of the required MH&B courses. Typically the substitute and required courses must be on related topics. In all cases, this requires advance permission from the MH&B graduate director. We recommend taking the original course over a substitution whenever possible.

You may also take undergraduate courses or courses offered by other schools within Northwestern (with the instructor and offering department's permission, as necessary), but only courses in The Graduate School may be approved for program credit. Be aware that some financial aid agreements may not cover tuition for non-required courses.

Course Units

Course units are used to measure your course load and your progress in the program, and are generally of greater importance than the number of courses themselves. The six core MH&B courses (MHB 401–406) and the thesis (MHB 499-0 Section 21) are all one unit. Each tutorial (MHB 499-0 Section 20) is worth one-half unit. Each Special Topics course is worth one-third unit and is taken in three quarters for two years, for a total of two units. These comprise the ten units required for completing the degree.

Tuition charges are also based on the number of course units, not courses themselves. Also, a student's status changes given the number of units she or he is enrolled in. Fewer than three units in a quarter is considered part-time. Three to four units is considered full-time. With permission, students may take up to five units. Students with full-time status are eligible for additional services, including legal services⁷ and a U-Pass⁸, which

⁷ <http://www.tgs.northwestern.edu/campus-life/legal-services.html>

⁸ <http://www.tgs.northwestern.edu/campus-life/housing-transportation/u-pass.html>

provides free, unlimited transit on any of the buses or trains operated by the Chicago Transit Authority (CTA). A student activity fee of \$110 is automatically charged to all full-time students.

Tuition is also calculated differently for full-time versus part-time students (see Tuition section). International students are required to maintain full-time enrollment in the fall, winter, and spring. Students receiving loans are typically required to maintain at least half-time enrollment (two units) in the fall, winter, and spring.

Registering for Classes

You are responsible for your own registration. Course instructors will receive class rosters before the first class meeting and will verify that all students in attendance are listed on the roster. The Office of the Registrar website offers more information on registration, including deadlines⁹.

Registration is done online via CAESAR¹⁰, which is generally easy to use. It offers a list of course offerings, which you can filter by course subject (our course subject is “MHB”). You can then select the courses you’d like to take and check out, as you would from an online retailer. You can also indicate a “preferred” name, which will be displayed on class rosters, on Canvas (Northwestern’s course management system), and in the online directory. The CAESAR website maintains an online help¹¹ section for students.

Please make every effort to register online before the class’s first meeting. However, please do not miss class due to registration problems. If you are unable to register before the add/drop deadline, please send an email to gradservices@northwestern.edu, providing your student ID number & the course’s section ID number and explaining the problem.

⁹ <http://www.registrar.northwestern.edu/registration/>

¹⁰ <https://caesar.northwestern.edu>

¹¹ http://ses.northwestern.edu/student_help.htm

Holds

You will be prevented from registering if you have a hold on your account. The most common reason you would receive a hold is if you haven't paid your balance from the previous quarter.

Another common reason is if you had not submitted or recently verified your emergency contact information. The university requires that all students submit a telephone (preferably a cell phone) number at which the university can call them in case of an emergency. To enter this information, please go to CAESAR and sign in with your netID & password. Click the green "REVIEW EMERGENCY INFO" button on the top right. Enter or verify your information, making sure that at least one of the phone numbers is checked in the "Use for Emergency Notification" column.

Typically, when the system tells you that a hold has been placed on your account, it will also tell you whom to contact to have the hold removed. After doing so, if you need additional help, please contact Bryan Morrison.

Continuous Registration

All active students in The Graduate School must maintain registration throughout the fall, winter, and spring quarters until all degree requirements have been completed, including thesis acceptance.

If you are not registering in any courses in a fall, winter, or spring quarter, you must enroll in TGS 512: Continuous Registration, which maintains your active student status. Per the TGS Student Handbook, TGS 512 is "required for all students who are continuing in their degree programs and are not registered in program coursework", including "students away from campus or on leave for any reason (medical, family, research, etc.)" The cost for TGS 512 is \$100 per quarter.

MD/MA students are required to maintain registration in the graduate school, but are not required to pay the cost of TGS 512 while active in the medical school. The correct enrollment for active MD/MA students is TGS 514. If you complete the MD requirements before the MA requirements, however, you will need to register for TGS 512 and incur the quarterly fee. Students are not permitted to enroll themselves in TGS 514, so each quarter Bryan Morrison will complete this enrollment for all MD/MA students who have completed the MH&B core courses. If you'd like to enroll in a tutorial or the thesis, first drop TGS 514 for that quarter.

TGS 512 and 514 confer full-time status. They provide access to the university library, but other services may be limited. If you receive university health insurance, you will still be eligible when enrolled in TGS 512 or 514. You will not be charged the student activity fee (as you would if you were truly registered as full-time) and are not eligible for the U-Pass or legal services.

Students who fail to register in a fall, winter, or spring quarter will be withdrawn from the university, resulting in a loss of their email account and library privileges. Students then must apply for readmission, which if granted will result in retroactive enrollment in TGS 512 for each quarter missed (excluding summer), a charge of \$100 for each quarter of TGS 512, and a \$250 readmission fee. Any account balance must be paid before you can register.

Grades and Incompletes

MH&B courses are evaluated using letter grades, in descending order: A, A-, B+, B, B-, C+, C, C-, and F (A+ and D are not options). Graduate students are required to maintain a minimum grade of "B" to remain in good academic standing. A grade below a B would be an item for discussion with your academic advisor and may result in a meeting with the graduate director.

An incomplete grade (“Y”) is given when you have received permission from the instructor to complete the course requirements after the course has finished. If you do not receive advance permission, you will receive a failing grade (“F”) for the course. The course instructor will decide the deadlines and conditions for submitting the work and the method by which the new grade will be calculated. The Graduate School requires that you complete the course requirements within one calendar year; otherwise, the incomplete will appear permanently on your transcript.

Good Academic Standing

Per Graduate School policy, to remain in good academic standing, you must:

- “make satisfactory progress toward fulfilling all requirements for the degree”,
- maintain an overall grade average at or above “B” (3.0 GPA),
- and have no more than three incomplete (“Y”) grades.

You are expected to monitor your own progress and ensure that you remain in good academic standing. If you are not in good academic standing, you will be placed on academic probation by The Graduate School. Per the policy, “a student who fails to resume good academic standing after at most two quarters (excluding summers) after the quarter of being notified of his or her placement on probation by either the The Graduate School or the program will be excluded from The Graduate School.” The full policy can be found in the TGS Student Handbook¹².

The program conducts an annual progress review for each student. A letter detailing your progress and academic standing will be sent to you and your academic advisor.

¹² <http://www.northwestern.edu/handbook/handbook.pdf>

Residency Requirement and Leaves of Absence

If you need to take a leave from the university—including for medical or family reasons—you must request an official leave of absence. This is done using the Petition for Absence form, which is available on CAESAR under “TGS Forms”. Leaves are granted for as short as one quarter and as long as one calendar year. If you have completed nine graduate course units (probably all but your thesis), you do not need to request a leave, simply enroll in TGS 512.

Master’s Completion Time Limit

The Graduate School requires that students complete all the requirements for their master’s degree within five calendar years of the date of their first MA course. After exceeding the five-year deadline, students will be placed on academic probation for two quarters and then excluded from TGS if all degree requirements are not met. During the probationary quarters, students will be required to enroll in TGS 513: Advanced Continuous Registration, which costs \$1,000 per quarter.

Tuition

Per Northwestern policy, all students “are responsible for fulfilling their financial obligations to the University. If a student’s account becomes overdue, the student must pay a late payment fee of \$100.” If your bills are past due, the Office of Student Accounts may will place a hold on your account that will prevent you from registering. Also, if you have overdue bills, you “may not be given a diploma or transcript until all financial obligations are paid in full.”

The amount and timing of your tuition charges depend on whether you’re in the single-degree, dual MD/MA, or dual GC/MA program. Please see the relevant section below.

FOR SINGLE-DEGREE STUDENTS

Your tuition amounts are set annually by The Graduate School (TGS)¹³ and increases should be expected each year. Tuition is charged quarterly. You'll be billed on the 10th of the month and payment is due by the 1st of the following month. Tuition is charged by the individual course unit if you enroll in fewer than three units that quarter (part time) or at a flat rate if you register in three to four units (full time). If you enroll in over four units, the cost of the additional unit or half-unit is added to the full-time charge. The rates for the 2016-2017 are:

- 1 unit: \$5,980
- Full time: \$16,808
- Student activity fee (automatic for full-time students): \$110
- TGS 512 (for maintaining enrollment): \$100
- TGS 513 (for maintaining enrollment after 5 years): \$1,000

Refunds

The Graduate School policy is to refund tuition for any course as long as you have officially dropped it before TGS's drop deadline¹⁴—the fifth day of classes of the quarter.

FOR GENETIC COUNSELING STUDENTS

All information in the above section for single-degree students also applies to Genetic Counseling/MA students. However, the MH&B program believes that students adding the MA degree to an existing program should be charged less than students who are pursuing the MA alone; for genetic counseling students the total cost is halved. GC students beginning in the Fall 2016 will owe a total of \$30,000 for the MA. Tuition is charged by The Graduate School at their typical rates; however, since the same full-time rate is

¹³ <http://www.northwestern.edu/sfs/tuition/graduate/the-graduate-school.html>

¹⁴ http://www.registrar.northwestern.edu/calendars/2016_17_acad_calendar.html

charged for quarters of three or four units, often no additional tuition will be owed for the MA courses. Any MH&B tuition beyond the \$30,000 (which is typically minimal) will be returned as financial aid.

FOR FEINBERG STUDENTS

The MA tuition for MD/MA students is approximately \$35,000, significantly reduced from the \$61,000 charged to single-degree students. Your MA tuition follows the same billing cycle as the medical tuition, with the first half of each year's tuition in the summer and the second in the winter. The annual surcharge for the 2016-2017 academic year is \$8,296. This amount is set annually by the medical school and increases should be expected each year—typically at about 4%.

The annual surcharge reflects the total program cost divided over four years. It is not dependent on registration; for example, you will be charged in your third year even though you likely won't be taking any courses. Once you have paid for four years of the program, you will not be charged additional surcharges, even if your MA coursework extends into a fifth year. You will, however, be charged the \$100 fee for TGS 512, which is needed to maintain an active student status (as described on [page 42](#)).

Despite paying MA tuition via the surcharge, MD/MA students are automatically charged each quarter based on their course registration, which is how tuition is charged for most TGS students. These charges—labeled “Med Grad Div”—will appear on your account each quarter, but will be reversed by a credit of the same amount. The annual surcharge (applied in two halves) is the only tuition you should ever pay for the MA.

Refunds

Since tuition is charged regularly over the duration of the program, independent of course registration, dropping a course will not result in a refund. It is assumed that you will complete the course at some point before completing the program.

If you decide to withdraw from the program, you may be eligible for a partial refund. We will compare your tuition owed with your tuition paid. If your tuition paid exceeds your tuition owed, we will refund the difference; if your tuition owed exceeds your tuition paid, you will neither owe nor receive money. The tuition owed is calculated as follows:

$$\text{tuition paid} + \text{tuition remaining at the current rate} = \text{total cost}$$
$$\text{total cost} / 10 = \text{cost per unit}$$
$$\text{cost per unit} \times \text{number of units taken} = \text{tuition owed}$$

Any course not dropped before The Graduate School's drop deadline is counted as taken.

Financial Aid

The MH&B graduate program offers financial aid to students in the master of arts program. Eligibility is based on financial need alone, not on merit. The university does not offer financial aid toward master of arts degrees; all aid is awarded by the graduate program itself. Students are encouraged to seek outside funding as well. The Graduate School website offers more information on financial aid and how it is distributed¹⁵. Financial aid is calculated differently depending on student type; please see the relevant section below.

FOR SINGLE-DEGREE STUDENTS

Our program provides some financial aid depending on need as determined by the Free Application for Federal Student Aid (FAFSA)¹⁶. You must submit a FAFSA to receive aid through the program. Once you have done so, please notify Bryan Morrison. Some students receive tuition reimbursement through their employers; employed students

¹⁵ <http://www.northwestern.edu/sfs/financial-aid-and-loans/index.html>

¹⁶ <http://www.fafsa.ed.gov/>

should check with their employers about the availability of tuition benefits. Full-time Northwestern University faculty and staff are eligible for a 75% tuition reduction through Human Resources, with an annual cap of \$12,000; all employees are eligible, but you must apply¹⁷ annually.

FOR FEINBERG STUDENTS

In addition to the tuition reduction that all dual-degree students receive, MH&B provides financial aid to MD/MA students based on need. If you receive need-based financial aid toward your medical tuition, you are eligible for financial aid toward our graduate tuition. The Office of Financial Aid calculates your financial need, which can be understood to be the percentage of your Feinberg tuition that you cannot afford to pay. We use this figure to calculate your MA aid coverage, but must adjust it to allow for MA program costs (not returning more tuition than we receive) and other factors that vary from year to year. Typically, MH&B will provide aid at a percentage that is 70-80% of a student's Feinberg need percentage. For example, if Feinberg reduces your MD tuition by 50%, we will reduce your MA tuition by 35 to 40%. Aid levels can be expected to remain about the same each year, unless you have a significant change in your financial situation.

FOR GENETIC COUNSELING STUDENTS

Our program may provide need-based financial aid in addition to the tuition reduction available to all GC students. In order to request additional aid, please notify Bryan Morrison. We will then ask the Office of Financial Aid to provide your financial need as determined for your Genetic Counseling tuition, which we will use to determine your level of aid.

¹⁷ <http://www.northwestern.edu/hr/benefits/educational-assistance/ee-reduced-tuition-benefits.html>

Student Loans

Student loans are an option to help cover your remaining tuition burden. The Graduate School advises that before you “consider student loans, please explore the possibility of other financial aid, such as grants, scholarships, and fellowships, which, unlike student loans, do not need to be repaid.”

Student loans require that you maintain half-time enrollment (two course units) in each quarter, except summer. If you fall below two units, your loan periods (if applicable) or repayment will begin. The Graduate School website offers information¹⁸ and answers to frequently asked questions¹⁹ related to student loans, as well as a page of tax tips²⁰.

Viewing Your Account and Making Payments

You can access and pay your bills via CAESAR. You can also authorize others, such as parents or sponsors, to view your account and submit payments²¹. The Student Financial Services website offers guides on how to check your account, pay your balance, and other finance-related tasks²².

Health Insurance

If you are registered full-time (for three or more units, or in TGS 512), you will be automatically enrolled in the Northwestern University health insurance program unless you fill out the coverage selection waiver via CAESAR. Per The Graduate School website,

¹⁸ <http://www.tgs.northwestern.edu/funding/loans/>

¹⁹ <http://www.northwestern.edu/sfs/financial-aid-and-loans/loan-types/index.html>

²⁰ <http://www.tgs.northwestern.edu/funding/filing-taxes.html>

²¹ <http://ses.northwestern.edu/guestaccess/>

²² <http://www.northwestern.edu/sfs/help/caesar-how-to-guides.html>

“Part-time students may elect to use the Health Service by special arrangement and payment of a quarterly fee.”²³

²³ <http://www.tgs.northwestern.edu/campus-life/health-and-wellness/>

Appendices

Appendix 1: Important Forms

Application for degree

Informs The Graduate School that you plan to graduate in the coming quarter

→ On CAESAR: <https://caesar.northwestern.edu>

(*For Students* menu » *TGS Forms* » *Application for Degree*)

Application for Leave of Absence

Requests a leave of one to four quarters from The Graduate School

→ On CAESAR: <https://caesar.northwestern.edu>

Application for Readmission

Requests readmission to TGS after your student status has lapsed due to nonenrollment (More on [continuous registration](#) in this handbook)

→ PDF: <http://www.tgs.northwestern.edu/documents/policies/App-Readmission.pdf>

MH&B Thesis Proposal Form

Informs program of your intended thesis topic and committee. Thesis advisors will not review drafts until this is approved. (More on the thesis on [page 21](#))

→ PDF: <http://bioethics.northwestern.edu/docs/thesis-proposal-form.pdf>

Appendix 2: Technologies and Resources for Tech Support

CAESAR

Course registration, viewing account and paying bills, updating personal information

→ <http://www.northwestern.edu/ses/students/index.html>

Canvas

Course management system; access to class readings and syllabus

→ <http://www.it.northwestern.edu/education/learning-management/index.html>

Graduate Student Tracking System (GSTS)

Track graduate student progress and many elements of graduate student activity

→ <http://www.tgs.northwestern.edu/academics/graduate-student-tracking-system.html>

Northwestern Box

Service that allows you to store, share, and sync 30GB of files

→ <http://www.it.northwestern.edu/file-sharing/box.html>

Email

Your personal email through Northwestern; the primary contact method for most students

→ <http://www.it.northwestern.edu/collaborate/how-to/e-mail.html>

WiFi

Wireless internet connection available on Northwestern's Chicago and Evanston campuses

→ <http://www.it.northwestern.edu/oncampus/wireless/>

Virtual Private Network (VPN)

Allows you to connect from off-campus to secured Northwestern networks, like the library's electronic journals (not necessary for the above technologies)

→ <http://www.it.northwestern.edu/oncampus/vpn/>

NetID and password

Allows you to sign in to all of the above Northwestern technologies

→ <http://www.it.northwestern.edu/netid/>

Appendix 3: Feedback Is Encouraged

We will update the MA Handbook at the beginning of each academic year, and as needed throughout the year. (Check the back cover to see when your copy was last updated.) We invite you to provide feedback on the handbook in order to improve it. If you...

- think a topic needs more clarification,
- would like to see a topic included that we missed,
- found any broken internet links or other errors,
- have other suggestions on how to make it more helpful,

please send an email to Bryan Morrison (bryan-morrison@northwestern.edu).

Thank you and good luck in the coming year!

Did you know...

that you are responsible for your registration and progress in the program? (pgs 41-45)

that you cannot register for courses if you have an unpaid tuition balance? (pg 42)

that you must complete the program within five years? (pg 45)

that you must register for something every quarter even if you're not taking a class? (pg 42)

that the MH&B graduate program funds travel for student research? (pg 33)

that a guide is enclosed to monitor your progress in the program? (pg 31)