

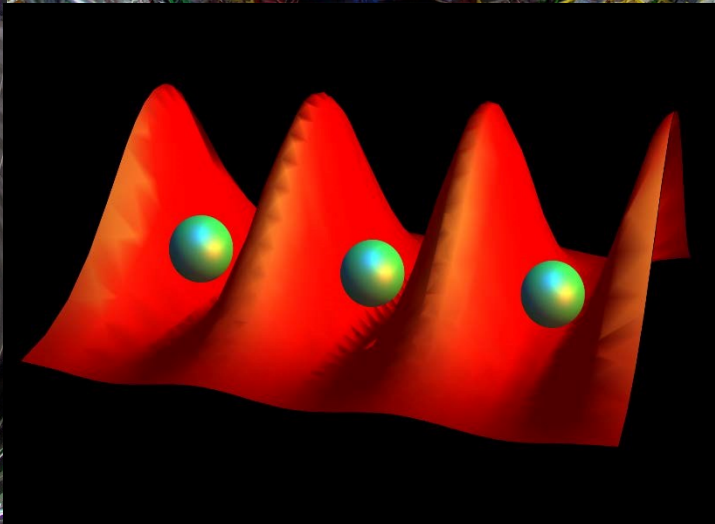
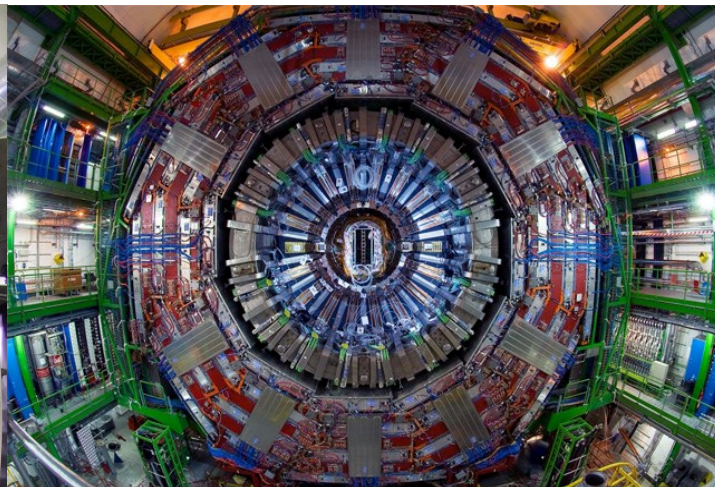
PhD in Physics

Northwestern University

Department of Physics and Astronomy

PhD Program Handbook

Academic Year 2016-2017



Welcome to the Department of Physics and Astronomy

We are delighted that you have joined us here in the Department of Physics and Astronomy, and we are looking forward to seeing how you mature and grow as a scientist. We expect you to work hard, to master fundamental physics topics, to learn key research skills, to help your classmates improve in their own research and to make the Department a place of high-quality scientific activity. We wish you all the best in your time here and are ready to help you in any way possible.

This document should answer most questions that you will have throughout your time here.

Sincerely,



Professor Michael Schmitt
Chair, Department of Physics and Astronomy [Northwestern University](#)

Program Overview

The goal of the Northwestern Physics PhD program is to provide opportunity, education, and mentoring to develop each PhD student into a productive scientist. This training has two general phases: education and scientific activity.

The first phase of the PhD is characterized by an emphasis on education. In graduate classes, students learn fundamentals and also develop more specialized knowledge. In fulfilling teaching duties, PhD students learn communication skills and how to effectively teach science. In the early stages of working with a research group, PhD students learn fundamentals of their chosen area.

The second phase of PhD training is characterized by an emphasis on scientific activity. During this phase, students become increasingly effective at working with their research groups to push knowledge forward in their area of study, at communicating their results to a broad audience through publications and oral presentations, and at becoming leaders of scientific thought within their area of expertise.

Officially, the transition from the education phase to the scientific activity phase is marking by passing of the Prospectus. In practice, the transition is gradual, with a timeline depending largely upon the student's level of undergraduate preparation and area of research. Some students contribute important work to their research groups even as early as the summer before their first year, and others begin their period of scientific productivity as late as the summer after their second year. All students are expected to have begun working with a research advisor by the summer of their first year.

The Physics Graduate Handbook supplements The Graduate School’s (TGS) policies and procedures. The following pages contain information about program-specific policies, procedures, and regulations. Students are subject to the regulations in effect at the time of matriculation. It is their responsibility as students to be aware of these and The Graduate School’s regulations.

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PhD Timeline

Year One	Typical Funding	Registration	Milestones to be Achieved	Forms to be Completed
Q1 - Fall	University Fellowship	3-4 units of coursework	Q1, Optional: Practice/Placement attempt at the Qualifying Exam . All core classes and some electives are typically completed in year one. Q5, Mandatory: Take uncompleted components of the Qualifying Exam .	
Q2 - Winter		3-4 units of coursework		
Q3 - Spring		3-4 units of coursework		
Q4 - Summer		3 units of Physics 590		
Year Two	Typical Funding	Registration	Milestones to be Achieved	Forms to be Completed
Q5 - Fall	Q5-7: TA	3-4 units of coursework	Q5, Mandatory: Take uncompleted components of the Qualifying Exam . All components must be passed by this time. All core classes and at least 4 electives must be completed by Q7	
Q6 - Winter		3-4 units of coursework		
Q7 - Spring		3-4 units of coursework		
Q8 - Summer	Q8: RA	3 units of Physics 590		
Year Three	Typical Funding	Registration	Milestones to be Achieved	Forms to be Completed
Q9 - Fall	RA	TGS 500 and/or coursework	All required coursework must be completed by end of Q11. If possible, complete the Prospectus before Q12.	
Q10 - Winter		TGS 500 and/or coursework		
Q11 - Spring		TGS 500 and/or coursework		
Q12 - Summer		TGS 500 and/or coursework		
Year Four	Typical Funding	Registration	Milestones to be Achieved	Forms to be Completed
Q13 - Fall	RA	TGS 500 in addition to non-required coursework	Students must complete their PhD Prospectus (proposal of dissertation topic) before the end of the Q16.	PhD Prospectus form (submitted by student via TGS Forms in CAESAR)
Q14 - Winter				
Q15 - Spring				
Q16 - Summer				

Year Five and Onward	Typical Funding	Registration	Milestones to be Achieved	Forms to be Completed
Q17 - Fall	RA	TGS 500 in addition to non-required coursework	Degree deadline - students have 9 years from matriculation to complete the PhD degree. Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years.	Students who are completing their degree must complete: (1) Application for Degree via TGS Forms in CAESAR ; (2) Final Exam Form via TGS Forms in CAESAR <u>to be approved</u> by the program (3) Online submission of dissertation via UMI ProQuest
Q18 - Winter				
Q19 - Spring				
Q20 - Summer				

*Students who do not complete degree requirements within nine years of initial registration in a doctoral program will not be considered in good academic standing, will be placed on probation, and will be subject to TGS 513 (advanced continuous registration).

Calendars

The most up-to-date Northwestern academic calendar can be found [here](#).

The Graduate School has a calendar [here](#) as well.

The holiday schedule can be found [here](#).

[Plan It Purple](#) is Northwestern's calendar for all things educational, social and fun.

Advising

Identifying an Advisor

Selecting a research advisor is the one of the most important choices a PhD student makes. Students should work with an advisor over the summer following their first year, and most students actually begin working with an advisor before that time. Research Advisors provide financial support in the form of Research Assistantships beginning in the Summer Quarter of the second year.

Changing Advisors

Most students remain with a single advisor for their entire PhD study, but it is not uncommon for students to change advisors, particularly in their first or second year. A faculty member is not obliged to keep a student in his/her group; rather continued group membership is a matter of mutual agreement. Should a student need to change advisors, he or she should consult the DGS.

Consequences of Not Having an Advisor

Students who have not found an advisor risk losing funding for their studies here. The department is committed to providing year-round financial support to all graduate students who are in good academic standing and are making satisfactory progress toward the PhD degree supervised by a faculty member in the department.

Failure to find an advisor's support by the beginning of the third year may constitute failure to make satisfactory progress and may lead to dismissal from the program.

Prospectus Committee

The committee is selected at the time the prospectus is scheduled. The committee must be composed of at least three faculty members including the candidate's advisor, with at least one of the members having a budgetary appointment in the Department of Physics and Astronomy. Many groups prefer to have a committee of four or even sometimes five members. Diverse committee composition is encouraged, ideally with one or more members specializing in general areas of research different from that of the candidate.

Dissertation Committee

Students identify their dissertation committees with the help of their advisor. The dissertation committee is typically the same committee as the prospectus committee, and the guidelines for membership are the same as for the prospectus committee. The names of the committee members must be added to the relevant documents in CAESAR. This information helps the Department know whom to contact when it comes time for the prospectus and dissertation defense.

Any change in committee members must be approved by the advisor.

Courses

There are 7 required Core courses and 6 required Elective courses. Students must obtain a grade of C- or higher in each course for it to count toward their PhD. There is also an overall GPA requirement discussed [here](#). It is strongly recommended that students discuss course choices with their advisor or the DGS.

Core Courses

The Core course requirements for the PhD program are as follows:

- One quarter of classical mechanics (Physics 411-0)
- Three quarters of quantum mechanics (Physics 412-1,2,3)
- Two quarters of classical electrodynamics (Physics 414-1,2) • One quarter of statistical mechanics (Physics 416-0)

Electives

Students must complete six (6) elective courses. Four of these six electives must be completed by the end of the 7th quarter (Spring of the second year). Descriptions of these courses can be found [here](#). Courses outside the department may be allowed to fill the Elective requirements. The DGS should be consulted before registering for courses outside the department.

Physics 590

This P/NP research course allows junior students to maintain full-time status while taking some time away from a full load of lectures courses in order to do research. This course is generally used in the first seven quarters of the PhD. It

should also be taken by more senior students who have not yet completed nine Northwestern courses toward their degree. Students should register for enough units of this course to bring their number of courses up to three.

TGS 500

This P/NP research course is for senior students who are supported by an RA, TA/GA or Fellow. Supported students who are past their eighth quarter and who have completed more than nine courses toward their degree register for this course to maintain full-time status. This course carries zero units but provides full-time status.

Physics 499

This course allows students to work on a specific topic not covered by any lecture courses under the guidance of a faculty member of the Department of Physics and Astronomy. The student receives a letter grade (not P/NP) based on an evaluation conducted by the faculty member. This course carries the same credit as a lecture course. At most, half of the courses taken by a first-year student can be 499. This course is only rarely used by students in this department.

TGS 512

This option allows students to maintain full-time status in the event that they lose funding. It can also be used by advanced students who need to temporarily step away from any research or teaching responsibilities. Students registered for this course can continue to use university facilities. When registered for TGS 512 students are able to purchase the Northwestern Student Health Insurance plan, but are not eligible to receive the health insurance subsidy. Students taking this course cannot be registered for any other TGS course.

The Qualifying Exam

The examinations are held twice per year: after the Spring quarter (middle of June) and before the Fall quarter (middle of September). Entering students are encouraged to take some or all of the qualifying exams in the Fall of their first year. If a student passes an exam, he/she does not have to take the exam later. Occasionally, students perform extremely well on the exam and are exempted from some of the core classes.

All students take any remaining exams in the Spring of their first year (Q3).

All students take any remaining exams in the Fall of their second year (Q5). Students are required to pass all three parts by this time. A petition for one additional attempt is sometimes granted.

[Upcoming exam schedule.](#)

Content

The qualifying examinations are based on the physics covered in the first-year graduate courses. Each section of the exam is four hours long. The three sections cover:

- Classical Mechanics & Statistical Mechanics- Students must answer 2 of the 3 problems in each section.
- Electrodynamics- Students must answer 3 of the 4 problems.
- Quantum Mechanic- Students must answer 3 of the 4 problems.

Previously-Administered Exams

Previously-administered exams can be found [here](#). (User name: qualifier; Password: goodluck)

Scores

The Qualifying Exam Committee marks the exams, and the Graduate Program Assistant puts a letter in each student's mailbox with results within five days of the exam. If there are any questions, they can be directed to the Qualifying Exam Committee Chair and/or the DGS.

Failing the Qualifying Exam

Students who do not pass all exams in or before Q5 may submit a written petition to the faculty requesting a third and final try in Q7. Students intending to file a petition should discuss details with the DGS. Failure after the third attempt may lead to dismissal from the program.

Teaching Requirements

Students serve as Teaching Assistants (TA) for three quarters (Fall, Winter and Spring) in their second year. In most cases, TAing provides the source of funding during such quarters. It also provides a chance to work with undergraduate students and helps build speaking and teaching skills. TGS requires all PhD students to teach for at least one quarter before graduating.

The TA position has an English-language requirement for students whose native language is not English. If a student is an international student and has not received a degree from an English-speaking institution, he/she must pass either the VERSANT test or the SPEAK test to be eligible for a Teaching Assistantship. Please see the [International Students](#) section below.

More information on [Teaching Assistantships](#) from TGS.

Prospectus

The format of the prospectus varies from group to group. All groups require an oral presentation to the committee outlining a proposal for research to be completed to earn a PhD. Many groups additionally require a written research proposal to be submitted to the committee.

This is typically completed during the student's 3rd year. If the prospectus is not completed by the end of the 4th year, TGS will place the student on Academic Probation.

Paperwork

Students must access CAESAR and enter in the information for the prospectus. Upon entering CAESAR, look for the PhD Prospectus tab. Please enter the scheduled date, the committee chair (advisor), and any members.

Booking a Room for the Prospectus

After completing the paperwork, please come to the Academic Office (F165) and book a room for the prospectus. The Graduate Program Assistant will ensure that the paperwork has been submitted successfully.

Degree Completion and Graduation

TGS requires that PhD students complete all degree requirements before the end of the 9th year of study.

Writing the Dissertation

The dissertation is an original, scientific document ranging from 70 to 150+ pages. It may not be simply a summary of what others have done but rather must center on truly original scientific results. In most cases, the results have been or will be submitted for publication in a scientific journal.

Dissertation Defense

Defense

The defense presents the culminating opportunity for a candidate to present his/her work to his/her committee and to persuade the committee that a PhD has been earned. It is also the final opportunity for the committee to test the candidate's grasp of fundamentals and of his/her ability to defend the quality of the work.

Physics and Astronomy thesis defenses include a closed-door session in which the committee examines aspects of the work in rigorous detail. Beyond the inclusion of a closed-door session of some duration, formats vary from group to group, with some groups having a public component and other groups having none.

Defense Deadlines

In order to provide sufficient time for thesis revision after the thesis defense, the defense date must be chosen to be at least 7 days in advance of any [TGS deadline](#), job start date deadline, etc.

Students should contact their committee well in advance of the desired defense date in order to agree upon a specific date and arrange a schedule for submission of thesis material. Aligning schedules can sometimes be difficult, so it is recommended that the schedule be set at least three months in advance.

Paperwork

First, log on to [CAESAR](#) and fill out the Application for a Degree form.

(Main Menu > TGS Forms > Navigate to Application for a Degree Form)

Then, fill out the PhD Final Exam Form, also in [CAESAR](#). (Main Menu> TGS Forms> TGS PhD Final Exam Form) The PA prints out a copy of this once it is completed and attaches it to the folder that the Advisor picks up on the day of the Defense. This form must be signed by all Committee members. The Advisor then returns it to the PA who enters the information into the system.

Submitting the Thesis Draft

A complete copy of the thesis must be submitted to the committee no less than 7 days before the scheduled defense date (and therefore at least 14 days before TGS or other external deadlines). At the time the schedule is originally established, committee members can notify the candidate that they will require more than 7 days, for example in order to accommodate travel constraints or particularly intensive review styles.

The submitted draft must be a polished and complete version that could credibly stand as a final thesis as submitted.

Booking a Room

Please come to the Academic Office (F165) and book a room.

Successful Defense and Editing

Assuming the Defense is successful, the student must finish all the edits requested by the committee. The advisor must approve the final version of the thesis before the Graduate Program Assistant enters in the completion of the degree. The student will receive an email from TGS stating that the degree form has been approved.

Submission of the Dissertation to ProQuest

The student must complete all required editing before the final submission of the Final Exam Form takes place. It is advised that all editing is completed as quickly as possible.

Once the editing is complete and the Advisor has approved the thesis, the student submits his/her Dissertation via the [ProQuest website](#). The Dissertation must conform to TGS formatting standards found [here](#). Formatting is reviewed by a Student Services representative who will inform the student if it is acceptable or if changes are needed.

Grade Changes

Any Y or K grades must be changed before a degree may be conferred.

Graduation

Hooding and Commencement take place once a year in mid-June. Students are invited to the ceremonies in June, without regard to the quarter of completion, as there are no other ceremonies throughout the year.

Usually, the advisor will do the hooding. However, another faculty member may be asked.

Obtaining a Master's Degree

Students who have completed all of the necessary courses with a cumulative GPA of at least 3.0 may request to receive a Master's degree. Most students who choose to leave the PhD program execute this option. Some students remaining in the PhD program also execute this option.

Satisfactory Academic Progress

GPA Requirement

The Department follows The Graduate School's minimum GPA requirement of a 3.0. The Department follows The Graduate School's minimum GPA requirement of a 3.0 for a student to be considered to be in good academic standing. There is also a grade requirement on each individual course for it to count for the PhD [here](#).

Academic Probation

Should a student's GPA fall below 3.0, he/she will be placed on Academic Probation and given two quarters to raise his/her GPA above the minimum. Students who are placed on probation by TGS (<http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>) and who are unable to attain remediation during the probationary period will be dismissed from the program.

Failure to find a Research Group by the end of the 7th quarter is also grounds for being placed on Academic Probation.

Extending Academic Probation

The TGS policy regarding petitions for extensions of Academic Probation is straightforward. The student must submit a [petition](#). The following criteria must be met:

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

Academic Progress Reports

Each student's academic progress must be reported annually by the student's program to the student and to TGS. Each quarter, grades will be checked for substandard performance. Students must ensure that they are maintaining their grades and finishing their work in a timely manner. If they are having trouble doing so, they must work with their advisor and the DGS to resolve issues preventing inadequate performance.

Students can find their Academic Progress Reports in [GSTS](#). This is also where students are expected to tell the Department about their progress. Advisors also report on progress in GSTS and students can find his/her thoughts there. It is vital that students report this, as this gives a good idea of where they are and how they will get to the next step.

Dismissal Process

The DGS and the Chair have the responsibility to decide whether a student is to be dismissed.

Funding

First Year

In the first Fall, Winter, Spring and Summer quarters, students are typically supported by a University Fellowship (UF) provided by the Department. This fellowship is detailed in the Department's offer letter. Fellows receive a monthly stipend, health insurance, and a full tuition scholarship. Fellows are not normally assigned any departmental duties; however, it is expected that University Fellows will take advantage of the time provided by the fellowship to become involved in research and to attend seminars, colloquia and other departmental activities.

Second Year

During Fall, Winter and Spring quarters of their second year, students are usually supported as Graduate/Teaching in the academic year. Graduate/Teaching normally spend about 10-15 hours per week teaching undergraduate laboratories, leading discussion sections, grading, and tutoring. A small number of summer Graduate/Teaching is also available.

Second Summer and Onward

From the second summer on, students are supported through one of the following: a Research Assistantship or a Graduate/Teaching.

Fellows, RAs and GA/TAs vary, depending on the student's admissions offer and research group. If a student is granted financial support, he/she is immediately sent a letter specifying the precise details and amount of the award. There is a minimum stipend offered through TGS. The business office is the best place to check on this stipend.

Payday

Payday is the last working day of every month. [Information on Direct Deposit](#).

Health Insurance

All Northwestern students are required to maintain health insurance coverage. PhD students in the Physics program are eligible for a 100% subsidy of the health insurance cost if they enroll in the Northwestern student health insurance plan (NU-SHIP). Students will still be responsible for any copayments or deductibles. The Graduate School will apply the subsidy once students are registered fulltime (other than TGS 512 – Continuous Registration). The credit will appear on the student's account. [Information on the Health Insurance Plan](#).

Student Activity Fee

This fee covers special services, including discounted CTA rides, gym membership and programs for students, among other things. It is required for all full-time enrolled Graduate School students, except for those enrolled in TGS 512, 513, 514, 506, 507 or 508.

More information about the [Fee](#).

Students who are off-campus for research or studies may submit a [waiver form](#).

Taxes (Domestic Students)

Students on fellowships should report the fellowship stipend to the IRS after the students make deductions for books/supplies (save receipts) and required fees.

The University will not withhold Federal or Illinois taxes from the fellowship stipend unless a request to the Payroll Office to withhold a specific dollar amount each month is made (i.e. \$25/month) on the appropriate W-4 form and will not withhold taxes on the fellowship even if the student has filed the Federal or Illinois W-4 forms claiming any exemptions.

Teaching, Graduate Assistants and Research Assistants will need to complete W-4 Federal and Illinois withholding forms because the University is required to withhold taxes from stipend checks.

The IRS treats assistantships differently than fellowships--students are not permitted to deduct books/supplies and required fees from the amount that is reported to the IRS. The student's entire earnings as a teaching/graduate assistant or research assistant will be reported to the IRS.

If a student registers for classes past the deadline given by TGS, Social Security contributions may be taken out. Please make sure registration is complete. The Graduate Program Assistant will send emails to ensure registration occurs.

TGS' [Information on Taxes](#) is a very helpful site.

Conference Travel Grants

There are several sources of funding available. TGS provides Conference Travel Grants with a maximum value of \$600. Students are eligible for two (2) grants total over the course of the program. They may only apply after they have completed three (3) quarters of the program. Applications must be submitted no later than 30 days prior to the beginning of travel.

To apply for the grants and to check additional rules on eligibility, please go to this [TGS webpage](#).

If travel expenses surpass the above-listed amount, the remainder is paid for with research funds or advisors' discretionary funds. Consult the advisor's financial assistant or research administrator to check whether or not funding is available.

Before traveling, please consult the person in charge of finances for the Advisor's group. He/she will be able to provide more options for pre-paying flights or conference registrations.

Questions about Finances

Tuition, Stipends, Fees

Any questions about tuition, stipends and fees are handled by the Financial Assistant (F151) or the Research Administrator (F151).

Expense Reports

The Faculty Program Assistant for each research group assists with expense reports for travel expenses, materials, and other expenses incurred. Please place completed reports in the file holder hanging on the cubicle wall of the Graduate Program Assistant's desk in the Academic Office.

Supplies

Lab supplies are ordered by the Accounting Specialist (F155).

Office supplies are found in the Academic Office (F165).

Additional Funding Opportunities

More information about all types of fellowships and grants can be found [here](#).

Department Staff Members

Director of Graduate Studies

Director of Graduate Studies - Professor Brian Odom

Academic Office (F165)

Department Chair- Professor Michael Schmitt

Director of Operations and Outreach/Assistant Chair- Dr. Emily Updegraff

Academic Coordinator- Gretchen Burnett

Faculty Program Assistants- Pam Villalovoz, Tina Hoff

Graduate Program Assistant- Bud Robinson

Business Office (F155)

Business Administrator

Research Administrator Accounting

Specialist

Financial Assistant

The people filling the roles listed above may change. Please check the Department [website](#) for the most current staff members.

Any questions about the Department can be directed to the Graduate Program Assistant.

Department Activities

Students are expected to attend all colloquia, all seminars in their research area, and all Brown Bag Lunches. These events serve to broaden students' knowledge in a range of fields, demonstrate effective scientific communication, and aid in networking within and outside the department.

Every week, a bulletin will be posted and sent to the graduate email list that says when and where each event takes place.

Colloquium

On Friday, an invited speaker of renown gives an hour-long colloquium. After the presentation and the question-and-answer session, snacks and refreshments are served in F160.

Brown Bag Lunches

The Brown Bag Seminar is a bi-weekly seminar series held on Wednesdays during the lunch hour (12:00pm-1:00pm) with pizza available on a first-come-first-served basis. The seminars feature two speakers from the department, each giving talks that last 20-25 minutes with 5-10 minutes available for questions. The speakers are drawn from a combination of professors, post-docs, and graduate students and the level of the talks is aimed at a first-year graduate student.

Seminars

Regular and special seminars are offered in various sub-fields of physics and astronomy. These are announced each week in the departmental email bulletin.

Heilborn Lectures

The Department of Physics and Astronomy thanks George Heilborn (1935-2015), a graduate of Northwestern's physics program, for his generous support of the Heilborn Lectures at Northwestern University. We have benefited greatly from this program over the years. George Heilborn created this endowment in the memory of his parents, Walter and Christine Heilborn, in 2000 in order to strengthen the Physics program at Northwestern for the benefit of faculty, students, and other departments in the Chicago area.

There are several talks, lectures and chances to meet the speaker. Past speakers include Nobel Laureates, Professors, Physicists and Astronomers from the top laboratories in the world.

Graduate Student Council

Mission

The goal of the Physics & Astronomy Graduate Student Council (PAGSC) is to address important issues pertaining to Physics & Astronomy graduate students at Northwestern University. The Council provides a structure to organize student efforts, to receive input from the student body, and to work with the Physics & Astronomy department.

Activities

The main activity organized by the Council is the weekly Grad Student Coffee Hour (Mondays at 3PM in F160). Other activities include game nights, pizza nights and other ad hoc get-togethers.

Please contact the President of the Council for more information: PAGSC_President@u.northwestern.edu.

International Students

The Department has many students hailing from countries all over the world. The [International Office](#) is available by appointment for advising services and support programs.

Visa Regulations

International students who are not permanent residents are given an F-1 or J-1 Student Visa. This visa gives the right to study here in the United States but does not confer working rights, so students may not hold a job aside from the appointment as a PhD student.

The University helps apply for the visa and sends the Form I-20 papers. Bring the Form I-20 papers upon arrival in the United States. Students may arrive up to 30 days before the start date listed on the Form I-20.

English-language Skills

International students are expected to have taken the TOEFL test or a suitable alternative. If the score on the speaking portion of the TOEFL was lower than a 26, students must take the VERSANT speaking test in order to be cleared to be a Teaching Assistant. Should a student fail that test, he/she is asked to take a different test called the SPEAK test.

Students may also enroll in [English Language Programs](#). Please email elp@northwestern.edu for more information.

Course Registration

Foreign students on an F-1/J-1 visa must be registered for a minimum of three credits.

Foreign students who are not registered for other courses are required to register for TGS 512 in order to maintain their F-1/J-1 status, usually during the summer or during any leave taken. A minimum cumulative GPA of 3.0 is required to qualify for TGS 512.

Fellowships for International Students

Information on fellowships for International Students can be found [here](#).

Taxes

<http://www.northwestern.edu/international/living-working/taxes-and-legal-matters/taxes/index.html>

International Office

<http://www.northwestern.edu/international/>

Conflict Resolution, Leaves of Absence, and Counseling

The Department and TGS are committed to maintaining an environment that fosters student education and training and have established the following guidelines for dealing with any type of conflict that might arise.

Conflicts Involving Discrimination and Harassment

Harassment, whether verbal, physical, or visual, that is based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status is a form of discrimination. Discrimination and harassment complaints should be referred to the Office of Equal Opportunity and Access. Information regarding Sexual Harassment is found below.

Sexual Harassment

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

Conflicts Not Involving Discrimination, Harassment, or Sexual Harassment

When a conflict arises, whether with a student's advisor, a fellow student, or someone else in the University, TGS recommends that students first talk to their DGS. One function of the DGS is to address student concerns and grievances and to be available when students are experiencing academic difficulty. If a student is unsure who his or her DGS is, please contact the department office (847-4913685) or TGS (847-491-5279).

If the DGS has a conflict of interest, the Chair of the student's department is the next resource. In the case that a student cannot or does not want to speak with anyone in the program or department, the next resource is TGS. In TGS, the Associate Dean for Student Affairs, William J. Karpus (wkarpus@northwestern.edu), handles student conflict issues and works directly with the academic school Associate Deans and faculty, as needed.

DGSs, department chairs, TGS staff, and TGS Deans can treat students' concerns confidentially unless the concerns involve sexual harassment, discrimination, or a safety issue, in which case they are obligated to report the issue to the appropriate University office.

Leaves of Absence

More information on [leaves of absence](#).

Counseling and Psychological Services

More information on [Counseling and Psychological Services](#) (CAPS).