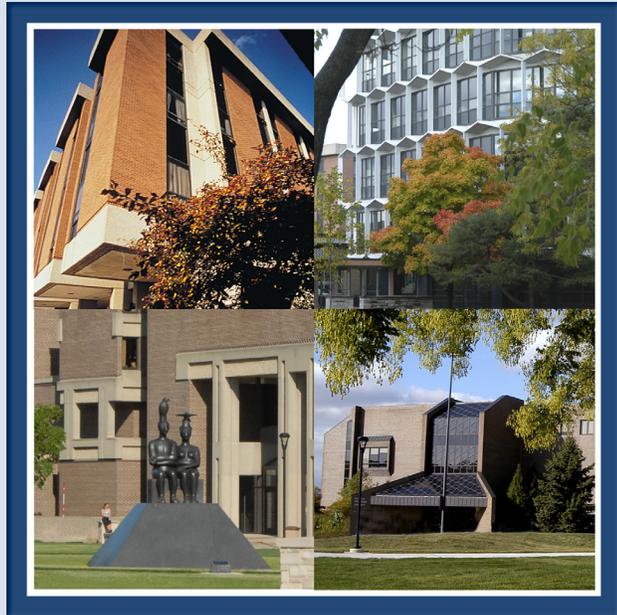


Northwestern

ILLINOIS UNIVERSITY

STUDENT HANDBOOK



2009-2010

Disclaimer

THIS HANDBOOK IS NOT INTENDED TO NOR DOES IT CONTAIN ALL REGULATIONS THAT RELATE TO STUDENTS. EVERY EFFORT HAS BEEN MADE TO PROVIDE STUDENTS WITH COMPLETE AND ACCURATE INFORMATION.

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UPDATED 2009

Northeastern Illinois University

Table of Contents

Mission, Vision and Institutional Values of the University	4
Welcome from the President	5
A Message from the Dean of Students	6
The Basics	8 – 31
Policies and Procedures.....	32 – 57
Safety and Security Information Report	33
Policy and Procedures Regarding Sexual Assault	38
General Policy Statement on Equal Opportunity and Affirmative Action	40
Discrimination Grievance Procedure.....	40
Sexual Harassment Policy.....	42
University Student Conduct Code.....	44
Student Complaint Procedure (Office of the Dean of Students).....	50
Classroom Disruption Policy.....	51
Demonstrating on Campus	52
Americans with Disabilities Act.....	53
Policy on Services for Students with Disabilities	53
Grade Appeal	54
Bachelor of Arts in Interdisciplinary Studies	
Assessment of College Level Experiential Learning Appeal Procedure	55
Policy on Reasonable Accommodation for Students Serving as	
Volunteer Emergency Workers.....	56
Tobacco Free Policy.....	56
Parking Violation Appeal	56
Animals on Campus.....	57
Bicycle, Skateboards, Skate and Scooter Use on Campus.....	57
Other Appeals and Grievances.....	57
Collegiate Terms.....	58-71

Northeastern Illinois University's Mission and Vision

MISSION STATEMENT

Northeastern Illinois University, as a public comprehensive university with locations throughout Chicago, provides an exceptional environment for learning, teaching, and scholarship. We prepare a diverse community of students for leadership and service in our region and in a dynamic multicultural world.

VISION STATEMENT

Northeastern Illinois University will be a leader among metropolitan universities, known for its dedication to its urban mission, for the quality of its programs, for the success of its graduates, and for the diversity of its learning environment.

NEIU INSTITUTIONAL VALUES

Northeastern Illinois University is committed to a set of shared values that, taken collectively, guides our actions and interactions as we work together to prepare graduates for the responsible exercise of citizenship. We, the NEIU community, believe it is critical for our democracy to create a space in which the commitment to these values results in a thriving educational community that transforms the lives of all. As we take stock of the present and look to the future, these values serve as the touchstone for planning how we will best achieve the educational mission entrusted to us.

INTEGRITY

NEIU is accountable to those we serve and to those from whom we receive support. We are committed to honesty, respect, and transparency in our words and in our actions. In that regard, we work to be good stewards of the resources we are entrusted to use. This includes human, physical, fiscal, and environmental resources.

EXCELLENCE

In our pursuit of and commitment to excellence, we value the highest quality of learning and teaching, scholarship, and service. We value opportunities and experiences that support personal and professional development for all members of our community. In all that we say and do, we are committed to the process and products of excellence.

ACCESS TO OPPORTUNITY

NEIU values access to opportunity; we value a welcoming environment that provides appropriate support as well as encourages mutual responsibility for and commitment to learning.

DIVERSITY

NEIU values the inclusion of a broad spectrum of students, staff, and faculty in the life of the University. We celebrate and foster global perspectives. We encourage the open and respectful expression of ideas and differences in thoughts, experiences, and opinions.

COMMUNITY

As a commuter institution, NEIU has a special obligation to provide an environment that is supportive, nurturing, and participatory. Such an environment is characterized by civility, fostering humanity and engagement, and creates a sense of community through inclusion, mutual respect, and empowerment. NEIU values our metropolitan setting as a laboratory for learning, and we foster partnerships for learning, research, and service throughout this dynamic region to promote the public good.

EMPOWERMENT THROUGH LEARNING

NEIU is dedicated to creating a culture that provides life-long learning opportunities for all members of the University community. We are especially committed to transforming students' lives by engaging them in an educational experience that empowers them to graduate with the skills and knowledge to become effective leaders and citizens in their personal and professional lives.



Welcome from the President

On behalf of the students, faculty, and staff of Northeastern Illinois University, I welcome you to the NEIU community. You are about to become a part of the most culturally and ethnically diverse institution of higher education in the Midwest. It's an institution full of vitality and excitement—a perfect place to attain your academic goals in a community of dedicated and supportive scholars and professionals.

The experience of attending Northeastern Illinois University will transform you in many ways. I encourage you to take advantage of all the learning opportunities afforded you by the University. Learning does not only take place in the classroom, but is offered through participation in clubs, service learning and volunteer activities, and informal interactions with faculty and fellow students.

We, as a community, espouse a set of institutional values that represent our University and permeate the myriad activities we undertake. They are: Integrity, Excellence, Access to Opportunity, Diversity, Community, and Empowerment through Learning. As Northeastern students, you will become well acquainted with our values as they are applied within and throughout your educational experience.

Best wishes for an enriching University experience.

Dr. Sharon K. Hahs
President, Northeastern Illinois University



A Message from the Dean of Students

Dear New Students:

On behalf of the staff of the Office of the Dean of Students I wish you a hearty welcome to the Northeastern Illinois University community.

The Office of the Dean of Students coordinates a wide variety of programs and services designed to foster student development, facilitate a successful transition for incoming students, develop student leadership skills, and contribute to a campus climate where differences are respected and diversity is celebrated. You will find the staff to be professional, friendly, and committed to helping students achieve their academic goals and get the most from their educational experience.

We encourage you to become engaged in the life of the campus through co-curricular activities. Northeastern offers a wide variety of student clubs, intramural sports, media organizations, Greek-letter societies, student governance, cultural and leadership training activities, community service groups, and academic societies. Details about getting involved are included in this handbook.

We are committed to your success and are here to advise you in any area where you require guidance and support. Please visit us often, and use the information provided in this handbook and on the Office of the Dean of Students website.

Be sure to stop by if we can be of assistance. We look forward to meeting you.

Best wishes,

Michael T. Kelly, Ed.D.
Dean of Students



THE BASICS

EVERYTHING YOU NEED TO KNOW

THE UNIVERSITY: WHO WE ARE

Northeastern Illinois University is a global university located in Illinois' most international city, Chicago. With over 80 undergraduate and graduate majors, Northeastern is both comprehensive and international.

Northeastern is the most diverse university in the Midwest, according to U. S. News and World Report rankings. The University is also highly ranked nationally for its graduation rate of minority students. These statistics highlight a key component of the University's educational philosophy: learning from and working with people of different backgrounds is essential preparation for life in an increasingly multicultural world.

Northeastern is likewise committed to being a "student centered" university that helps its students succeed in school and in life. And it is committed to offering a high quality, affordable education through low tuition and financial aid for both full- and part-time students.

ORGANIZATION OF THE UNIVERSITY

The president of the university is accountable to the chair of the Board of Trustees of Northeastern Illinois University for the administration of the institution. The president is assisted by the provost (Vice President for Academic Affairs) and other vice presidents (Finance and Administration, Student Affairs and Institutional Advancement).

Under separate constitutions, faculty and students participate in the governance of the university through the Faculty Senate, Student Government, and by membership on various standing and ad hoc committees that consider and recommend policies and procedures to the president.

ACADEMIC AFFAIRS

The Office of Academic Affairs is responsible for instruction, academic programs, and academic support services. Academic programs are offered through the College of Arts and Sciences, College of Education, College of Business and Management, Office of Academic Development, and the Graduate College. Instructional support services are provided by the Library.

Additional campuses and departments include the Jacob H. Carruthers Center for Inner City Studies (located at 700 East Oakwood Boulevard, Chicago), El Centro (located at 3119 N. Pulaski Rd.), the Center for Teaching and Learning (located in the Ronald Williams Library), the University Honors Program, Nontraditional Programs including Board of Governor's Degree (BOG) and University Without Walls (UWW), and the Offices of Academic Development, Enrollment Services, Assessment and Institutional Studies and Planning, and Sponsored Programs.

AFFIRMATIVE ACTION

The Affirmative Action Office focuses on issues relating to diversity. It is responsible for addressing student and employee concerns pertaining to harassment and discrimination on the basis of age, ancestry, arrest record, citizenship status, color, disability, marital status, military status, national origin, race, religion, gender, sexual orientation (including gender identity), or veteran status (including unfavorable military discharge).

FINANCE AND ADMINISTRATION

The Office of Finance and Administration and its departments provide support and service to the entire university community. Responsibilities of this office include supervision of the Offices of University Budgets, University Police/Parking, Facilities Management, and Financial and Administrative Affairs, which includes Auxiliaries and Support Services (Bookstore, Child Care Center, Copier Services, Motor Pool, Vending, Printing Services, and Mail/Shipping and Receiving); Bursar, Controller; Human Resources; Risk Management; Purchasing; Student Union; and University Computing Services.

INSTITUTIONAL ADVANCEMENT

This area is responsible for strengthening Northeastern's image; raising awareness of the University; managing the University's contact with the media; promoting programs and events; publicizing the accomplishments of faculty, staff and students; attracting prospective students, employees, and donors; assisting departments in their efforts to obtain additional funding beyond that provided by the state; and providing programs and services for alumni, and avenues for alumni service to the University.

The departments comprising Institutional Advancement include Development, Alumni Relations, Publications, University Events and Public Relations. Activities of the NEIU Foundation are also coordinated by this area, including providing scholarships and other aid for students through the Office of Financial Aid.

STUDENT AFFAIRS

Student Affairs collaborates with students, faculty, and staff to meet student needs, support the institutional mission, and create a campus culture and community that is caring, ethical, service oriented, and inclusive. Its goals are to: 1) continually improve the quality of student services, 2) advocate for student needs, 3) facilitate the intellectual, physical, ethical, and social development of students, and 4) help students make successful transactions to, through, and beyond the university environment. Students are encouraged to participate in the programs offered through the following Student Affairs areas:

- Adult and Women Student Programs
- Campus Recreation
- Career Services
- Counseling
- Health Services including Student Health Insurance
- Office of the Dean of Students
- Student Activities
- Student Employment

FACULTY

Northeastern employs approximately 391 full-time and 276 part-time faculty and instructors who are committed to excellence in teaching. Their varied academic backgrounds and professional accomplishments provide students with many learning opportunities.

THE COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is the largest of the university's colleges. It comprises 17 departments which offer bachelor's degrees in 24 majors with 34 minors, and Master's degrees in 15 different disciplines. In addition, the college is responsible for the General Education Program. As the college offers most of the general education courses, it serves all of the university's undergraduate students.

It is the goal of the college to help students develop their individual view of the world by acquiring social and cultural awareness as well as a broad knowledge of a number of disciplines. The fine arts, humanities, natural sciences, social sciences, and professional studies all contribute to enriching students' intellectual lives and enabling them to grow into more aware and responsible citizens.

It is a further goal of the college to provide undergraduate major programs in a variety of both traditional and career-oriented disciplines. Therefore, many departments, in cooperation with local business, industry, and social agencies, offer their majors the opportunity for field experience or internships in addition to course work.

THE COLLEGE OF BUSINESS AND MANAGEMENT

The College of Business and Management offers instructional programs which combine a liberal arts education with career preparation in Accounting, Finance, Management, Marketing, and General Business Administration. The five undergraduate major programs prepare students for professional business careers and for additional study in graduate schools of business and management. The college also offers a Master of Business Administration (MBA) degree and a Master of Science in Accounting (MSA) degree. Selective admissions requirements must be met for admission to any degree program.

Students intending to major or minor in the College of Business and Management must also fulfill the University General Education Program requirements by enrolling in mathematics, English, economics, fine arts, humanities, behavioral/social sciences, natural science, and other courses which stress written and oral communication skills.

The overall goal of the College of Business and Management is to offer high quality instruction suited to student needs and interests, job market trends, and available resources.

THE COLLEGE OF EDUCATION

The faculty and staff of the College of Education of Northeastern Illinois University are dedicated to excellence and innovation in education. Serving the Chicago metropolitan area, we seek to make our teaching, research, and service efforts responsive to the needs and aspirations of a diverse student body and community. The College of Education, as a fundamental component of a comprehensive public urban university, dedicates itself to becoming nationally recognized:

1. In developing professionals who will teach, train, consult, and counsel; in becoming leaders who facilitate learning, scholarship and creativity throughout life;
2. In developing, applying and disseminating research that results in new knowledge, improved practice and greater levels of achievement by instructors, learners, families, communities and organizations; and
3. By strengthening a commitment to serve schools, communities, business, industry and the professions.

To accomplish our mission, we pursue collaborative and systematic strategies which will continue to improve our teaching, learning, research, and service. We seek to utilize our location in the Chicago metropolitan area as a base upon which we will build and support teams and alliances within the university, and in all appropriate areas outside the university.

The College of Education takes an all-university approach, requiring its students to have a well-rounded general education in the liberal arts, thorough training in professional education courses, and extensive school-community clinical experiences. Students completing teacher certification programs receive entitlement to certification from the Illinois State Teacher Certification Board. Occasionally, state requirements for various certifications may change. Consult the departmental advisor regarding certification requirements.

■ ACCREDITATION AND APPROVAL

In 2004, the National Council for Accreditation of Teacher Education (NCATE) and the Illinois State Board of Education conducted a thorough on-site evaluation of the College of Education and awarded full accreditation to the College of Education.

THE GRADUATE COLLEGE

The Graduate College provides the atmosphere and facilities in which qualified students pursue master's degrees and join faculty in extending knowledge through research and other scholarly activities.

The Graduate College offers the majority of its course work during the late afternoon and evening hours to accommodate individuals who are pursuing a master's degree on a part-time basis. Students wishing to carry a full academic load plan accordingly. Please refer to the Graduate College Website <http://www.neiu.edu/~gradcoll/index.htm>.

■ ACCREDITATION

The Graduate College is accredited by the North Central Association of Colleges and Schools. It is also a member of the Council of Graduate Schools in the United States and the Midwestern Association of Graduate Schools, and a charter member of the Illinois Association of Graduate Schools.

■ INTERNATIONAL PROGRAMS

Study abroad makes it possible for students to spend a semester, summer, or academic year overseas while earning credit at Northeastern Illinois University towards graduation. In addition, the Office of International Programs offers sophomores, juniors, and seniors a unique opportunity to participate in 7-21 day (1-3 weeks) international study trips, which are components of specific NEIU courses.

■ MCNAIR SCHOLARS PROGRAM (UNDERGRADUATE)

McNair Scholars is a federal TRIO program that provides academic support, funded research and travel opportunities to qualifying undergraduate students who have the desire and potential to earn a doctoral degree.

Interested students should come to the McNair Scholars office at B 141 for information about the program.



ADDITIONAL PROGRAMS

OTHER DEGREE PROGRAMS - NONTRADITIONAL

■ BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES PROGRAM

The Bachelor of Arts in Interdisciplinary Studies Program is a degree program specifically designed to meet the needs of experienced adults in a manner compatible with career and family responsibilities. It enables students to complete graduation requirements through an alternative and self-paced approach to higher education.

■ UNIVERSITY HONORS PROGRAM

The University Honors Program provides challenging course work, research, and international travel-study opportunities for highly capable students. Applications and additional information may be obtained in Room B 141.

■ UNIVERSITY WITHOUT WALLS (UWW)

The University Without Walls (UWW) program is a competency-based, self-paced program that leads to a bachelor of arts or a bachelor of science degree. Requiring strong motivation, self-direction, maturity, and clear academic direction on the part of the student, UWW is geared to meet the adult student's learning needs and long-range goals through a course of study that allows for curricular individuality.



SECTION II

BEING A COMMUTER STUDENT

Being a “commuter school” means the university does not provide residence halls or campus living situations and that students travel daily from their homes and communities to campus. It does not mean that your experience as a student is less important than the people who go away to school or live on a campus. It does mean that you may have to be more assertive and develop good time management skills. Also, you will probably communicate and share more with your parents and/or family members than most residential students, since you may have extra responsibilities that are a part of family living, as well as maintaining a job (which most commuter students do).

The university provides services to assist you but, unlike residence halls which may require resident attendance at meetings or posting notices in dorms, you will have to locate and find what you need. This book will make that task easier.

There are many things for you to do at Northeastern Illinois University. You can attend classes and leave, or you can participate in a variety of cultural, social, recreational, and academic-related activities. You can meet people, learn about a variety of cultures, or get almost any type of help/assistance you need. It is up to you. Sections III and IV will explain how to get actively involved and how to utilize available support services.

The rest of this section will offer some helpful hints for commuter students based on input from students.

HELPFUL HINTS FOR...TRAVEL

Plan your trip. Remember, different times of the day as well as weather conditions will probably result in different travel times, so allow extra time if you drive. Parking availability will also vary depending on the time of day.

Plan alternative routes. This applies to students who drive, as well as those who utilize public transportation.

Be safe. Try to travel with friends. Choose “busy” corners to wait for the bus. Be aware and stay alert. Remember to utilize the escort service offered by the University Police Office if you find your car is parked in a dark or deserted area.

MEETING PEOPLE

- **Talk to people in classes and exchange names and phone numbers. This will help if you miss a class or in forming a study group.**
- **Read the bulletin boards.**
- **Join a club or organization.**
- **Work on campus.**
- **Participate in intramurals or the campus recreation program.**
- **Attend workshops or other campus offerings.**
- **Eat lunch in the cafeteria and talk to other people at your table.**

MAKING LIFE EASIER

- Attend class.
- Ask questions.
- See your advisor, but remember, you may need to schedule an appointment.
- Plan ahead.
- When you are unsure, get clarification.
- Read the materials you receive and follow instructions and deadlines.
- Seek help before a crisis occurs.
- Get a locker on campus.
- Use the campus services, most are free.
- Ask for help.
- If you know you are going to miss a class, talk to your professor beforehand.

STUDYING

- Read the syllabus.
- Meet people in classes. Exchange phone numbers and form study groups.
- Ask questions in class or see your professor during his/her office hours.
- If you have a long commute, review or read materials on the bus/train.
- Utilize the Learning/Tutorial Centers - tutors can help you review and clarify course materials that may be unclear.
- Time between classes? Go to the Library.
- Keep up with your readings and assignments.
- Schedule library time as if it were a class.



SECTION III

GETTING INVOLVED

Life does exist beyond the classroom. Becoming involved in “extra curricular” activities will enhance your years at Northeastern and help you develop and grow as an individual. Getting involved provides the opportunity to meet new people and balance an academic schedule with activities to expand cultural awareness. In addition, involvement can assist you in developing a variety of leadership, organizational, and communication skills while participating in activities that are fun and important. Campus activities can also have an impact on the campus environment including issues that directly or indirectly affect you.

STUDENT ACTIVITIES

More than 70 student organizations, representing a wide range of interests, are available for student participation and involvement. Listed below are the current registered activities and organizations. If you see some that interest you, stop by the Student Activities Office, SU 206, located on the second floor of the Student Union. If you do not find an organization or club you like and want to start a new one, stop by the Student Activities Office (SAO) and find out how.

STUDENT ORGANIZATIONS CHARTERED THROUGH SAO

Accounting Associates
Alliance for Student Social Workers (ASSW)
Alpha Kappa Alpha Sorority
Alpha Psi Lambda Co-ed Fraternity
American Production and Inventory Control Society (APICS)
Animal Rights Club (ARC)
Anime Club
Anthropos
Apocalypse Literary Coalition
Asian American Students Association (AASA)
Assyrian Club
Black Caucus
Black Heritage Club
Black Heritage Gospel Choir (BHGC)
Brass Club
Business and Management Club
Chess Club
Chicago Students Transforming Schools
Chimexla
Chinese Students Club
College of Cycling
Collegiate Music Educators National Conference (CMENC)
Counselor Education Student Association (CESA)
Earth Science Club
Economics Club
Feminist Majority Leadership Alliance (FMLA)
Financial Management Association (FMA)
French Club
Future Health Professionals (FHP)
Future Teachers Club (FTC)
Gamma Phi Omega
Gay, Lesbian, Bisexual and Transgender Alliance (GLBTA)
Generativity Club
Geomaniacs
Golden-Eagle Graduates for Graduates (3Gs)
Green Cycle Group
Hillel
Hip Hop Organization
Honors Society
Human Resource Development Student Association (HRDSA)
Illinois Education Association (IEA)
Image Art Club
Independent Student Newspaper
Indian Students Association (ISA)
International Student Club
InterVarsity Christian Fellowship (IVCF)
Justice Studies Club
Korean American Students Association (KASA)
Life Catholic Student Association (LCSA)
Marketing Club
Model Illinois Government (MIG)
Model United Nations (MUN)
Movimiento Cultural Latino Americano (MCLA)
Muslim Student Association (MSA)
Northeastern Polish Student Association (NEPSA)
Northeastern Programming Board (NPB)
Omega Delta Fraternity
Omega Phi Alpha Psi
Pakistani Student Association (PSA)
Politics Club
Pre-Law Society
Psychology Club
Que Ondee Sola (QOS)
Rainbow Push Coalition
Rumba Dance Club
Sigma Lambda Beta Fraternity

Sigma Lambda Gamma Sorority
 Silver Dollars Women's Organization
 Socialist Club
 Sociology Club
 Spanish Club
 Students Against the War (SAW)
 Student Alliance for Leadership & Education (SALE)
 ADELANTE
 Student Association for Bilingual/Bicultural Education
 (SABBE)
 Student Council for Exceptional Children (SCEC)

Student Government Association (SGA)
 Theta Chi Omega Sorority
 True Vine University Bible Fellowship
 Union for Puerto Rican Students (UPRS)
 United Greek Council (UGC)
 Urban Sankofa
 UTATU Collective
 Veterans Club
 WZRD Student Radio Station
 Yemeni American Society (YAS)
 Youth and Students for a Democratic Foreign Policy
 (YSDFP)

STUDENT GOVERNMENT

The Student Government represents students in matters pertaining to student welfare, student activities, student participation in university affairs, university planning and administration, and student opinion. It is an advisory body to the university administration in all functions directly affecting the student body. The Student Government consists of the Student Government Officers, Student Senate, Judiciary, and Senate Sub-committees. The Student Senate also appoints or elects students to various university committees.

■ STUDENT SENATE

The Student Senate represents the student body through elected senators. As the governing body of Northeastern students and student organizations, the Student Senate protects the rights and fulfills the responsibilities of student government. The Senate's involvement includes student participation in university activities, overseeing the appointment of students to university committees, safeguarding student rights, and formulating policies that affect the student body. Students are encouraged to voice their opinions by attending Student Senate meetings (held twice monthly), or stopping by the Student Government office, E 047A or calling the Student Government Hotline (773-442-4286).

■ STUDENT SUPREME COURT

The court is composed of a chief justice and four justices, all appointed by the president of the Student Government and approved by the Student Senate. The court reviews decisions made by the Student Senate and its committees, may be petitioned to hear a case or an appeal by a student, and upon request, review the constitutionality of Student Senate bills and policies.

■ STANDING COMMITTEES

The Student Finance Committee establishes policies for the distribution of student activity fees and allocates these funds each year to qualified clubs and organizations.

The Charter and Rules Committee reviews and recommends either approval or suspension of any student organization's charter to the senate.

■ OTHER COMMITTEES

The Student Senate appoints interested students to a number of university committees/councils to serve as student representatives. Students do not have to be senators to be appointed. To find out more about the committees/councils listed, stop by the Student Government office in room E 047A. In addition, a number of departments and programs also appoint (or elect) students to serve on committees. Check with departments or programs for more information or with the assistant dean of students for a complete listing and description of committees.

Listed below are examples of committees/councils that students are appointed to:

- Academic Satisfactory Progress Appeals
- Campus Planning Committee
- Colleges of Arts and Sciences, Business and Management, and Education: Grade Appeals
- Financial Aid Advisory Board
- General Education Program Advisory Committee
- Parking Appeals
- Student Union Advisory Board
- University Budgetary Council

CAMPUS RECREATION

The Office of Campus Recreation provides a variety of recreational opportunities to students and community members. There are six program areas within the Office of Campus Recreation.

■ AQUATICS

The natatorium in the PE Complex houses a 40-yard pool which includes eight, 25 yard lap lanes and a diving well. The Aquatics program offers private swim lessons, water fitness classes, open swimming, the Neptune Learn-to-Swim Program for children, and special events.

■ FITNESS/WELLNESS

The Fitness/Wellness program includes personal training, a wide variety of group exercise classes, health/fitness assessments, as well as facilities for strength and cardiovascular training, stretching, and much more.

■ INTRAMURAL SPORTS

The Intramural Sports program provides a structured environment for participation in team, dual/individual sports, and special events. A variety of sports and activities are scheduled for each semester.

■ SPORT CLUBS

The Sport Club program enables students to participate in sports or activities at a more highly competitive or organized level. Sport Clubs often compete against Sport Clubs from other universities. Sport Clubs are formed, organized, and lead by students under the supervision of a Campus Recreation professional.

■ OUTDOOR ADVENTURE

The Outdoor Adventure program functions as a club. This program is lead by a Campus Recreation employee but requires extensive student leadership and organization. Elements of the Outdoor Adventure program include an indoor climbing wall, ropes course, watercraft and equipment rental. Outdoor Adventure activities include camping/skiing trips, hiking, biking, canoeing/kayaking, and much more.

■ INFORMAL RECREATION

Facilities inside and outside the PE Complex are available for student use during a variety of hours each day. Facilities include two gymnasiums, four racquetball courts, two fitness studios, natatorium, indoor running track, weight and conditioning room, six tennis courts, soccer/football fields, softball field, baseball field, and various other facilities. Equipment for most sports is available for check-out to NEIU students. **A valid student ID is required for access to the PE Complex at all times.**

The Office of Campus Recreation has numerous job opportunities for students throughout the year in all program areas. For further information concerning recreation programs or facilities, contact the Office of Campus Recreation at (773) 442-4135 (or visit the website).

FINE ARTS, CULTURAL AND LECTURE PROGRAMS

If you enjoy attending but not participating, Northeastern offers a variety of programs and presentations that include stage performances, exhibits, and lectures. These events provide students and residents of the Chicago area opportunities to enjoy quality entertainment. Admission to the events is free of charge or for a nominal fee. Call 442-INFO for an updated listing of campus events.

For specific information concerning music and dance performances, contact the Department of Music. Inquiries about theater productions can be made to the Department of Communication, Media, and Theatre. Contact the Department of Art concerning questions on art exhibitions. For all other programs contact University Events.



SECTION IV

SERVICES AND RESOURCES

One way to make life easier and your college experiences successful is to make use of the resources and support services available to you as a student. Northeastern Illinois University provides a variety of services that support your academic and personal growth and most are free of charge. In general, all you need to do is call or stop by the appropriate office. Some services may require that you make an appointment. For others, you may be able to receive assistance without an appointment. All you need to do is ask for help. No problem, whether it is of an academic or personal nature, is ever “too small” for you to receive assistance.

This section describes services and resources available to students. If you don't find the subject area you need, check the Directory of Services (phone directory). The Directory of Services will also give you locations and numbers for the offices and services listed in this section. If you are still unsure of where to go or what you should do, contact the Office of the Dean of Students for assistance.

ACADEMIC ADVISING

The Academic Advisement Center provides academic advising for all regularly admitted, degree-seeking undergraduates who have not yet declared a major. All students are assigned to a staff advisor, with whom they are encouraged to meet until they officially declare a major. Throughout the advising process, students are provided with the opportunity to:

- Learn about educational options, degree requirements and academic policies and procedures
- Clarify educational objectives
- Develop an academic plan
- Become acquainted with university resources

ACADEMIC ASSISTANCE

THE UNIVERSITY CENTER FOR ACADEMIC SUPPORT

The University Learning Center for Academic Support, located on the 4th Floor of the Library, assists students through a variety of free academic support programs to promote student achievement. The University Learning Center for Academic Support houses the Math Lab, Learning Center, and the Reading Development Program.

■ THE MATH LAB

The Math Lab (4th Floor Library), offers tutoring, guidance, and media resources to help students learn developmental and college mathematics.

■ LEARNING CENTER

The Learning Center provides peer-based tutoring to undergraduate students who are completing General Education courses. The primary emphasis is to promote the active participation of students in the learning process, and to assist them in understanding the knowledge, strategies and abilities needed to achieve academic success. Through collaboration with the other academic support offices, students are provided with informed cooperative assistance. The Learning Center affords students the opportunity to interact with faculty, staff and tutors in a supportive environment as they become active and independent learners.

■ READING DEVELOPMENT

Through a variety of DEV READ courses, the purpose of the Reading Development Program (RDP) is to develop the prerequisite reading skills and strategies necessary for the student to comprehend and recall college text material by utilizing a variety of text and activities. The Reading Lab is available to all NEIU students who wish to improve their reading abilities, increase their reading rate, prepare for the ECE in Reading, as well as the ICTS. The Reading Lab supports reading software in the newly opened Computer Assisted Learning Lab.

ADULT AND WOMEN STUDENT PROGRAMS

The Adult and Women Student Programs Office promotes the full access and involvement of adult and women students in all aspects of the NEIU student experience. The office acts as an advocate for and responds to the unique and varied needs of adult and women students. Adult and Women Student Programs is designed to assist men and women students in making the transition to university life through programs intended to help link them more closely with faculty and others on the campus. As a resource and action center, staff also assist with personal, career, and academic needs by providing advisement, referrals, support groups and workshops. The office also serves as the liaison to the Weekend Institute for other areas within Student Affairs.

ALUMNI INFORMATION/SERVICES

Alumni Relations enhances the mutual relationship that exists between graduates and the university. All persons who have received a degree or certification from Northeastern become members of the alumni body.

As future alumni, students are encouraged to participate in networking and mentoring opportunities with graduates, as well as social and educational events sponsored by the Office of Alumni Relations.

After graduation, alumni can still utilize university resources through Alumni Relations. Graduates may also participate in the Class Gift Scholarship Fund, which assures that future students will benefit from an NEIU education.

AUDITORIUM, FINE ARTS AND STUDENT UNION EVENTS

A number of stage performances, exhibits, conferences, lectures, and other special events are held in the Auditorium, the Fine Arts Center, the Student Union, and other campus facilities. The University Events Office assists individuals and groups with program planning and arrangements and can provide information to the community about the events. Call 442-INFO. / (4636).

THE BEHAVIORAL CONCERNS TEAM

The Behavioral Concerns Team (BCT) is an interdisciplinary team developed to respond to concerns about disturbing or distressing behavior on campus. The overall goal of the BCT is to enhance campus safety and promote student success by providing a centralized listening and response function regarding problematic behavior. We encourage all members of the University Community to respond to concerns as they emerge, using a proactive and prevention-minded approach to keep situations from escalating. Please report a behavioral incident or concern either by completing the form or by contacting a member of the BCT at www.neiu.edu/~bct/. If there is an emergency, call University Police at 773.442.5511.

BOOKSTORE

The bookstore carries a full line of textbooks (new and used), trade books, paperbacks, school supplies, stationery, gifts, clothing, and Northeastern novelty items. In addition, the bookstore offers official class rings, announcements, and cap and gowns for graduation. With proper identification, the bookstore will cash personal checks up to \$25.00 (a small service fee is charged). In addition, the bookstore sets up an on site location (for the purchase of books) at El Centro during the first week of each semester.

BOX OFFICE

Tickets for campus events may be purchased at the University Box Office located near the Recital Hall in the Fine Arts Center or by calling 442-INFO.

BUILDINGS AND GROUNDS

Facilities Management, of which Buildings and Grounds are part, is responsible for maintaining university facilities and grounds in a safe, functional manner. To report a problem relating to facilities, call 773.442.5240.

CAMPUS RECREATION

Northeastern offers a variety of activities for participation as well as observation. For more information on programs, see Section III "Getting Involved" in this handbook.

CAREER SERVICES

The Career Services Office assists graduating seniors and alumni by providing a variety of services including assistance with resume writing, job interviewing, job search strategies, and searchable online job openings. Also, each year internship opportunities for junior and senior level students are listed with the Career Services by both Chicago area employers and national employers. Each spring semester, a Business and Liberal Arts Job Fair is held, as well as a nation-wide Teachers Job Fair and a Chicago and Suburban Area Teachers Job Fair. Students and alumni can forward their resumé to job openings posted in the online system.

CASH STATION

A cash station (ATM) is available during university hours in the South Corridor – Building D.

CHILD CARE

The Northeastern Illinois University Child Care Center, located on campus, provides for the care of children beginning at 15 months. The center operates Monday through Friday, from 7:00 a.m. to 6:00 p.m. Half and full day sessions are available. Licensed by the State of Illinois Department of Children and Family Services and accredited by the National Association for the Education of Young Children (NAEYC), the program provides quality early childhood education by utilizing the best accepted methods and principles of child care.

COMPUTER LABS

At Northeastern Illinois University, over 450 computer workstations are available for general student use in 15 locations across the main campus, El Centro and the Carruthers Center for Inner City Studies. These microcomputers, both PC and Macintosh, have a number of applications that include word processing, spreadsheet, database, presentation and communications. All computers are networked and have high-speed access to the Internet. Seven microcomputer facilities are Technology Enhanced Classrooms where general curriculum and classroom instruction is provided throughout the semester. The largest lab on campus, which is located in the Building B, has over 100 micro-computers and contains two labs for student computer literacy training. One-to-one student assistance is available from Student Computing Services personnel who are also located in Building B. For a complete listing of all available student computer labs, visit <http://www.neiu.edu/~scs> and click on the Computer Lab Information link.

COPYING MACHINES

Coin and debit card operated copiers are available in several locations for student use.

COUNSELING

The Counseling Office provides counseling services and counseling-related programs to all students of Northeastern Illinois University. All services provided by the Counseling Office are CONFIDENTIAL, as controlled by state law, and free of charge. The following is a brief overview of the types of counseling services offered. Contact the office secretary to make an appointment or to learn more about these services.

Career Counseling involves working with a professional counselor to help define goals and choose career directions in your life. With the help of a counselor, you identify your own values, interests, and skills and then combine these with information about the range of career and educational options available to you.

Psychological Counseling involves working with a professional counselor to help you explore and better understand difficulties, problems, or conflicts in your life. These situations can be private and emotional (for instance, anxiety, depression, grief, or suicidal thoughts), may involve relationships with others, (friends, parents, or spouses), or focus on poor grades or work problems. Psychological Counseling is available in individual sessions, joint couples-counseling sessions, or in small groups. Please inquire about which service is best for your needs. Crisis and emergency interventions are also available during the office's normal hours.



OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students provides a wide variety of programs and services for students. It facilitates the successful transition of entering students to the university, contributes to furthering cultural diversity on campus, enhances student growth and development, and helps students learn to take responsibility for their actions. Additionally, the office functions as a “starting point” for students who require assistance in exploring and addressing concerns and grievances. Specific services and programs include:

- Minority Student Mentoring Program
- Orientation Programs for entering Freshmen
- Orientation Student Leaders
- Student concerns and grievances
- Student Judicial Affairs, including but not limited to Student Conduct Code issues
- Student Service Learning Program
- University Ambassadors

DEBIT CARD

An ID card can be used as a debit card in copy machines located around the main campus, as well as in Library microfilm printers. The magnetic strip on the back of the ID card can be encoded with a dollar value up to \$25. To encode (or increase) the dollar value on an ID card, go to an “Add Value” station located on campus. Insert the card and a five, ten or twenty dollar bill and the dollar value on the magnetic strip will be increased by that amount. Each time the ID card is used for a purchase, the dollar value encoded on the magnetic strip will be reduced by the amount of the transaction.

ENGLISH LANGUAGE PROGRAM (ELP)

The English Language Program (ELP) serves the richly diverse population of Northeastern by providing students with an opportunity to acquire the level of English language and written communication skills they need in order to succeed in higher education. ELP has four primary components: the Instructional Program, Teacher/Tutor Training (for Graduate Assistants), the Writing Lab, and the International Program. Together, these components work cooperatively with academic programs throughout the university to improve the language, writing, and critical thinking skills of students.

■ ELP WRITING LAB

The Writing Lab provides tutoring for students from any college in the university who want help with academic writing assignments, and offers assistance to students enrolled in the English Language Program and English composition classes and students preparing for the English Competency Examination. The professional staff is trained to work on a one-to-one basis and can provide assistance with the development and organization of ideas, the use of research in writing, and revision and editing techniques.

E-MAIL ACCOUNTS

E-mail accounts are automatically created for students enrolled at Northeastern. To obtain your account information, go to the *NEIUport* website at <http://neiuport.neiu.edu> and click the link that says, “Activate your account.”

For more information on accessing *NEIUport*, please visit the Student Computing Services website at <http://www.neiu.edu/~scs>.

EMERGENCY ASSISTANCE

To report or receive assistance in case of a crime, fire, or accident, students should contact the University Police Department. If the emergency is health or medically related, Health Service is the appropriate office to contact. To report a problem related to the physical plant (i.e. restroom facilities, icy sidewalks) contact the Facilities Management Office or, if it is after business hours, the University Police.

If, as a student, you are having personal/family difficulties and need to talk with someone, a counselor in the Counseling Office is available for crisis situations.

EMERGENCY PHONES

Emergency direct dial phones are located on campus walkways and are recognizable by the blue light on top of the column that houses the phone. Students need only push the button and the phones automatically dial the University Police.

EMPLOYMENT

You can find help in getting a job in two different locations, depending on the type of work you are seeking:

The Student Employment Office provides assistance to enrolled students seeking part-time, full-time, and summer positions not requiring a bachelor's degree. Positions may be on or off-campus.

Career Services assists graduating students with a variety of services. For more information, please refer to Career Services on page 20 of this booklet.

ENROLLMENT SERVICES CENTER

There are many services provided to students by the Enrollment Services Center. Students may request unofficial and official transcripts, enrollment verification, current class schedule, declaration of a pre-major form and change of name/address form.

In addition, the Enrollment Services Center assists students with questions regarding the evaluation of transfer credits from other institutions. Information concerning registration, grades and graduation is also provided.

ESCORT SERVICE

University Police provides an escort service to walk students to and from campus locations including to cars in campus parking lots. The service is available and free to any student who calls University Police and requests an escort.

FINANCIAL AID

The Financial Aid Office provides information on federal, state and institutional sources of financial aid, assists with the completion of financial aid applications, interprets results of the application process, and administers the awarding process. Aid is offered in three forms: (1) scholarships and grants (money that does not have to be repaid), (2) loans (money that must be repaid), and (3) work-study employment (money that is earned by the student). Eligibility per program varies; some are "need based" or entitlements, others are based on academic achievements.

At Northeastern, six major programs of financial aid are offered: Federal Pell Grant, Illinois Monetary Award, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study and Federal Stafford Loan Program (bank loans). Some of these forms of aid are based on financial "need." The "need" figure is determined through an evaluation of information presented through the Free Application for Federal Student Aid (FAFSA) by a "need analysis system" that compares a parent's/student's resources with a federal, state or institutional student expense budget. The student's financial resources are subtracted from the budget, resulting in a "need" figure.

The staff of the Financial Aid Office will also assist students who do not qualify for financial aid programs in exploring alternate funding sources. In addition, students who are denied aid one year may be eligible the following year because of changes in eligibility requirements.

FOOD SERVICE

The Student Union has a full service cafeteria. Lunch (including a grill, a deli, a la carte items, and salad bar area) is served Monday through Friday. Limited service is available after lunch hours.

Vending areas, some with microwave ovens, are available in various campus locations and provide drinks, snacks, soups, sandwiches, etc.



HEALTH INSURANCE

All confirmed full-time undergraduates are automatically billed for Student Health Insurance regardless of any subsequent reduction in credit hours that would change their status to part-time. Students who wish to waive the insurance need to provide proof of coverage, showing benefits equal to or better than Northeastern's Student Health Insurance Plan. This information will be verified by the university Cashier's Office prior to waiver acceptance.

Part-time undergraduate students who add courses during the add/drop period and become full-time will be billed for health insurance; however, it remains the students' responsibility to confirm coverage with the Cashier's Office. After the add/drop period, the health insurance fee will not automatically be included in student fees, but can be added if requested.

Part-time students who are confirmed with at least 6 credit hours and graduate students may request coverage for themselves from the Cashier's Office. Students wishing to insure their dependents and/or spouses may apply for this coverage in the Health Service Office by completing an application form. Copies of the insurance brochure can be obtained from the Health Service Office. Insurance identification cards will be mailed to students approximately 4 weeks after the semester begins.

HEALTH SERVICE

The Health Service Office provides for the health needs of Northeastern Illinois University students by promoting wellness through direct personal care, referral, and education.

The student health service fee entitles students to all of the health literature, referrals and services available in the Health Service Office. Services include:

- gynecological exams by Advanced Practice Nurse
- administering first aid for minor accidents
- various screening tests
- health education
- coordinating student health insurance
- handicapped parking permits (level 2 rate) – Temporary for a 3 week period

In addition, at a student's request, emergency medical information (including allergic reaction, special medical condition, etc.) will be kept in a confidential file.

IDENTIFICATION CARDS - STUDENT I.D.S

All NEIU students are required to have a photo identification card issued by the university.

Photo ID cards are issued at the Information Center of the Student Union (across from the bookstore). There is no charge for the first ID card. The charge for a replacement card is \$10. To obtain an ID card a student must present proof of current registration and a photo ID, such as a valid driver's license or State of Illinois ID card.

Students entering Campus Recreation for classes, athletics or recreational activities must show their ID card to gain access to the facility. An ID card allows a student to check out materials from the Library and serves as identification for university sponsored events and activities. An ID card can be used as a debit card in photocopiers and Library microfilm printers. Students must also present photo identification when requesting information regarding their records at the Enrollment Services Center.

INFORMATION CENTER

The Information Center provides a number of services for students and the Northeastern community. Services include locker rental, lost and found, vending refunds, sales of stamps, and discounted movie tickets.

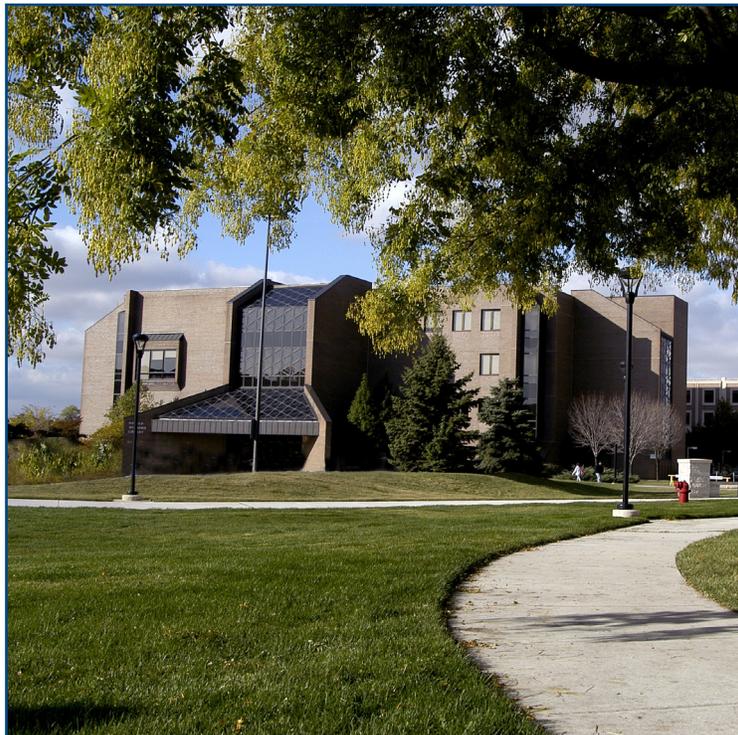


LIBRARY FACILITIES AND SERVICES

The Ronald Williams Library supports the university's instructional programs. Special features include:

- A library website (www.neiu.edu/~neiulib) that provides anytime/anywhere access to a wide range of academic information resources, web sites and on-line library services, including e-reference
- Participation in CARLI, which allows students using the Library's on-line catalog to access the I-Share system, which searches and provides direct patron borrowing from more than 9 million titles and 32 million items, held by 71 college and university libraries in Illinois
- 30 public computer workstations for student access to Library and Internet resources appropriate for academic research
- Print holdings of approximately 710,000 book and periodical volumes
- Holdings of more than 1,000,000 other documents, maps, microforms, and audio-visual materials
- 2,000 current print serial subscriptions
- Licensed access to 100 web-based, electronic resources, 41 of which include full text access to articles from approximately 14,500 unique electronic journal titles
- Special research collections, including the University Archives and the Illinois State Regional Archives depository for Chicago and Cook County
- Numerous study areas suitable for quiet private study and for collaborative small group learning
- Professional reference assistance and information literacy instruction
- Reserve materials support, including electronic reserves and article digitization support services
- Rapid interlibrary loan and document delivery services
- Adaptive library services for students with disabilities
- A Multimedia Learning Resource Center housing traditional AV holdings and digital media hardware and software

In addition, an attractive, modern branch library is located at the Carruthers Center for Inner City Studies, which houses a collection of 27,000 book and periodical volumes.



LOANS

Information concerning loan programs is available in the Financial Aid Office. Emergency student loans are available on a limited basis to students from the Bursar Office (Student Loan Department).

MCNAIR SCHOLARS PROGRAM

The Northeastern Illinois University McNair Scholars Program provides academic support, research opportunities and involvement in scholarly activities to qualifying undergraduate students who have the desire and potential to earn an advanced degree.

Program participants are either first generation, low income students or are members of a group underrepresented in graduate education.

The McNair Program selects twelve students each year and works closely with them to ensure their successful completion of the baccalaureate degree and application and admission to graduate school.

MINORITY STUDENT MENTORING PROGRAM

The Minority Student Mentoring Program, Partners for Success, is housed in the Office of the Dean of Students and provides qualified entering freshmen the opportunity to participate in a personalized, “one-to-one,” supportive program that matches individual minority students with an interested and caring faculty or staff member. The mentor teaches the “ropes” as well as the “road map” of the university, helps in understanding unwritten rules and norms for success, guides in decision-making, and enriches personal growth.

NEIUpORT

NEIUpORT, a university-wide Internet portal, provides you with quick, centralized and secure access to information. NEIUpORT supports and promotes a better connected university community through:

- Online registration
- Online viewing of grades
- Online payment of tuition by check or charge card
- Online groups and chat
- Personal and event calendars
- Campus announcements
- Single sign-on to e-mail and blackboard
- Online class registration and payment

To look up your NEIUpORT Net ID and password visit <http://neiuport.neiu.edu>

To login to NEIUpORT for the first time, you will need your NEIU ID number.

VISION

Part of Northeastern Illinois University’s information system that has TV monitors strategically located throughout the university complex, providing general and events information to members of the university community in a timely and easily accessible format.

OFFICE OF ACADEMIC DEVELOPMENT

Academic Development provides quality academic and support service programs for Northeastern Illinois University students. Academic Development works to establish and to continue liaisons among all support services within the University; encourages innovative approaches to instruction; and assists under-prepared students. Academic Development oversees the Academic Advisement Center; Accessibility Center; Assessment and Testing Center; English Language Program (ELP); Project Success; Proyecto Pa’Lante; Summer Transition Program; Math Development, and the University Center for Academic Support, which includes the Math Lab, Learning Center and Reading Development Program and Lab.

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs offers a variety of options for students wanting to study abroad. Sophomores, juniors, and seniors in good academic standing have the opportunity to participate in 7–21 day (1–3 weeks) international study trips, which are components of specific NEIU courses. Second semester freshmen, sophomores, juniors, and seniors in good academic standing may spend a semester, summer, or academic year overseas while earning credit at NEIU toward graduation. With appropriate departmental approval, students may earn up to nine credit hours in a summer session, up to eighteen credit hours in a semester, or up to thirty-six credit hours in an academic year, toward their degree.

In addition, the Office of International Programs provides services to currently enrolled international students, including advisement and administration of visa and status-related matters.

ORIENTATION

A variety of orientation programs are offered to entering students to assist in the transition to college. All entering university freshmen are required to participate in first-year Orientation and are encouraged to attend Family Orientation, which are sponsored by the Office of the Dean of Students. The office also coordinates Orientation for transfer students. Information concerning orientation is sent to each student based on admission type and special concerns/needs.

OUTREACH SERVICES

Northeastern Illinois University provides a number of satellite centers located within the communities that the university serves. Listed below are the various centers and a brief description of each one.

Jacob H. Carruthers Center for Inner City Studies, (773) 268-7500 700 East Oakwood Boulevard, Chicago, Illinois 60653

The Jacob H. Carruthers Center for Inner City Studies is an educational center created to address the concerns of students in the inner city. The Carruthers Center for Inner City Studies (CCICS) is located on the south side of Chicago. It was established by the university over 30 years ago as part of its urban mission to meet the educational needs of Chicago's inner-city communities.

Studies at CCICS are distinguished by their interdisciplinary nature in the social sciences and humanities with an emphasis on ethnic and racial issues as they apply to basic urban studies. A live, interactive television classroom (see Distance Education) connects CCICS with the main campus of Northeastern. Degrees offered include a Bachelor of Arts degree and a Master of Arts degree in Inner City Studies. Minors are available in Inner City Careers and African/Caribbean Studies. In addition, an adult literacy program utilizing computer-assisted instruction is available for the community population.

El Centro, (773) 442-4080 3119 N. Pulaski Road, Chicago, Illinois 60641

The Northeastern Illinois University - El Centro campus provides educational, career, and cultural opportunities primarily, though not exclusively, to the Latino community. NEIU-El Centro is located in the northwest side of Chicago, just four miles south of the main campus. NEIU-El Centro assists students with the admission and financial aid process, provides academic advisement, tutoring, educational workshops and leadership, and cultural opportunities. NEIU-El Centro makes the general education program of the University available to students who are interested in taking classes primarily in the evening hours and/or on the weekends. In addition, NEIU-El Centro provides a comfortable study area with meeting rooms and computer laboratories connected to the main campus.

Chicago Teachers' Center, (312) 773-7330 770 N. Halsted Street, Chicago, Illinois 60622

The Chicago Teachers' Center is an academic unit within the College of Education, offering professional development programs cooperatively designed and led by Chicago elementary and secondary school teachers, as well as faculty from the College of Education. The center's staff works with classroom teachers and Northeastern Illinois University students to provide professional support services at its site and through an outreach program to schools.

PARKING

Any vehicle parked in a University parking lot or the Parking Facility must be registered and have the appropriate permit displayed. There is a mandatory student fee for the level 2 parking that is based on the number of credit hours that a student is enrolled. If a student does not require parking or wishes to purchase a level 1 permit, a waiver form must be signed. Students taking classes at El Centro need to register their cars at El Centro and receive an El Centro permit (not useable for main campus parking). Parking permits for designated disabled parking spaces are available from the Health Service Office. Daily permits are also available for a fee. In addition to being ticketed for parking violations, vehicles may be impounded/booted on university property for any or all of the following reasons:

1. The vehicle/owner has accumulated three (3) or more university parking tickets and a registered letter notifying the owner that the vehicle is subject to booting has been sent to the owner's address as recorded with the Secretary of State.
2. The vehicle has been ticketed for parking in a handicapped space and a registered letter notifying the owner that the vehicle is subject to booting has been sent to the owner's address as recorded with the Secretary of State.
3. The vehicle is not displaying current registration and the Vehicle Identification Number is not visible.

To have the boot removed from an impounded vehicle, all fines owed by the owner must be paid in full.

PROBATION COUNSELING

Academic assistance is available for students who are having academic difficulties and are unable to maintain their academic records in good standing. Both the Counseling Office and the Academic Advisement Center offer assistance. Students are urged to use these services when they begin to have difficulties. Often, students who seek appropriate help in the early stages of difficulty can avoid being placed on academic probation.

REGISTRATION

Northeastern Illinois University students register online at <http://neiuport.neiu.edu>. Students should be familiar with registration terminology listed each semester in the Schedule of Classes and within the Student Handbook “Terms.”

Before registering, students should carefully read all the instructions prior to accessing the system. If students have difficulties, they can call the Registration Office or stop in person at the Enrollment Services Center.

Helpful Hints:

- **It is important to register during Advance Registration. This is the best opportunity to register for the courses that you want.**
- Check the dates you are assigned to register. This information can be found at <http://neiuport.neiu.edu>.
- Know your Net ID and password.
- If you forget your password, you can gain access by answering the security questions that you set up when you activated your account.
- Bills and/or billing information are not mailed after each registration period. Students are responsible for paying their bill at <http://neiuport.neiu.edu>, or at the Cashier's Office by the published due date.
- **Remember, when an instructor overrides a student into a class, a student must also register at <http://neiuport.neiu.edu> by the published registration deadlines.**
- Resolve any Registration holds *prior* to registering on-line.

RETURNING ADULT SERVICES

The Returning Adults Program (RAP) is a component of the Adult and Women Student Programs Office. Returning adult students are 25 or older, returning to school after a few years absence, or starting college for the first time. RAP is designed to assist men and women in making the transition to college life. Orientation programs, counseling services, academic advising, specialized workshops, and support groups are all offered.

SCHOLARSHIPS/GRANTS/LOANS

Since students are often faced with the dilemma of how to finance their education, Northeastern provides a variety of programs to assist students in funding their college studies. Eligibility for many scholarships and other forms of available aid are based not only upon grades, but also need, special interest and other types of criteria. The Office of Scholarships/Retention provides information, promotes and awards numerous university scholarships to students. The Financial Aid Office also provides information on a number of programs available to assist students. The Adult and Women Student Programs Office, the Office of Enrollment Services, as well as the Library, can provide information on scholarships, funding and other resources.

SPECIAL ACADEMIC SUPPORT PROGRAMS

Northeastern Illinois University offers a variety of academic support programs for students who may not meet the regular admission requirements. Students benefiting from extra academic assistance and support may be eligible for programs tailored to meet their specific needs. Two programs offered are:

Project Success is a student support program primarily for African American students. The program's overall mission is to deliver advisement, freshmen seminar courses, tutoring, personal guidance, cultural enrichment, as well as other academic resources and services. All services are designed to increase scholastic achievement, enhance student retention and persistence toward graduation, and career success.

Projecto Pa'Lante is a recruitment and educational assistance program primarily for Latino students. Projecto Pa'Lante students are provided with personal and academic support services designed to increase scholastic achievement and persistence towards graduation. The program dedicates its efforts to the development of leadership in the Latino community through education.



STUDENT ACTIVITIES OFFICE

The Student Activities Office (SAO) provides services, information, and assistance for the day-to-day operation of student organizations, including coordinating registration of events and fiscal management. In addition, the office sponsors leadership development programs. For more information, see Section III “Getting Involved”.

STUDENT BILLING COMMITTEE

A committee formed by representatives of Financial Aid, Enrollment Services and the Bursar area. This committee evaluates appeals from students who feel extenuating circumstances exist which should adjust their financial responsibility to the university. Letters of appeal should be directed to the secretary of the Student Billing Committee, Controller's Office, E-Mezzanine. Any supporting documents should accompany each letter.

STUDENT EMPLOYMENT OFFICE

The Student Employment Office provides assistance to enrolled students seeking part-time, full-time, summer, Federal Work Study and seasonal positions not requiring a bachelor's degree. Positions may be on or off campus. A job fair for positions not requiring a degree is held on-campus to assist students in securing employment. In addition, employers regularly visit campus on a weekly basis and can be found in Village Square at open information/recruitment tables. Over 700 students secure employment each year with assistance of the Student Employment Office.

STUDENT UNION

The Student Union offers a wide range of services reaching out to other campus buildings and off-campus sites. The center provides space for the Information Center, Food Services, and Conference Services.

STUDENTS WITH DISABILITIES SERVICES (ACCESSIBILITY CENTER)

The Accessibility Center focuses on the abilities, not the disabilities, of self-identified college students with disabilities by promoting a triad of activities which involve student advocacy, center liaison, and faculty inclusion. There are two student support programs under the auspices of the center: The HELP Program and the Learn and Earn Program. The HELP Program is an academic support program for students with documented physical or learning disabilities, based upon diagnosed needs. The Learn and Earn Program utilizes service provision, from students with and without disabilities, to provide tutor assistance to center students in partnership with the Department of Human Services/Office Rehabilitation Services (DORS).

STUDY ABROAD

For information, please refer to International Programs listed in this handbook on page 22.

SUMMER TRANSITION PROGRAM

The Summer Transition Program (STP) prepares high school, GED and Alternative School graduates for a successful transition from high school to Northeastern Illinois University (NEIU). This comprehensive, six-week program assists students in pursuing higher education. Classes are scheduled each week from 9:00 a.m. to 4:00 p.m., Monday through Thursday, and begin during the Summer II term. Students can receive up to six (6) credit hours when completing the program, and tuition scholarships are available for eligible students. The STP program is offered at three locations: the University's main campus at Bryn Mawr and St. Louis Ave., the Carruthers Center for Inner City Studies at 700 E. Oakwood Blvd., and at El Centro, 3119 N. Pulaski.

TESTING

Various testing services are available to students. The Assessment & Testing Center administers the University's English and Math Placement Tests, the English Competency Exam (ECE), and coordinates a variety of assessment activities throughout the university. Working in collaboration with students, faculty, department and program leaders, as well as administrators the department sponsors and promotes activities to assess the impact of programs and services on student learning and academic success. The Counseling Office provides career and psychological testing for students when deemed appropriate. The Placement Office assists students by providing information for graduate entrance exams. The U.S. Constitution exam, another graduation requirement for all degree seeking undergraduate students, is administered by the Department of Political Science. The Department of Foreign Languages and Literatures offers placement tests in languages (i.e., German, French, Spanish, Russian) and the Test of English as a Foreign Language (TOEFL). In addition, the College of Education and the College of Business and Management administer a variety of tests/examinations required for admission to their respective colleges.

TUTORING

For tutoring information please see Learning Center on page 17 of this booklet.

UNIVERSITY HONORS PROGRAM

The University Honors Program provides access to excellence to academically talented undergraduate students who want to challenge their academic and intellectual abilities. The Honors Program gives students an opportunity to participate in challenging courses especially designed for them and to interact with students and faculty who share their academic curiosity. Students receive Honors Certificates for successful completion of the program and the designation “Honors Scholar” appears on their transcripts and diplomas. The Honors Program curriculum emphasizes opportunities for participatory learning, peer relationship and intellectual community building, independent analyses, perspectives and interpretations of course material, in-depth exploration of the course content themes and material, awareness of current research, technical or methodological approaches, and the development of critical writing, reading and thinking skills. Some financial assistance based on academic achievement is available. Further information can be obtained from the University Honors Program Office.

UNIVERSITY POLICE

University Police protect and serve the university community and help assure a campus environment contributory to the mission of the university. In addition to providing a safe campus community, the department provides escort services, emergency assistance, automobile assistance for those parked on university property, information and programming related to crime prevention, and parking permits. University Police Officers and administrative staff of the Parking Office are always available when needed to assist any person.

VETERANS

The Office of Enrollment Services provides benefit information as well as certification.



SECTION V

RIGHTS AND RESPONSIBILITIES

As in any community, there are rules and regulations that exist to ensure and safeguard the rights of all members of the community. Northeastern Illinois University is no exception and has established policies and procedures that are consistent with the educational goals of the university. As members of the university community, students need to know and understand their rights as well as their responsibilities.

Below is a brief description of some policies and procedures that are important for students. If you have any questions concerning your rights and responsibilities, please contact the Office of the Dean of Students.

ACADEMIC INTEGRITY

Through the fostering of academic integrity, Northeastern Illinois University's academic community exists for the transmission of knowledge, the pursuit of truth, and the development of the total student. In support of this goal, the university expects students to continuously demonstrate and preserve the highest level of academic integrity.

Any act of academic dishonesty will not be tolerated at Northeastern. Academic dishonesty devalues the quality of a degree, is morally and ethically wrong, is unfair and disrespectful to the entire university community, and eventually harms the status and honor of the university.

Academic dishonesty has serious consequences and is dealt with through the University Student Conduct Code, enclosed in this handbook and available in the Office of the Dean of Students.

AFFIRMATIVE ACTION POLICY (AND PROCEDURES)

To ensure that individuals will be treated fairly and not be discriminated against on the basis of age, color, disability, gender, national origin, race, religion, sex, veteran status, or sexual orientation, the university has both an established policy and procedures for complaints. Copies of the policy and procedures are included in this handbook and are available at the Affirmative Action Office.

AMERICANS WITH DISABILITIES ACT

In compliance with federal law, information about this act is included in this handbook and printed in the Schedule of Classes and the University Catalog. The act ensures that the university provides reasonable accommodations for employees and students with disabilities and does not discriminate against employees or students on the basis of disability. Individuals with questions about this act should contact the Affirmative Action Office.

BULLETIN BOARD POLICY

This policy details where, what, and how students can post and display information on campus bulletin boards. Copies of the policy are available in the Student Activities Office.

CHARITABLE SOLICITATION ON CAMPUS

The Use of Facilities Manual explains the procedures that must be followed by organizations that want to solicit contributions for charities. The manual is available in the University Events Office and information may also be obtained in the Student Activities Office for chartered student organizations who wish to solicit.

DEMONSTRATION POLICY

This policy, included in this handbook explains the guidelines and conduct for members of the university community who choose to participate in on-campus demonstrations. Included in the policy are approved campus locations for demonstrations, activities that are prohibited, and possible penalties for violation of the policy. Additional copies of the policy are available in the Office of the Dean of Students.

DRUG AND ALCOHOL POLICY

The Drug and Alcohol Policy explains risks, effects, sanctions, standards, and penalties related to use and abuse of drugs or alcohol. Also provided in the policy is a description of services available at the university. Copies may be obtained in the Office of the Dean of Students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides for the confidentiality of student records. The policy is printed in the University Catalog and addresses the location and procedures for the availability, release and access of student records.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

All students receiving funds from a specified list of federal and state programs are required to meet prescribed academic guidelines to remain eligible for monies. The list of programs as well as the policy is available in the Financial Aid Office and is printed in the university catalog.

FIRST CLASS SESSION ATTENDANCE POLICY

Department instructors may reassign a student's seat in a class if the student does not attend the first class session and neglects to inform the instructor in advance of the intended absence. The student will be responsible for any financial consequences if the course is not dropped officially by the student via *NEUport* before the appropriate refund deadline. Failure to officially withdraw from the class will result in a grade of F.

GRADE APPEALS

Students have the right to seek redress of their final grades if they feel the grades were unjust. Included in this handbook is a copy of this policy. Additional copies are available in the Office of the Dean of Students or on the Dean of Students' website.

INCOMPLETE POLICY

Both the Schedule of Classes and the University Catalog explain the policy for the assignment and removal of an incomplete grade.

OTHER APPEALS AND GRIEVANCES

This is a general policy that describing procedures a student can follow to express a grievance against an employee of the university. A copy of this policy is included in this handbook and available in the Office of the Dean of Students.

PARKING VIOLATION APPEAL POLICY

Included in this handbook and available at the University Parking Office is the policy related to parking, fees, and fines and how an individual may appeal a violation.

REASONABLE ACCOMMODATION OF RELIGIOUS OBSERVATION POLICY

This policy and procedure explain responsibilities of students, faculty, and administration to ensure that individuals can, without discrimination, observe religious holidays. The policy is printed in the University Catalog and is also available in the Affirmative Action Office.

SAFETY AND SECURITY INFORMATION REPORT

In compliance with federal law, this policy describes the university's commitment to a safe and secure campus. Copies of the policy are available in the University Police Office and a copy is enclosed in this handbook.

SERVICES FOR STUDENTS WITH DISABILITIES

This policy, printed in the University Catalog, and included in this handbook, describes policies to ensure that students will not be subjected to discrimination based on a disability, as well as procedures for obtaining services. Additional copies are available in the Affirmative Action Office.

SEXUAL ASSAULT POLICY AND PROCEDURE

Sexual assault is illegal. The university provides services aimed at the prevention of sex offenses, as well as educational programs promoting the awareness of rape, acquaintance rape and other sex offenses. The policy, included in this handbook, also addresses procedures a victim may follow if a sex offense occurs, procedures for campus disciplinary action, and sanctions which may be imposed on persons following a final determination of a sex offense. Additional copies may be obtained at the Adult and Women Student Programs Office or the University Police Department.

SEXUAL HARASSMENT POLICY

Sexual harassment is illegal. This policy aims to promote and ensure a supportive environment that is respectful and fair to all students and employees, and rewards performance on the basis of relevant considerations. The policy, included in this handbook, also explains how to recognize harassment, procedures and strategies for dealing with harassment, and procedures for filing a complaint. Additional copies are available in both the Adult and Women Student Programs Office and Affirmative Action.

STUDENT RIGHT TO KNOW ACT

In compliance with federal regulations, Northeastern Illinois University discloses our graduation rates to students, prospective students and the general public, upon their request. Information regarding our graduation rate can be found at www.neiu.edu/isp (click on Data Digest). A printed copy may be obtained by sending a written request to Northeastern Illinois University, Office of Enrollment Services, Graduation Rate, 5500 N. St. Louis, Chicago, IL 60625.

TUITION CHARGES/FEE APPEAL

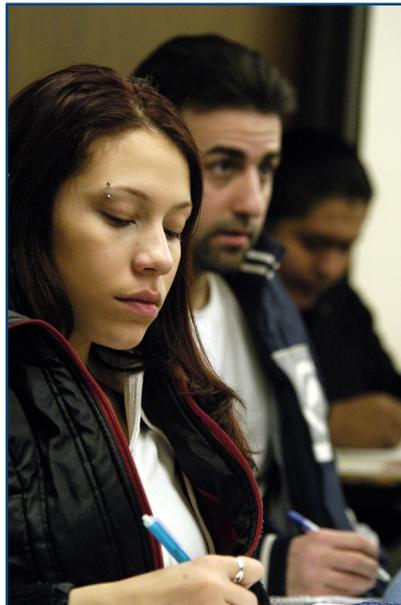
The Student Billing Committee reviews appeals of tuition charges/fees the student believes were wrongly assessed. A student also may appeal charges for a class/term they did not attend or in cases of extreme emergency, did not complete, or any fees incurred with registration. The Committee consists of one representative from each of the following areas: Bursar, Enrollment Services and Financial Aid. All appeals should be in writing and directed to the University Controller's Office.

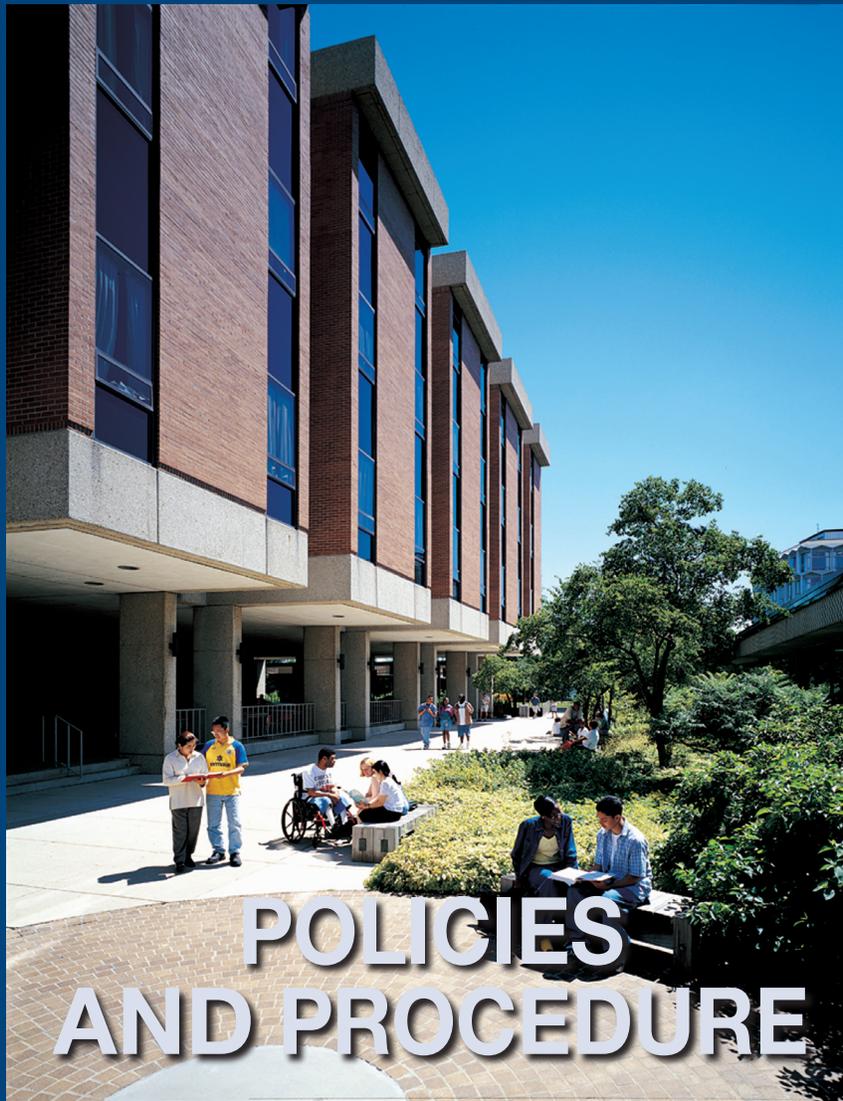
UNIVERSITY STUDENT CONDUCT CODE

The University Student Conduct Code explains the various acts of misconduct; the judicial review process; disciplinary sanctions; and the appeal process. All students charged with violating the University Student Conduct Code are afforded the right of due process. A copy of the University Student Conduct Code is within this handbook and is available in the Office of the Dean of Students and on the Dean of Students' website.

USE OF FACILITIES POLICY

The University Events Office has copies available of the policies and procedures that are applicable for individuals and groups who utilize the campus facilities.





POLICIES AND PROCEDURE

INTRODUCTION

Policies and Procedures are the ground rules that ensure and protect the rights of students and faculty and explain responsibilities that enable the university to effectively function as an academic community. All students should be aware of policies and procedures and know where to obtain information on them. Descriptions of policies and procedures of special interest to students are on the following pages and throughout this handbook.

SAFETY AND SECURITY INFORMATION REPORT

This information is being provided to you as part of Northeastern Illinois University's commitment to safety and security on campus and is in compliance with the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, 20 U.S.C. (a) and (f).

Northeastern Illinois University is a state-supported institution of higher education under the authority of the Board of Trustees of Northeastern Illinois University. The University's main campus is located at Bryn Mawr and St. Louis Avenue on the northwest side of Chicago. The 67 acre campus is the center for most of the University's schools and colleges. The University also has the Jacob H. Carruthers Center for Inner City Studies(CCICS) which is located in Chicago at 700 East Oakwood. There are also other off campus sites that contribute to the educational mission of the University, such as the Chicago Teachers' Center and the Educational Resource Center/El Centro.

Approximately 12,000 students are enrolled in the University and approximately 1,300 faculty and staff are employed by the University.

REPORTING OF CRIMES OR EMERGENCIES

The University Police is the department responsible for law enforcement, security, and emergency response at Northeastern. The University Police Department is located on the first floor, north side of the parking structure, located west of the Library. The office is open 24 hours a day, every day of the year. The department is staffed by trained police officers and dispatchers.

All persons are encouraged to immediately report all crimes to the University Police. Prompt and accurate reporting is essential for the apprehension of perpetrators and the protection of the community members and resources.

The University Police can be contacted on the main campus by dialing ext. 4100 from any house phone. In an emergency dial ext. 5511. The free on-campus telephones are located in the lobbies of many buildings and can also be found in common areas and throughout the buildings. To call University Police from off campus or by cell phone, dial (773) 442-4100. In addition, the University Police maintain direct telephone and radio contact with the Chicago Police and Fire Departments and assistance from these departments can be obtained immediately.

The University Police office at CCICS is located in the first floor lobby and the phone number is (773) 268-7500 ext.175. University students and staff at the Chicago Teachers' Center and El Centro should dial 911 for emergency assistance.

LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS

The law enforcement officers of the University Police Department receive their police authority via the provisions of state law, specifically 110 ILCS 680/25-45(11). Police Officers have full law enforcement authority including the power to make arrests on view or on warrants of state statues, university rules and regulations, and city or county ordinances on all property owned or controlled by the University, and anywhere in the counties wherein the property is located, when such is required for the protection of the University property and interests, and its students and personnel, and otherwise when requested by other state or local law enforcement officials.

Officers of the University Police are academy trained and certified in the same manner as all other public law enforcement officers in the state of Illinois. They receive a minimum of 12 weeks formal basic training plus additional classroom and in-service training each year.

The University Police maintain a close working relationship with the Chicago Police Department, State Police, and other local and federal law enforcement agencies. The Department also maintains a close working relationship with the State's Attorney's office and the Clerk of the Court. Crime related reports and statistics are routinely exchanged. The University Police also have an agreement with the State's Attorney's office and the Chicago Police Department regarding the Investigation of certain crimes.

The Department receives the Chicago Police Department Daily Bulletin and the 24-hour activity report from the 17th District, in which Northeastern Illinois University is located. The University Police Department also monitor crime patterns off campus through various joint law enforcement computer systems. The Police department also maintains computer and radio communication with other state agencies. The University Police maintain emergency radios provided by the Federal Government as part of the National Incident Management System. These radios are meant for inter-agency communication on up to a statewide level in the event of man-made or natural disasters.

Special Alerts are issued in a timely manner by the University when crimes have been reported that are considered a threat to other students and employees, with intent to aid in the prevention of similar occurrences.

EMERGENCY RESPONSE

It is the policy of Northeastern Illinois University to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

All university buildings are equipped with fire evacuation alarms. The University is currently installing a two-tiered emergency notification system. The first tier includes both a public address system and message boards that are wireless and contain battery back-up. The audio system will reach all areas of the main campus, CCIS, El Centro and CTC with audio messaging capabilities. Message boards are strategically placed for delivering detailed information in critical situations. The second tier is a phone message system for notification to community users. Registration for this system will be available through the NEIU web portal. All students, staff, faculty and parents are encouraged to register. Incentive and encouragement programs are being developed.

The University Emergency Management team has developed an Emergency Response Guide for publication to the entire community. This guide is a flipchart of actions to be taken in specific emergency situations, including notification information. These flipcharts are posted in every classroom, as well as available on the University website. They have also been distributed to all University departments. Flipcharts for each satellite campus with site-specific information have also been developed and distributed. Training on these flipcharts is ongoing.

The University has installed building evacuation route maps in all buildings, with additional information on shelter-in-place and protected areas included. The University is actively engaged in obtaining and maintaining Federal National Incident Management System certification compliance.

The University maintains a Campus Violence Prevention Committee composed of people from Student Affairs, Academic and Administrative areas that meet regularly to discuss potential behavioral issues. Part of that team is the Behavioral Concerns Team, which evaluates and takes specific action as necessary to mediate any potential behavioral threats. The inter-disciplinary composition of these committees fosters communication from diverse areas to provide for analyzing all facets of individual behaviors. All members of the community are encouraged to report any behavioral concerns to these committees.

Building action plans are being developed for the entire campus. Regular testing is conducted on aspects of these plans for individual buildings. Pursuant to state law, exercises on a larger basis will be conducted at least annually in conjunction with the Chicago Office of Emergency Management as well as the Chicago Police and Fire departments. The University Emergency Management Plan developed by the Emergency Management Team will provide the guide for operations once approved by the Illinois Emergency Management Agency.



SECURITY AWARENESS AND CRIME PREVENTION PROGRAM

The University's crime prevention program is based upon the dual concepts of minimizing criminal opportunities, whenever possible, and encouraging students and employees to take an active role in their own security and the security of others. The University Police Department has several officers who have graduated from the National Crime Prevention Institute at the University of Louisville. These officers conduct physical security surveys of the physical plant and conduct crime prevention presentations to the campus community.

The following is a listing of some activities of the crime prevention program.

1. Escort Service -Police officers provide an escort service, particularly during hours of darkness, for persons walking on campus to the parking lots or adjacent city streets.
2. New Student Orientation -A crime prevention presentation accompanied by brochures and other printed material is made available to students during a special presentation at the beginning of the school year.
3. Closed-Circuit Television Surveillance -Closed circuit television cameras survey all of the parking lots on campus and are recorded in the University Police Department.
4. Crime Prevention Presentations -Numerous crime prevention presentations are made annually to such campus groups as the Day Care Center staff and children, students with disabilities, international students, and other student or staff organizations upon request.
5. Printed Crime Prevention Materials -Printed crime prevention brochures, posters, and bookmarks related to personal security, and our escort service are distributed at various locations on campus.
6. Women's Services -The Adult and Women Student Programs Office acts as a resource and action center, providing such services as counseling, support groups, referrals, and workshops, including a self-defense course for women.
7. Computerized Alarm System -A computerized alarm monitoring system located in the University Police Department monitors a comprehensive network of intrusion, detection, and duress alarms.
8. Security Surveys -Comprehensive physical security surveys are made of campus facilities upon request.
9. Crime Prevention News -Crime prevention articles and materials are published in the student newspaper.
10. Rape Awareness, Education, and Prevention -In cooperation with several departments on campus, rape awareness, education, and prevention presentations are made available to members of the campus community. For more information contact the office of Adult and Women Services.
11. Code Blue Emergency Phones -The University has emergency direct dial phones located on campus walkways and throughout the parking facility and lots. The phones are readily recognizable by the blue light on top of the column that houses the emergency phone. These phones dial the University Police Department directly by the push of a button.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

The University maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Parking lots, pedestrian walkways, and building exteriors are well lighted. Formal surveys of exterior lighting on campus are conducted by Facilities Management. In addition, any malfunctions of specific lights are reported immediately to Facilities Management. Members of the campus community are encouraged to report any exterior lighting deficiencies to Facilities Management or the University Police.

The locksmith (from Facilities Management Department) and officers inspect the exterior doors on campus to ensure they are working properly. The locksmith performs regular preventive maintenance on all exterior doors to ensure the locking mechanisms are working properly.

Exterior doors on campus buildings are locked and secured each evening by employees of Facilities Management. The issuance of keys on campus is controlled by the University Police Department. All keys are issued on a demonstrated need basis and require the approval of the department head of the requesting department.

The parking lots on campus are surveyed by closed-circuit television cameras that are monitored in the University Police Department. While the monitors for these cameras are not constantly watched, the cameras automatically scan the lots and record on a time lapse video recorder.

The campus is partly enclosed by fencing to enhance security. The campus, including parking lots, and adjacent city streets are patrolled by marked police cars and Police Bike Patrols of the University Police Department. Foot patrols are utilized inside the buildings and on pedestrian walkways. The University Police offer an escort service to the parking lots and adjacent streets of the campus.

ACCESS TO CAMPUS FACILITIES

The campus buildings and facilities are accessible to members of the campus community and visitors during normal hours of business, Monday–Friday and until 5:00 on Saturdays. The Library has extended hours of operation on the weekend.

Admission to campus facilities after normal hours of operation is restricted to faculty and staff. Faculty and staff must sign in at the University Police office and show a photo ID; they will then be admitted into the building. In the event a student requires admittance during closed periods, the appropriate Departmental Chairperson, Director, or Dean must provide University Police with a written request and approval for such access. Students are required to follow the same sign-in procedure as faculty and staff. All persons working in the buildings during closed hours must sign out at the University Police office.

Any event scheduled beyond normal business hours requires the approval of the appropriate Vice President.

DRUG AND ALCOHOL POLICY...

Persons under 21 years of age may not consume alcoholic beverages on University property or at University events. Members of the University community may not serve alcoholic beverages to persons under 21 years of age on University property or at University sponsored activities. Members of the University community may not sell alcoholic beverages on University property or at University sponsored events. Alcoholic beverages may not be sold, but may be consumed in designated areas at functions which are approved by the President or appropriate Vice President and which are attended by specific invitees of the President, Vice President or designee. It is the responsibility of the person sponsoring the function to ensure that appropriate measures will be taken to avoid violation of University policy and Illinois State statutes. The possession or consumption of alcoholic beverages by students on University property or at University sponsored events, is prohibited except in accordance with the University Alcohol Policy.

In compliance with the requirements of the Federal Drug-Free Act of 1988, it is the policy of the University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees in the workplace is prohibited. The University Student Conduct Code also prohibits the manufacture, delivery, sale, use, possession, or distribution of narcotic or dangerous drugs.

State and Federal laws regarding underage drinking and possession, use and sale of illegal substances will be enforced. Cases will always be referred to the appropriate Dean or Vice President.

Substance abuse prevention, education and counseling are offered to students through the Dean of Students office. The University also has an Employee Assistance Program available for faculty and staff that is offered through the Office of Human Resources.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to inform the campus community in their annual security reports where registered offender information may be obtained. Sex offender information can be found at the Illinois State Police website (<http://www.isp.state.il.us/>.) Additional sex offender information is also available from the Chicago Police Department website at <http://www.ci.chi.il.us/CommunityPolicing/>.

All persons required to register must also submit information regarding attendance or employment at an institution of higher education. A copy of those persons who have reported attendance or employment at Northeastern Illinois University is kept in the Campus Police Department.



CRIME STATISTICS

The statistics are provided in compliance with the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, 20 U.S.C. (a) and (f). The classifications are those used in the Federal Uniform Crime Report and differ somewhat in definition from the State of Illinois' Criminal Code.

Key

NA - Figure not available

Main Campus - Main Campus

Other Campus - Chicago Teachers' Center, Jacob H. Carruthers Center for Inner City Studies and El Centro

Public Property - City streets and sidewalks immediately adjacent to all campuses

Northeastern Illinois University is a commuter school and has no dormitories or other residential facilities for students on campus.

Revised 3/09

CRIME STATISTICS

	2005	2006	2007	2008	
Murder and Non-Negligent Manslaughter	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
	0	0	0	0	(public property)
Negligent Manslaughter	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
	0	0	0	0	(public property)
Sex Offenses (Forcible)	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
	1	1	0	0	(public property)
Sex Offenses (Non-forcible)	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
	0	0	0	0	(public property)
Robbery	1	1	1	0	(main campus)
	0	0	0	0	(other campus)
	2	2	0	1	(public property)
Aggravated Assault	1	0	1	0	(main campus)
	0	0	1	0	(other campus)
	2	3	0	5	(public property)
Burglary	4	1	0	0	(main campus)
	0	2	3	0	(other campus)
	1	0	0	0	(public property)
Motor Vehicle Theft	2	1	0	1	(main campus)
	0	0	0	0	(other campus)
	5	4	5	4	(public property)
Arson	1	2	0	0	(main campus)
	0	0	0	0	(other campus)
	0	0	0	0	(public property)
ARRESTS					
Liquor Law Violations	0	0	2	1	(main campus)
	0	0	0	0	(other campus)
	0	0	1	0	(public property)
Drug Law Violations	0	0	1	0	(main campus)
	6	3	2	6	(other campus)
	0	1	3	5	(public property)
Weapons Possessions	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
	0	0	1	2	(public property)
REFERRALS TO STUDENT DUE PROCESS (Dean's Office)					
Liquor Law Violations	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
Drug Law Violations	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
Weapons Possessions	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
HATE CRIMES					
	0	0	0	0	(main campus)
	0	0	0	0	(other campus)
	0	0	0	0	(public property)

POLICY AND PROCEDURES REGARDING SEXUAL ASSAULT

It is the policy of Northeastern Illinois University that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and its visitors. It applies to incidents which occur on university property, as well as at off-campus functions sponsored or supervised by the institution.

The term “sexual assault” as used by Northeastern Illinois University in this policy encompasses the legal definition of sexual assault contained in Chapter 720, Illinois Compiled Statutes, and the definition of forcible and non-forcible sex offenses used in the Federal Bureau of Investigation’s Uniform Crime Reporting System. It includes, but is not limited to, acts of rape (stranger and acquaintance), other forms of coerced sexual activity, and unwanted touching or fondling. The University is committed to:

1. educating the campus community about awareness and prevention of sexual assault and its consequences,
2. providing support services to victims of sexual assault,
3. thoroughly investigating alleged incidents of sexual assault, and
4. disciplining student and employee perpetrators of such acts of violence.

PREVENTION AND AWARENESS OF SEX OFFENSES

A variety of offices provide services aimed at the prevention of sex offenses as well as educational programs about the awareness of rape, acquaintance rape, and other sex offenses. Information about current relevant co-curricular programming is available in the Adult and Women Student Programs Office, and information about relevant academic programming is listed in the current Schedule of Classes. Services and educational programs include, but are not limited to, those cited below:

1. University Police provide a free escort service to walk people to and from campus locations, including cars in campus parking lots. Call University Police at ext. 4100 to request an escort. At the Jacob H. Carruthers Center for Inner City Studies, request at the main reception desk an escort to the parking lots, to on street parking on Oakwood Blvd., or to the bus stop. At the Chicago Teachers’ Center, building security personnel will escort people to the parking lot upon request.
2. Emergency telephones, directly linked to University Police, are located at strategic outside locations on the main campus.
3. Closed circuit television monitors campus parking lots.
4. Telephones in all campus elevators connect directly to University Police.
5. The numerous house phones on campus are answered by University Police at ext. 4100 or ext. 5511 for emergencies.
6. The University Police participate in Fall Into Fun Week each Fall Semester and provide relevant hand-outs and brochures.
7. The Adult and Women Student Programs Office sponsors self -defense workshops and programs on acquaintance rape during Fall Into Fun Week and throughout the year.
8. Each Fall Semester, the Adult and Women Student Programs Office and the Women’s Studies Program sponsor activities and events teaching awareness of selected aspects of sexual assault.
9. The Affirmative Action Office has available a videotape, Betrayal of Trust: Acquaintance Rape in America and related discussion materials for use in campus programs.
10. Academic courses in several programs including Justice Studies, Sociology, and Women’s Studies regularly include content on selected aspects of sexual assault.

PROCEDURES TO FOLLOW IF A SEX OFFENSE OCCURS

1. If a sex offense occurs, the victim should give first priority to personal safety by seeking immediate assistance at the nearest hospital or police station or, if on the main campus, at the Health Service or University Police (ext. 4100). University Police staff are available 24 hours per day.
2. If personal safety is not an immediate concern, the victim may also seek assistance at the Counseling Office or the Adult and Women Student Programs Office. Staff in these offices are equipped to provide supportive assistance, including guidance on the importance of preserving evidence which will be necessary to prove criminal sexual assault if the victim subsequently chooses to pursue the incident through proper law enforcement channels. It is important for the victim to give serious consideration to reporting incidents which do occur to the proper law enforcement agency.
3. If the victim chooses to report an incident of sexual assault, it should be reported to the appropriate police department or, if the incident occurred on campus, University Police. Staff in the Adult and Women Student Programs Office are available to assist a victim in reporting an incident of sexual assault to the proper law enforcement agency. For campus disciplinary action, University Police will refer the matter to the Office of the Dean of Students if the alleged perpetrator is a student, or to the appropriate vice president if the alleged perpetrator is an employee. For criminal prosecution, University Police will refer the matter to the detectives of the violent crimes unit of the Chicago Police Department.
4. Victims of sexual assault may seek support in several areas:
 - a. Adult and Women Student Programs Office provides referrals to relevant community agencies to employees, students, and campus visitors.
 - b. Counseling Office sponsors a program for crime victims, as well as provides private counseling for students.
 - c. Employee Assistance Program provides counseling to employees.
 - d. These services are available to all members of the campus community who are victims of sexual assault regardless of where the assault incident occurred.

In discussion with the appropriate Dean of the College, changes in a student's enrollment may be made after an alleged sexual assault incident, if so requested by the victim and provided the change is reasonably available.

PROCEDURES FOR ON CAMPUS DISCIPLINARY ACTION

- Incidents in which the accused is a student will follow the procedures specified in the University Student Conduct Code (non-academic misconduct).
- Incidents in which the accused is an employee will follow the disciplinary procedures outlined in the appropriate collective bargaining agreements, the Regulations of the Board of Trustees of Northeastern Illinois University, and/or the Civil Service disciplinary procedures for non-negotiated employees.
- Should a decision be made that other persons may be present, both accuser and accused may have another person present during the campus disciplinary proceeding.
- Both accuser and accused shall be informed of the outcome of the campus disciplinary proceeding.

POSSIBLE SANCTIONS

In addition to the outcomes of any criminal and/or civil proceedings, the University may also impose the following sanctions:

1. Sanctions which may be imposed on students following a final determination of rape, acquaintance rape, or other sex offense (forcible or non-forcible) include official warning, disciplinary probation, suspension, or expulsion.
2. Sanctions which may be imposed on employees following a final determination of rape, acquaintance rape, or other sex offense (forcible or non-forcible) include oral and written reprimands, fines, suspensions, and termination.
3. Depending upon the perceived threat to the health or safety of the victim or of others in the University community, the University may take necessary and appropriate action to prevent unwanted contact or proximity with visitors who are alleged assailants.

DISTRIBUTION

To inform members of the campus community about this policy, the University will select among several means such as, but not limited to, printing in the Student Handbook and/or the student newspaper and the University's website at <http://www.neiu.edu/~psafety>

GENERAL POLICY STATEMENT ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Northeastern Illinois University supports the principles of equal opportunity and affirmative action in employment and education. The University seeks to ensure that no person will encounter discrimination in employment or education on the basis of age, ancestry, arrest record, citizenship status, color, disability, gender, marital status, military status, national origin, race, religion, sexual orientation (including gender identity), or veteran's status (including unfavorable military discharge). Furthermore, the University takes affirmative action to eliminate artificial/unnecessary barriers, to orient the University community to the fallacies of stereotypic thinking, and to overcome the effects of historic discrimination.

The University applies this commitment to all employment and educational practices, including recruitment of staff and students, admissions and hiring procedures, advancement and retention policies, and curriculum/course materials. More specifically, the University is committed to diversification of all its internal divisions by race and gender, and to the employment and education of affirmative action constituents in proportions equivalent to their availability among qualified populations outside the University. This commitment stems not only from legal and moral considerations, but also from a conviction that an institution of higher learning is enriched by the presence of diversity and that narrow cultural biases serve to limit rather than enhance the teaching, research, and service functions which are the hallmarks of the University mission.

The University affirms its dedication to equal opportunity through its commitment to non-discrimination and affirmative action, assigning overall responsibility for related monitoring and reporting procedures to the Affirmative Action Office and to the Senior Executive Director/Affirmative Action Officer. Accordingly, the Affirmative Action Officer, together with the vice presidents, deans, chairpersons, and other hiring unit heads, oversee the University's efforts to:

1. Recruit, hire, train, and promote persons in all job titles, without regard to age, ancestry, arrest record, citizenship status, color, disability, marital status, military status, national origin, race, religion, sexual orientation (including gender identity), veteran's status, or gender, except where gender or disability is a bona fide occupational qualification.
2. Base decisions on employment so as to further the principle of equal employment opportunity.
3. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, university sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to age, ancestry, arrest record, citizenship status, color, disability, gender, marital status, military status, national origin, race, religion, sexual orientation (including gender identity), or veteran's status.

DISCRIMINATION GRIEVANCE PROCEDURE

With the exception of complaints against the President and the Affirmative Action Officer, the University's Affirmative Action Officer (C 219, 773 / 442-5416) will accept complaints from any Northeastern employee, student, or applicant for employment or student status that the University's **General Policy Statement on Equal Opportunity and Affirmative Action** has been violated by a Northeastern employee or student. A complaint of illegal discrimination, including sexual harassment, against the University President should be filed with the Chair of the Board of Trustees of Northeastern Illinois University via the Board Liaison (C 216, 773 / 442-5611). The Chair shall take appropriate steps to investigate the complaint and to seek informal or formal resolution. Complaints against the Affirmative Action Officer should be filed with the President, who will appoint a neutral party to carry out the role of the Affirmative Action Officer as outlined below. In the case of complaints filed against a Vice President, another Vice President shall be designated by the President to substitute for the Vice President in steps g-k below. Complaints resolved at the unit or departmental level shall be reported in writing to the Affirmative Action Officer by the head of the unit or department.

While an aggrieved party may at any time contact the Affirmative Action Officer for purposes of confidential discussion of a grievance, advice, and assistance in undertaking informal resolution of a grievance, or information concerning the extent of her/his protection against illegal discrimination, an investigation leading to a formal determination will normally be undertaken by the Affirmative Action Officer only upon receipt of a written complaint, signed by the aggrieved party, setting forth the nature of the alleged discrimination, the person(s) against whom the complaint is being filed, and the date(s) of the action(s) which are the subject of the complaint. Complaints must be filed within 30 calendar days, excluding holidays, of the alleged incident.

If there are multiple reports of allegedly illegal harassment or discrimination or of a single allegation of particularly grievous harassment or discrimination, the Affirmative Action Officer may, after consultation with the President, initiate an investigation in the absence of receipt of a written complaint. The following procedures will be used in investigating complaints:

- a. A private in-depth interview will be conducted by the Affirmative Action Officer with the complainant.
- b. If the Affirmative Action Officer decides that further action is warranted, she/he will send a copy of the complaint (or a written description of the multiple reports or single report of the particularly grievous incident) to the person(s) against whom the complaint is being filed and will also interview that person(s) to ascertain the response to the substance of the complaint.
- c. The possibility of an informal resolution by the parties themselves will be explored.
- d. If resolution has not been reached, further investigation by the Affirmative Action Officer, including possible interviewing of witnesses, confirming information, and seeking additional information and/or documentation, will be done when necessary.
- e. Where there are substantive conflicts of information or opinion, an Informational Hearing may be held with both sides present if the Affirmative Action Officer decides that such a hearing would contribute to the resolution of the conflict. Facts which are in dispute will be reviewed. The complainant and respondent will receive at least three (3) days notice of a Hearing. After advance notice to the Affirmative Action Officer, either or both complainant or respondent may bring an advisor to the Hearing to render consultation to the advisee but may not serve as a participant.
- f. When the investigation is completed, a Preliminary Finding (including the information collected during the investigation and interview processes) will be drafted by the Affirmative Action Officer and submitted to the respondent's Vice President and immediate supervisor, or University Examiner, in cases in which the respondent is a student.
- g. The Affirmative Action Officer, the Vice President and the immediate supervisor, or University Examiner in cases in which the respondent is a student, will review and discuss the case and the Preliminary Finding as a group, and the Vice President or University Examiner will make his/her decision on the merits of the complaint. If the Vice President or University Examiner determines that further information is needed to make a decision, she/he will request the Affirmative Action Officer to conduct follow-up and/or additional interviews.
- h. A written report, setting forth the Vice President's or University Examiner's decision on the basis of the evidence gathered during the investigation, will be sent to both parties and the respondent's immediate supervisor.
- i. If discrimination is found, remedial action will be taken by the Vice President or University Examiner after separate discussion with the complainant and the respondent's immediate supervisor of alternative possible remedies. If disciplinary action is taken as a result of a finding of discrimination, procedures required under relevant collective bargaining agreements, Northeastern Illinois University Regulations, State Universities Civil Service Status and Rules, or University Student Conduct Code will be followed.
- j. If no discrimination is found, in complex cases the complainant may, at the option of the Vice President or University Examiner, be given the opportunity to discuss the findings and to provide additional information which would be shared with the respondent who would have the opportunity to react.
- k. Either party may appeal the Vice President's or University Examiner's decision to the President who will review all documentation. The President's decision is final.
- l. The consideration of a grievance, including investigation of the positions of the persons involved, attempts at informal resolution, and the formulation of a final decision ordinarily will be completed within eight calendar weeks, exclusive of holidays, after receipt of a formal written complaint. If consideration cannot be completed in the eight-week interval, the grievant, and other parties as appropriate, will be notified as to the delay.
- m. Any retaliatory action of any kind taken by a Northeastern employee or student against a complaining party as a result of that party's seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.
- n. The President and/or Affirmative Action Officer may, if she/he determines it to be advisable, consult the Board's legal counsel for advice at any step in the above procedure.
- o. All information in the review of a complaint will be kept as confidential as possible.

SEXUAL HARASSMENT POLICY

It is the policy of Northeastern Illinois University that the sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents which occur on University property, as well as at off-campus functions sponsored or supervised by the University.

One of Northeastern goals as a university is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur.

Sexual harassment is against federal and state law: it is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Illinois Human Rights Act. The term sexual harassment as used by Northeastern Illinois University in this policy encompasses behavior described by the EEOC: “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.” In addition, this policy includes the definition of sexual harassment as described in Title IX of the Education Amendments of 1972: “verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient of federal funds that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.” Finally, the growing body of case law also continues to refine the definition of behaviors which constitute sexual harassment.

There are two categories of behaviors which may constitute sexual harassment. “Quid pro quo” refers to situations in which a tangible benefit (a grade, a job, a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace or faculty/student in the classroom. The second category, “hostile environment,” refers to patterns of behavior or incidents (including verbal, non-verbal, physical, or other) which may seem harmless as individual events, but which may be considered intimidating, hostile, or offensive when taken together. There is no comprehensive definition of those patterns of behavior which constitute a hostile environment; however, the “reasonable woman” standard is often used to evaluate the environment in these situations.

Although sexual harassment most commonly is found in situations of male supervisors or faculty harassing female subordinates or students, the prohibitions against sexual harassment also extend to women harassing men as well as to same sex harassment. In addition, sexual harassment of peers (employees harassing employees, non-supervisory employees harassing students, students harassing employees, and students harassing students) as well as sexual harassment of employees by non-employees, may constitute “hostile environment” sexual harassment.

Given the cultural diversity which is characteristic of the Northeastern community, we need to be alert to the fact that behaviors are perceived differently by individuals from different cultural backgrounds. What is intimidating, hostile, or offensive to persons from one group, is not perceived in that way by others. Sexual harassment is unprofessional and unethical behavior in the university setting.

Intimate relationships between faculty and students as well as between supervisors and subordinates raise serious professional concerns. When one party has power over the other, the relationship is inherently unequal. The faculty member or supervisor cannot be certain that the relationship is truly welcome or consensual. If the relationship deteriorates, possible allegations of “quid pro quo” harassment may arise. Furthermore, others who perceive preferential treatment between the parties to the relationship may feel themselves in an offensive environment. Finally, a consensual intimate relationship poses a professional conflict of interest.

In situations in which an employee or student uses sex to improve one’s employment or academic situation, the supervisor or faculty member is responsible for maintaining appropriate professional behavior.

Everyone in the campus community should be aware that sexual harassment complaints can be pursued through the on-campus affirmative action complaint procedures as well as through the courts. Although the University has institutional liability for sexual harassment which takes place on campus, under federal law there may also be individual liability on the part of the harasser and the right of the victim to recover monetary damages from a harasser.

Members of the University community who suspect that they have encountered sexual harassment may take individual action:

1. if you think you will not be jeopardizing your personal safety, job, or academic status, communicate clearly and unambiguously to the offender that the behavior is not welcome and should cease immediately.
2. keep a written record of what happened and when it took place (include the names of any witnesses).
3. seek advice on how to deal with the situation from the Adult and Women Student Programs Office or the Affirmative Action Office.

Northeastern is committed to:

- a. promoting awareness and prevention of sexual harassment and its consequences,
- b. providing support services to victims of sexual harassment,
- c. thoroughly investigating alleged incidents of sexual harassment, and
- d. disciplining student and employee perpetrators of sexual harassment.

Investigations:

- a. will be carried out pursuant to the University Discrimination Grievance Procedure,
- b. will be kept as confidential as possible, and
- c. may include the provision that permits the complaining party to avoid the alleged harasser while the investigation is ongoing.

A variety of offices provide services aimed at promoting awareness and prevention of sexual harassment and its consequences:

- a. the Adult and Women Student Programs Office (D 017, 773 / 442-4870) conducts workshops for employees and students and provides classroom presentations upon request,
- b. the Affirmative Action Office (C 219, 773 / 442-5416) provides workshops on sexual harassment on request and in response to specific needs, and
- c. some academic courses in Sociology and Women's Studies regularly include content on sexual harassment.

Support services available to victims of sexual harassment include:

- a. the Adult and Women Student Programs Office will discuss concerns about sexual harassment and help people explore their options for resolving a particular problem,
- b. the Counseling Office (D 024, 773 / 442-4650) provides private counseling for students, and
- c. the Employee Assistance Program (800 / 233-4960) provides counseling to employees.

Incidents of sexual harassment should be reported to the Affirmative Action Office (C 219, 773 / 442-5416) for investigation and appropriate disciplinary action under the University Discrimination Grievance Procedure. If a responsible University official becomes aware of incidents of sexual harassment, the University may be legally obligated to pursue an investigation, even in the absence of a complaint. Complaints of sexual harassment against the President of the University may be filed with the Chair of the Board of Trustees of Northeastern Illinois University via the Board Liaison (C 216, 773 / 442-5611) who shall take appropriate steps to investigate the complaints and to seek informal or formal resolution.

SANCTIONS:

Following a determination of sexual harassment, the University may impose these sanctions against:

- a. students - official warning, disciplinary probation, suspension, or expulsion;
- b. employees - oral and written reprimands, fines, suspensions, and termination; and
- c. visitors - prohibition from coming on campus, or other action to prevent contact with the victim of harassment.

DISTRIBUTION:

To inform members of the campus community about this policy, the University will select among several means such as, but not limited to, printing in the Student Handbook and/or the student newspaper and direct mailing to employees via campus mail.



UNIVERSITY STUDENT CONDUCT CODE

Northeastern Illinois University exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. All parties involved in the teaching/learning process should exercise their freedom with responsibility. Students have the responsibility to know and obey the rules, policies, and regulations that govern our University.

Any student who violates the University's rules, policies, and regulations will be subject to a disciplinary proceeding. **All Students Are Guaranteed The Right of Due Process.**

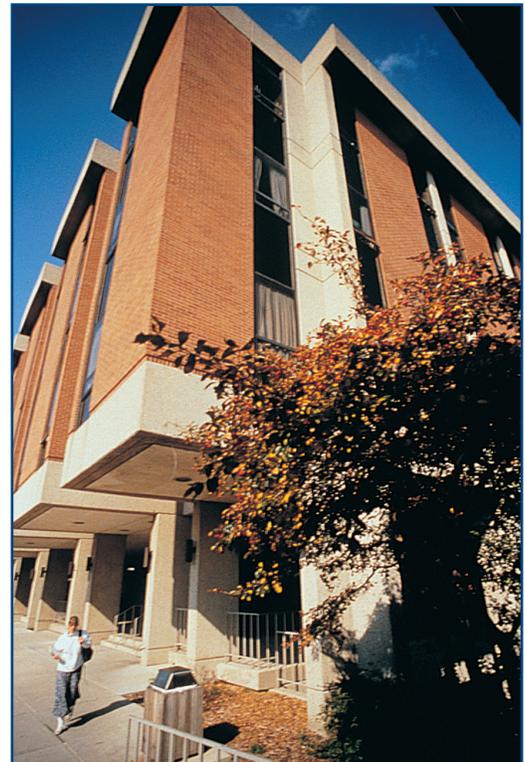
STUDENT CONDUCT CODE DISCIPLINARY PROCEEDING

Disciplinary proceedings are administrative, and accordingly, shall not be governed by strict rules of evidence as are applicable in a court of law. Administrative proceedings are developed for University governance, and are distinct and separate from criminal and civil litigation. Misconduct charges will be governed by the procedures outlined by this University Student Conduct Code. However, in the event that a student's behavior causes or threatens to cause harm to the student, other persons, or property, or creates a pattern of extreme disruption, or indicates an extreme inability to cope with his/her own needs, and also suggests the possibility of a mental disorder, the Policy on Involuntary Administrative Withdrawal will be used to determine: a) whether or not, from the available information, a student is suffering from a mental disorder and b) the appropriate course of action.

Both academic and non-academic misconduct proceedings may be initiated as the result of a single event or series of events. Both parties, the student and the person bringing the charge(s), may present evidence. Oral and documentary evidence may be submitted to the Judicial Hearing Officer or Judicial Hearing Committee hearing the charge(s). Such evidence shall be of the kind on which responsible persons are accustomed to rely in serious matters.

Upon the submission of a disciplinary complaint, a temporary hold is placed on the accused student's academic records by the Office of the Dean of Students. The hold will be removed at the conclusion of the disciplinary proceeding. No changes to the student's academic records will be permitted during this period without the approval of the Dean of Students or designee. This does not prevent the student from examining his or her academic records. The student will be notified of the placement and removal of the hold, along with all relevant University personnel.

Inquiries regarding initiating a complaint should be directed to the Office of the Dean of Students.



ACTS OF MISCONDUCT

A student is subject to University discipline for participating or conspiring in the following acts of misconduct.

• **ACADEMIC**

Academic misconduct is an offense against the University. Acts of academic misconduct include, but are not limited to:

1. **Cheating.** Use or attempted use of any unauthorized assistance in taking an exam, test, quiz, or other assignment. (Please note, cheating on exams includes all required University, state, and/or national assessment exams.)
2. **Encouraging Academic Dishonesty.** Intentionally or knowingly helping or attempting to persuade and/or influence another to violate the University's rules, policies, and regulations governing academic integrity.
3. **Fabrication.** Deliberate falsification or design of any material or excerpt in an academic assignment or exercise.
4. **Plagiarism.** Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This includes (1) paraphrasing another's ideas or conclusions without acknowledgement; (2) lifting of entire paragraphs, chapters, etc. from another's work; and (3) submission as one's own work, any work prepared by another person or agency.

If the student's observed conduct or apparent behavior is such as to lead to suspicion of academic misconduct, the faculty member in whose course the alleged infraction occurred may adjust the grade downward (including F - failure) for the test, paper, or course, or other course-related activity in question. In such instances the faculty member shall notify the student, the Department/Unit Head, the dean of the appropriate College and the Office of the Dean of Students of the reason for such action in writing. The student has the right to appeal the grade (see Grade Appeal Policy).

If the faculty member in whose course the alleged infraction occurred perceives the alleged act of academic misconduct as warranting additional or other action (beyond adjusting the grade downward for the test, paper, or course or other course-related activity in question), she/he shall file a complaint with the University Examiner to initiate the Student Conduct Code procedure and notify the appropriate college dean.

NOTE: Should this procedure be used, and should there be a formal hearing, the Judicial Hearing Officer, Office of the Dean of Students, shall notify in writing the appropriate chair and dean in writing of the outcome.

• **NON-ACADEMIC**

Non-academic misconduct is an act that violates the University's rules, policies, and regulations while **on campus, as well as during off-campus functions sponsored or supervised by the University**. Violations of this type include but are not limited to:

1. Furnishing false information to the University.
2. Forgery, alteration, misuse or misrepresentation of documents or records.
3. Obstruction or disruption of authorized University activities and functions on or off campus. In instances of alleged disruption within classrooms, when faculty want to file a complaint against a student they must utilize the Classroom Disruption Policy as found in the Policy and Procedures Guide available in the Office of the Dean of Students and on the internet at www.neiu.edu/~DeanSt. (See University Policy and Procedures: Classroom Disruption Policy). The University Student Conduct Code may be employed for allegations of classroom disruption when either the faculty member or department head determines that further action is warranted. (See the Policy and Procedures document for details.)
4. Physical abuse of another person or conduct which threatens or endangers another.
5. Theft of property, possession of stolen property, or damage to property of the University, a member of the University community, or a visitor to the campus.
6. Unauthorized entrance into or use of University facilities.
7. Violation of University regulations including, but not limited to, registration of organizations, manner and place of public expression.
8. Manufacture, delivery, sale, use, possession, or distribution of either narcotic or dangerous drugs, except as permitted by law and University regulations.
9. Possession, consumption, or distribution of alcoholic beverages on University property or at University sponsored activities except in accordance with the University policy.
10. Lewd, obscene, or disruptive conduct, or racial/ethnic, homophobic or other legally prohibited harassment.
11. Unauthorized possession of weapons.
12. Failure to comply with the direction of any authorized University representative, acting appropriately in the performance of his/her duties.

13. All forms of hazing.
14. Intentionally intimidating, impelling, threatening, or humiliating any member of the University community through conduct that violates the University's Policy on Sexual Harassment, including prohibited conduct caused by homophobia.
15. Violation of the terms of any disciplinary sanction imposed in accordance with this Policy.
16. Behavior which causes or threatens to cause harm to the student, other persons, or property, or creates a pattern of extreme disruption, or indicates an extreme inability of a student to cope with her/his own needs, and also suggests the possibility of a mental disorder. In such instances, the Policy on Involuntary Administrative Withdrawal will be used to determine: a) whether or not, from the available information, a student is suffering from a mental disorder, and b) the appropriate course of action.
17. Misuse or unauthorized use of computer technologies, including hardware, software, computer interfaces, University data bases, internet and electronic-mail applications, et cetera. This section shall also apply to allegations of academic misconduct where computer technologies were utilized.
18. Other violations of law.

FACT FINDING CONFERENCE

When a student is formally* charged with violating the University's rules, policies, and/or regulations and if the alleged conduct might result in the imposing of a disciplinary sanction, a Fact Finding Conference shall be conducted by the University Examiner to determine whether further proceedings are warranted.

**Formal complaints must be submitted in writing to the University Examiner, Office of the Dean of Students. The complaint must be submitted within 45 working days of the detection of the alleged misconduct, exclusive of periods when classes are not in session. This time limit does not apply to complaints filed under the NEIU discrimination grievance procedure with the Affirmative Action Office.*

1. Fact Finding Conference

- 1.1 The University Examiner shall initiate an investigation, which includes a Fact Finding Conference with the student.
- 1.2 The University Examiner may include in the Fact Finding Conference the person who made the charge(s).
- 1.3 The student will be given at least five (5) working days' notice to appear for the conference.
- 1.4 The notice will contain information on:
 - a. the alleged infraction
 - b. the nature of evidence submitted and by whom
 - c. the time and place of the Fact Finding Conference
- 1.5 Failure of the student to appear at the Fact Finding Conference or to contact the University Examiner shall constitute an admission to the charge(s). In such instances, referral will be made to the Judicial Hearing Officer who may take action without hearing the student.
- 1.6 Failure of the complainant to appear at the Fact Finding Conference or to contact the University Examiner shall constitute a withdrawal of the complaint.
- 1.7 Upon request, the student may see all documents, statements, or other evidence which is on file in the University Examiner's Office prior to or during the scheduled Fact Finding Conference.
- 1.8 At the conclusion of the fact finding process, the University Examiner, within a period of five (5) working days, shall decide:
 - a. no further action will be taken at this time. If new and convincing evidence is later presented, further consideration may be warranted **OR**,
 - b. further action will be taken by the University Examiner. This may occur in less serious matters if the student admits to the allegation and agrees with the University Examiner as to an appropriate sanction of either Official Warning or Disciplinary Probation, which may include restitution, and/or additional restrictions and or requirements **OR**,
 - c. further action will be taken through the formal hearing process. Such a decision will be made if the student admits to the charge(s) or denies the charge(s), but circumstances warrant further investigation. In such instances, the student may elect to have the proceedings conducted by:
 - the Judicial Hearing Officer,
 - or
 - the Judicial Hearing Committee
 - d. If the student refuses to select how she/he wants the proceedings conducted, the case will be heard by the Judicial Hearing Officer.

JUDICIAL HEARING

2. Judicial Hearing Officer or Judicial Hearing Committee, Office of the Dean of Students, convening Hearing (based upon student's request)

- 2.1 The Judicial Hearing Officer, or
- 2.2 The Judicial Hearing Committee. The Judicial Hearing Officer chairs this committee, composed of six (6) students selected by the Student Senate and three (3) faculty selected by the Faculty Senate. A majority of the Judicial Hearing Committee must be present for the hearing to be convened. If a majority is not present, the hearing will be continued to another date to be scheduled as soon as possible.
- 2.3 If the Judicial Hearing Officer believes that a fair and impartial hearing cannot be held before the Judicial Hearing Committee, the Judicial Hearing Officer may direct that the hearing be held before an ad hoc committee selected as follows:

a. Student Membership Selection

A pool of fifteen (15) students will be randomly selected by the computer from those currently enrolled students. The Hearing Officer will fairly and impartially select six (6) students from this pool to be on the committee. If a student selected is ineligible or declines to serve, the Judicial Hearing Officer will select another from the pool until a committee is formed.

b. Faculty Membership Selection

A pool of seven (7) faculty will be randomly selected from the full-time teaching faculty. The Judicial Hearing Officer will fairly and impartially select from this pool the three (3) faculty to be on this committee. If a faculty member is ineligible or declines to serve, another faculty member will be selected from the pool until a committee is formed.

- 2.4. The Judicial Hearing Officer shall conduct a fair and impartial hearing to determine whether or not the charge(s) is sustained.

3. PROCEDURE

- 3.1 The Judicial Hearing Officer shall schedule and convene a hearing with the student and person bringing the charge(s) within fifteen (15) working days following the Fact Finding Conference **or** as soon as is reasonably possible. The hearing shall be closed unless otherwise determined by the Hearing Officer. The student and the person bringing the charge(s) will be notified in writing of the date, time, and place of the scheduled hearing.
- 3.2 The student and person bringing the charge(s) should be present at the hearing. Both shall have an opportunity to speak and ask questions.
 - a. If the student fails to appear, the Judicial Hearing Officer may proceed without information from the student.
 - b. If the person bringing the charge(s) fails to appear, the Hearing Officer may proceed without that person.
 - c. Either party may request one postponement. Such postponement must be applied for in writing at least forty-eight (48) hours prior to the hearing and will only be granted for good cause at the discretion of the Judicial Hearing Officer.
- 3.3 Either party may bring an advisor to the hearing. In such instances, the Judicial Hearing Officer must be provided, in writing, the name of the advisor at least forty-eight (48) hours prior to the hearing. The advisor's participation is expressly limited to offering advice to their respective party.
- 3.4 Either party may bring witness(es) to the hearing to testify and each party may question the witness(es) called by the other.
 - a. The Judicial Hearing Officer must be provided the name(s) of the witness(es) in writing at least forty-eight (48) hours prior to the hearing.
 - b. This listing must also include a short description of the information to be presented by each proposed witness.
 - c. The Judicial Hearing Officer may exclude witnesses if the information to be presented is repetitive or not relevant to the allegation.

Please Note: It is the responsibility of each party to inform their witness(es) of the date, time, and place of the hearing. It is also the responsibility of each party to inform their witness(es) of any changes in date, time, and/or place of the hearing.

- 3.5 If the hearing is conducted by the Judicial Hearing Committee, the following procedures will be followed:
 - a. At the conclusion of the presentation of evidence, the interested parties will be excused and the Judicial Hearing Committee will conduct a closed session for deliberation.
 - b. A simple majority vote of those present will decide whether the charge(s) is sustained or not. The Judicial Hearing Officer shall vote to break a tie.
 - c. This Committee shall prepare and submit to the Hearing Officer written findings of fact, and a recommendation of its decision regarding the charge(s) and sanction, if any.
 - d. The Judicial Hearing Officer shall determine whether to impose the Committee's recommendation or modify it.
- 3.6 If the decision by the Judicial Hearing Officer or the Judicial Hearing Committee hearing is to sustain the charge(s), it must be based upon a preponderance of the evidence. (A preponderance of the evidence is that which indicates that the occurrence of the alleged misconduct is more probable than its non-occurrence or vice versa.)
- 3.7 If the charge(s) is sustained, the Judicial Hearing Officer shall decide the appropriate sanction as described under Disciplinary Sanctions.
- 3.8 Any prior sanctions imposed on the student in question shall be duly noted in the recommendation or determination of an appropriate sanction(s) for subsequent sustained charges.
- 3.9 The Judicial Hearing Officer shall notify all appropriate parties of her/his decision in writing within ten (10) working days or as soon as is reasonably possible thereafter.

4. APPEAL PROCESS

- 4.1 The student, who has a sustained charge(s), may appeal the Judicial Hearing Officer's decision in writing to the Appeals Officer, Office of the Dean of Students within ten (10) working days following the notification of the disciplinary sanction.
- 4.2 The student shall support the appeal by an accompanying statement specifying the grounds for the appeal and setting forth in detail the facts upon which the appeal is based. The issues to be reviewed on appeal shall be limited to whether:
 - a. The sanction is appropriate and/or,
 - b. The proper procedures were followed.
- 4.3 The Appeals Officer shall consider the record of the hearing together with any written material in the file and/or may solicit information from others.
- 4.4 The Appeals Officer may modify or affirm the disciplinary sanction.
- 4.5 The Appeals Officer shall notify the involved parties in writing of the results of the appeal within ten (10) working days of receipt of the appeal or as soon as is reasonably possible.
- 4.6 The Appeals Officer's decision shall be final.

NOTE: Sanctions remain in effect during the appeal process.



DISCIPLINARY SANCTIONS

Students found to have committed an act(s) of misconduct may be subject to any of the following sanctions which shall take effect immediately upon imposition, unless otherwise stated in writing. When appropriate, any sanction may include restitution.

1. **Official Warning** - notification that the student has committed an act(s) of misconduct and warning that another offense may result in the imposition of a more serious sanction. Some restrictions may be imposed.
2. **Disciplinary Probation** - a disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes some restrictions and/or requirements for a specific period of time as determined in the particular case.
3. **Suspension** - a denial of the privilege of continuing or enrolling as a student and denial of any and all rights and privileges conferred in student status for a specified period of time. Additional restrictions and/or requirements as determined in the particular case may be imposed. At the termination of the suspension, and fulfillment of any restrictions and/or requirements that were imposed, the student will be entitled to resume her/his education without meeting any special academic entrance requirements.
4. **Expulsion** - a permanent denial of the privilege of continuing or enrolling as a student and permanent denial of any and all rights and privileges conferred in student status.

Please Note: If it is perceived that the student has not complied with an imposed sanction, the Judicial Hearing Officer shall be notified in writing. The Judicial Hearing Officer shall schedule and conduct a formal hearing following Sections **2.1 - 3.9** of this policy to determine, based on the preponderance of evidence, whether or not the student is in compliance with the imposed sanction. If the result of this review confirms that a sanction has been violated, the Judicial Hearing Officer may impose a more severe sanction. The student may appeal the Judicial Hearing Officer's decision according to the appeal provisions of the policy: Sections **4.1 - 4.6**.

IMMEDIATE TEMPORARY SANCTIONS

In the event of misconduct which causes or threatens to cause bodily injury or property damage, or which obstructs or disrupts University activities or authorized activities on the campus, the Judicial Hearing Officer may immediately impose an immediate temporary sanction. If requested by the student in writing, the Judicial Hearing Officer shall convene the Judicial Hearing Committee to consider the continued imposition of the temporary sanction. The Judicial Hearing Committee shall hear the case within forty-eight (48) hours after the filing of such request, or as soon as is reasonably possible. The Judicial Hearing Committee may affirm the decision of the Judicial Hearing Officer or recommend to the Dean of Students its modification or reversal, in which case the Dean of Students shall make the final decision and notify the student in writing.

ADDITIONAL INFORMATION

Copies of the University Student Conduct Code as well as other University policies and procedures pertaining to students are available in the Office of the Dean of Students as, well as on the internet at www.neiu.edu/~DeanSt. Questions should be forwarded to the Dean's office by calling 773-442-4610.

REVISED 9/80, 4/83, 6/90, 3/92, 3/93,5/94,5/95,2/98,2/02,2/04,2/06,4/09



STUDENT COMPLAINT PROCEDURE

The Office of the Dean of Students distributes the Request for Formal Review of a Student Complaint form. The form must be submitted in order for a complaint to be investigated.

Steps in filing a complaint:

The student is to first meet with the staff person responsible for complaints in the office where the matter arose in hopes of gaining resolution.

If after the meeting the student is dissatisfied with the outcome, the following steps are to be followed:

- 1) A complaint is to be submitted in writing to the Office of the Dean of Students by completing a Student Complaint Form.
- 2) When a student submits a complaint, the person must provide their name, contact information, and attach any related documents.
- 3) After a complaint is submitted, the student will meet with the Dean, an Assistant Dean, or Coordinator to review the matter and be informed of the process.
- 4) The assigned staff member will then investigate the nature of the complaint, contact all necessary parties, and report back to the student with the outcome.
- 5) Additional follow-ups will take place at the student's request until the matter is resolved.

All completed complaint forms are kept on file in the Office of the Dean of Students.

Note that grade appeals, exceptions to University procedures, student disciplinary complaints, and affirmative action cases do not fall within this Student Complaint Procedure.



CLASSROOM DISRUPTION POLICY

A classroom environment that encourages and allows for the free and open exchange of ideas is critical to the learning experience. A faculty member may ensure such conditions by excluding from the classroom any individual, who in her/his determination;

- a. threatens or engages in physical violence toward another individual, or
- b. threatens or interferes with the property of another, or
- c. otherwise disrupts the class.

If a faculty member feels that condition a, b, or c exists, she/he should issue a verbal warning to the individual involved. If the individual continues to disrupt, the faculty member should instruct the individual to leave the classroom. If the individual does not respond, the faculty member should call the University Police for assistance. In instances where the faculty member believes there to be immediate danger to personal safety or property, she/he should immediately call the University Police. If continued exclusion from class is deemed necessary by the instructor, a conference with the department chair, instructor and student must be held **AS SOON AS POSSIBLE** after the disruption to determine whether the student committed a, b, or c above, and if such behavior warrants additional action. (If the department chair or dean is the instructor of the course, the Provost's designee shall convene the conference.)

When a conference is scheduled, the department chair must notify the student and faculty member in writing of the date, time, place and purpose of the meeting. At the conclusion of the conference, the department chair shall determine:

- a. whether the student shall be allowed to continue with the class for the remainder of the term; or
- b. whether other assignments shall be made to complete class requirements (assignments, tests, tutored study or other means). These assignments should be as nearly comparable as possible to normal class requirements; or
- c. whether an academic grade, a "W" or other grade shall be assigned for the course.

The department chair shall notify the student and faculty member in writing within three (3) working days, or as soon as possible thereafter, of the decision reached at the conference. This decision may be appealed by engaging step 3 of the grievance procedure in this document titled "Other Appeals and Grievances". If it is the opinion of either the faculty member or the department chair that further action is warranted, the faculty member should refer the student to the Counseling Office and/or file a charge with the University Examiner, Dean of Students Office. (See Student Conduct Code.)

Copies of the Student Conduct Code and/or the Student Handbook may be viewed on the Office of the Dean of Students web page at www.neiu.edu/~DeanSt. or direct inquires to the Office of the Dean of Student, B 119.



DEMONSTRATING ON CAMPUS

A. STATEMENT OF PURPOSE

The right of free speech and expression is basic to our system of law and fundamental to the purpose of a university. Included in this right is the privilege to present peacefully views and positions, and to attempt without coercion, to convince others of the correctness of those views. The exercise of these rights will be protected by the full authority of this institution.

Rights do not, however, exist in a vacuum, and those of different persons and groups often come into conflict. To assure the continued exercise of these rights, to preserve the opportunity for free and open discourse within our campus community, and to protect persons and property, rules and regulations have been established governing conduct within the confines of the campus. These principles are consistent with state of Illinois statutes (720 ILCS 5/21-4, 5/21-5 and 5/21.2-2) and with the Regulations of the Board of Trustees of Northeastern Illinois University (Sec.VI.E.). Accordingly, activities which disrupt the proper functioning of the campus, or which threaten the rights, persons, or property of others will not be permitted. **Interference with the conduct or performance of a scheduled campus event or regular instructional activities will be considered disruptive.**

These regulations are essential to the protection of the rights of each student, faculty, and staff member. Violations will be dealt with in an appropriate manner, which may include criminal prosecution, disciplinary proceedings, or both.

B. LOCATION OF DEMONSTRATIONS

Demonstrations on property owned or operated by Northeastern Illinois University may take place only at the following locations:

1. Village Square, Main Campus, or other indoor locations acceptable to the responsible University personnel.
2. Outside buildings on campus property.
3. Northernmost section of parking lot, Carruthers Center for Inner City Studies.
4. El Centro (outside the building).

Demonstrations in other locations are strictly prohibited. Activities which restrict access to, egress from, or passage through public areas of the campus, or which threaten a breach of the peace in such public areas are not permitted. Orders to disperse, issued by authorized university personnel, shall be obeyed.

C. SPECIFIC ACTIVITIES WHICH ARE PROHIBITED

1. Harassing or otherwise interfering with orderly conduct of classes or other University activities.
2. Harassing or otherwise interfering with activities of University employees or visitors.
3. Noise-making activity or congestion that disturbs classes or any other scheduled event or University activity.
4. Damage to property or littering of University premises.
5. Obstruction of automobile and pedestrian traffic.
6. Blocking of entrances to buildings and driveways.
7. Blocking of passageways and/or stairwells.

D. ENFORCEMENT

1. Violations

Alleged violations of this policy by students should be reported to the Office of the Dean of Students. In cases where faculty and/or other employees are involved, the Provost and Vice President for Finance and Administration (or their designees) should be informed. Non-university constituents will be dealt with in accordance with the Regulations of the Board of Trustees of Northeastern Illinois University and/or state of **Illinois Compiled Statutes**. The aid of the University Police Department may be requested to ensure compliance with this policy.

2. Penalties

Failure to comply with a cease and desist directive may lead to arrest and prosecution and/or result in enforcement of sanctions through the Student Conduct Code, or in the case of employees, other disciplinary actions as provided for in employee rules or bargaining unit agreements. Non-university constituents will be dealt with in accordance with the provisions of Chapter 720, Sections 5/21-4, 5/21-5 and 5/21.2-2 of the Illinois Compiled Statutes.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act of 1990, Northeastern Illinois University does not discriminate against employees or students on the basis of disability. In addition, the University provides reasonable accommodations for both employees and students with disabilities.

Students seeking reasonable accommodations in the classroom should contact the Accessibility Center, D 104 (phone 773 / 442-5495, 5496 or 5497; TDD 773 / 442-5499).

Persons seeking handicapped parking permits should contact the Director of the Health Services, E 051 (phone 773 / 442-5800).

Persons seeking reasonable accommodations in the workplace, persons with concerns about discrimination on the basis of disability, and persons with any questions about the Americans with Disabilities Act of 1990 should contact the Affirmative Action Office, C 219 (phone 773 / 442-5416). The Affirmative Action Officer is the person designated by the President to receive grievances and coordinate compliance activities under the Americans with Disabilities Act of 1990.

POLICY ON SERVICES FOR STUDENTS WITH DISABILITIES

- a.** Northeastern Illinois University complies with Section 504 of the Rehabilitation Act of 1973 which states that “No otherwise qualified handicapped individual in the United States...shall, solely by reason of his (or her) handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...” In addition, Northeastern complies with the Americans with Disabilities Act of 1990.
- b.** The Affirmative Action Office (A.A.O.) assumes responsibility for seeing that the University is properly interpreting federal regulations requiring that the University take such steps as are necessary to ensure that no qualified student with disabilities is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills. The Affirmative Action Officer is responsible for coordinating the University’s compliance with these regulations.

In cooperation with Enrollment Services, Health Services, the Counseling Office, and the Accessibility Center, the A.A.O. assumes responsibility for receiving and coordinating inquiries from students regarding auxiliary aids, academic adjustments, or other reasonable accommodations.
- c.** The following procedure will apply for consideration of requests for auxiliary aids, academic adjustments, or other reasonable accommodations. Students should complete the steps listed below sufficiently in advance of the anticipated need for services. Such notice is required in order to give the various academic and service areas a reasonable period of time in which to evaluate requests.
 1. Students must be admitted to and/or enrolled in the University.
 2. Students requesting auxiliary aids, academic adjustments, or other reasonable accommodations should first contact the Accessibility Center. If the request requires modification of academic procedural requirements or necessitates special testing and/or course evaluation methods, students must provide a written diagnosis from appropriate professional personnel. Such diagnosis is subject to verification by the University. If the request cannot be granted by the Accessibility Center, students should contact the A.A.O.
 3. The A.A.O. will make a case-by-case determination of the student’s educational need for the requested auxiliary aid, academic adjustments, or other reasonable accommodations. Auxiliary aids, academic adjustments, or other reasonable accommodations determined to be necessary will be provided at no cost to the student.
 4. The Illinois Department of Rehabilitative Services (DORS) has a responsibility to provide numerous services to eligible individuals with disabilities. The University strongly encourages students to apply to DORS for any benefits for which they might be eligible.
- d.** Students who believe that they have been discriminated against on the basis of a disability can seek resolution through the University’s Discrimination Grievance Procedure. Information and consultation on these procedures are available through the Affirmative Action Office, Room C 219, ext. 5416.

GRADE APPEAL

All students have a legitimate right to seek redress when they consider their final grade in a course to be unreasonable, unjust, or capricious. This grade appeal procedure shall be initiated during the term immediately following issuance of the grade in question; in cases involving special and unusual circumstances this time period may be reasonably extended.

Procedure:

1. The student should consult the faculty member who issued the grade for reconsideration of the grade.
2. If, after seeing the faculty member, the student wishes to pursue the issue or if the faculty member is unavailable, he/she should then approach the faculty member's Department/Unit Head and ask for an investigation of the grade appeal.

At this time the student must present a written statement to the Department/Unit Head explaining the reasons for believing the grade to be unreasonable, unjust, or capricious. The Department/Unit Head is responsible for consulting the parties involved, gathering all pertinent information, and for preparing a written statement of the facts which will be given to the student and faculty member and be used in reviewing the facts with the student and the faculty member. The Department/Unit Head shall be responsible for:

- a. either concurring with the faculty member that the grade should remain as recorded or,
- b. suggesting to the faculty member that the grade be reviewed.

The student and faculty member shall be informed in writing of this conclusion. If the student believes the grade appeal has not been resolved satisfactorily, he/she may appeal the grade in writing to the appropriate dean.

3. If the Department/Unit Head is the teacher of record, the student shall appeal in writing directly to the appropriate Dean, instead of to the Department/Unit Head as in 2 above. (For undergraduate and unclassified graduate students, the appropriate dean is the Dean of the College in which the academic department is located. For graduate students in a degree program, the appropriate dean is the Dean of the Graduate College). The Academic Dean shall be responsible for requesting a written statement from the Department/Unit Head. If the issue is not resolved to the student's satisfaction, the student may write to the Dean and request a hearing by the Grade Appeal Committee.
4. The Dean, in consultation with the Grade Appeal Committee, will review the statement prepared by the Department/Unit Head. If the Dean believes the issue should be pursued, he/she will convene the Grade Appeal Committee for a hearing. If the Dean decides the issue should not be pursued, the grade remains as recorded. The decision of the Dean is final. All parties must be so notified.
5. For undergraduate and unclassified graduate students, the Academic Dean will have a standing Grade Appeal Committee, to be selected each year, composed of five members as follows:
 - Two faculty members and two alternates selected by the college assembly.
 - Two student members with two alternates selected by the Student Senate.
 - The dean of the college involved, or his/her representative.

For students in a graduate degree program, the Dean of the Graduate College will have a standing Grade Appeal Committee, selected each year, consisting of five members, as follows:

- Two faculty members and two alternates selected by the Graduate Executive Council.
 - Two students and two alternates selected by the Student Senate.
 - The graduate dean or his/her representative.
6. The Grade Appeal Committee will investigate the case, and hold a hearing in which the student, the faculty member, and the Department/Unit Head shall be invited to participate. The Committee deliberations following the hearing will be confidential.
 7. If the Committee decides the challenged grade is unreasonable, unjust, or capricious, it shall so recommend to the Dean, who shall have the power to change the grade from a letter grade to a grade of "P" (pass). The credits for this course will count toward undergraduate degree requirements. If the committee decides there is insufficient evidence to support the student's claim, it shall recommend to the Dean that the original grade should stand.
 8. In all instances the Committee will reach a conclusion and submit its recommendation in writing to the Dean, who shall render a written decision, copies of which shall be sent to the student and faculty member. The decision of the Dean shall be final.

BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES

ASSESSMENT OF COLLEGE LEVEL EXPERIENTIAL

LEARNING APPEAL PROCEDURE

PART I

In order to file an appeal, the following procedures must be completed within four weeks after the student has received the portfolio assessment award. If satisfaction cannot be obtained at the Director/student level, the Director will contact the evaluator and discuss the possibility of reviewing the portfolio and the recommendation.

1. Complete Part II of this form (please obtain in B 147) and submit it along with a written statement describing the rationale or reason for the appeal to the Director of Nontraditional Degree Programs.
2. Discuss the issue with the Director.
3. If the evaluator chooses not to re-examine the assessment, the student will be instructed to submit a formal appeal to the Director of the Program requesting a re-evaluation of the portfolio. The Director shall request a written statement from the Department/Unit Head. If the issue is not resolved to the student's satisfaction, the Director will forward the student's appeal to the Associate Provost (to whom the program administratively reports). If the Associate Provost decides the issue should not be pursued, the credit recommendation remains as awarded. In case the Associate Provost decides an appeal is warranted, an appeals committee will be formulated to re-examine the assessment. The decision of the Associate Provost is final. All parties must be notified.
4. The appeals committee would include a representative from Academic Affairs; one member from the Nontraditional Degree Programs Advisory council; one faculty member from the corresponding discipline; and two students, preferably seniors enrolled in Nontraditional Degree Programs and elected by Student Government.
5. The Portfolio Assessment Appeals Committee, in consultation with the Associate Provost, will review the statement prepared by the Department/Unit Head from the corresponding academic discipline. If the Associate Provost believes the issue should be pursued, he/she will convene the portfolio Assessment Appeals Committee for a hearing. The Portfolio Assessment Appeals Committee will investigate the case and hold a hearing in which the student, the faculty member, and the Department/Unit Head shall be invited to participate.
6. The Committee will reach a conclusion and submit the decision in writing to the Associate Provost, who shall render a written decision, copies of which shall be sent to the student and faculty member. The decision of the Associate Provost shall be final.



POLICY ON REASONABLE ACCOMMODATION FOR STUDENTS SERVING AS VOLUNTEER EMERGENCY WORKERS

Per the Illinois Compiled Statutes (110 ILCS 110/10-15), the University will provide reasonable accommodation for any student who is a volunteer emergency worker, as defined by the Volunteer Emergency Worker Job Protection Act (50 ILCS 748/3), in regard to absences from class caused by the performance of such duties. In these cases the following procedures will be followed:

- A. The student will provide written proof of volunteer emergency service to each of his or her instructors. Each faculty member will arrange with the student to make-up class work missed during the period of absence. This includes, but is not limited to, reading assignments and examinations. If the nature of the emergency is such that sufficient time does not exist for the student to meet with his or her instructors, the student should contact the Office of the Dean of Students. The Office of the Dean of Students will notify the student's instructors.
- B. In the case of an extended absence, the faculty member may issue a grade of Incomplete for the class. The student would complete unfinished class work when the period of volunteer emergency service has ended.
- C. In instances where the student believes he or she has been denied reasonable accommodation, the student would refer the matter to the applicable Department Chair. If the Department Chair is the class instructor, the matter will be referred to the Dean of the appropriate College. Should the student not be satisfied with the decision at the first level of appeal, the student may appeal beyond the Department Chair to the Dean of the appropriate College. The Dean's decision is final. Where the first appeal is handled by the Dean of the College, the second appeal would be handled by the University Provost. In this case, the Provost's decision is final.

TOBACCO FREE POLICY

POLICY AND GUIDELINE

The use of tobacco products is prohibited in all indoor university facilities, owned or leased, and in university owned vehicles. Smoking is permitted only if done at least 15 feet away from any entrance, exit, window that opens, or ventilation intake.

PARKING VIOLATION APPEAL

- A. A person may register an appeal to a violation notice by filing an appeal form available at either University Police or the Parking Office and returning the appeal form to the University Police department within fourteen (14) days of the date of issuance. Failure to appeal within the prescribed time limit shall be deemed a waiver of the right to do so.
- B. Appeals are reviewed by the University Parking and Traffic Appeals Board and its decision is final.
- C. The University Parking and Traffic Appeals Board meets on a regular basis to hear motorist appeals. The board consists of two (2) student members, two (2) civil service members, two (2) faculty members, two (2) administrative and professional members, one (1) at large member (staff, faculty, or A&P on alternate years), and the Director of University Police or his designee who is an ex-officio, non-voting member. Vacancies on the Appeal Board may be filled by temporary appointments by the Student Senate president, Faculty Senate chairperson, or Civil Service Council chairperson, as appropriate.
- D. The appellant may request a personal appearance before the University Appeals Board. Such a request must be in writing.
- E. An official appeal will stay any penalty fee until notification of outcome.
- F. If an appeal has been denied, failure to pay within a fourteen (14) day period will result in additional penalty fees. Transcripts and other documents will not be released from Enrollment Services until such violation fees are paid.

ANIMALS ON CAMPUS

The University strives to provide a safe and clean environment for students, faculty and staff. Therefore, domesticated animals are permitted on University premises only under the following conditions:

A. OUTDOORS

- Assistance dogs for people with visual and physical disabilities are permitted.
- All other dogs are permitted only if they are leashed and under the direct control of an individual. They must display tags indicating that they are properly licensed and that they have had a current rabies shot.
- Individuals must clean up after their pets.
- Facilities Management or University Police will report to the City of Chicago Animal Care and Control Commission the presence of animals on University premises that are unleashed or unattended.
- Animals, other than assistance dogs, are not allowed on or in the immediate vicinity of the athletic fields at any time.

B. INDOORS

- Assistance dogs for people with visual and physical disabilities are permitted.
- Laboratory or other animals used for research, observation, or demonstration purposes are permitted. The person in charge of the project is directly responsible for these animals, and the animals may only be present in those areas directly related to the research project.
- Public Health laws prohibit all animals with the exception of assistance dogs in public food service areas.

BICYCLE, SKATEBOARD, SKATE AND SCOOTER USE ON CAMPUS

The University has an obligation to provide a safe environment and protect University property. These procedures will assist in minimizing the risk to students, faculty and staff.

1. Skates, scooters and bicycles may be used for transportation purposes on the various pavements throughout campus. They may not be used within buildings.
2. Skateboarding is not permitted anywhere on campus.
3. Bicycles shall be parked in racks in the areas designated for bicycle parking. Improperly parked bicycles may be removed and impounded by University Police. Bicycles are not allowed in hallways, classrooms or offices.
4. Any behavior while utilizing skates, scooters or bicycles that can cause property damage and/or endanger self or others is prohibited.

OTHER APPEALS AND GRIEVANCES

Where a student believes him/herself to be grieved by an employee of the University, the following procedure should be followed:

1. The aggrieved student should initiate discussion with the person who is believed to be causing the grievance for the purpose of resolving the situation.
2. If the student believes his/her grievance not to be resolved, he/she should appeal in writing to that person's immediate supervisor.
3. If the student still feels aggrieved, he/she should appeal in writing to the next level of supervision.
4. Supervisors may utilize a committee model (see Grade Appeal as an example) in their attempt to resolve the grievance.
5. Final appeal in writing should be made to the appropriate vice president.

All of the above decisions and appeals must be made in a timely manner. That is, within a reasonable time under the circumstances. Grievances involving alleged discrimination on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran's status may be pursued through the Affirmative Action Office (C 219, 773 / 442-5614). In all instances an aggrieved student may contact the Dean of Students Office for guidance relative to procedural matters.



COLLEGIATE TERMS

INTRODUCTION

Now that you have become a part of the Northeastern Illinois University community, you will discover that the university has a language of its own. Some words, jargon, and terms have meanings specific to Northeastern, while others are college jargon and standard from university to university. “Collgiate Terms” is designed to help you comprehend the different terminology on campus. However, if you hear or see a word you do not understand and it is not listed, ask your advisor to explain it or stop by the Office of the Dean of Students for assistance.

ACADEMIC ADVISOR

All degree seeking students are assigned an academic advisor. The advisor serves as a resource for all academic and nonacademic services and can help students plan their schedule, choose a major, and understand the system.

ACADEMIC CALENDAR

The university operates on a semester system. The academic calendar or year consists of a 16-week fall semester, a 16-week spring semester, and a summer session.

ACADEMIC PROBATION

An undergraduate student at Northeastern must maintain a cumulative grade point average of 2.0 (on a 4.0 scale) or a “C” average to remain in good standing. An undergraduate whose cumulative average falls below 2.0 will be placed on academic probation and must meet specific criteria to be allowed to continue as a student. For additional information, see the University Catalog.

ACTIVITY HOUR

Activity Hour takes place on Tuesdays and Thursdays at 1:40 p.m. - 2:40 p.m. during the regular academic year. During this time, no classes are scheduled. It allows for NEIU students to take part in extra-curricular activities, meetings, and programs offered on campus.

ADD

To register for a course or courses.

ADD/DROP

Add/Drop is a change of registration process conducted during each semester when a student may add or drop classes, make section changes, or completely withdraw from the university. Consult the Schedule of Classes for refund policies and deadline dates.

ADULT RE-ENTRY

The Adult and Women Student Programs Office sponsors a program for adults who are returning to college after an extended absence or attending college for the first time. The Returning Adult Program (RAP) assists both male and female students through the initial re-entry period and offers activities such as orientation sessions, study strategies workshops, and support groups for single parents and returning students.

ADVANCE REGISTRATION

Currently enrolled students and students admitted or readmitted prior to the beginning of Advance Registration may be eligible to participate in the Advance Registration process. The process allows students to register for the term in advance. Refer to the Schedule of Classes for registration dates and details.

ALUMNUS/ALUMNA

A male (alumnus), or female (alumna) graduate or former student of Northeastern Illinois University. The term alumni refers to more than one alumnus and/or alumna.

ASSISTANT PROFESSOR

See Professor.

ASSOCIATE DEGREE

An associate degree in arts or science (A.A. or A.S.) is a two-year degree offered primarily at community and junior colleges and technical schools.

ASSOCIATE PROFESSOR

See Professor.

AUDITING CLASSES

Students who meet the admission requirements of the university and are registered for a course may audit the course with written permission of the instructor. An auditor cannot later have his/her registration changed to secure course credit. Auditors pay the same fees as credit students. For additional information see the current Schedule of Classes.

BACCALAUREATE DEGREE

See Bachelor's Degree.

BACHELOR'S DEGREE

The formal name for a four-year college degree. Northeastern offers both the bachelor of arts (B.A.) and the bachelor of science (B.S.) dependent on the major and the college.

BOOK WAIVER

NEIU students who have an existing financial aid package (grants and/or loans) may qualify for a paper book waiver. The paper book waiver amount is determined based on the difference between the student's balance due to the university and the student's total financial aid package for a given term. The paper book waiver is submitted to Beck's Bookstore in exchange for books and supplies.

CATALOG

The catalog describes the university, its academic programs, and support services, and provides a description of all the courses offered. It outlines general course requirements that all students must fulfill and courses in a student's major and minor that are necessary for graduation, as well as elective course options. The University Catalog is available free of charge at the bookstore, located in the Village Square area or at the Enrollment Services Center. It is also available on Northeastern's website, www.neiu.edu.

CHAIR

A faculty member who is the head of an academic department, such as the biology or special education department. Also refers to the head of a committee.

CHANGE OF REGISTRATION

Beginning with the first day of classes, students may register for open classes prior to the day of the first class session without an override. Beginning with the day of the first class session courses will require an override from the department. Students may also drop a course, put a course on pass/fail, or completely withdraw. See the Schedule of Classes for dates and instructions.

CLASS STANDING (*STUDENT CLASSIFICATION*)

Class standing or student classification for undergraduates at Northeastern is dependent upon the number of credit hours students have earned: freshmen (0-29 earned credit hours), sophomores (30-59 earned hours), juniors (60-89 earned hours), seniors (90+ earned hours). For students with an earned bachelor's degree there are four (4) classifications: graduate students admitted to a graduate degree program, second bachelor's degree candidates, graduate students-at-large, and graduate students-at-large in a certification program. In addition, undergraduate students-at-large have a separate classification.

CLEP TESTS (*CREDIT THROUGH COLLEGE LEVEL EXAMINATION PROGRAM*)

Credit for successful performance on the general examinations may be granted to students who have participated in the College Level Examination Program. A maximum of 30 hours of lower division credit may be awarded through CLEP. For additional information and guidelines, visit the Enrollment Services Center or call the Admissions Office.

COLLEGE

The university is divided into four academic colleges: the College of Arts and Sciences, the College of Business and Management, the College of Education, and the Graduate College. For specific requirements and application procedures of each college, see the University Catalog.

COLLOQUIUM

A broad-based, interdisciplinary, research-based topics course featuring the expertise of contributors from diverse fields.

COMMENCEMENT (GRADUATION CEREMONY)

A day set aside to award degrees and to honor graduating students. Students wearing commencement regalia (caps and gowns) participate in a special ceremony attended by family members and friends who, along with university faculty and administrators, observe as students receive their degrees and other honors.

COMPLETE WITHDRAWAL

To drop ALL courses for the semester. By taking this action, the student does NOT intend to be registered for ANY course.

CONCURRENT REGISTRATION

Concurrent registration for undergraduate students working toward a degree at Northeastern Illinois University is permissible. Prior to enrolling at another university or college, the student at Northeastern must obtain written permission. For additional information see the Schedule of Classes or University Catalog.

CONSTITUTION REQUIREMENT

In order to graduate from Northeastern, students must have passed the Illinois and United States Constitution Examination or successfully completed the American National Government course in the Department of Political Science. For additional information, see the University Catalog or contact the Department of Political Science.

COURSE NUMBER

Every course has a name and number. Numbers range from the 090-level to the 500-level. The 090s are developmental and do not count toward graduation. The 100-level are usually taken during the freshman year, 200-level during the sophomore year, 300-level are upper division courses which are for advanced undergraduate and, under some conditions, graduate students, 400 and 500-level are for graduate students only. Most freshmen and sophomores take lower division or 100-200 level courses (and when required 090s). Juniors and seniors generally take upper division or 300-level courses.

COURSE OVERLOAD

Students may register for a maximum of 16 credit hours per semester. During the Summer session students may register for a maximum of 14 credit hours. Students who wish to register for an overload must obtain permission from the appropriate college dean. For additional information see the Schedule of Classes or the University Catalog.

COURSE REFERENCE NUMBER (CRN)

The five-digit number which uniquely identifies a particular course section.

CREDIT BALANCE

Money owed to the student by the university. Students with a zero or a credit balance are still responsible for confirming their registration with the Cashier's Office.

CREDIT HOUR

Credits at Northeastern are measured in semester hours. One semester hour consists of the equivalent of one 50-minute lecture or discussion period, or two laboratory periods per week, for one term. For individual study programs, requirements for a credit unit are arranged on an individual basis. Also called unit of credit.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average is the average of all the courses taken at Northeastern. For additional information, see Grade Point Average (GPA).

CURRICULUM

All the courses required for a degree. Majors/minors will have a specific course of study that students must follow. Students should consult the University Catalog or their major/minor advisor for information on their curriculum.

DEAN

A college administrator who is the head of a specific college or organizational division or unit at the university. Northeastern includes the Dean of the College of Arts and Sciences, the Dean of the College of Education, the Dean of the College of Business and Management, the Dean of the Graduate College, the Dean of Academic Development, the Dean of Libraries and Learning Resources, and the Dean of Students among its deans.

DEBIT CARD

An ID card that is used as a debit card in photocopiers and library microfilm printers located around campus.

DECLARED MAJOR

See Major.

DECLARED PRE- MAJOR

See Pre-Major.

DEGREE EVALUATION

This document lists the courses that a student has taken which satisfy General Education Requirements and university requirements for graduation. Students will need to meet with their major and/or minor academic advisor to determine which courses will apply to their major and/or minor. This document may be obtained online at <http://neiuport.neiu.edu> or from an academic advisor or at the Enrollment Services Center.

DEPARTMENT

Each college within the university is organized into academic departments that offer courses and a curriculum for a major and/or a minor in that specific area, such as the History Department or Biology Department.

DIAGNOSTIC EXAMINATIONS

Diagnostic exams are placement tests that incoming freshmen must take in English language, reading, and mathematics either before their first registration or during their first semester at Northeastern.

DISTANCE EDUCATION COURSES

Select courses that are delivered through a two way interactive teleconferencing network. For specific courses refer to the current Schedule of Classes.

DROP (A COURSE)

To officially withdraw from a class.

DROPPED FOR POOR SCHOLARSHIP

The action taken when a student has not met the required academic standards of the university and is no longer eligible to attend. For more information, see the University Catalog.

ELECTIVES

Electives are optional rather than prerequisite or required courses in an academic curriculum.

E-MAIL ACCOUNTS

E-mail accounts are automatically created for students enrolled at Northeastern. To obtain your account information, go to the Student Computing Services website at <http://www.neiu.edu/~scs>

ESCORT SERVICE

Students may request an escort to locations on campus by calling the University Police Department.

EXTRACURRICULAR (CO-CURRICULAR)

Extracurricular refers to activities outside of a student's classes and course requirements. These activities are open to all students and include clubs and organizations, recreation and intramurals, and cultural, social, and entertainment events. For information on activities, contact the Student Activities Office or Campus Recreation.

FACULTY

The title or rank of a teacher or instructor within the university is usually dependent upon his/her years of experience, educational background, and professional accomplishments in teaching, research, and service (lecturer, instructor, assistant professor, associate professor, and professor).

FEES

Fees are costs that students pay in addition to tuition. These fees include Student Union Fee, Student Activity Fee, Academic Enhancement Fee, Computer Resource Fee, Performing Arts Fee, Campus Recreation Fee, Parking Fee, Health Service Fee, Green Fee, and the Student Health Insurance Fee. Individual courses may also have fees assessed. Refer to the Schedule of Classes for an explanation of all fees.

FIELD PLACEMENT

See Internship.

FINALS, FINAL EXAMS

These are exams given at the end of each semester. In some courses, final exams may be comprehensive and include all the material covered during the course, while other courses may have more specific exams. Sometimes, a professor will require a final paper or project instead of or in addition to a final exam. The course syllabus should indicate when the final will be given, what it will cover, and how much it will count toward the final grade. For official final exam schedule refer to the Schedule of Classes.

FINANCIAL AID

Northeastern Illinois University participates in all of the U.S. Department of Education Title IV Funding programs. These include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Stafford Loan, State Monetary Award Program, State Veteran's Grant, State National Guard Grant, and State Illinois Incentive for Access.

GENERAL EDUCATION

The General Education Program requirement consists of 39 credit hours of courses designed to familiarize students with a wide range of subject areas in the fine arts, humanities, behavioral and social sciences, math/quantitative reasoning, and natural sciences. Students fulfill the General Education Program by successfully completing a specified number of courses in each of these areas selected from a "Limited List" of acceptable courses. See the University Catalog and the Schedule of Classes for details.

GRADE POINT AVERAGE (GPA)

Northeastern is on a 4.0 grading scale. For instance, each credit hour of "A" equals 4 grade points; an "A" earned in a three credit hour course generates 12 grade points. The student's grade point average is calculated by: the total number of grade points earned divided by the total number of credit hours earned. Credit hours for courses in which an "F" is earned are used to calculate the GPA. Transfer hours and courses in which a "P" (passing) grade is earned are not used to calculate the grade point average.

GRADES (GPA)

Students may view their grades at <http://neiuport.neiu.edu>. Grade reports are not mailed to students. Visit the Enrollment Services Center or call the Records Office. Grades are expressed as follows: A, B, C, D, and F. Undergraduates may be permitted to take certain courses on a Pass (P) or Fail (F) basis (See Pass/Fail Option.) Other letter grades include: I - Incomplete, V - Visitor/Auditor, W - Withdrawal. For a detailed description of the grading system, see the University Catalog.

GRADUATE STUDENT

A student who has earned a bachelor's degree (B.A. or B.S.) and is enrolled in a program granting the master's degree (M.A., M.S., M.B.A., M.S.A., M.S.I., M.A.T.).

GRADUATION CEREMONY

See Commencement.

HOLD

Action taken by the university because of an outstanding obligation which may prevent a student from registering and/or restrict the release of a student's transcript. The hold must be waived or removed by the originating office to allow a student to register or receive a transcript.

HONORS PROGRAM

The University Honors Program, which is open to undergraduate students in all disciplines, provides an expanded educational experience to students willing to challenge their academic and intellectual abilities. They attend honors courses, seminars, and colloquia and engage in independent study, research, or creative work with faculty and peer mentors. At graduation, students who complete the program requirements are awarded special distinction as Honors Scholars.

HONORS RECOGNITION

Baccalaureate degree students who graduate with a minimum of a 3.5 grade point average will be awarded honors recognition: cum laude (with distinction) 3.5-3.74 GPA, magna cum laude (with great distinction) 3.75-3.89 GPA, summa cum laude (with highest distinction) 3.9-4.0 GPA.

HOURS

Another word for credits. For example, students may refer to their course load as 15 credits, 15 hours, or 15 credit hours. It is based on the number of hours spent in class each week or the number of credits that will be earned from the course.

IDENTIFICATION CARD (STUDENT I.D.)

All registered students should have a university identification card. This card permits students to withdraw materials from the library, serves as identification for university-sponsored activities and events, allows students to utilize the Campus Recreation Complex, and may be used as a debit card.

INCOMPLETE

Allows for an additional amount of time to complete a course, given at the discretion of the instructor under certain circumstances. For additional information, see the University Catalog.

INDEPENDENT STUDY

An individual project taken for academic credit under the supervision of a faculty member but not in conjunction with a specific course. Independent Study Forms can be obtained in the academic department. Consult the Schedule of Classes for specific registration information.

INSTRUCTOR

See Professor.

INTENDED MAJOR

The academic major students indicate on their admission application to identify their interest in an area of study. Students must then formally declare their major with the appropriate academic department by the time they have completed 45 hours. See Major and Pre-Major.

INTERNATIONAL PROGRAMS

Study abroad provides students a unique opportunity to spend a semester, summer, or academic year overseas while earning credit at NEIU toward graduation. In addition, international study trips, which last from 7-21 days, or 1-3 weeks, are open to sophomores, juniors and seniors in good academic standing. For more information, contact the Office of International Programs.

INTERNSHIP

An internship is a supervised work experience (usually off-campus) in a student's major field. It provides a student with an opportunity to practice newly acquired skills and theories in settings appropriate to his/her career objectives. An internship may also be called a field placement or practicum.

LABORATORY OR LAB

Course work or part of a course involving experiments, projects, or other “hands-on” activities rather than reading, lectures, papers, or library research.

LATE REGISTRATION

Eligible students who did not participate in advance or open registration may register for classes during the late registration period at neiuport.neiu.edu, which is scheduled just prior to the beginning of the semester. See the Schedule of Classes for registration dates and instructions.

LEADERSHIP AND SERVICE TRANSCRIPT

The official record of a student’s involvement in extracurricular activities, organizations, community and volunteer services, university committees and boards, awards and recognition, performance arts, and/or professional or educational development at Northeastern. Contact the Office of the Dean of Students for more information.

LEVEL

The level of a student is either undergraduate or graduate.

MAJOR

A major indicates a student’s field of academic specialization and may comprise from 25 to 50 percent of the prescribed courses he/she needs in order to graduate. By the time students have earned 45 credit hours they must contact their major department and officially declare their major. If students cannot officially declare their major, they must declare a pre-major. In most cases, students can declare a major or pre-major at any time. See Pre-Major.

MAJOR ADVISOR

When students declare a major, a faculty member from the major department, or an advisor from the major department, is assigned to assist them in course selection and academic planning.

MID-TERMS

Mid-terms refer to exams which, in most courses, professors will give to students during the middle of the semester. Usually, mid-terms will test students on all the material covered up to that point and may count for a higher percentage of a student’s grade than other tests. The course syllabus should indicate when the mid-term will be given, what it will cover, and how much it will count toward the final grade.

MINOR

A group of prescribed courses from a department that some students, dependent on their major, are required to complete. It may also refer to a group of courses in a particular field designed to give students expertise in that field even though it does not fulfill requirements for a major.

NEIUport

NEIUport is a university-wide Internet portal. NEIUport supports and promotes a better connected community through on-line student group activity, personal and event calendars, and announcements about services and events. Access to information is simplified with a centralized location for registration, viewing of grades, paying tuition by check or charge card, e-mail, Blackboard, and other services. For additional information go to neiuport.neiu.edu.

NONTRADITIONAL DEGREE PROGRAMS

Utilizing university faculty to meet the varying needs of their students, these types of degree programs, designed specifically for adult students, provide expanded opportunities for quality education and individual academic advisement. These include the Bachelor of Arts in Interdisciplinary Studies Program and the University Without Walls program.

NVISION

Northeastern Illinois University’s televised events and information system.

NPB (NORTHEASTERN PROGRAMMING BOARD)

NPB (Northeastern Programming Board) is the elected student board which selects, plans and presents social, cultural, educational and other entertainment programs to the campus. The Board and its coordinators bring coffeehouse acts, roving artists, novelty acts, films, speakers, etc. to the campus. NPB works in conjunction with the Student Activities Office.

OFF CAMPUS COURSES

Courses offered at different sites in the Chicago area including Lake County. For specific courses refer to the current Schedule of Classes, or search for off campus/extension courses at neuport.neiu.edu.

OPEN REGISTRATION

Eligible students who did not participate in advance registration may register for classes during the Open Registration period at neuport.neiu.edu. See the Schedule of Classes for registration dates and instructions.

PASS/FAIL GRADE OPTION

An undergraduate student in good standing who has accumulated 15 hours in residency (courses taken at Northeastern) may elect to take a course Pass/Fail. A grade of “P” indicates that the student has passed the course and a grade of “F” that he/she failed the course. The “F” grade is included in the calculation of the grade point average but the “P” grade is not. Declaration of the intention to select the Pass/Fail Option must be made no later than the tenth day of the term by contacting Enrollment Services (D 101). Students may not use the pass/fail option for General Education courses, English 101, Math/Quantitative Reasoning requirement, Honors courses, tutored or independent study courses, College of Business and Management courses, or a course used to fulfill a major or minor requirement. For additional information, see the University Catalog or the Schedule of Classes.

PAYMENT

The method of confirming a student’s registration by paying tuition and fees online at neuport.neiu.edu or at the Cashier’s Office. Payment may be made by cash, check, credit card, money order or, in cases of students receiving financial aid, selected scholarships or various waivers.

POLICIES AND PROCEDURES

Policies and procedures are the ground rules that ensure and protect the rights of students and faculty and explain responsibilities that enable the university to effectively function as an academic community. All students should be aware of the policies and procedures and know where to obtain information on them. For descriptions, refer to the Basics within this handbook. The following is a listing of Policies and Procedures of special interest to students: Affirmative Action Policy and Discrimination Grievance Procedure, Bulletin Board Policy, Charitable Solicitations On Campus, Demonstrations, Drug and Alcohol Abuse, Financial Aid Satisfactory Academic Progress Policy, Grade Appeal, Incompletes, Parking Violation Appeal, Policy on First Class Session Attendance, Reasonable Accommodation of Religious Observations, Release of Information Pertaining to Students, Services for Students with Disabilities, Policy and Procedure Regarding Sexual Assault, Sexual Harassment Policy and Procedure, Tobacco Free Policy, University Student Conduct Code, and Use of Facilities.



PRACTICUM

See Internship.

PRE-MAJOR

Students who have not completed the prerequisites necessary to declare a major by the time they have earned 45 hours of credit must declare a pre-major. Declaration of a pre-major is done at the Enrollment Services Center.

PREREQUISITE

A prerequisite is usually a course(s) that must be completed before taking another course. Sometimes, a required grade point average or class standing may constitute a prerequisite for certain classes or to declare a major. For additional information, see the University Catalog or Schedule of Classes. Prerequisites may be viewed online at neiuport.neiu.edu when selecting courses.

PRESIDENT

The chief executive officer of the university who reports to the Chair of the Board of Trustees of Northeastern Illinois University for the administration of the university. The President is assisted by the Provost (Vice President for Academic Affairs) and three vice presidents (Finance and Administration, Institutional Advancement, and Student Affairs).

PROFESSOR

The title of a teacher of the highest rank in an institution of higher learning. Other ranks include associate professor, assistant professor, instructor, and lecturer. (See Faculty.)

PROVISIONAL ADMISSION

An admission classification that indicates a student, even though he/she is admitted, will be required to take specific courses at the university to offset deficiencies that preclude full admission status.

PROVOST

The highest academic official of the university. The deans of the Colleges of Arts and Sciences, Business and Management, and Education as well as the deans of the Graduate College, Libraries and Learning Resources, and the Office of Academic Development report to the Provost. Also reporting to the Provost are the Executive Directors of Enrollment Services, and Assessment and Institutional Studies and Planning, as well as the directors of the Jacob H. Carruthers Center for Inner City Studies, El Centro, Center for Teaching and Learning, and Sponsored Programs. The Provost reports directly to the President.

READMISSION

Admission procedure followed by students in undergraduate degree programs who were previously enrolled in the university but whose attendance was interrupted by three or more consecutive semesters. Students must have been in good standing at the time of their last attendance at Northeastern. Students who have enrolled at other institutions since leaving Northeastern must have an overall "C" average and be in good standing at those institutions. Students who were dropped for poor scholarship from Northeastern must petition the Academic Standards Committee. For additional information, see the University Catalog.

REFUNDS

An amount due to students for complete or partial withdrawal from classes. For additional information and deadline dates for full and partial refunds, see the Schedule of Classes.

REGISTRATION

The process of scheduling classes for each semester through advance, open, late registration, or change of registration at neiuport.neiu.edu. Also see Advance Registration and Late Registration. Students must use their net ID and password to gain access to NEIUport.

REGISTRATION OVERRIDE

A registration override will be entered online by the academic department to indicate that a student has been given permission to register for a course which is closed or restricted. During the change of registration period, students may register for open classes prior to the day of the first class session without a registration override. Beginning with the day of the first class session, courses will require a registration override from the department. Once a registration override has been entered by the department, the student must register for the course at neiuport.neiu.edu.

REPEAT POLICY

Effective Summer 2008, courses which are repeated will only have the last grade earned count in the cumulative hours and GPA. Courses which are repeated will only count once toward fulfilling the minimum 120 hours required for graduation. This policy does not apply to courses taken for graduate credit. Additional information can be obtained at the Enrollment Services Center.

RESIDENCY STATUS (RESIDENT/NON-RESIDENT)

Residency status refers to a student classification as either a resident or non-resident of the State of Illinois, for the purpose of assessing university tuition. Details on the factors which determine residency or non-residency status are described in the University Catalog.

RESTRICTION

A condition that must be met prior to registration. For example, certain courses are only open to students in a specific major or minor, or some courses require specific arrangements with the department/instructor prior to registration.

RESUME

A written summary of a student's education, work experience, volunteer work and related background information. This document is usually sent to an employer as an initial inquiry concerning employment.

SCHEDULE OF CLASSES

This is a booklet issued prior to the beginning of the advance registration period that lists all the classes that will be offered during the coming semester, including days, times, room numbers, and faculty. The schedule also includes other pertinent registration information, updated policies and requirements, fees, insurance and financial aid information, general academic and testing requirements, and a calendar of important semester dates and deadlines. The Schedule of Classes is also available on Northeastern's website, neiuport.neiu.edu. Students may search for specific courses at neiuport.neiu.edu.

SCHOLARSHIP

A financial award given to a student on the basis of academic achievement, talent, or criteria established by the donor of the scholarship money.

SECTION

The different classes offered for the same course title. For instance, a department might offer three "sections" of the same course in a given semester, and a student would select one of the three sections in which to register.

SEMESTER HOUR

See Credit Hour.

SEMESTER SYSTEM

Northeastern is on a semester system that consists of a 16-week fall semester, a 16-week spring semester, and a summer session.

SEMINAR

A course consisting of a small group of students engaged in research under the guidance of a professor who meets regularly with them for reports and discussions. Usually seminars are advanced courses for students pursuing a major or minor in the subject area.

STUDENT-AT-LARGE

This is an admission classification that indicates either a student with or without a degree who enrolls as a non-degree seeking student. Students in this classification are not eligible for TITLE IV Federal Financial Assistance.

STUDENT CLASSIFICATION

See Class Standing.

STUDENT GOVERNMENT (STUDENT SENATE)

The Student Government represents the student body through elected officers and senators. Examples of involvement include student participation in university activities and formulation of policies that affect the student body. The officers of Student Government are the president, vice president, and speaker of the senate.

STUDENT IDENTIFICATION NUMBER

A system-generated number which is unique to each student. This number is included on the university id card and may be used when conducting business with various university departments and staff. Refer to the Schedule of Classes for further information.

STUDENT TEACHING

An internship of supervised teaching at an elementary or secondary school that all education majors must complete before graduation (See Internship).

STUDENT UNION

The Student Union houses services such as the cafeteria, lockers, and study space. It has meeting facilities for campus organizations, as well as space for social and recreational events. It provides comfortable surroundings for students to study, relax, and enjoy the many educational and cultural events offered during the year.

STUDY ABROAD

See International Programs.

STUDY CARREL

A small study area or room. Throughout the university, desks, tables and chairs in the halls are available for student use. In the Library, study carrels and tables are conveniently located on every floor. Group study rooms and instructional computer terminals are also available on the fourth floor of the Library.

SYLLABUS

A course outline which usually explains course requirements, attendance policy, assignments, readings, examination schedule, faculty office number and hours, and other pertinent information.

THESIS

A treatise advancing a new point of view resulting from research.

TRANSCRIPT

The official record of a student's college work, which is maintained and updated each semester by the Office of Enrollment Services. The transcript includes courses, grades, grade point average, and transfer credit information. Students may view their transcript online at neiuport.neiu.edu.

TRANSFER CREDIT

The courses Northeastern has accepted from another college or university will be listed on the student's Northeastern Illinois University transcript. In addition, a Degree Evaluation will be sent to the student, which will indicate which courses or credit will meet the General Education requirements and the university requirements for graduation. There is a limit on the number of hours Northeastern will accept towards a student's degree. See your academic advisor for additional information. Students will also need to meet with their major and/or minor academic advisor to determine which courses will apply toward their major and/or minor.

TUITION

The amount of money a student pays for his/her courses. See the Schedule of Classes for a complete listing of tuition costs.

TUITION GUARANTEE PLAN

The Tuition Guarantee Plan applies to all newly enrolled undergraduate students, including transfers, and guarantees the same tuition rate for four continuous academic years. The Tuition Guarantee Plan applies only to tuition. Fees may increase during the four years. Refer to the Schedule of Classes for more information

TUTORED STUDY

Individual instruction taken for academic credit for a specific course under the supervision of a faculty member. Tutored study forms can be obtained in the academic department office. Consult the Schedule of Classes for specific registration information.

UNDECLARED MAJOR

Until a student officially declares a major or pre-major, the student's major code is D399 which indicates an undeclared major.

UNDERGRADUATE STUDENT

A student attending a university or college who has not received a bachelor's degree.

VILLAGE SQUARE

The Village Square, located at the interior entrance of the Student Union, provides a space for exhibits, conversations, and access to services such as an information center, and the bookstore.

WAIVER

A document that provides institutional authorization to set aside or forego a requirement or obligation. For example, a tuition waiver is granted when a student has received a tuition scholarship or other form of financial aid that covers the cost of tuition.

WITHDRAWAL

Another term for dropping a course(s). Withdrawal can mean dropping all of a student's courses and leaving school for the semester or just one course. See Add/Drop and Complete Withdrawal.



