Welcome from the President

On behalf of the faculty and staff, I welcome you to the Northeastern Illinois University community. You are now a part of the most culturally and ethnically diverse institution of higher education in the Midwest. This is a learning environment that is full of vitality and excitement, the perfect place to attain your academic goals with the support of dedicated scholars and professionals.

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 a student at Northeastern Illinois University, you will become well acquainted with our Values as they are applied within and throughout your educational experience.

The time you spend at 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 takes place not only in the classroom, but also by participating in student organizations, service learning and volunteer activities, and informal interactions with faculty and fellow students.

Best wishes for an enriching University experience.

Sharon Hahs,
President
Northeastern Illinois University
Student Affairs Welcome

Dear NEIU Students:

On behalf of the Division of Student Affairs, I would like to welcome you to a new academic year!

NEIU is your University and we are so glad you are here. It is a great place to learn and to achieve your academic and personal goals. **At NEIU, we are committed to your success!**

Our students lead busy lives – filled with classes, homework, University activities, family responsibilities, work, and community involvement. Please take advantage of the many **student programs and services** at Northeastern that can assist you in answering questions, finding solutions to problems, and completing your degree in a timely manner.

The Division of Student Affairs connects you to people and programs that are here to help you be successful. You can find more information about us in this Student Handbook and also on our website ([www.neiu.edu/studentaffairs](http://www.neiu.edu/studentaffairs)).

Have a great experience at Northeastern – where our students learn in the city and lead in the world. To all our new and returning **NEIU Golden Eagles**, best wishes for a successful school year!

Daniel López, Jr., Ph.D.
Associate Vice President
Student Affairs

Matt Specht, M.A.
Assistant Vice President
Dean of Students

Richard Helldobler, Ph.D.
Provost and Vice President
Academic Affairs
# TABLE OF CONTENTS

Mission Statement ........................................ 8
Vision Statement .......................................... 8
Institutional Values ....................................... 8
Baccalaureate Goals ..................................... 9

## Academic Programs
- College of Arts and Sciences ....................... 10
- College of Business and Management .......... 10
- College of Education ................................ 10
- College of Graduate Studies and Research .... 11
- English Language Program ......................... 11
- Mathematics Development Program ............. 11
- Nontraditional Programs ......................... 11
  - Bachelor of Arts in Interdisciplinary Students Program (BAIS)
  - University Without Walls (UWW)

Office of International Programs ..................... 12
Reading Development Programs ..................... 12
University Honors Program ............................ 12

## Academic Support Services
- Advising Center ..................................... 13
- Career Development Center ....................... 13
- Enrollment Services ................................ 13
  - Admission and Transfer Center
  - Enrollment Services Center
  - Veterans Services Office
- Registration ........................................ 14
  - Helpful Hints
  - Student Billing Committee/Late Withdrawal Committee

Institutional Advancement .......................... 14
Learning Support Center ............................ 14
Library Facilities and Services .................... 15
McNair Scholars Program .......................... 15
Orientation .......................................... 15
Probation Counseling ................................ 16
Project Success ....................................... 16
Proyecto Pa’Lante .................................... 16
Summer Transition Services ....................... 16
  - Summer Transition Program
  - The Wentworth Scholars Program

The Student Disability Services ..................... 17
  - Americans with Disabilities Act/Rehabilitation Act, Section 504
  - Policy on Services for Students with Disabilities

The Center for Academic Writing .................. 20
TRIO Student Support Services .................... 20
The Student Center for Science Engagement .... 20
Testing services 20

Getting Involved on Campus 21
Angelia Pedroso center for Diversity and Intercultural Affairs (APCDIA)
African/African American Resource Center
Asian/Global Resource Center
Latino/a Resource Center
The Lesbian, Gay, Bisexual, Transgender, Queer, & Ally Resource Center
Women’s Resource Center
Auditorium, Fine Arts Recital Hall and Student Union,
Event, and Conference Services 24
Information & Box Office
Campus Dining
Identification Cards – NEIU ID
Student Leadership Development 25
Fine Arts, Cultural, and Lecture Programs 26
Information Center 26
Student Union 26

Health and Wellness Resources 27
Behavioral Concerns Team
Student Health and Counseling Services 27
Counseling Services
Health Services
Health Insurance

Navigating Campuses 29
Buildings and Grounds
Emergency Assistance
Emergency Phones
Escort Service
Gender Inclusive Restrooms
Parking Services
NEIU – Jacob H. Carruthers Center for Inter City Studies (CCICS)
NEIU – El Centro Campus
NEIU – Center for College Access and Success
NEIU – University Center of Lake County

Paying for your Education 30
Applying for Student Financial Assistance
Applying for Student Loans
Scholarships/Grants/Loans
Student Employment Opportunities

Policies 33
Acceptable Use of Information Technology Resources
Alcohol Policy
Americans with Disabilities Act
Policy on Services for Students with Disabilities
| Classroom Disruption Policy | 36 |
| Grade Appeal Policy | 37 |
| Undergraduate Grade Appeal Policy | |
| Graduate Grade Appeal Policy | |
| Equal Opportunity and Nondiscrimination | 40 |
| Policy on Procedure Regarding Sexual Assault | 40 |
| Sexual Assault Support Services and Resources | |
| Procedures for On Campus Disciplinary Action | |
| Possible Sanctions | |
| Distribution | |
| Policy on Reasonable Accommodation for Students Serving as Volunteer Emergency Workers | 42 |
| Student Code of Conduct | 43 |
| Student Conduct Code Disciplinary Proceeding | |
| Acts of Misconduct | |
| Initial Conference | |
| Conduct Hearing | |
| Appeal Process | |
| Misconduct Sanctions | |
| Immediate Temporary Sanctions | |
| Additional Information | |
| Student Grievance Policy | 51 |
| Smoke-Free University Policy | 51 |
| University E-Mail | 52 |

**Student Support Services**

| Bookstore | 55 |
| Child Care | 55 |
| The Lesbian, Gay, Bisexual, Transgender, Queer, & Ally Resource Center | 55 |
| New Student and Family Programs | 55 |
| University Police | 56 |
| Safety and Security Information Report | |
| Reporting of Crimes or Emergencies | |
| Law Enforcement Authority and Interagency Relationships | |
| Emergency Response and Evacuation | |
| Security Awareness and Crime Prevention Program | |

**Crime Statistics**

| Main Campus | 59 |
| El Centro (3319 N. Pulaski) | |
| Carruthers Center for Inner City Studies (CCICS) | |
| Center for College Access and Success | |
| El Centro (3390 N. Avondale) | |
| Violence Against Women Act (VAWA) | |

| U-Pass | 65 |
| Veteran Services | 65 |
| Women’s Resource Center | 65 |
Technology
  Computer Labs  66
  E-Mail Accounts  66
  NEIUport  66
  Desire2Learn  66
  Copying Machines  66

Collegiate Terms  67-79
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.

Institutional Values
Northeastern Illinois University is committed to a set of shared values that, taken collectively, guide 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.

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.

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 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.

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.

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.

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.
Baccalaureate Goals

Northeastern Illinois University prepares a diverse community of students for leadership and service in our region and in a dynamic multicultural world. This is achieved through pursuit of the following goals:

1. Intellectual and Practical Skills
   - Inquiry, evaluation and analysis
   - Critical and creative thinking
   - Written and oral communication proficiency
   - Original design and performance
   - Quantitative literacy
   - Information literacy and research experience
   - Teamwork and problem solving

2. Immersion in Disciplines and Fields of Study
   - Knowledge of human cultures and the physical and natural world
   - Mastery of different modes of knowing and integrative learning in a student’s major, with a broad awareness of other areas of study
   - Ability to synthesize general and specialized studies both within and across disciplines
   - Use of classroom knowledge to identify and tackle big questions and the practical issues of everyday life

3. Learning within the Resources of Community and Diversity at NEIU
   - Application of knowledge through internships, volunteerism, service learning, student teaching, applied research and writing, creative work and performance, etc.
   - Engagement at the personal and community level
   - Local and global civic knowledge and participation
   - Understanding of the complexities of individual identities
   - Intercultural knowledge and competence

These goals promote intellectual development and mastery of knowledge across the curriculum. The experiences of applied learning and engaging diversity foster life-long learning, social responsibility and ethical professionalism in the Northeastern graduate.
College of Arts and Sciences
The College of Arts and Sciences is the largest of the university’s colleges. It comprises 18 departments, which offer bachelor’s degrees in 26 majors with 44 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. The fine arts, humanities, natural sciences, social sciences, and professional studies all enrich our students’ learning environment by offering abundant opportunities for intellectual discovery. Through scientific, social, and cultural awareness, students can develop their own view of the world. The college provides undergraduate major programs in a variety of both traditional and career-oriented disciplines. Students have the opportunity to work with and learn from professors who are outstanding in their fields and passionate about teaching. We support student/faculty research, peer-led team learning, internships, and community-based fieldwork.

College of Business and Management
The College of Business and Management provides quality and accessible undergraduate and graduate education in business to a diverse student population from metropolitan Chicago and beyond. The college prepares students for professional careers in an increasingly multicultural and global business environment, and emphasizes learning through a variety of teaching methods that are enhanced by research and service.

Operating from a recently updated facility, the college offers five undergraduate majors (Accounting, Finance, Marketing, Management and General Business Administration) from our departments (Accounting, Business Law and Finance; Management and Marketing). A minor is International Business completes their undergraduate offerings to meet the needs of students who want to enter the global business world of the 21st century. In addition to academic coursework, an annual international business conference, a reading society and one book, one semester program, etiquette dinner, and major related student organizations (Accounting Associates Club (AAC), American Marketing Association (AMA), American Productions & Inventory Control Society (APICS), Business & Management Club, College of Business & Management – Student Advisory Council (CBM-SAC), Financial Management Associates, and NSHMBA), enhance business students’ educational experience with opportunities for leadership activities and exposure to professional development.

College of Education
The College of Education at Northeastern Illinois University is dedicated to excellence and innovation in education. Our mission is to be reflective, collaborative, and transformative educators. Serving the Chicago metropolitan area and beyond, faculty and staff 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 being 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 continually strengthening a commitment to serve schools, communities, business, industry and the professions.

To accomplish this dynamic mission, faculty and staff pursue collaborative and systematic strategies that will continue to advance our teaching, learning, research, and service. The College of Education partners with schools and community based organizations in an effort to fulfill our mission.

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 from Northeastern for licensure from the Illinois State Board of Education. Occasionally, state requirements for a teaching license or an endorsement to a license may change. Consult the departmental advisor regarding licensure and endorsement requirements.
Accreditation and Approval
In 2012, the National Council for Accreditation of Teacher Education (NCATE) conducted a thorough on-site evaluation of the College of Education's initial and advanced teacher preparation programs. NCATE’s Unit Accreditation Board voted to continue full accreditation to the College of Education, without any suggested areas for improvement, until 2018. The 2013-14 Summary Pass Rates for all program completers is 100%.

College of Graduate Studies and Research
The College of Graduate Studies and Research at Northeastern Illinois University is committed to the development of scholars and leaders through outstanding graduate and post-baccalaureate programs. Under the guidance of committed faculty, the students in our programs master critical thinking and analysis integrate theory and practice, and pursue creative and scholarly endeavors. The College offers the majority of its course work during the late afternoon, evening hours and on Saturdays to accommodate working individuals.

Accreditation and Approval
The College of Graduate Studies and Research operates under NEIU’s regional accreditation through the Higher Learning Commission of the North Central Association of Schools and Colleges. It is a member of the Council of Graduate Schools, the Midwestern Association of Graduate Schools, and a charter member of the Illinois Association of Graduate Schools.

English Language Program
The English Language Program (ELP) provides students the opportunity to develop the level of English language and written communication skills needed to succeed in higher education. ELP also offers a minor in Interdisciplinary English Studies.

Mathematics Development Program
Many students entering Northeastern need additional preparation for college mathematics. The Mathematics Development Program provides students with three levels of numeric and algebraic instruction: MATH 090 Elementary Algebra, MATH 091 Intermediate Algebra I, and Math 092 Intermediate Algebra II. Mathematics course placement is based on a student’s MATH ACT score or the score on the Northeastern Mathematics Placement Test. Various methods of course delivery are offered, including classroom with online homework and practice testing, computer based instruction and online courses. Successful students usually perform at the same level in their college mathematics courses as students who placed directly into college level mathematics at entry. The Mathematics Development Program is located in Bernard Brommell Hall, BBH 204B. The Program Coordinator is Steve Ranney. Please contact him at s-ranney@neiu.edu if you have any questions or concerns.

Nontraditional Programs
The Bachelor of Arts in Interdisciplinary Studies and the University Without Walls are the two baccalaureate degree completion programs offered at NEIU. Both programs are self-paced and flexible, and emphasize individualized academic advisement for new, continuing, and prospective students.

Bachelor of Arts in Interdisciplinary Studies (BAIS) Major
The Bachelor of Arts in Interdisciplinary Studies (BAIS) major is an alternative, self-paced approach to higher education designed to meet the undergraduate needs to experienced adults. The flexible structure of the BAIS major includes a variety of options toward degree completion. Students may take courses at other colleges and the universities and earn credit through proficiency examinations or experiential learning, along with traditional or online NEIU courses.

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, self-sufficiency, 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.
Office of International Programs
The Office of International Programs (OIP) is the principal point of contact for all international students coming to Northeastern Illinois University, from recruiting to providing admission, immigration, employment, and academic advising for F-1 (degree-seeking students) and J-1 (exchange students and research fellows) visa holders, as well as maintaining all required documentation associated with the Student Exchange Visitor Information System (SEVIS). In service to the Northeastern community, the OIP works with faculty and departments to contract and develop curricular (outgoing study tours and incoming international student workshops/institutes), research (joint scholarship in the form of conferences and publications), and cultural opportunities, as well as to pursue funding opportunities to support these efforts, including grant opportunities and sponsorship, which are offered through the office’s connections with members of the local, state, and federal government and consular, international, and immigrant communities. With Northeastern students, the OIP offers assistance with study abroad opportunities beyond the short-term study tour experience for students who wish to study (or teach) for a semester or a year in an international venue, many of which include Northeastern’s international partner universities (IPUs). To this end, the OIP seeks out, establishes, and maintains various sorts of agreements—memoranda of understanding, bilateral agreements, full partnerships—for collaboration with these IPUs, from student and faculty exchanges to different types of joint curricular and research projects. Please visit www.neiu.edu/international to find out more about our programs and services.

Reading Development Program
The Reading Development Program (READ) is a component of the English Language program (ELP). READ offers courses designed to give students the opportunity to develop the prerequisite skills and strategies necessary to comprehend college level material.

University Honors Program
Open to eligible undergraduates in all fields of study, the University Honors Programs is designed for highly motivated, academically inquisitive students who are looking for an enriching college experience. Individuals in the UHP are part of an active community of students and faculty who share a passion for learning and a commitment to excellence in scholarship, research, and creative expression. UHP students enjoy priority registration, small class size, and a stimulating curriculum that cultivates critical thinking, independent analysis of course material, and skill in self-expression, communication, and critical writing. UHP courses are interdisciplinary, inviting students to make connections among ideas, practices, and approaches within and outside their primary field(s) of interest. Upper-division UHP curriculum emphasizes research and culminates in the completion of a two-semester Senior Project that helps build professional and academic confidence, preparedness, and competitiveness. Study Abroad and international field experience can partially fulfill upper-division UHP coursework. Successful completion of the UHP results in Honors Student and Honors Scholar designations imprinted on the student’s transcript and diploma, and graduation with University distinction. UHP students in good academic standing are eligible to apply annually for UHP Merit Tuition Scholarships. For more information, including eligibility and application forms, visit www.neiu.edu/honorsprogram.
Advising Center
The Advising Center provides academic and developmental advising for all undergraduate students who have not declared a major. Students continue to work with an advisor from the Center until they declare a major, at which point the major department will assign a major advisor. The Advising Center promotes student success by providing students with the information, guidance, and support they need to develop and achieve their academic goals. Please visit us at www.neiu.edu/advising.

Career Development Center
The Career Development Center assists Northeastern Illinois University students and alumni in developing appropriate major and career options through individual appointments, assessments, job fairs, workshops, and many other events at the University and outside of the University. Career advisors provide guidance to students throughout all phases of their career development when transitioning from college to career. The Center provides opportunities for students and alumni to locate internships, volunteer experiences, and career-related employment. Please visit us at www.neiu.edu/career.

Enrollment Services
Admissions and Transfer Center
The Admissions and Transfer Center (D 130) serves as the primary destination for prospective students and their families. The Center includes admission counseling for all prospective undergraduate students including freshmen, transfers, readmits, second degree and students-at-large. The center also provides admission guidelines, financial options, transfer course selection and re-evaluation, transfer initiatives such as peer mentoring and retention, campus connections and resources for a smooth transition to Northeastern.

Enrollment Services Center
The Office of Enrollment Management Services can assist students at the Enrollment Services counter (D 101) with questions regarding admissions, registration, enrollment/degree verification, grades, declaring a pre-major, and graduation. Students are encouraged to use NEIUport to request an official transcript, view their unofficial transcript, change their address/telephone number, or view their current class schedule.

Veterans Services Office
Veterans Services (D 130) provides veterans, active military members, and family guidance on obtaining federal and state military education benefits. The office strives to assist the military community with all aspects of their Northeastern experience as well as providing referrals at the state and federal level within the Department of Veterans Affairs. Prospective and new students are encouraged to contact the Veterans Admissions Outreach Specialist at (773) 442-4028 for an initial assessment of eligibility and to help them navigate the application process. For more information, call (773) 442-4005, e-mail veterans@neiu.edu or visit the web page www.neiu.edu/veterans.

Veterans utilizing educational benefits must complete the Certification of Enrollment Form every semester. This form is due prior to the start of the semester and any time there is a subsequent schedule change. Students considering schedule changes should meet with the Veterans Services staff to determine the financial repercussions of the change prior to adding or dropping courses.

Military members and veterans facing a school absence due to a call to active duty or medical treatment for a service-related condition must notify the Veterans Services office within 10 days of notice to ensure proper application of the Student Military Leave Policy.

Army ROTC is offered through Northeastern in conjunction with the Loyola University Chicago ROTC detachment. Basic course classes are offered to all students and are held at Loyola University Chicago. For further information on scholarships, tuition, and off-campus locations, call the Department of Military Science at Loyola University Chicago at (773) 508-2852.
Registration
Students register online using NEIUport (http://neiuport.neiu.edu). It's important to become familiar with registration deadlines listed each semester in the online Class Schedule, and with registration terminology listed in the “Collegiate Terms” section of this handbook. Before registering, you should carefully read all the instructions. If you encounter any difficulties with registration, please contact the Registration Office at (773) 442-4040, registration@neiu.edu, or stop by in person at the Enrollment Services Center (D 101).

Helpful Registration Hints:
- Check the dates you are assigned to register. This information can be found on a link on the Registration Status screen in NEIUport or in the online Class Schedule.
- Know your username (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.
- Resolve any registration holds prior to registering online. Holds can be viewed on the Registration Status screen in NEIUport.
- Register during the Advance Registration period. This is the best opportunity to register for courses you want.
- Remember, if an instructor/department provides you an override into a class, you must officially register for the course via NEIUport by the published registration deadlines. You can verify that the override has been entered by reviewing the Registration Status screen on the Current Student tab in NEIUport.
- Bills and/or billing information are available through NEIUport. Bills are not mailed. It’s important to remember that you are financially responsible for the classes for which you register. You can pay your bill using NEIUport or by visiting the Cashier’s Office (D 107) during business hours.

Student Billing/Late Withdrawal Committee
The Student Billing/Late Withdrawal Committee evaluates appeals from students who feel extenuating circumstances exist that should adjust their financial responsibility to the university. Letters of appeal should be directed to the attention of the Student Billing/Late Withdrawal Committee, Bursar Services, D Building. Supporting documentation must accompany the appeal.

Institutional Advancement
Institutional Advancement (IA) is responsible for strengthening the University through strategic initiatives, programs, events, and campaigns executed by the unit’s Offices of Alumni Relations, Development, Marketing, and Public Relations. Through these offices, Institutional Advancement works to provide programs for and services to alumni and to create opportunities for alumni to reconnect with the University and support it through advocacy, volunteerism, and philanthropy. IA raises funds beyond those traditionally provided by the State of Illinois and directs the operations of the Northeastern Foundation in collaboration with the Foundation’s board of directors, which includes the raising and provision of scholarships and other student aid processed through the Office of Financial Aid, as well as the building of the University’s endowment. IA also raises awareness of, builds and enhances the University’s reputation within the community, across the nation and around the world; attracts prospective students, faculty and donors; promotes programs and events; and publicizes accomplishments of faculty, staff, students and the University as a whole.

Learning Support Center
The Learning Support Center (LSC), centrally located on the 4th floor of the Ronald Williams Library, provides academic support in five major areas: General Education courses, Math Development courses, writing for all disciplines, and reading and learning strategies. The tutors are selected based on their academic success and knowledge of their discipline. They are undergraduates, graduate students, or professionals with majors in the field in which they tutor. All tutors receive ongoing training.
- General Education tutors work with groups of students, and they also schedule group review sessions prior to exams. Scheduling appointments with the General Education tutors is strongly encouraged.
Writing tutors work with students individually for 50 minutes; students may see a tutor up to twice a week. Students are encouraged to work with tutors from brainstorming to final draft. Because they are in such high demand, appointments with writing tutors are required.

Math tutors work in an open lab through one-on-one appointments can be scheduled.

The Reading and Learning Specialist assist students develop college reading and learning strategies. Appointments are strongly encouraged.

Academic Coaches are available upon interview to support students persist with challenges impacting their college success.

For more information, please visit www.neiu.edu/lsc.

Select tutoring services are available at El Centro, Carruthers Center for Inner City Studies, and University College of Lake County. To make an appointment, call (773) 442-4568 to speak with our front desk staff during the hours that the LSC is open: Monday through Thursday: 9am-7pm and Friday: 9am-4pm.

**Library Facilities and Services**
The Ronald Williams Library (RWL) supports the university’s teaching and learning mission as well as the information and research needs of the entire university community. For more information on specific library services and for direct online access to library collections and services, consult the RWL website at www.neiu.edu/library. Some RWL highlights include:

- Comfortable study areas and a café suitable for quiet private study, collaborative small group learning or relaxation
- Print, electronic and media holdings of approximately 1.2 million items
- Participation in I-Share, which provides direct patron borrowing via the Library’s online catalog or in-person to approximately 38 million items held by 86 academic libraries in Illinois
- Licensed access to 92 online databases which include the full text of articles from approximately 63,000 journals
- 47 public computer workstations for student access to Library and Internet resources appropriate for academic research
- Professional reference assistance and information literacy instruction
- Rapid interlibrary loan and document delivery services
- Adaptive library services for students with disabilities
- A Multimedia Learning Resource Center (MLRC) housing extensive media collections along with preview facilities and computing resources for digital media editing
- Special research collections, including the University Archives and the Illinois Regional Archives Depository (IRAD) for Chicago and Cook County.

For students at the Carruthers Center for Inner City Studies, the Ronald Williams Library operates a full service branch library with a collection of approximately 29,000 books, periodicals, microforms and other research materials in addition to access to the Library’s electronic resource collection. For students at the El Centro Campus, a Library Resource Center is staffed and supported by the RWL to facilitate access to library’s print and electronic resources and the delivery of print materials.

**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 works closely with twenty-eight students each year to ensure their successful completion of the baccalaureate degree and admission to graduate school.

**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 attend First-Year Orientation and their families are encouraged to participate in Family Orientation. We also coordinate Transfer Orientation for new transfer students.
Information concerning orientation is sent to each student based on admission type. These activities are sponsored by the New Student and Family Programs. For more information, visit www.neiu.edu/orientation.

Probation Counseling
Academic assistance is available for students who are having academic difficulties and are unable to maintain good academic standing. Both Counseling Services and Academic and Career Development 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.

Project Success
Project Success provides a holistic approach to enhance student learning, intercultural competencies, and leadership development. In addition, Academic support services that help students build a strong academic and social foundation and transition into the college environment. Each of our students receive attentive academic advising, enrollment in a three credit academic skills building and transition seminar course, access to academic peer mentors, access to tutoring programs in the Learning Support Center and the Math Development Program, access to academic skill building workshops, and priority consideration for all Northeastern summer bridge programs.

Proyecto Pa’Lante
Proyecto Pa’Lante is a recruitment and educational services program that serves Latino/a students who demonstrate academic potential, but do not meet the general University admissions requirements. As of 2015-2016 our program includes students who meet General Admissions criteria. All students who participate in our program must actively participate in the assistance programs provided and show evidence of academic progress. The student receives guidance and support from an academic advisor and participates in Seminar I with other Proyecto Pa’Lante students. Our program also offers a scholarship and provides programming for both students and parents. Students are part of our program until the student meets the requirements to declare a major.

Summer Transition Services
Student Transition Services (STS) assists students with a successful academic and social transition to University life and beyond by providing programs and services that:

- Create a progressive learning environment and a sense of belonging
- Enhance student success
- Encourage student engagement and civic leadership
- Increase degree attainment

STS coordinates the following programs: the ASK Me! Campaign, Welcome Week Programs, Summer Transition Program and the Wentworth Scholars Program.

Summer Transition Program
The Summer Transition Program (STP) prepares first-year newly admitted students for Northeastern Illinois University college level coursework in order to enhance their retention and increase degree attainment. STP is a comprehensive six-week summer program preparing students for a successful transition from high school to Northeastern Illinois University. The Program is designed to enhance math skills, reading comprehension, and writing skills prior to the first college semester. STP participants will also enroll in a 3-credit course and participate in the following workshops: career exploration, leadership and diversity, health and wellness, and civic engagement.

The Wentworth Scholars Program
The Wentworth Scholars Program will assist students with a successful academic and social transition to the University by providing programs and services that create a sense of belonging, encourage student engagement and the development of cognitive and non-cognitive skills, support the identification of a clear academic and career path, and enhance student success. Students participate in the program during their first four semesters at Northeastern.
The Student Disability Services
The Student Disability Services (SDS) provides students with physical and learning disabilities reasonable accommodations in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Prior to receiving services, students must self-identify disabilities by submitting documentation based upon diagnosed need from appropriate professionals. The program provides services that include sign language interpreters, note takers, reader/scribe assistance for and/or extra time on exams, and texts in alternative formats. Students with disabilities are encouraged to visit the office before each semester starts to arrange accommodations. Please contact SDS at (773) 442-4595.

Americans with Disabilities Act/Rehabilitation Act, Section 504
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 American with Disabilities Act (ADA) of 1990, which states that “A reasonable accommodation” shall be granted to those who qualify under the definition set forth by the Americans with Disabilities Act of 2008.

Policy on Services for Students with Disabilities

A. SCOPE OF SERVICES

Student Disability Services (SDS) 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.

Student Disability Services is responsible for receiving and coordinating inquiries from students regarding auxiliary aids, academic adjustments, or other reasonable accommodations. The Affirmative Action Officer is responsible for coordinating the University’s compliance with these regulations.

B. REQUEST FOR SERVICES

According to the Americans with Disabilities Act of 2008, reasonable accommodations must be available to students with disabilities choosing to attend an institution of higher education. Under ADA, students pursuing a post-secondary education are responsible for documenting and requesting accommodations for their specific needs. Students are responsible for identifying themselves as students who have a disability. The student must provide the University with appropriate documentation regarding their disability and recommended accommodations. Students are responsible for requesting specific academic adjustments or accommodations according to their documented needs.

Eligibility for reasonable accommodations in post-secondary institutions is driven by the federal definition of disability as a physical or mental impairment that substantially limits or restricts the conditions, manner, or duration under which an average person in the general population can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, or taking care of oneself. In a university setting, students must advocate for their own academic needs.

Accommodations do not transfer from one place to another. Each request is case-by-case and unique to each environment (i.e., the level of support in a high school may be different from that in a higher education environment; the level of support from one higher education environment to another can also vary widely).

The following procedures are applied to requests for auxiliary aids, academic adjustments, or other reasonable accommodations. Students should complete the steps listed in this policy 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. Ideally, students should apply for accommodations 2 weeks in advance of when services are needed. But,
the timeline needed for the student to complete the application process and for SDS to fulfill requests differs based on the type of accommodation requested.

1. Students must be admitted to and/or enrolled in the University.

2. Forms and supporting documentation submissions:
   a. **Student Request for Accommodations Form**: Students requesting auxiliary aids, academic adjustments, or other reasonable accommodations must first complete and submit to the Student Disability Services office the Student Request for Accommodations form. The document informs Student Disability Services of the type of accommodations being requested, what accommodations the student has received in the past, and how the student describes their disability.

   b. **Provider Report for Accommodation Request Form**: If the request requires modification of academic procedural requirements or necessitates special testing and/or course evaluation methods, students must submit a provider's report from a professional clinician. Such report is subject to verification by the University. The report must be completed by the clinician and mailed to Student Disability Services. If a student is seeking accommodations for a learning disability, ADHD, or other psychological disabilities, the Provider Report form must be completed by a licensed psychologist/psychiatrist. If a student is seeking accommodations for a physical disability (deaf/hard of hearing, low vision, or bone/muscle/neurological disabilities), the Provider Report form must be completed by a qualified medical provider. If a student does not have a clinician, SDS will supply a list of qualified clinicians (not a list of recommendations).

   c. **Supporting Documentation**: Other supporting documents may be required to verify a needed accommodation and if so, will be requested by SDS. Any other supporting documentation will need to be submitted with the previous 3 forms. These could include IEP/504 paperwork, a letter of approval for accommodations from the College Board, or a letter from a previous institution outlining the accommodations that were approved. All documentation must be no older than 3 years prior to the date of the accommodation request. If the documentation is outdated, the student may be eligible to receive temporary accommodations while obtaining the updated documentation.

   d. **Authorization for Release of Information Form**: The form is mandatory for all students seeking services with Student Disability Services. This enables Student Disability Services to read students’ information and share it with key parties. Key parties are those who need to know what students’ accommodations are, in order for students’ accommodations to be implemented effectively. Key parties are trained in Family Educational Rights and Privacy Act and other privacy mandates. Confidentially is respected at all times.

3. Student Disability Services makes a case-by-case determination of the student’s educational need for the reasonable accommodations. Reasonable accommodations determined to be necessary are provided at no cost to the student.

C. APPROVAL/DENIAL OF REQUESTED ACCOMMODATIONS
SDS schedules an appointment (within 10 business days from submitting the request for accommodations, along with proper documentation) to notify the student of whether their request for accommodations has been approved or denied.

**Approved Requests for Accommodations:**
If the student’s request was approved, Student Disability Services discusses the following subjects with the student: (i) How an accommodation can be implemented; (ii) SDS policies for utilizing certain accommodations; (iii) Resources available on and off campus for the purpose of receiving a
full range of support; and (iv) The Accommodation Determination Letter (ADL) and how to utilize the document. Students approved for accommodations are responsible for taking the following steps to ensure accommodations are implemented.

1. The student will receive a copy of the Accommodations Determination Letter via NEIU email. After receipt, the student should store the ADL in a safe place for future reference as it is an official document belonging to the student for the duration of their studies unless otherwise specified. Students must not tamper with, write on, or otherwise alter the ADL. Copies are mailed to key parties for verification upon request.

2. If necessary, students must share the ADL with their professors before the start of the semester. In many cases, professors are part of the accommodation process, and letting them know in a timely fashion will ease the implementation process.

3. Note-Taking Services: If approved for note-taking services, students must fill out the online Note-Taking Request form 2 weeks prior to the start of each semester or as soon as possible.

4. Sign-Language Interpreter: If approved for a sign-language interpreter, students must contact SDS’s Sign Language Interpreter at SDS@neiu.edu at least 3 weeks prior to the start of the semester or as soon as possible.

5. Extended Time for Exams: If approved for extended time for completing exams, students must complete the online Exam Appointment Request form 2 weeks prior to the scheduled time of the exam. It is also the student’s responsibility to notify the professor at least 2 weeks prior to the exam. SDS will contact the student to schedule the appointment to take the exam. The latest time a student may begin an extended time exam is 2:30 pm.

Denied Requests for Accommodations:
If the student’s request was denied, Student Disability Services discusses with the student: (i) the reason(s) why the request for accommodations was denied; (ii) other actions that can be taken and alternative reasonable accommodation(s); and (iii) the appeal process.

In accordance with the Americans With Disabilities Act, reasons for denying a request for accommodations may include, but are not limited to:
- If making the accommodation means making a substantial change in an essential nature of a program or element of the curriculum;
- If it poses an undue financial or administrative burden; or
- If the accommodations create a direct threat to the health or safety of others.

D. APPEALS
1. The first step in an appeal is for the student to meet with the Director of Student Disability Services to discuss the student’s case and attempt to resolve the appeal.

2. If the student continues to believe their request for accommodations should not have been denied and the student cannot come to a resolution with the Director for Student Disability Services, the student may file a discrimination grievance with the Director of Equal Opportunity, Affirmative Action and Ethics Compliance. Any request for accommodations that has been denied but should have been granted by definition of federal laws is considered discrimination. 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.

3. Information and consultation on these procedures are available through the Director of Equal Opportunity, Affirmative Action and Ethics Compliance, Room C-628, (773) 442-5412.
The Center for Academic Writing
The Center for Academic Writing (CAW), located on the 4th floor of the Ronald Williams Library, is the home of the Writing Intensive Program (WIP). CAW provides peer tutoring for students who are enrolled in WIP courses that have WIP peer tutors affiliated with them. WIP peer tutors are undergraduate students who have been selected by their departments and trained by CAW to support students in WIP courses.

WIP peer tutors help students of all abilities become better writers by helping them focus on every step of the writing process—from brainstorming ideas, pre-writing, and outlining to drafting, revising, and editing. Students do not need to have a completed draft to meet with a WIP peer tutor. WIP peer tutors are available for face-to-face and virtual appointments (via Skype, online chat, or on the phone). Peer tutors may be available for appointments at other Northeastern locations for WIP course held at those locations. For more information, please visit CAW, call (773) 442-4492, or go to www.neiu.edu/caw.

TRIO Student Support Services
TRIO Student Support Services (Access, Achieve and Teacher Preparation), located on the 4th floor of the Library, engage Northeastern undergraduate in a range of support services to increase academic performance and graduation rates. Students meeting one of the following criteria are eligible: first generation students, low-income students, or students with disabilities. Individualized services include academic, career and personal advising, financial aid and scholarship guidance, personal and leadership development, college success workshops, tutoring and peer mentoring.

Three TRIO programs serve the needs of Northeastern students. The Access program serves students experiencing impairments of educational access or performance due to a disability including learning and cognitive disabilities, psychiatric and neurological symptoms, physical and sensory impairment, and chronic health conditions. The Achieve program serves students from all majors, providing assistance in developing individual strategies for personal and academic college success in areas such as choosing a major, paying for college, and developing an educational plan leading to graduation. The Teacher Preparation program serves students majoring in education, supporting them on their path toward university graduation and teacher certification through services such as certification test preparation, and personal, academic, and professional development workshops. For more information, please visit www.neiu.edu/triosss.

The Student Center for Science Engagement
The Student Center for Science Engagement (SCSE), located in Bernard Brommel Hall 247, provides students with the support, resources, and professional development experiences, including research internships, needed to succeed at Northeastern and in their future careers in science and mathematics. The Center’s mission is to increase student interest and achievement in the sciences and to help prepare them for scientifically driven careers. Housed within the College of Arts and Sciences, the SCSE offers holistic advising from professional scientists, supporting students in the departments of Biology, Chemistry, Computer Science, Earth Science, Environmental Science, Math, Physics and Psychology in taking the necessary steps to obtain internships, pursue careers, and graduate study in the sciences. The SCSE hosts a summer research program for students and faculty, provides tutoring in upper level sciences courses, offers a broad range of signature workshops, annually organizes panels of experts to expose students to new career opportunities, organizes tours to local science institutions and industry, and arranges attendance to select scientific conferences for presentation of research and professional networking. The staff members of the SCSE are located in Bernard Brommel Hall 235. For more information, please visit the SCSE website at www.neiu.edu/scienceengagement.

Testing
Testing services are available for a variety of assessment programs and services. New Student and Family Programs administers placement testing in English (Writing and Reading) and Mathematics. Counseling Services provides psychological testing for students when deemed appropriate. Career Development Center assists students by providing information for graduate entrance exams and career testing. The Department of Foreign Languages and Literatures offers placement tests in non-English 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.
Angelina Pedroso Center for Diversity and Intercultural Affairs (APCDIA)
The Angelina Pedroso Center for Diversity and Intercultural Affairs (APCDIA), located in B 159, brings together Northeastern students, faculty, staff and members of the community at large to celebrate individual differences and promote dialogue on topics of diversity and social justice. APCDIA promotes diversity and multiculturalism through innovative programming, co-curricular engagement, and identity policy advocacy. The APCDIA approaches diversity with a multiple social identity perspective so that people can identify with their specific backgrounds. APCDIA fosters intercultural awareness, inclusiveness, and respect for all cultures through educational and co-curricular programs and initiatives and is home to the African/African American, Asian/Global, Latino/a, LGBTQ, and Women’s Resource Centers. The APCDIA encompasses much more than ethnic and racial identity by welcoming all identifications including national origin, religion, gender identity and expression, sexual orientation, ability, class, and more.

African/African American Resource Center
The African/African American Resource Center (AAARC) revolves around principles of advocacy, academic success, social enrichment, leadership development, cultural awareness, and community engagement. Created as a support system for the people of African descent at Northeastern, the AAARC hosts events to help strengthen the community. Here are some of the signature programs hosted by the African and African American Resource Center:

- **The “Black and...” Brown Bag Lunch Series**: Far too often, the experiences of Africans and African Americas are viewed as one-dimensionally in regards to race in isolation. The “Black and...” Brown Bag Lunch Series is a set of lectures, workshops and other events that speak to how gender, class, nation of origin, disability, sexual orientation, age, educational background in their many combinations come together to impact the educational experience.

- **Project NIA – Women of Purpose**: NIA is designed to address the needs of Black women on campus and beyond so that they may be successful in their academic, professional, and personal goals. NIA is a peer to peer support network addressing issues through facilitated discussion and cultural excursions, providing safe and supportive spaces where participants can come together through consciousness-raising and healing through the creation of support networks and spaces to convene and build a community within a community.

- **Tribute to the Legacy of Rev. Dr Martin Luther King**: For more than a decade, Northeastern has paused to pay tribute to the memory and legacy of Rev. Dr. Martin Luther King. The tribute typically includes music, a panel of speakers, a featured lecture, interactive workshops, and engaging performances.

Asian/Global Resource Center
The Asian/Global Resource Center (AGRC) housed in the Angelina Pedroso Center for Diversity and Intercultural Affairs at Northeastern Illinois University, honors the diverse talents and cultures represented in our student body, faculty, and staff. The main goal of the AGRC is to help students adjust to university life, instill a sense of belonging through engagement in the Center’s programs and activities, and help students feel more connected to NEIU. The AGRC is located in a student-centered shared space where the various cultures and heritages represented on our campus and in our nation are valued, honored, and celebrated. The Center is committed to listening to the many voices on our campus and engages in programming on global and policy issues that are important to students and to members of our campus community.

The ARGC does intentional programming (presentations, discussions, workshops, lectures, film screenings/discussions, and student led dialogues) on topics that are of vital interest to our campus community and will enhance the learning experience of our students. Student support, input and involvement is garnered through advisory council and committee meetings which helps to shape programs and initiatives. The cornerstone of the AGRC’s mission is to promote student leadership,
facilitate career planning, and providing mentoring for Asian and Asian American students with the ultimate goal of strengthening retention, time-to-degree and academic outcomes. Successful students who have had a positive experience at NEIU are our strongest advocates beyond NEIU.

Latino/a Resource Center
The Latino/a Resource Center (LRC) is one of the five cultural centers housed in APCIDA, fostering the multiple identities of Latino/a students, faculty, staff, and alumni. Please visit us at www.neiu.edu/lrc to learn more about our spaces and programs. The LRC offers programming, events, resources, social justice education and opportunities for student involvement to value the Latino/a experience at NEIU. Coupled with our initiatives, our mission is to actively advocate, engage, and educate the diverse and intersecting identities of Latino/a students at NEIU. Resources include mentorship programming, access to financial resources, access to undocumented student resources, and more. The LRC provides programming that engages with multiple and intersecting Latino/a identities, including the following signature programs throughout the year:

- **Hispanic Heritage Month**: This month recognizes the contributions made and the important presence of Hispanic and Latino/a Americans to the United States. During this month-long observation, the Center celebrates the Hispanic/Latino/a heritage and culture through a variety of programming. The celebrations are bookended with September 15 marking the start and October 15 serving as the end; September 15 is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua, with Mexico and Chile celebrating their independence days on September 16 and September 18, respectively.

- **Latinidad**: This is the brainchild of a small group of students in the spring of 2014. It is meant to explore the varying identities and lived experiences of the Latino/a experience both domestically and internationally, and across multiple identities including multiple racial/ethnic identities, class, gender, ability, culture, sexual orientation, spirituality, gender identity and more. Students can send the LRC an email for programming ideas at cdia@neiu.edu.

- **Dinner & Diálogo (Dialogue)**: is a speaker and discussion program framed with selected Latino/a authors throughout the year. Examples from the previous years include author and speaker Jennifer de Leon, author of *Wise Latinas*. Dinner is provided, and a Q/A discussion session is available with the selected speaker and author for members of the NEIU community.

- **Las Comadres**: Las Comadres is a womyn’s group focusing on the professional and community development of Latina students at NEIU. Students involved in Las Comadres will identify issues that impact participants’ personal and professional growth. The program consists of workshops, seminars, and meeting allowing participants to build Latina community and skill sets to attain post-baccalaureate options for employment and/or graduate school.

The Lesbian, Gay, Bisexual, Transgender, Queer, & Ally (LGBTQA) Resource Center
Northeastern’s students have several opportunities to get involved in student leadership, activism, and engagement. The following are a few of the LGBTQ or LGBTQ-interest student organizations at Northeastern:

- The Pride Alliance promotes a supportive community that creates understanding and acceptance in regards to marginalized sexual and gender identities. They meet every Thursday during the Spring and Fall semesters from 3:05 pm to 4:05 pm.
- Delta Lambda Psi seeks to strengthen Greek life at Northeastern by providing a vehicle for positive leadership, change, and growth in queer and ally communities.

**Women’s Resource Center**
The Women’s Resource Center (WRC) cultivates community amongst students, staff and faculty and the university as a whole. We utilize an intersectional feminist framework with regard to multiple identities, including race, class, gender, ability, culture, sexual orientation, spirituality, gender identity and more. We strive to create an inclusive space, welcoming of all people and all identities, meaning that all genders are welcome.

Here are some of the programs/events offered by the WRC:
- **$tart $mart Salary Negotiation Workshops**: This 3-hour workshop explains what the wage gap is and gives attendees the skills and resources to negotiate an equitable salary from the outset.

- **EmpowHERment Group**: This weekly peer support and discussion group is a structured time for women-identified students to focus on building community, cultivating self-sufficiency and more.

- **Pandora’s Box**: A monthly discussion series focusing on topics about feminism, gender identity, social justice and more.

- **HERstory Month**: March is nationally recognized as Women’s History Month and we offer many events and programs in collaboration with Women’s and Gender Studies, the Feminist Collective and many other departments and groups.
Auditorium, Fine Arts, Recital Hall and Student Union, Event, and Conference Services

Student Union, Event and Conference Services oversees efficient scheduling of all University facilities for meetings, conferences and events; coordinates all event logistical planning, dining and catering services, facility rentals, and on-campus vendor table rentals; and operates the University Information Center and Box Office. A number of stage performances, exhibits, conferences, lectures, and other special events are held in the Auditorium, the Fine Arts Recital Hall, the Student Union, and other campus facilities. Call (773) 442-4630 for more information or visit www.neiu.edu/studentunion.

Information Center & Box Office
The Information Center, located in Village Square, can assist you with directions and general campus information along with a variety of services. Some services offered include: ID production (see below), U-pass distribution, discounted AMC movie tickets, locker rentals, and stamp sales. Tickets for campus events may be purchased at the Information Center as well. The University Box Office is open on the nights of shows and is located in FA 158 near the Recital Hall in the Fine Arts Center. Tickets are also available online at www.neiu.edu/boxoffice or by calling (773) 442-INFO (4636).

Campus Dining
The Student Union has a full service cafeteria located on the lower level. Open Monday through Friday (closed during university breaks, with limited service during the summer), we offer a salad bar, fresh pizza, full line of hot grilled items, a Sub Stand, and a World Flavors section with rotating offerings. A variety of grub and go items are available for your convenience as well. Catering services are also available. Vending areas, some with microwave ovens, are available in various campus locations and provide drinks, snacks, soups, sandwiches, etc.

Identification Cards - NEIU ID
All Northeastern students are required to have a photo identification card issued by the University. Photo ID cards are issued at the Information Center located in Village Square (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 NEIU ID card can be used as a print card (pre-loaded with 7500 print credits each semester) in photocopiers and Library microfilm printers. Students must also present photo identification when requesting information regarding their records at the Enrollment Services Center and other university offices.
Student Leadership Development

Student Leadership Development (SLD) is committed to providing meaningful opportunities that assist in challenging and fostering student development through co-curricular activities. SLD facilitates forums for nurturing leadership skills, student empowerment, civic engagement, and the development of the student as a whole. SLD also cultivates opportunities for experiential learning, development of interpersonal relationships, appreciation for diversity and opportunities for community development. SLD provides engaging opportunities that complement the University mission and enhance the NEIU experience.

The Office of Student Leadership Development develops students into leaders prepared to make a difference in their professions and their communities. The programs offered through SLD help each student discover their passion and talents, while developing their skills and understanding of leadership and active citizenship.

What Can You Gain by Participating In Our Programs?

- Build your knowledge, skills and confidence as a leader and gain valuable experience to apply in post-college careers
- Explore current, relevant and global issues that will spark engaged citizenship.
- Practice strategies for leading positive change, such as forming organizations, planning events, volunteering, fundraising, and creating awareness campaigns.
- Receive recognition for your accomplishments in leadership and civic engagement.

Leadership Development

Northeastern Illinois University is committed to graduating students who will be leaders in their professional careers and their communities. The Office of Student Leadership Development offers a wide range of training opportunities and out-of-classroom experiences that encourage NEIU students to assess and develop the skills needed for effective leadership and multicultural understanding.

Civic Engagement

Do you want to make a difference in your community? We can help you find the right opportunity! No matter your interests, major, experience-level, or time constraints, there is something for you. Get involved with the outside community through service days, Alternative Spring Break trips, or volunteer through one of our student-run service projects. Partner with faculty, staff and students to apply what you are learning in your courses to real world problems. Gain valuable experience that will enhance your education as you become an aware and socially responsible individual through service and social action.

Student Involvement

Student organizations represent the most visible and accessible avenue to student involvement. At Northeastern Illinois University there are over 75 student organizations to suit a variety of interests. You will find academic, social, cultural, religious and community service organizations to name a few. To get the most from your college experience it’s important that you make time to create a plan that integrates your academic pursuits and career interests to help determine the choices you make about the time you spend outside of class. Active involvement both in and out of class contributes to your learning experience. Additionally, involvement in out of class experiences can help you develop valuable leadership and organizational skills and contribute to your marketability. Student organizations are an integral part of the student life at NEIU as well as the reflection of the diverse interests and activities of our student community.

Stop by the Office of Student Leadership Development in the Lower Level of the “E” Building (across from the Student Health Center) or call us at (773) 442-4660.
Fine Arts, Cultural and Lecture Programs
If you enjoy attending events, 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. Visit the Arts at Northeastern website here: www.neiu.edu/university-life/arts-at-northeastern or call (773) 442-INFO (4636) for an updated listing of campus events. For specific information concerning music and dance performances, contact the Department of Music. Inquiries about media and theatre productions can be made to the Department of Communication, Media, and Theatre. Contact the Department of Art if you have questions about art exhibitions. For all other programs, please contact Student Union, Event and Conference Services at www.neiu.edu/studentunion.

Information Center
The Information Center located in Village Square 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. Tickets for campus events may also be purchased. Call (773) 442-INFO (4636) for more information.

Student Union
The NEIU Student Union serves as a destination for students, faculty, staff, and visitors in many ways. We strive to help our guests relax, connect, learn, and grow from our quality programming, art exhibitions, and a wide variety of other services.

Our programs are created, developed, and produced by students. Some successful and entertaining programs include: NEIU Top Chef, the Student Showcase, and NestFest. Be sure to look for other exciting events throughout the year.
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 by contacting a member of the BCT or completing the form at www.neiu.edu/bct. If there is an emergency, contact University Police at (773) 442-5511 or ext. 5511.

Student Health and Counseling Services
Student Health and Counseling Services endeavors to offer holistic physical and mental health services to Northeastern students, as well as outreach and consultation to the broader Northeastern community.

Counseling Services
Counseling services provides counseling and mental health services to Northeastern students. Counseling and therapy is provided to help students understand and deal with emotional distress, relationship difficulties and personal concerns, freeing them to make clearer and healthier decisions. In therapy, students can explore personal life problems including anxiety, depression, suicidal thoughts, relationship problems, anger, addictions, and many other difficulties that may cause stress and disrupt their life.

Individual, couples, and group psychotherapy is available to current Northeastern students. When services are needed that are beyond the scope of the Counseling Services, referrals are made to outside providers. The office is located in D-024 (below Financial Aid) please call (773) 442-4650 or email counsel@neiu.edu for further assistance.

Health Services
Health Services offers a variety of screening tests, health counseling, health education and well-woman care services, including birth control. Health Services is a small health clinic supported by student fees, and therefore only serves currently enrolled students. The office is located in E-051 (below Beck’s Bookstore) please call (773) 442-5800 or email health-services@neiu.edu for more information.

Health Services staff are also available to offer assessment and recognition of medical emergencies and/or effective first aid methods upon request. While Health Services can provide simple first aid care, Health Services does not have emergency equipment and should not be considered as a viable resource in the event of a medical emergency. In case of emergency, Campus Police should be immediately contacted at (773) 442-5511.

Health Insurance
All 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. Please note that waiver information may also be submitted online at www.aetnastudenthealth.com up until the waiver deadline for each term.

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 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/domestic partners may apply for this coverage on the insurance website: www.aetnastudenthealth.com. In addition, students can find more detailed information at this website concerning the student insurance coverage itself.
Insurance identification cards will be mailed to students approximately 6 weeks after the semester begins. If need arises before that time, visit the Cashier’s Office for an expedited entry into the insurance system.
Navigating Campuses

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.

Emergency Assistance
To report or receive assistance in case of a medical emergency, crime, fire, or accident, students should contact the University Police Department. If it is after business hours and there is an emergency related to the physical plant (i.e., restroom facilities, icy sidewalks) students can contact the University Police at (773) 442-5511 to report all emergencies.

Emergency Phones
Emergency direct dial phones are located on University walkways and are recognizable by the blue light on top of the column that houses the phone. The phones automatically dial the University Police when the button is pushed.

Escort Service
University Police provides an escort service to walk with students to and from University locations including walking with them to cars in campus parking lots. The escort service is available and free to any student who calls University Police at (773) 442-4100.

Gender Inclusive Restrooms
A gender inclusive restroom designation means this restroom is accessible for people of all gender identities and expressions. If you have questions about gender inclusive restrooms, please visit the LGBTQ Resource Center or email lgbtqa@neiu.edu. The following are gender inclusive restrooms open to students:

- **Angelina Pedroso Center (Room B 159)** – A gender inclusive restroom is located inside B 159. A key is required from the front desk. Available only during Pedroso Center office hours.
- **Counseling Services (D 037/ D 038)** - Two gender inclusive restrooms are beneath Enrollment Services/Financial Aid/Cashier, near the Counseling Services office. Enter through Enrollment Services/Financial Aid/Cashier Office. Go down one level to the basement using the stairs or elevator. The restrooms are to the right of the stairs and directly in front of the elevator.
- **Above Beck’s Bookstore (E Building Mezzanine)** - Near the Information Center desk, there is a set of stairs marked "E Mezzanine." The restroom is located down the hall on the mezzanine level or by taking the elevator located at the northeast corner outside Beck’s Bookstore. This restroom is available 24 hours a day.
- **Alumni Building (Building I)** - There are two gender inclusive restrooms in the Alumni Office. They are available during business hours. Just ask the front desk to direct you to the restrooms, which are located in the back of the building.

Parking Services
Any vehicle parked in a University parking lot or the Parking Facility must be registered and have a valid Northeastern Illinois University permit or pass properly displayed. There is a mandatory student fee for 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 and submitted to the Bursar’s Office prior to the established deadlines. Information regarding parking is found, and updated, on the Parking website, which is the official guide to parking rules and regulations.
NEIU-Jacob H. Carruthers Center for Inner City Studies, (773) 268-7500
700 East Oakwood Boulevard, Chicago, Illinois 60653
Jacob H. Carruthers Center for Inner City Studies (CCICS), Northeastern’s south side campus, is located at 700 East Oakwood Boulevard in Chicago’s historic Bronzeville community. CCICS was established by Northeastern Illinois University in 1966 as an outgrowth of its concern for and commitment to Chicago’s inner city communities. Since its inception, CCICS has focused on the analysis of institutions, systems and people with a direct impact on the quality of life in the inner cities of the U.S. and elsewhere in the world by creating programmatic and research initiatives. CCICS’s scholar/activist thrust is the overriding entity that drives the community and academic programming of its Inner City Studies Education (ICSE) programs.

ICSE programs afford students a Bachelor of Arts and a Master of Arts degree. CCICS offers, at its site, courses from the College of Arts and Sciences that fulfill General Education Program Requirements. Additionally, courses in Justice Studies and Social Work are offered. Graduate courses in Reading and other graduate courses from the College of Education are offered at CCICS on a regular basis. The program sponsors a variety of courses, workshops, and community activities for NEIU students and the inner city community. One special program, African and Caribbean Studies, provides study tours to Africa, Brazil, and the Caribbean.

NEIU-El Centro Campus, (773) 442-4080
3390 North Avondale, Chicago, Illinois 60618
El Centro is one of Northeastern Illinois University’s campuses. It is a focal point for the Latino community and provides educational opportunities for all students within a culturally comfortable and easily accessible setting. In addition to the general education program, students can work to obtain their bachelor’s degree on the following major through a flexible schedule: computer science, justice studies, social work and special education. At El Centro students can take classes during the day, evening and weekend.

The staff at El Centro assists prospective students and their families with the admission and financial aid processes to get started on their academic journey at Northeastern. Additionally, El Centro provides comprehensive academic support and co-curricular programs for students, such as our signature mentoring programs, GUIAS (Guidance, Inspiration and Academic Support). El Centro serves nontraditional, part-time and returning adult student populations as well as traditional first-year and transfer students.

Center for College Access and Success, (312) 773-7330
770 North Halsted Street, Suite 420, Chicago, Illinois 60622
Founded in 1978, The Center for College Access and Success (CCAS) is the largest school improvement organization in Chicago. We have been Northeastern’s presence in downtown Chicago for more than twenty years. We serve diverse communities in metropolitan Chicago and nearby urban centers. Our goal is to create a college-going culture where students develop the skills they need to apply, transition, and eventually graduate from college. The Center uses innovative and research-based strategies to strengthen the educational pipeline focused on student success from pre-K to college and beyond. It improves outcomes for pre-K to 12th grade students through programs like GEAR UP, Talent Search and Upward Bound Math and Science. Through this work, students become academically prepared, enroll in aspirations. If you are an alumnus of any of these College Bound programs, be sure to check in with your advisor regarding TRIO Student Support Services and other activities, scholarships, and incentives to help with successful transition to Northeastern Illinois University.
Northeastern Illinois University offers undergraduate and graduate-level courses at several off-campus sites including the University Center of Lake County. Current degree completion & graduate programs include:

- Accounting (BS)
- Human Resource Development (BA)
- Political Science (BA)
- Psychology (BA)
- Social Work (BA)
- MA in Educational Administration: School Leadership (Principal Endorsement)

For more information about Northeastern programs at the University Center, please contact Sakeenah Adam in the Northeastern Transfer Center at (773) 442-4076 or (847) 665-4173. You may also e-mail TransferSteps@neiu.edu. Additional information about Northeastern degree completion programs at the University Center is available at www.neiu.edu/Transfer and www.ucenter.org/universities/northeastern.
Applying for Student Financial Assistance
The Financial Aid Office provides information on federal, state and institutional sources of assistance, interprets results of the application process and administers the awarding process. Award offers come in three forms: (1) Gift Assistance or scholarships and grants (money that does not have to be repaid), (2) Loans (money that must be repaid) and (3) Federal Work-Study employment (money that is earned by the student). Eligibility per program varies; some are need based or entitlements, others are based on merit based criteria.

There are six major programs of Student Financial Assistance: Federal Pell Grant, Illinois Monetary Award, Eagle Performance Award, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Work-Study and Federal William D. Ford Direct Loan Program. 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/student’s resources with a federal, state or Institutional Cost of Attendance (COA). The student’s financial resources are subtracted from the COA, resulting in an unmet need figure. The Financial Aid Office will assist students who do not qualify for Federal or State programs in exploring alternate funding sources. In addition, students who are denied aid one year may be eligible the following year due to changes in eligibility requirements.

Applying for Student Loans
Information concerning student loan programs is available in the Financial Aid Office, D-200. Emergency student loans based on pending Student Financial Assistance are available on a limited basis to students from the Bursar Office (Student Loan Department) during the first two weeks of fall and spring semesters.

Scholarships/Grants/Loans
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 is based upon grade point average, academic major, financial need, special interest and other criteria. The Scholarships Office located in D-202 provides information, promotes, and awards numerous Northeastern scholarships to students. The Financial Aid Office, located in D-200, also offers assistance to students in meeting their direct and indirect costs through grants, scholarships, student employment and loans.

Student Employment Opportunities
Students are able to get help in finding a job in two different locations on campus, depending on the type of employment they are seeking:

- **The Student Employment Office** provides assistance to students enrolled in a degree seeking program in locating part-time, temporary or seasonal positions. Positions may be on or off-campus Federal Work Study or Regular Student Employment (student aide).

- **Advising and Career Development Centers** assist all Northeastern Illinois University students and alumni in all aspects of the job search process. All students can benefit from career counseling. As a result of career counseling you will learn more about your interests, values, abilities and personality. These factors have a bearing on the kind of college major and career path that you may eventually pursue. The more self-awareness that you have, the more likely you will select a suitable and satisfying career.
Acceptable Use of Information Technology Resources

Responsible, acceptable use must be ethical, reflect academic honesty and show restraint in the consumption of shared resources. Users must respect intellectual property, ownership and/or stewardship of data, system security methods, and individuals’ rights to privacy and to freedom from intimidation and harassment. University information technology resources exist to support the mission of Northeastern Illinois University and must be used appropriately and in accordance with local, state and federal laws. Users will be held accountable for their use of University information technology resources.

Faculty, staff, and students may use these resources only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the University, and other University-sanctioned or authorized activities. The use of University information technology resources for commercial purposes is prohibited. Fund raising solicitation is limited to funds for University events only with the pre-approval from the Vice President of Institutional Advancement.

The Acceptable Use of Information Technology Resources document constitutes the University statement on the management of computer networks, personal computers and the resources made available thereby. Computer networks, all computers and other devices connected to those networks, and the resources made available thereby comprise the University’s information technology resources (ITR). The statement reflects the ethical principles of the University community and outlines the privileges and responsibilities of those using University computing resources.

The University acknowledges that faculty, staff, and students occasionally use University information technology resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted, if they are not excessive, do not interfere with the University or its technology resources, and are not otherwise prohibited in any way. Decisions as to whether a particular use of information technology resources conforms to the Acceptable Use of ITR policy shall be made by the Office of Academic Affairs if the use involves faculty or student academic matters, by the Office of Student Affairs if the use involves non-academic student use, and by Human Resources if the use involves administrators or staff.

Unauthorized Use

Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission of the University, or likely to subject the University to liability. Unauthorized uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software, or data belonging to the University or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized scanning network nodes
- Unauthorized use of the University’s trademarks, logos, insignia, or copyrights
- Using unauthorized copyrighted materials
- Installing unauthorized licensed software
- Violation or circumvention of computer system/network security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail addresses) assigned to others
- Accessing, without authorization, data stored within ITR
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as random or unsolicited interactive electronic communications or e-mail exchanges, overuse of interactive network utilities or bandwidth)
- Use of University IT resources to solicit funds for or participation in non-University events
• Development or use of unauthorized mailing lists
• Use of computing facilities for private business purposes unrelated to the mission of the university or to university life
• Academic dishonesty
• Student Conduct Code violations
• Violation of software license agreements
• Violation of Network Usage Policies and Regulations
• Violation of privacy
• Posting or sending obscene, pornographic, sexually explicit, or offensive material which is not related in any manner to academically approved research & learning, providing instruction or within the person’s official business capacity
• Posting or sending material that is contrary to the mission or values of the University
• Intentional or negligent distribution of malicious software such as viruses or worms
• Using ITR to violate any university policy, regulation or federal, state, or other applicable law
• Using ITR for profit or commercial purposes
• Using the resources to interfere with the normal operation of the university

Enforcement
The University considers any violation of the Acceptable Use of ITR policy to be a significant offense and reserves the right to disconnect and suspend violators’ use of network resources. Violations of the Acceptable Use of ITR policy shall subject users to the regular disciplinary processes and procedures of the University for students, staff, administrators, and faculty and may result in loss of their computing privileges, and other measures up to and including discharge from the University, or loss of employment. Illegal acts involving University information technology resources may also subject violators to prosecution by local, state, and/or federal authorities.

User Responsibility
• User accounts, passwords, and other types of authorization are assigned to individual users and must not be shared
• Follow all IT-applicable policies, including but not limited to: Data Access, Strong Password and University E-Mail
• Any protective/defensive software (e.g., virus detection) provided by University Technology Services must be used in the manner specified
• Users have the responsibility to abide by existing regulations for the protection of sensitive institutional data (Refer to the Data Access Policy for specific guidelines and information)
• Access to the University’s technology resources is a privilege granted to University students, faculty, staff, and approved guests

External Networks
Members of the University community who use networks, facilities, or computers not owned by the University shall adhere to this Acceptable Use of ITR policy when conducting University business, and shall adhere to all policies and procedures established by the administrators of non-University networks, facilities, or computers they use. Whether or not an external policy exists for non-University information technologies, the Acceptable Use of ITR policy shall remain in effect and shall be adhered to by members of the University community at all times when doing Northeastern Illinois University related work.

University Responsibility

Privacy and Confidentiality
The University reserves the right to inspect and examine any electronic content on any Northeastern Illinois University owned or operated communications system, computing resource, or other electronic device at any time.

When sources outside the University request an inspection and/or examination of any Northeastern Illinois University owned or operated communications system, computing resource, and/or files or
information contained therein, the University will treat information as confidential unless any one or more of the following conditions exist:

- For student academic information: when approved by the registrar, but only after approval by University legal counsel.
- When authorized by the owner(s) of the information.
- When required by federal, state, or local law.
- When required by a valid subpoena or court order.

Users of electronic mail systems should be aware that electronic mail is not secure and is, therefore, extremely vulnerable to unauthorized access and modification. Nothing should be written in an e-mail message that would not be put in a paper memo.

Disclaimer
As part of the services available through the Northeastern Illinois University ITR, the University provides access to a large number of conferences, lists, bulletin boards, and Internet information sources.

Information in the many World Wide Web pages that are linked to Northeastern Illinois University’s web presence comes from a variety of sources. These materials are not affiliated with, endorsed by, edited by, or reviewed by Northeastern Illinois University. Northeastern Illinois University has no control over and is not responsible for the accuracy or completeness of the contents of any unofficial page. Moreover, some of these sources may contain materials that may be offensive or objectionable to some users.

Alcohol Policy
In accordance with the Administrative Memorandum No. 52:

1. Persons under 21 years of age may not consume alcoholic beverages on University property or at University-sponsored activities.
2. 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, nor to anyone who appears to be inebriated. Enforcement is the specific responsibility of the person sponsoring the event. Persons in direct or indirect violation may be held liable in cases of litigation.
3. Members of the University community may not sell alcoholic beverages on University property or at University-sponsored activities.
4. Members of the University community may neither purchase alcoholic beverages utilizing local or state funds nor be reimbursed with local or state funds for the purchase of alcoholic beverages. Further, no University funds may be used to support an activity or event which has as its primary purpose the consuming of alcoholic beverages.
5. Alcoholic beverages may not be sold, but may be consumed in designated areas at functions that are approved by the President or appropriate Vice President and that are attended by specific invitees of the President or appropriate Vice President or designee. For information contact Student Union, Events, and Conference Services.

Other designated areas may be approved by the President or appropriate Vice President.

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.

Americans with Disabilities Act
In accordance with the Americans with Disabilities Act of 1990, Northeastern Illinois University strictly prohibits discrimination against students, employees or applicants on the basis of disability. In addition, the University provides reasonable accommodations for students, employees and applicants with disabilities. Northeastern’s disability policies further the University’s commitment to the principles of equal access and opportunity. The University complies with all federal, state, and applicable local disability laws, orders and regulations pertaining to disability. Students seeking reasonable accommodations should contact Student Disability Services at (773) 442-4595. Persons seeking handicapped parking permits should contact the Director of Student Health Services at (773) 442-5800. Persons seeking reasonable accommodations in the workplace or persons with concerns about discrimination on the basis of disability should contact the Office of Equal Opportunity, Affirmative Action and Ethics Compliance at (773) 442-5412 or eeo@neiu.edu.
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 Office of University Outreach and Equal Employment (OUOEE) 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, Student Health Services, Counseling Services, and Student Disability Services, the OUOEE assumes responsibility for receiving and coordinating inquiries from students regarding auxiliary aids, academic adjustments, or other reasonable accommodations.

a. 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 Student Disability Services. 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 Student Disability Services, students should contact the OUOEE.
3. The OUOEE 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.

b. 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 OUOEE Office, Room C 219, ext. 5416.

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 the 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 Student Health and Counseling Services and/or file a misconduct report with Student Rights and Responsibilities (See the Student Code of Conduct).

Copies of the Student Conduct Code and/or the Student Handbook may be obtained from Student Rights and Responsibilities.

Grade Appeal Policy
Undergraduate Grade Appeal Policy
All students have a legitimate right to seek redress when they consider their final grade in an undergraduate 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 Coordinator or Department Chair and ask for an investigation of the grade appeal. At this time the student must present a written statement to the Coordinator or Department Chair 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 Coordinator or Department Chair shall be responsible for:
   - either concurring with the faculty member that the grade should remain as recorded, or
   - 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 Coordinator or Department Chair 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. The appropriate dean is the Dean of the College in which the academic department is located. The Academic Dean shall be responsible for requesting a written statement from the Coordinator or Department Chair. 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 Coordinator or Department Chair. 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. 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.

6. The Grade Appeal Committee will investigate the case, and hold a hearing in which the student, the faculty member, and the Coordinator or Department Chair 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.

Graduate Grade Appeal Policy
Every student has the right to appeal if they consider their final grade in a graduate-level course to be unreasonable, unjust, or capricious. A grade appeal can be initiated no later than two semesters (including summer) after the grade was assigned. The Dean of the College of Graduate Studies and Research makes the final decision on graduate grade appeals.

Process for appealing a grade in a graduate course:
1. The student must first consult the faculty member who issued the grade for reconsideration of the grade. The Chair or Coordinator and other members of the department are encouraged to be available for consultation with the faculty member and the student at this stage. Note: This is the only stage at which an appealed grade can be changed to an A, B, C, D, or F. At every subsequent stage of the grade appeal process, the Chair, Associate Dean of the graduate program’s college or Dean of the College of Graduate Studies and Research can change the grade to a P only.

2. If the faculty member is unavailable or the student contests the faculty member's decision and wishes to continue the appeal, the student should (next) approach the Chair of the department in which the course was taught. The Chair may designate the relevant program’s Coordinator to serve this role for this stage, if the department has a Coordinator. The student must present a written statement to the Chair explaining the reasons he/she believes the grade is unreasonable, unjust, or capricious. The Chair is responsible for investigating the student’s claims by gathering relevant information, and preparing a written statement of the findings of the investigation. At the conclusion of this investigation, the Chair must recommend that the student’s grade appeal be supported or denied. The Chair shall communicate this recommendation and its rationale in writing to the student and the faculty member.

If the faculty member who issued the grade is also the Chair, the student should appeal directly to the Associate Dean of the college in which the course was taught, submitting a written statement explaining the reasons he or she believes the grade is unreasonable, unjust, or capricious. The Associate Dean is responsible for investigating the student’s claims by gathering
relevant information, and preparing a written statement of the findings of the investigation. At the conclusion of this investigation, the Associate Dean must recommend that the student's grade appeal be supported or denied. The Associate Dean shall communicate this recommendation and its rationale in writing to the student and the faculty member (Chair).

3. If the student believes that the process was flawed or that there was evidence that was not considered, he/she can bring the appeal to the Dean of the College of Graduate Studies and Research. In addition to the appeal materials already provided to the Chair, Coordinator, or Associate Dean in Step 2 above, the student must justify in the appeal why he or she believes the decision should be reconsidered, including any new pertinent information. Disagreement with the outcome of the deliberations of the Chair, Coordinator, or Associate Dean is not sufficient on its own to pursue an appeal with the Dean. If the Dean of the College of Graduate Studies and Research agrees that the process was possibly flawed or there was evidence not considered, he/she will convene the Graduate Grade Appeal Committee to hear the grade appeal.

The Graduate Grade Appeal Committee, selected each year, will consist of five members, as follows:

- Two faculty members from the Graduate College Advisory Committee
- Two Masters’ Degree program students in good standing selected by the Dean of the College of Graduate Studies and Research
- The representative of the Dean of the College of Graduate Studies and Research

Before hearing any appeals, any student serving on the Graduate Grade Appeal Committee must fill out and sign a FERPA Privacy and Confidentiality Understanding/Agreement, available from the Associate Dean on the College of Graduate Studies and Research or the University Registrar.

4. The Graduate Grade Appeal Committee will investigate the case and will hold a hearing. The student, the faculty member, and the Chair, Coordinator, or Associate Dean involved with Step 2 shall be invited to participate. If the student fails to attend the agreed-upon, scheduled hearing, then the hearing will be cancelled and the grade appeal dismissed without further review.

5. The Graduate Grade Appeal hearing generally takes about one hour and has the following format:

- The student has 10 minutes to present the appeal, after which the committee members may ask questions of the student.
- The faculty member of the course has 10 minutes to respond, after which the committee members may ask questions of the instructor.
- The Chair (if he/she is not the faculty member), Coordinator, or Associate Dean may add comments and answer any questions the committee members may have.
- The student does not ask questions of the faculty member, Chair, Coordinator, or Associate Dean, and the faculty member, Chair, Coordinator, and Associate Dean do not ask questions of the student.
- The student may have 2 or 3 minutes for final rebuttal and the committee may ask final questions of the student, faculty member, Chair, Coordinator, and Associate Dean.
- Everyone except for the Graduate Grade Appeal Committee leaves the hearing room.
- The committee members discuss the appeal. The Dean’s representative will lead the discussion. When the discussion is complete, the committee members will take a vote on the appeal.

6. The committee will communicate to the Dean of the College of Graduate Studies and Research its written recommendation, which will be one of the following:

a. If the Committee decides that the challenged grade is unreasonable, unjust, or capricious, it shall so communicate to the Dean its recommendation that the grade be changed to a P.
b. 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.

c. If the Committee cannot agree on the appeal, the lack of agreement will be communicated to the Dean.

7. After receiving the recommendation of the committee and reviewing the materials submitted by the student, the faculty member, and the Chair, Coordinator, or Associate Dean, the Dean of the College of Graduate Studies and Research may decide that the grade should remain as recorded, or that it should be changed to a P (Pass). If the grade is changed to a P, the credits for the course will count toward the student’s degree requirements, but the grade will not contribute to the GPA.

8. The Dean of the College of Graduate Studies and Research will share his or her decision in writing with the student, the faculty member, and the Chair, Coordinator, and/or Associate Dean, and a copy of the decision will be placed in the student’s records. The decision of the Dean is final.

Equal Opportunity and Nondiscrimination
Northeastern subscribes to the principles of equal opportunity and affirmative action, and does not discriminate against any individual on the basis of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, gender expression, arrest record status, military status, or unfavorable discharge from military service. Northeastern accepts and will investigate, as necessary, complaints of discrimination and/or harassment from students, as well as from employees, applicants for admission or employment, and University visitors. For any questions or guidance, please contact the Office of Equal Opportunity, Affirmative Action and Ethics Compliance, at (773) 442-5412 or eeo@neiu.edu.

Policy and Procedure Regarding Sexual Assault
Northeastern does not tolerate sexual assault, which is a specific type of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Northeastern is committed to imposing strict sanctions against those found responsible for sexual assault. The University offers educational programs and resources designed to promote the awareness and prevention of sexual misconduct on all campuses. All new students and transfers to the University are required to complete an online sexual assault prevention training program. In addition, Northeastern recognizes that victims and offenders of sexual assault can be any gender, including transgender, and expects members of the University community to help maintain a safe environment.

Northeastern’s Sexual Assault policy sets forth the University’s rules and procedures. Northeastern takes immediate and appropriate steps to investigate and resolve complaints alleging sexual assault, sexual violence, sexual misconduct, relationship or dating violence, and stalking. Under Northeastern’s policy, consent is defined as informed, freely given, and mutual. If coercion, intimidation, threats, or physical force is used, there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception. Silence does not by itself constitute consent, nor does past consent to sexual activities by itself imply ongoing or future consent. For any questions or guidance regarding the University’s Sexual Assault policy, please contact the Title IX Coordinator in the Office of Equal Opportunity, Affirmative Action and Ethics Compliance at (773) 442-5412 or eeo@neiu.edu.
Sexual Assault Support Services and Resources
The needs of an individual who has been sexually assaulted vary from person to person. Northeastern offers a diverse array of services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what is most helpful. The University urges anyone who has been sexually assaulted to seek support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understanding options of pressing charges. Even for someone who does not wish to report the event to law enforcement or pursue disciplinary action, seeking medical attention as soon as possible is important. The University also urges survivors of sexual violence to understand that the University’s primary concern is individual’s safety, and that use of alcohol or drugs never makes the survivor at fault for sexual violence. Following are on campus and off campus services and resources:

University Resources*

- Title IX Coordinator: (773) 442-5412
- Student Rights and Responsibilities: (773) 442-4610
- Student Health and Counseling Services: (773) 442-4650
- Women’s Resource Center: (773) 442-4524
- LGBTQ+ Resource Center: (773) 442-5440
- University Police: emergency (773) 442-5511, non-emergency (773) 442-4100

* Reporting sexual assault to University police, faculty or staff constitutes giving the University notice of your assault, which means the University is required to investigate the matter. The exception is for counselors and licensed medical professionals in Student Health and Counseling Services. Since communications with this office’s counselors and licensed medical professionals are confidential, reporting an incident to them does not constitute the reporting of a sexual assault to the University.

Off Campus Resources

- Advocate Illinois Masonic Medical Center Crisis Line (24 hours): (773) 296-5380
- Apna Ghar (serving immigrants from Asia and Africa, 24 hour hotline, counseling, shelter): (773) 883-4663
- Center on Halsted (serving LGBTQ community, resource line, counseling, mental health services): (773) 472-6469
- Chicago Bar Association (legal services): (312) 554-2000
- Chicago Rape Crisis Hotline (24 hours, referrals, information, and counseling): 1-888-293-2080
- Chicago Women’s Health Center (gynecological care and counseling): (773) 935-6126
- Illinois Coalition Against Sexual Assault/Rape Victims Advocates (counseling, education and advocacy): (773) 275-8340
- KAN-WIN (serving Korean/Korean-American women, 24 hour hotline, legal advocacy): (773) 583-0880
- LGBT Crisis Hotline (24 hours, referrals, information, and counseling): (773) 871-2273
- Mayor’s Office for Domestic Violence (24 hours, referrals, information): 1-887-863-6338
- Mujeres Latinas en Accion (serving Latina women, 24 hours hotline): (312) 738-5358
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255), en Español 1-888-628-9454
- Rape Victim Advocates (counseling): (312) 443-9603

Procedures for On Campus Disciplinary Action
1. Incidents in which the accused is a student will follow the procedures specified in the University Student Conduct Code (non-academic misconduct).
2. 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.
3. 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.

4. 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:

- 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.

- 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.

- 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 [www.neiu.edu/police](http://www.neiu.edu/police).

**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 Student Rights and Responsibilities, and Student Rights and Responsibilities staff 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 then 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.
Student Code of Conduct
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 within the larger community. All of those involved in the teaching/learning exchange should exercise their freedom with responsibility. Students have the responsibility to know and act in accordance with 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 conduct proceeding. In addition, at all times students are expected to act ethically and in a manner that is appropriate and reflects the core values of Northeastern Illinois University, which include Integrity, Excellence, Access to Opportunity, Diversity, Community, and Empowerment Through Learning. The Student Code of Conduct is implemented within a culturally diverse environment that stresses fairness and equal access. All Students are guaranteed the Right to Due Process under this code.

STUDENT CONDUCT CODE DISCIPLINARY PROCEEDING

Conduct proceedings are administrative, and accordingly, will not be governed by strict rules of documentation as applicable in a court of law. The University Student Code of Conduct is administered as a University mechanism to address potential violations of misconduct, and it is distinct from criminal and civil litigation. Certain Code of Conduct violations that also violate city, state, and/or federal laws may, additionally, be pursued in a court of law. The standard of proof required to find a student in violation under the University Student Code of Conduct is “more likely than not”. Cited misconduct violation(s) will be redressed by the procedures outlined within the University Student Code of Conduct as outlined below. 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 Student Withdrawal will be invoked 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. The student and the person reporting the violation(s) must submit reporting forms and/or any supporting documentation to Student Rights and Responsibilities (SRR). Supporting documents should be of the kind that responsible persons are accustomed to rely on in serious matters. All documents submitted will be treated as confidential outside applicable use for the conduct process.

Upon submission of a misconduct report, a temporary hold may be placed on the referred student’s academic records by Student Rights and Responsibilities. The hold will be removed at the conclusion of the conduct proceeding. No changes to the student’s academic records will be permitted during this period without the approval of the Director 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 referring a student for the misconduct process should be directed to Student Rights and Responsibilities (SRR).

ACTS OF MISCONDUCT

Students and registered student organizations (RSOs) are subject to University Student Code of Conduct proceedings for participating in the following acts of misconduct:

Academic
Academic misconduct is a violation of the University Student Code of Conduct. Acts of academic misconduct include, but are not limited to:
1. **Cheating.** Use or attempted use of any unauthorized assistance in the taking of an exam, test, quiz, or other assignment. (Note: “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 own 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 leads a faculty member to believe there was academic misconduct, the faculty member 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 will notify the student, the Department/Unit Head, the Dean of the appropriate College as well as Student Rights and Responsibilities of the reason for such action in writing via the “Academic Misconduct Reporting Form.” The student has the right to appeal the grade (see Grade Appeal Policy in the Student Handbook).

If the faculty member perceives that the academic misconduct requires additional or other action (beyond adjusting the grade downward for the test, paper, or course or other course-related activity), s/he will make a referral for conduct proceedings via the “Academic Misconduct Reporting Form”. The reporting form should be delivered to the Student Rights and Responsibilities office.

**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 perceived disruption within classrooms, faculty filing a report against a student must utilize the Classroom Disruption Policy found in the Student Handbook. The University Student Code of Conduct may be employed for perceived violations of classroom disruption when either the faculty member or department head determines that further action is necessary.

4. Physical abuse or conduct that threatens or endangers another person(s).

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/policies.

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.

15. Violation of the terms of any misconduct 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 databases, internet and electronic-mail applications, etcetera. This section also applies to potential violations of academic misconduct where computer technologies were utilized.

18. Other violations of law.
INITIAL CONFERENCE

When a student or RSO is cited in a Misconduct Report for violating the University’s rules, policies, and/or regulations, and if the potential conduct may result in the imposition of a misconduct sanction, an Initial Conference will be conducted by the Student Rights and Responsibilities staff (1) to apprise the student or RSO of the violation(s) cited, (2) to ensure the student or RSO understands their rights and responsibilities under this code, (3) to ensure the student or RSO understands the conduct process, and (4) if applicable, to allow the student or RSO an opportunity to accept responsibility for the violation, or to dispute the violation.

Misconduct reports must be submitted in writing to the Student Rights and Responsibilities office. The report must be submitted within 30 business days of detection of the potential misconduct, exclusive of periods when classes are not in session. This time limit does not apply to reports filed under the Northeastern Illinois University discrimination grievance procedure with the Director of Equal Opportunity, Affirmative Action and Ethics Compliance.

1. Initial Conference

1.1 The SRR staff will initiate an inquiry, which includes an Initial Conference with the student or RSO to help them understand the violations for which they have been cited, as well as explain the student's/RSO’s rights and options for moving forward in the misconduct process.

1.2 The student or RSO will be given at least five (5) working days’ notice to appear for the Initial Conference.

1.3 The notice will contain information regarding:
   a. the potential conduct code violation
   b. the nature of documentation submitted and by whom, and
   c. the time and place of the Initial Conference

1.4 Failure of the student or RSO to appear at the Initial Conference or to contact the SRR staff will result in a default determination of the student/RSO being in violation of the Code of Conduct. In such instances, the SRR staff may apply sanctions without a formal hearing.

1.5 Upon request, the student may review all documents or statements prior to or during the scheduled Initial Conference.

1.6 After the conclusion of the Initial Conference, within a period of five (5) working days, the SRR staff will mail to the student/RSO a formal letter reflecting the outcome of the Initial Conference. The outcome will be one of the following:
   a. no further action will be taken at that time; or,
   b. the final resolution, sanction and follow-up. This will occur in less serious matters if the student/RSO takes responsibility for the violation and agrees with the SRR staff as to an appropriate sanction of either Official Warning or Misconduct Probation, which may include restitution, and/or additional restrictions/remedies; or,
   c. further action will be taken through the formal conduct hearing process. Such a decision will be made if the student/RSO denies responsibility for the cited violation(s), or when circumstances require automatic referral to a formal conduct hearing. These circumstances include more serious non-academic conduct violations and all academic misconduct violations. In such instances, the student/RSO may elect to have the proceedings conducted by an SRR staff member (“administrative hearing”) or the Student Conduct Hearing Panel (“panel hearing”). If the student/RSO refuses to select a type of formal hearing proceeding, the student/RSO will receive an administrative hearing.
CONDUCT HEARING

2. Administrative Hearing or Student Conduct Hearing Panel (based upon student's request)

2.1 The Administrative Hearing. The Administrative Hearing is conducted solely by a SRR staff member who will be responsible for hearing the case, determining if the student/RSO is or is not in violation of the Student Code of Conduct, and applying sanctions (if a violation(s) is determined).

2.2 The Student Conduct Hearing Panel. The hearing panel is composed of five (5) students. Five panel members must be present in order for the hearing to proceed. The panel is responsible for hearing the case, determining whether the student/RSO is or is not in violation of the Student Code of Conduct, and applying sanctions (if a violation(s) is determined). During a panel hearing, a majority vote is required in order to find a student or RSO in violation of the Student Code of Conduct.

2.3 The SRR staff member and the Hearing Panel must conduct a fair and impartial hearing to determine whether or not the cited violation(s) is sustained.

3. Procedure

3.1 The SRR staff will schedule and convene a hearing with the student/RSO and the reporting person within fifteen (15) working days following the Initial Conference or as soon as is reasonably possible. The hearing will be closed unless otherwise determined by SRR. The student/RSO and the reporting person will be notified in writing of the date, time, and place of the scheduled hearing.

3.2 The student/RSO and reporting person should be present at the hearing. Both will have an opportunity to speak and ask questions.

   a. If the student/RSO fails to appear, the hearing may proceed without information from the student.

   b. If the reporting person fails to appear, the hearing may proceed without that person.

   c. The student/RSO cited and reporting person 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 with good reason at the discretion of SRR.

3.3 Either the student/RSO cited or reporting person may bring an advisor to the hearing. In such instances, SRR must be provided with, 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 the person who invited them.

3.4 Either the student/RSO cited or the reporting person may bring individuals who observed the incident(s) to the hearing to provide additional verbal information. Each student/RSO cited may ask questions of the individuals called by the other who observed the incident(s).

   a. The SRR staff member must receive the name(s) of the individuals who observed the incident(s) 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 individuals who observed the incident(s).

   c. The SRR staff member may exclude individuals who observed the incident(s) if the information to be presented is repetitive or not relevant to the potential violation.

   d. Note: It is the responsibility of those involved to inform individuals who observed the incident(s) of the date, time, and place of the hearing. It is also the responsibility of those
involved to inform individuals who observed the incident(s) of any changes in date, time, and/or place of the hearing.

3.5 If the hearing is conducted by the Hearing Panel, the following procedures will be followed:

a. At the conclusion of the presentation of documentation and question and answer period, everyone present except the Hearing Panel and SRR staff will be excused and the Hearing Panel will conduct a closed session for deliberation.

b. A simple majority vote of the Hearing Panel is needed to find the cited student in violation of the Code of Conduct.

c. This Panel will prepare and submit to the SRR staff written findings of fact, and a recommendation of its decision regarding the cited violation(s) and sanction(s), if any.

d. The SRR staff will determine whether to impose the Panel’s recommendation or modify it.

3.6 In order to find a student/RSO in violation of the Student Code of Conduct, the information revealed during the hearing and used for the determination must indicate, at the very least, the student “more likely than not” violated the code of conduct.

3.7 If the student/RSO is found in violation, the SRR staff member will decide the appropriate sanction as described under the Misconduct Sanctions.

3.8 Any prior sanctions imposed on the student/RSO in question shall be duly noted in the recommendation or determination of an appropriate sanction(s) for subsequent violation(s).

3.9 The SRR staff shall notify the student/RSO of the final decision in writing within ten (10) working days or as soon as is reasonably possible thereafter. Notification of the outcome of the hearing is limited to the student/RSO cited except as mandated under Title IX, which requires notifying the person identified as the victim of the student/RSO cited for sexual assault, sexual harassment, domestic violence, dating violence, and/or stalking.

### APPEAL PROCESS

#### 4. Appeal Process

4.1 Sanctions remain in effect during the appeal process.

4.2 The student/RSO who has been found in violation may appeal the decision in writing to the Director of Student Rights and Responsibilities (who serves as Appeals Administrator) within ten (10) working days following the notification of the misconduct sanction.

4.3 The student/RSO will 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 will be limited to whether:

   a. The decision is correct,

   b. The sanction is appropriate and/or,

   c. The proper procedures were followed.

4.4 The Appeals Administrator will consider the record of the hearing together with any written material in the file and/or may solicit information from others.
4.5 The Appeals Administrator may dismiss the case, call for a re-hearing by the Student Conduct Hearing Panel (see 2.2) or modify the misconduct sanction.

4.6 The Appeals Administrator will notify those involved 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.

4.7 The Appeals Administrator’s decision will be final.

MISCONDUCT SANCTIONS

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

1. **Official Warning** – Written notification that the student/RSO has committed an act(s) of misconduct, and a warning that another violation of the Student Code of Conduct may result in the imposition of a more serious sanction. Some restrictions may be imposed.

2. **Misconduct Probation** - A misconduct status which does not interfere with the student’s/RSO’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 or RSO and denial of any and all rights and privileges conferred in student status or RSO 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/RSO 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 or RSO and permanent denial of any and all rights and privileges conferred in student status or RSO status.

5. **Restorative Justice Sanctions** – Restorative justice sanctions are educational sanctions that will be determined by the Hearing Panel or SRR staff and coupled with a disciplinary sanction. Failure to complete a restorative justice sanction has the identical effect of not completing a disciplinary sanction.

Note: If it is perceived that the student/RSO has not complied with an imposed sanction, the SRR staff will schedule and conduct a formal hearing following Sections 2.1 - 3.9 of this policy to determine 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 SRR staff may impose a more severe sanction. The student/RSO may appeal the decision in accordance with the appeal provisions of the policy: Sections 4.1 - 4.7.

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, Student Rights and Responsibilities may promptly impose an immediate temporary sanction. If requested by the student/RSO in writing, SRR will convene the Student Conduct Hearing Panel to consider the extended imposition of the temporary sanction. The Panel will hear the case within forty-eight (48) hours after the filing of such request, or as soon as is reasonably possible. The Panel may affirm the SRR staff decision or recommend to the Vice President for Student Affairs its modification or grant appeal, in which case the Vice President for Student Affairs will make the final decision and notify the student/RSO in writing.
ADDITIONAL INFORMATION

Copies of the University Student Code of Conduct as well as other University policies and procedures pertaining to students/RSOs are available in the Student Rights and Responsibilities office. Questions should be directed to the office by calling (773) 442-4610.

Student Grievance Policy
The student grievance process exists to protect students from arbitrary, capricious, and/or unfair acts being committed against them by University faculty and staff. A student may file a grievance if they believe their rights as a student have not been fully recognized and/or respected. Student Rights and Responsibilities (SRR) will provide a combination of coaching, assistance, mediation, and advocacy in helping the student address their concerns.

Steps in the Process:
1. The student is to first meet with the responsible staff in the office where the matter arose in hopes of gaining a resolution.
2. If after the meeting the student is dissatisfied with the outcome, the following steps are to be followed:
3. A grievance is to be submitted in writing to Student Rights and Responsibilities by completing the “Request for Formal Review of a Student Grievance”. The document can be found on the SRR website under the “Student Concerns” tab at www.neiu.edu/SRR.
4. When a student submits a grievance, the person must provide their name, contact information, and attach any related documents.
5. After a grievance is submitted, the student will meet with an SRR staff member to review the matter and discuss and coach the student on moving forward in resolving their concerns.
6. The SRR staff member will forward the grievance to the office or individual of concern and begin conversations with them to gather more information to determine the best avenue for resolving the student grievance. This information will be reported back to the student.
7. Additional follow-up meetings with offices and/or individuals involved may take place until the matter is resolved. SRR will coordinate those meetings.
8. NOTE: SRR does not retain the authority to mandate formal corrective action from university offices or university staff. In the grievance process, SRR facilitates the creation of open avenues for the student to fully address their concerns, and to receive the resolution they desire, if that desired resolution is feasible and warranted based upon the determined facts. SRR is committed to advocating for the student when, in the student’s pursuit for resolution to their concerns, there is lack of cooperation from university staff or others involved, or when it is clear to the SRR staff that a student’s rights have been overlooked or violated.
9. It is the expectation of SRR that the student be actively involved in attempting to resolve their concerns. This means that the student must fully exercise their conflict resolution skills and remain at the forefront of addressing their concerns.
10. If a student chooses to withdraw their grievance, they must complete the “Formal Withdrawal of a Student Grievance” form located in SRR. This releases the SRR staff from any further assistance to the student in facilitating a resolution.
11. All completed forms and documents submitted are kept on file in the Student Rights and Responsibilities office.

Smoke-Free University Policy
The Illinois General Assembly enacted and the Governor approved Public Act 098-0985, the Smoke Free Campus Act (the Act), which abolishes smoking on all campuses of public institutions of higher education, statewide, including all Northeastern Illinois University locations. This policy incorporates and adopts the requirements of the Act and further prohibits smoking in other areas established by this policy.

As of July 1, 2015, smoking is prohibited on all property at all Northeastern Illinois University (University) locations, to include all areas, both indoors and outdoors, in University-owned vehicles and in privately owned vehicles while parked on University property. The advertising, sale, or free sampling of tobacco products prohibited in the Act is also prohibited on University property. Littering the remains of smoking products or any other related waste product on University property is further prohibited.

For more details on this policy and an up-to-date version, please go here: www.neiu.edu/smokefree.
University E-Mail

E-mail is an official means for communication at Northeastern. The University will send communications to all members of the community via official Northeastern e-mail accounts only and will expect that those communications will be received and read in a timely fashion. The University also reserves the right to set restrictions, access, and limitations pertaining to the use of official University e-mail as it sees fit. University members should use these tools in an appropriate manner as set forth by the Acceptable Use of Information and the University E-Mail Policies.

Appropriate use of E-Mail

In general, e-mail is not appropriate for transmitting sensitive or confidential information.

- Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential.
- All use of e-mail will be consistent with Northeastern’s Acceptable Use of Information Technology policy, the University E-Mail policy and all other Northeastern policies.
- Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA.

Assignment of E-Mail Address

University Technology Services (UTS) will assign all students, faculty, and staff an official University e-mail address. It is to this official address that the University will send e-mail communications;

- All non-student employees, including Faculty, Administrative and Professional, and Civil Service, will be assigned NMail accounts.
- All non-student employees, including Faculty, Administrative and Professional, and Civil Service will have this official e-mail address listed in the University’s Directory.
- Students will be provided with Nmail accounts.
- Departmental accounts and affiliates will be set up with NMail accounts as requested.

E-Mail Quotas and Limits for Students & Faculty/Staff

- The limit on the number of recipients you may address in one e-mail message is 500.
- The maximum size of any e-mail including the attachment is 25MB. This is a system-wide transmission limit common to all users.
- 30GB of storage is provided with each NMail account and that storage can be shared between Email and google docs.
- A single person is limited to only send 2000 emails per day.
- Requested for increases of NMail storage space are not permitted.

E-Mail Privileges upon University Separation

Graduation

Upon graduation:

- First year: E-mail services, web pages, file storage
  Graduating students may keep their NMail accounts for one year after graduation. Your official address is retained for that period of time. Any web pages or other files you have stored in the Gamut file system under your account remain available to you during this period via FTP.
- After first year: One year after graduation the account is closed for those non-returning students. Stored files and e-mail are deleted, and the personal alias is turned off. Before your account is deleted, it is your responsibility to copy any e-mail or other files you wish to keep.

Retirement

Faculty and staff members retiring from the university may keep any or all of the following services as long as they continue to be used:

- E-mail services
- E-mail forwarding
- Web page and file storage on gamut.neiu.edu
- Shell access on gamut.neiu.edu
If a retiree no longer wishes to use these services, he or she should contact the Help Desk (773) 442-4357, helpdesk@neiu.edu for the account to be removed from the system. Continuation of retirees' accounts service will be reviewed regularly. If these accounts are not used for a period of 6 months, they will be removed from the system.

Resignation
Individuals may leave the University to take other employment, to transfer to another college, or simply to go on to other activities.

- Faculty who leave before retirement. Faculty who leave before retirement may keep their e-mail accounts and e-mail forwarding for one year from the end of the last term in which they taught. This covers also the case of adjunct faculty members who teach one course per year.
- Staff who leave before retirement. Staff members who leave the University may keep their e-mail accounts and forwarding for one year from their date of termination.
- Students who leave graduation. Students who leave the University without completion of their degree or other program may keep their e-mail accounts and forwarding for one year. This is the period, usually one year from the last term when they were registered, during which they may return to school without formal re-admission.
- An employee who is dismissed or a student who is expelled. If an employee is dismissed or a student is expelled from the University with cause, e-mail privileges will be terminated immediately.

Multiple Affiliations
Some individuals have more than one affiliation with the University. A faculty member may also be an alumnus, a staff member may be a student, a staff member may be a part-time faculty member, etc. A person with multiple roles will receive the account benefits that give the individual the maximum advantage unless other considerations override that benefit.

Expectations Regarding Use of E-Mail
Northeastern account holders are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with University communications. The campus recommends checking email daily for faculty and staff and weekly for students at a minimum in recognition that certain communications may be time-critical.

Educational Uses of E-Mail
Faculty will determine how e-mail will be used in their classes. Faculty will expect that students' official Northeastern e-mail addresses are being used.

Redirecting of E-Mail
Redirecting of E-Mail from External E-Mail Accounts into NEIU Email Accounts
Redirecting of e-mail from non-NEIU e-mail accounts into NEIU e-mail accounts is allowed as long as users adhere to all existing NEIU e-mail quotas, limits, and policies.

Redirecting NEIU E-Mail to External E-Mail Accounts by Faculty/Staff
NMail is the e-mail system supported by the University for Faculty and Staff. Faculty and Staff may not automatically redirect e-mail received in their NEIU e-mail to non-NEIU e-mail accounts. Automatically redirecting their NEIU e-mail to non-NEIU e-mail accounts will severely limit and possibly obstruct features and functions of NMail and other systems such as NEIUport and Desire 2 Learn. Faculty and Staff may of course manually forward individual e-mail messages to another e-mail account from NMail.

Redirecting NEIU E-Mail to External E-Mail Accounts by Students
While the University strongly advises against it, students may automatically redirect e-mail received in their NEIU e-mail account to another non-NEIU e-mail account. However, ‘neiu.edu’ is the official e-mail address used by the University and automatically redirecting University e-mail to a non-NEIU e-mail account does not absolve a student from the responsibilities associated with communication sent by the University. Additionally, the University is not responsible for the handling of e-mail by non-NEIU e-mail systems.
Please refer to the University E-Mail policy for the most accurate information. The University reserves the right to modify or amend sections of the policy at any time at its sole discretion.

This University E-Mail policy remains in effect until such time as the Responsible Officer or University Officers call for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.

Please refer to the University E-Mail and Acceptable Use of Information Technology Resources policies on the NEIUport login page for the most accurate information. The University reserves the right to modify or amend sections of the policy at any time at its sole discretion.

These University E-Mail and Acceptable Use of Information Technology Resources policies remain in effect until such time as the Responsible Officer or University Officers call for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.
**Bookstore**

Beck’s Book Store, located in Village Square, carries a full line of new and used textbooks, school supplies, greeting cards, gifts, and Northeastern Illinois University apparel and novelty items. Textbook rental is offered for select titles. A wide variety of snacks and beverages are also sold. For your convenience, you may purchase, rent, and sell new, used, and digital textbooks at a competitive price. Enter for your chance to win the Arthur Beck Olson Textbook Scholarship by submitting an entry online or in-store for more information visit us at [www.neiubooks.com](http://www.neiubooks.com). Beck’s has online buyback, textbook, merchandise ordering, and store pickup options. Please visit our webpage for more information. Used and new textbooks are bought back for cash from students all year round.

In addition, the book store offers official class rings, announcements, diploma frames and caps and gowns for graduation. The book store also sets up onsite locations at El Centro Campus and CCICS campuses for the purchase of books during the first week of each semester. Quartet Copy Center is located within the book store to meet printing and project needs.

**Child Care**

The Northeastern Illinois University Child Care Center, located on the south end of campus, provides for the care of children 15 months to 5 years old. 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, the program offers quality early childhood education by utilizing the best accepted methods and principles of child care.

**The Lesbian, Gay, Bisexual, Transgender, Queer, & Ally (LGBTQA) Resource Center**

The LGBTQA Resource Center at Northeastern Illinois University provides an affirming environment for students, faculty, staff, and alumni of all identities by creating educational, cultural and social opportunities. We serve as a resource for information and support concerning gender and sexuality. The LGBTQA Resource Center is a part of the Division of Student Affairs and under the umbrella of the Angelina Pedroso Center for Diversity and Intercultural Affairs. The work of the center is informed and guided by values of social justice, equity, and intersections of identity.

Each fall, the resource center kicks off its several events with a Rainbow Reception, a welcome back social event for all students. The center also coordinates events for Bisexuality Awareness Day, LGBTQ History Month, Transgender Day of Remembrance, World AIDS Day, Transgender Visibility Days, National Day of Silence, Asexuality Awareness Day and Ally Week in spring. All students are welcome at the center and at all of their programs, regardless of your gender identity or sexual orientation.

Numerous educational workshops and support services are provided through the LGBTQA Resource Center. The center coordinates Safe Zone Ally Training and Trans 101 workshops for those looking to learn more about LGBTQ identities. The center has a growing lending library of books, DVDs, magazines, and other materials available for checkout. If you are working on a class project on LGBTQ identities, the center is an excellent resource to begin your research.

The LGBTQA Resource Center also provides a supportive space for students who have questions or are exploring their sexual orientation or gender identity. There is no one “right” way to come out or be out. It is a lifelong process of being open and true to yourself. You are allowed to come out on your own terms and at your own pace. Just remember the LGBTQA Resource Center is here to help. Visit us at [www.neiu.edu/lgbtqa](http://www.neiu.edu/lgbtqa).

**New Student and Family Programs**

New Student and Family Programs is designed to focus on the successful transition of entering freshmen, transfer students, and their families into Northeastern Illinois University. This office coordinates New Student and Family Orientation, Student Transition Services, Testing Services, and Family and Parent Programming. Testing services administers and coordinates Placement Testing in English (Reading and Writing) and Mathematics. Placement test results indicate the students' level of preparedness for course placement in...
writing, reading, and mathematics courses. For more information please visit: www.neiu.edu/nsfp.

University Police
University Police, located in the Parking Facility on the ground floor (PF 104), protects and serves the university community and helps assure a campus environment contributory to the mission of the university. In addition to providing a safe campus community, the department provides police escort services, emergency assistance, automobile assistance for those parked on university property, information and programming related to crime prevention. University Police are always available.

Safety and Security Information Report
As part of Northeastern Illinois University’s commitment to safety and security on campus and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f); the university publishes an annual security report containing safety and security related policy statements and crime statistics. The report is distributed to all current students and employees in electronic format and paper copies are available as well. The university also informs prospective students and employees about the availability of the report.

Reporting of Crimes or Emergencies
The University Police Department is 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 personnel. 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. Code Blue phones located along walkways and in parking lots on campus may also be used to report emergencies. To call University Police from off campus or by cell phone, dial (773) 442-4100. 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 Center for College Access and Success 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 statutes, 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.

University Police maintains 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 University Police Department also monitors crime patterns off campus through various joint law enforcement computer systems. The Police department also maintains computer and radio communication with other state agencies. University Police maintain emergency radios provided by the Federal Government as part of the National Incident Management System. These radios are used for interagency communication 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 and Evacuation

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 any campus. If the University Police Department or the Emergency Management Team confirms that such an emergency exists, both will collaborate to identify the affected communities and determine the content of the notification message. The university will relay the message using any or all of the following notification methods:

The University has installed 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, CCICS Campus, El Centro Campus and CCAS with audio messaging capabilities. Message boards are strategically placed for delivering detailed information in critical situations. The second tier is an email and phone message system for notification to community users. Registration for this system is available through the NEIU web portal. All students, staff, faculty and parents are encouraged to register. Incentive and encouragement programs are being developed. Without delay and taking into account the safety of the community, the university will determine the content of all notifications and initiate the notification system unless issuing a notification will, in the professional judgment of university authorities, compromise efforts to assist a victim or to contain, respond or to otherwise mitigate the emergency.

Northeastern Illinois University Police officers and supervisors have received training in Incident Command and response to critical incidents on campus. When a serious incident occurs on campus that causes and immediate threat, the first responders to the scene are usually University Police officers along with the Chicago Police Department and/or the Chicago Fire Department and they typically work together to manage the incident. Depending upon the nature of the incident, the Emergency Management Team or other local and federal agencies could also be involved in responding to the incident.

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. Building action plans are being developed for every building on campus. Regular testing and drills are conducted on aspects of these plans for individual buildings. Students, staff and faculty learn the locations of emergency exits in the buildings and are provided guidance about the directions they should travel when exiting each facility for a short-term building evacuation.

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 maintains a Behavioral Concerns team composed of staff 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.

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 faculty, staff, and students to take an active role in their own security and the security of others. The University Police Department has officers trained in various crime prevention techniques. These officers perform crime prevention presentations for the campus community when possible and upon request. The following is a listing of some activities of the crime prevention program:

1. University Police provides 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
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 Center for College Access and Success (formerly CTC) and the El Centro campus, 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 and the El Centro 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. University Police participates in Fall Into Fun Week each Fall Semester and provide relevant hand-outs and brochures.

7. University Outreach and Equal Employment Office has available a videotape, Betrayal of Trust: Acquaintance Rape in America and related discussion materials for use in campus programs.

8. Academic courses in several programs including Justice Studies, Sociology, and Women’s Studies regularly include content on selected aspects of sexual assault.
## Crime Statistics

### Main Campus

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### El Centro (3319 N. Pulaski)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Carruthers Center for Inner City Studies (CCICS)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrests</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Referrals to Student Due Process</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Hate Crimes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Center for College Access and Success (formerly Chicago Teacher’s Center)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Offense</td>
<td>2014 On Campus</td>
<td>2014 Public Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests</th>
<th>2014 On Campus</th>
<th>2014 Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referrals to Student Due Process</th>
<th>2014 On Campus</th>
<th>2014 Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hate Crimes</th>
<th>2014 On Campus</th>
<th>2014 Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offender (Forcible)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Non-Forcible)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Violence Against Women Act (VAWA) – All Campuses

<table>
<thead>
<tr>
<th>Offense</th>
<th>2013 Main Campus</th>
<th>2013 Public Property</th>
<th>2013 El Centro Campus</th>
<th>2013 CCICS Campus</th>
<th>2013 Public Property</th>
<th>2013 CCAS (formerly CTC Campus)</th>
<th>2013 Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Hate Crimes based on:

| Gender Identity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

### Offense

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Hate Crimes based on:

| Gender Identity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
U-Pass
The CTA U-Pass is an unlimited ride pass offered to full-time students at Northeastern. It can be used anytime, anywhere on the CTA buses and trains. Full-time students will be assessed a mandatory, non-refundable fee to cover the U-Pass. You can pick up your U-Pass during any of the multiple distribution days or anytime at the Information Center.

Veteran Services
Veterans Services (D 130) provides veterans, active military members, and family members guidance on obtaining federal and state military education benefits. The office strives to assist the military community with all aspects of their Northeastern experience as well as providing referrals at the state and federal level within the Department of Veterans Affairs. Prospective and new students are encouraged to contact the Veterans Admissions Outreach Specialist at (773) 442-4028 for an initial assessment of eligibility and to help them navigate the application process. For more information, call (773) 442-4005, e-mail veterans@neiu.edu or visit the web page www.neiu.edu/veterans.

Veterans utilizing educational benefits must complete the Semester Enrollment form every semester. This form is due prior to the start of the semester and any time there is a subsequent schedule change. Students considering schedule changes should meet with the Veterans Services staff to determine the financial repercussions of the change prior to adding or dropping courses.

Military members and veterans facing a school absence due to a call to active duty or medical treatment for a service-related condition must notify the Veterans Services office within 10 days of notice to ensure proper application of the Student Military Leave Policy.

Army ROTC is offered through Northeastern in conjunction with the Loyola University Chicago ROTC detachment. Basic course classes are offered to all students and are held at Loyola University Chicago. For further information on scholarships, tuition, and off-campus locations, call the Department of Military Science at Loyola University Chicago at (773) 508-2852.

Women’s Resource Center
The Women’s Resource Center (WRC) at Northeastern is one of the five components of The Angelina Pedroso Center for Diversity and Intercultural Affairs, and functions as a clearinghouse for gender related concerns. Created to address the needs of women-identified students and committed to student success, the WRC fosters empowerment and leadership through education, engagement, resources and advocacy. The WRC maintains information on a multitude of campus and community-based resources, as well as provide programs, workshops and trainings. In collaboration with the Library, the WRC established an interim designated campus lactation space. Located on the third floor of the library, NEIU community members (students, faculty and staff), may access the lactation space by checking in at the Multimedia Learning Resource Center (MLRC). The space is available during the library hours of operation.

Here are some of the topics/issues/concerns the WRC has resources on and/or provides programs to address: Healthy Relationships, Lactation, Child-care, Housing, Interpersonal Violence, Legal Referrals, Salary Negotiation, Employment, Equal Pay, Sexual Harassment, Human Trafficking, Leadership, Health Care, Holistic Health, Art, Culture, Reproductive Health and Justice, Eco-feminism, Food Justice, Human Rights, Social Justice, and Intersectionality.

For more information, call (773) 442-4525, visit www.neiu.edu/wrc or email j-sawder@neiu.edu.
Computer Labs
Over 600 computer workstations are available for general student use in 18 locations across the Northeastern main campus, El Centro Campus and the Jacob 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. Nine 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 Building B, has over 100 micro-computers. One-to-one student assistance is available from Student Computing Services personnel, also located in Building B. For a complete listing of all available student computer labs, visit www.neiu.edu/scs and click on the Computer Labs link.

E-Mail Accounts
E-mail accounts are automatically created for students enrolled at Northeastern. E-mail is an official means of communication at Northeastern and students are expected to check their email regularly. To obtain your account information, go to the NEIUport website at neiuport.neiu.edu and click the link that says, “activate your account.” For more information on accessing NEIUport, please visit the Technology Services website at www.neiu.edu/technologyservices.

NEIUport
NEIUport is a university-wide Internet portal, providing quick, centralized and secure access to personal, academic and campus information. NEIUport supports and promotes a better connected university community through:

- Online viewing of unofficial transcript
- Online registration
- Online ordering of official transcript
- Personal and event calendars
- Online viewing of grades
- Campus announcements
- Online payment of tuition by check or charge card
- Single sign-on to e-mail and Desire 2 Learn
- Online groups and chat
- Online viewing of Financial Aid information

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 and your month & day of birth.

Desire2Learn
Northeastern uses the Desire2Learn (D2L) learning management system to support face-to-face, hybrid, and online courses. D2L allows instructors and students to communicate outside of class time, share files, work on exams, and share ideas beyond the traditional classroom environment. Most instructors at Northeastern use D2L, so knowing how to use the core features is a key skill set for all students. Learn how to use D2L: log in to neiu.desire2learn.com with your NetID and password, and select the Sample Online Course and Student Help Guides links.

Copying Machines
University ID and print point card operated machines called Multiple Function Devices (MFD) are available throughout the Northeastern campuses for students to copy, scan or print, for more info please login to print.neiu.edu. Coin operated MFDs are located on the 2nd floor of the Library, Student Union, and North Corridor of Building D.
COLLEGIATE TERMS

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. "Collegiate 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 Student Rights and Responsibilities 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 semester with three sessions.

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 earn Cs or above in their next term or they will no longer be eligible to attend the University. For additional information, see the University Catalog.

Academic Warning
Academic Warning is designed to alert a student that they need to work to regain Good Standing. Academic Warning occurs when a student’s current term GPA is below 2.00, and the student's cumulative GPA is 2.00 or above. Students on Academic Warning are expected to see their advisors frequently, and to seek support from other University resources. The classification of Academic Warning will not appear on a student's transcript.

Activity Hour
Activity hour allows for Northeastern students to take part in extra-curricular activities, meetings and programs offered on campus. Northeastern offers several weekly campus activity hours. During activity hour on Tuesday and Thursday from 3:05 p.m. to 4:05 p.m., there are no courses offered. Courses are offered during activity hours on Mondays, Wednesdays and Fridays from 1:00 p.m. to 1:50 p.m. and on Tuesdays and Thursdays from 1:40 p.m. to 2:40 p.m. Plan to participate in campus activities, meetings and programs.

Add
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 online Class Schedule for refund policies and deadline dates.

Adult Re-Entry
Enrollment Services and the Advising Center assist students through the initial re-entry period for 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 online Class Schedule for registration dates and details.
Alumnus/Alumna
A male (alumnus), or female (alumna) graduate or former student of Northeastern Illinois University. The term alumni refer to more than one alumnus and/or alumna.

Assistant Professor
See Professor.

Assistant/Associate Vice President (AVP)
Assistant or Associate Vice Presidents oversee administration of their respective university areas. In most cases, directors of one or more departments report to them. They report to a Vice President. Also see Vice President.

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. Consult the Class Schedule for the deadline to submit the request. An auditor cannot later have his/her registration changed to secure course credit. Auditors pay the same tuition and fees as credit students. Additional information is available in the current Class Schedule.

Baccalaureate Degree
See Bachelor’s Degree.

Bachelor’s Degree
The formal name for a four-year college degree. Northeastern offers the Bachelor of Arts (B.A.), the Bachelor of Science (B.S.), and the Bachelor of Music (B.M.) depending on the major and the college.

Book Vouchers
Northeastern students who have a current financial aid package (grants and/or loans) may qualify for a book voucher. The book voucher 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 student presents his or her NEIU ID to the cashier at Beck’s Bookstore in exchange for books and supplies (not food items). Book vouchers cannot be used to rent or purchase books or supplies external to the University.

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. Students are expected to know the policies, procedures, and other important information contained within the Catalog. The University Catalog is available on Northeastern’s website, www.neiu.edu (click on the “Academics” tab).

Chair
A faculty member who is the head administrator of a department within a College. Also refers to the head of a committee.

Class Schedule
The Class Schedule, available on Northeastern’s web site at www.neiu.edu/classschedules prior to the beginning of the advance registration period, 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.
Students may search for specific courses and view most up-to-date information regarding courses via NEIUport (http://neiuport.neiu.edu).

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)
Students who have successfully completed the CLEP General or Subject Examination and receive the minimum score may receive college credit for this work. A maximum of 30 credit hours of lower division credit may be awarded through CLEP. This credit is included in the maximum of 64 semester hours that is accepted from a community college toward graduation. For additional information and guidelines, visit the Enrollment Services Center located in D 101 or call the Admissions Office at (773) 442-4050.

Co-Ed (Co-education)
Educational experiences designed for both men and women alike.

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 College of Graduate Studies and Research. 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 honor graduating students. Students wearing commencement regalia (caps and gowns) participate in a special ceremony attended by family members and friends, and university faculty and administrators, who observe as students are recognized for completing their bachelor’s and master’s degrees.

Complete Withdrawal
To drop ALL courses for the semester using NEIUport. A student taking this action does NOT intend to be registered for ANY course for the given term. If the student receives federal assistance, they must visit the Financial Aid Office to find out whether any funds will need to be returned to the U.S. Department of Education.

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 must meet with their academic advisor. For additional information see the online Class Schedule or University Catalog.

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. Some programs may further restrict the maximum number of hours students can take. During the Summer session students may register for a maximum of 12 credit hours. Students who wish to register for an overload must obtain permission from the appropriate college dean. For additional information see the online Class Schedule 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. For example, a student may have a credit balance after financial aid funds have been posted to his or her student account.

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 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 grade of all the courses at a specific academic level 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 College of Graduate Studies and Research, and the Dean of Libraries and Learning Resources.

Declared Major
See Major.

Declared Pre-Major
See Pre-Major.

Degree Evaluation
The Degree Evaluation document lists the courses that a student has taken that 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 via NEIUport (http://neiuport.neiu.edu), from an academic advisor, or at the Enrollment Services Center (D-101).

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.

Desire2Learn
The Desire2Learn (D2L) ePortfolio (eP) tool allows you to store, organize, reflect on, and share items that represent your learning. You can include documents, graphics, audio files, videos, presentations, coursework—just about anything that demonstrates your improvement or mastery in a certain area. You decide what items you want to include in your ePortfolio, how you want to organize them, and with whom you want to share them.
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.

Director
Directors include administrators of a department or office. Directors may report to an Assistant or Associate Vice President.

Distance Education Courses
Select courses that are delivered through a two-way interactive teleconferencing network. For specific courses refer to the current online Class Schedule.

Dismissal
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.

Drop (a Course)
To officially withdraw from a class.

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

E-mail Accounts
E-mail is an official means of communication at Northeastern and students are expected to check their university e-mail regularly. E-mail accounts are automatically created for students enrolled at Northeastern. To obtain your account information, go to the Student Computing Services website at 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 Student Leadership 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).

Fraternity
A student organization in which members share common interests and are also called Greeks.

Fees
Fees are costs that students pay in addition to tuition. Mandatory fees include the Academic Enhancement Fee, Campus Recreation Fee, Computer Resource Fee, Green Fee, Health Service Fee, Parking Fee, Performing Arts Fee, Student Activity Fee, Student Health Insurance Fee, Student Union Fee, and U-Pass Fee. Individual courses may also have fees assessed. Refer to the online Class Schedule 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 the official final exam schedule refer to the online Class Schedule.

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 Teach Grant, Federal Perkins Loan, Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Parent Loan for Undergraduate Students, State Monetary Award Program, State Veteran’s Grant, and State National Guard Grant. Northeastern Illinois University is also responsible for the oversight of institutional scholarships such as the Eagle Performance Award.

General Education
The General Education Program requirement consists of 39 credit hours of courses designed for students to gain some general knowledge to enrich their lives and enhance their academic experience on 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 the General Education List of Approved Courses. See the University Catalog and the online Class Schedule 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”, “NAF”, or “UWF” 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 neiuport.neiu.edu. Grade reports are not mailed to students. 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, NAF - Never Attended Failure, and UWF - Unofficial Withdrawal Failure. 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 a 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 that may prevent a student from registering and/or restrict the release of a student’s transcript and/or diploma. The hold must be waived or removed by the originating office.

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.
Honor(s) Society
A student organization focusing on an academic discipline for students holding honor status.

Hours
Hours are another word for credits. For example, students may refer to their course load as 15 credits, 15 hours, or 15 credit hours. Credit hours are 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 (NEIU ID)
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 copy 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 online Class Schedule for specific registration information.

Information Center
The Information Center is located on the first floor of the Student Union. At the Information Center, students may rent a locker, purchase tickets for local events, obtain a student ID card, pick up their CTA U-Pass, and obtain campus 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 makes it possible for students to spend a summer, a semester, or an academic year overseas while earning credit towards graduation at Northeastern Illinois University. In addition, study tours offer students a unique opportunity to participate in 7-21 day (1-3 weeks) international study trips, which are components of specific Northeastern courses. For information about these opportunities and others, contact 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.

Intramurals
Recreational sports and athletic events offered for all students.

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

Leadership
The ability to guide and influence others to achieve a common goal. The university offers a wide range of leadership development programs for students.
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 or advisor from the major department is assigned to assist them in course selection and academic planning.

Mentor
A knowledgeable, wise, and trusted counselor or teacher.

Mid-Terms
Mid-terms refer to exams that, 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.

Minimum Standards of Academic Progress
At the end of each semester Northeastern students are expected to 1) complete successfully 67% of cumulative attempted hours, 2) earn a cumulative academic grade point average of 2.00 as an undergraduate or 3.00 as a graduate student, and 3) complete degree requirements within 180 credit hours as an undergraduate or 54 credit hours as a graduate student. Students failing to meet the minimum standards of academic progress will have their financial aid eligibility suspended. Students should visit the Financial Aid Office for details on appealing for reinstatement of financial aid eligibility.

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.

N-Alert
N-Alert is the University’s official emergency notification and warning system. The objective of N-ALERT is to provide timely notification and warning to all students, faculty, staff, and visitors to Northeastern of a threat, occurring or imminent, that poses an immediate danger to their health, safety, or general welfare while on campus. To sign up for N-Alert, log into NEIUport (http://neiuport.neiu.edu) and click on the “Student” tab. In the left-hand column under “Personal Information” click on “Update Address and Phone/N-Alert” and “Update E-mail Addresses/N-Alert.”

NEIU Identification Number
A system-generated number that 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 online Class Schedule for further information.

NEIUport
NEIUport is a university-wide Internet portal. NEIUport supports and promotes a better connected community through online 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.

NPB (Northeastern Programming Board)
NPB (Northeastern Programming Board) is the elected student board which selects, plans, and presents social, cultural, educational and 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 Student Leadership Development.

Off Campus Courses
Courses offered at additional campuses, including the Jacob H. Carruthers Center for Inner City Studies (located at 700 E. Oakwood Blvd.), El Centro Campus (located at 3390 N. Avondale Ave.), Center for College Access and Success (770 N. Halsted St.) and the University Center of Lake County (located at 1200 University Center Drive, Grayslake, IL.)

Open Registration
Eligible students who did not participate in advance registration may register for classes during the Open Registration period at neiuport.neiu.edu. See the online Class Schedule 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 visiting Enrollment Services, D 101. Students may not use the pass/fail option for General Education courses, developmental, 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 online Class Schedule.

Payment
The method of paying for a student’s registration charges, which include tuition and fees, online via NEIUport (neiuport.neiu.edu), at the Cashier’s Office via mail, or by telephone. 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. These policies include, but are not limited to the following: 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. The declaration of a pre-major form can be completed in Enrollment Services, D 101.

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 online Class Schedule. Prerequisites may be viewed online via NEIUport (http://neiuport.neiu.edu) when selecting courses.

President
The Chief Executive Officer (CEO) 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 professor is the highest rank in an institution of higher learning. Other ranks include associate professor, assistant professor, and instructor. (Also see Faculty.)

Provost
The Provost is the highest academic official of the university. The deans of the Colleges of Arts and Sciences, Business and Management, and Education, College of Graduate Studies and Research, and Libraries and Learning Resources report to the Provost. Also reporting to the Provost are the Associate Vice President for Enrollment Services, and the Executive Directors of Assessment and Program Review, Institutional Research, directors of the Jacob H. Carruthers Center for Inner City Studies, El Centro Campus, 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. Undergraduate students who were dismissed 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 online Class Schedule.

Registered Student Organization (RSO)
A student organization/club that has registered with Student Leadership Development. Certain requirements must be fulfilled to register. Contact the center for more information.

Registration
The process of scheduling classes for each semester through advance, open, or add/drop via NEIUport (http://neiuport.neiu.edu). Also see Advance 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 add/drop 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 the Enrollment Services Center (D-101).
Repeated Course Policy
Effective Summer 2008, courses that are repeated will only have the last grade earned count in the cumulative hours and GPA. Courses that 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 or undergraduate courses that are repeatable for credit. For additional information, see the University Catalog or contact the Office of Enrollment Services. For financial aid purposes, eligibility for Federal and State assistance is limited to one repeat after having earned a letter grade on the first attempt.

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.

Sanction
Penalty imposed for violation of University policies.

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

Section
The same course may be offered on various days and times in a given semester. Each section that is offered will be assigned a unique section number or letter. 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 semester with three sessions of varying lengths.

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.

SGA
Student Government Association. See Student Government (Student Senate).

Sorority
A student organization for women, also known as sisterhood and Greeks.

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 Association (SGA) 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 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 that usually explains course requirements, attendance policy, assignments, readings, examination schedule, faculty office number and hours, and other pertinent information.

The Independent
The university student newspaper.

Thesis
A dissertation or research paper advancing an original point of view as a result of research. Often a requirement for a graduate degree.

Transcript
The official record of a student’s college work, which is maintained and updated each semester by Enrollment Services. The transcript includes courses, grades, grade point average, and transfer credit information. Students may view their transcript online via NEIUport (neiuport.neiu.edu).

Transfer Credit
The courses Northeastern has accepted from another college or university are reflected on the Northeastern transcript. In addition, students can access their Degree Evaluation through NEIUport, which indicates how their transfer courses meet General Education and graduation requirements. See your academic advisor, the University Catalog or the Transfer Center (www.neiu.edu/Transfer) for additional information. Students also need to meet with their major and/ or minor advisor to determine how their transfer courses apply toward their major and/or minor.

Tuition
The amount of money a student is charged for his/her courses, exclusive of mandatory fees or course fees. See the online Class Schedule for a complete listing of tuition costs.
Tuition Guarantee Plan
The Tuition Guarantee Plan applies to all newly admitted undergraduate students - including transfer students - and guarantees the same tuition rate for four continuous academic years, plus an additional two year period as defined in the online Class Schedule. The Tuition Guarantee Plan applies only to tuition. Fees may increase during this period. Refer to the online Class Schedule 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 online Class Schedule for specific registration information.

Undeclared Major
Until a student officially declares a major or pre-major, the student is considered undeclared major.

Undergraduate Student
A student attending a university or college who has not received a bachelor’s degree.

Unofficial Withdrawal
A student who has a zero academic grade point average for a given term and no proof of attendance beyond the 60% point of term. This occurs with a combination of W, I, X, F, NAF, or UWF grades. The student must visit the Financial Aid Office to determine whether any Title IV Federal Assistance needs to be returned to the U.S. Department of Education.

Vice President
Vice Presidents oversee administration of their respective university areas, under the guidance of the president. Vice Presidents include the Vice Presidents for Academic Affairs (Provost), Finance and Administration, Institutional Advancement, and Student Affairs. Also see President.

Village Square
Village Square, located at the interior entrance of the Student Union, provides a space for exhibits, conversations, and access to services such as the 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 based upon academic achievement, talent, and financial need that cover the cost of tuition.

Who’s Who Among Students in American Universities and Colleges
One of the most highly regarded and long standing honors programs in the nation.

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 dropping one course. See Add/Drop and Complete Withdrawal.