

PRIVACY & DISCLOSURES

This catalog for the academic year beginning in Fall 2024 contains University regulations and information about the programs and courses offered by the Judd A. and Marjorie Weinberg College of Arts and Sciences; School of Communication; School of Education and Social Policy; Robert R. McCormick School of Engineering and Applied Science; Medill School of Journalism, Media, Integrated Marketing Communications; and Henry and Leigh Bienen School of Music and about cross-school undergraduate programs.

Failure to read this catalog does not excuse a student from knowing and complying with its content.

Northwestern University reserves the right to change without notice any statement in this catalog concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses. In exceptional circumstances, Northwestern University reserves the right, at its sole discretion, to waive any documentation normally required for admission. It also reserves the right to admit or deny a student admission whenever it believes that it has sufficient evidence for the decision.

Access to Student Records

Under the Family Educational Rights and Privacy Act, all students have certain rights with regard to their educational records. Northwestern's student records policy is available at www.registrar.northwestern.edu/academic_records/FERPA_policy.html.

Students' rights under FERPA include

- Inspect and review their educational records at Northwestern University
- Request an amendment of their records to ensure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights
- Consent to release or to restrict disclosure of personally identifiable information contained in their educational records, except under certain limited circumstances when, by law, consent is not required
- File a complaint with the US Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements

The University's Use of Email

Email is the University's mechanism for official communication with students, and Northwestern has the right to expect that students will read official email in a timely fashion.

All students are assigned a "u.northwestern.edu" address that is maintained in the University email directory. Northwestern provides a convenient mechanism for students who want to forward email from the University address to another email address of their choice, but students assume the risk of forwarding email. Failure to receive or read University communication that was sent to the "u.northwestern.edu" address does not absolve a student from knowing and complying with the content of the communication.

Faculty may use email for communicating with students registered in their classes so that all students will be able to comply with course requirements.

Requirement to Provide Emergency Information

For the safety and security of our students, Northwestern requires all new students to provide the following emergency information in our student information system, CAESAR (<https://caesar.northwestern.edu/>) and confirm it annually:

- **Emergency Notification Phone Number** (required): A phone number where the student themselves can be reached in the event of a campus emergency – most likely a cell phone number. The University will send recorded voice and text messages to this number if necessary.
- **Current / Local Address** (required): Where we can find the student in the event of a local emergency.
- **Emergency contact** (required): Someone who can make medical decisions on the student's behalf.
- **Missing Person Contact (optional)**: The best person for the University to contact if we believe the student to be missing.

Students must enter, update or confirm the three pieces of required emergency information by the deadline (usually in mid-September) each year to avoid a registration hold. Registration holds prevent students from registering for classes or changing registration until the required three data elements are up to date.

Nondiscrimination Statement

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to:

Northwestern's Office of Equity
1800 Sherman Avenue, Suite 4-500
Evanston, Illinois 60208
847-467-6165
equity@northwestern.edu

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to:

Northwestern's Title IX Coordinator in the Office of Equity
1800 Sherman Avenue, Suite 4-500
Evanston, Illinois 60208
847-467-6165
TitleIXCoordinator@northwestern.edu

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html (<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>) or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.