Welcome from the President

On behalf of the faculty and staff of Northeastern Illinois University, 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. It’s an institution full of vitality and excitement, the perfect place to attain your academic goals in a community of dedicated and supportive 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 students at Northeastern Illinois University, you will become well acquainted with our Values as they are applied within and throughout your educational experience.

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

Best wishes for an enriching University experience.

Sharon K. Hahs, Ph.D.
President, Northeastern Illinois University
Welcome from the Vice President

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

Northeastern 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 Northeastern, 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 **Northeastern Golden Eagles**, best wishes for a successful school year!

Frank E. Ross, Ph.D.
Vice President for Student Affairs
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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.
ACADEMIC PROGRAMS

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 42 minors, and Master’s degrees in 15 different disciplines. In addition, the college is responsible for the General Education Program. As the college offers most of the General Education courses, it serves all of the university’s undergraduate students. It is the goal of the college to help students develop their individual view of the world by acquiring social and cultural awareness as well as a broad knowledge of a number of disciplines. The fine arts, humanities, natural sciences, social sciences, and professional studies all contribute to enriching students’ intellectual lives and enabling them to grow into more aware and responsible citizens. It is a further goal of the college to provide undergraduate major programs in a variety of both traditional and career-oriented disciplines. Therefore, many departments, in cooperation with local business, industry, and social agencies, offer their majors the opportunity for field experience or internships in addition to coursework.

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 in 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, American Productions Control Society (APICS), Business Management Club, Financial Management Associates, and the Marketing Club), 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 certification from the Illinois State Board of Education. Occasionally, state
requirements for various certifications may change. Consult the departmental advisor regarding certification 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 2012-13 Summary Pass Rates for all program completers is 100%.

College of Graduate Studies and Research
The College of Graduate Studies and Research provides the atmosphere and facilities in which qualified students pursue master’s degrees and join faculty in extending knowledge through research and other scholarly activities. The College offers the majority of its course work during the late afternoon, evening hours and on Saturdays to accommodate individuals who are pursuing a master’s degree on a part-time basis. Students wishing to carry a full academic load should plan accordingly.

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

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 nontraditional baccalaureate 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 Program (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.

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

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 partner institutions. To this end, the OIP seeks out, establishes, oversees, and maintains various sorts of agreements—memoranda of understanding, bilateral agreements, full partnerships—for collaboration with these international partner institutions, from student and faculty exchanges to the different types of joint curricular and research projects.

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 Program 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/~hprogram
ACADEMIC SUPPORT SERVICES

Academic and Career Advising
Academic and Career Advising provides the tools and resources to discover, define and accomplish your goals. Academic advisors provide academic and developmental advising for all undergraduate students who have not declared majors. Students remain with their academic advisor until they declare a major, at which time the major department will assign a major advisor. A special academic advisor is available for students interested in pre-law and pre-professional health sciences programs. Career advisors assist students in developing appropriate major and career options through individual appointments, assessments, job fairs, and workshops. Career advisors also assist alumni with the successful transition of their academic credentials to the workforce. Academic and career advisors help students to take responsibility for their academic choices in support of fulfilling career aspirations.

Enrollment Services
Admissions and Transfer Center
The Admissions and Transfer Center (D 120) serves as the primary destination for prospective students and their families. The Center includes admission counseling for all 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 Enrollment Services Center (D 101) houses the Admissions Processing, Registration, and Records offices. Staff can assist students with questions regarding registration, enrollment 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 Center
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) 442-4005 for an initial assessment of eligibility and to help them navigate the application process. For more information, call (773) 442-4028, e-mail veterans@neiu.edu or visit the web page www.neiu.edu/veterans.

Veterans utilizing educational benefits must complete the Request for Certification 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 University of Illinois at Chicago (UIC) Army ROTC detachment. Basic course classes are offered to all students and are held at UIC or 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 call the Registration Office at 773-442-4040 or stop by in person at the Enrollment Services Center (D 101).

Helpful 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 Committee
The Student Billing 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 secretary of the Student Billing Committee, Controller’s Office, E Mezzanine. Any supporting documentation should 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 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 four 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 to ensure that successful tutoring techniques are employed and students are given an opportunity to be more academically engaged.

- General Education tutors work one-on-one with 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. Because they are in such high demand, appointments with writing tutors are required.
- Math tutors see students on a walk-in basis.
• Specialists in reading and learning strategies are available by appointment to assist students who want to improve their overall performance in college.

For more information, please visit neiu.edu/learning.

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 library.neiu.edu. Some RWL highlights include:

• Comfortable study areas suitable for quiet private study and for collaborative small group learning
• Print, electronic and media holdings of approximately 1.2 million items
• Participation in I-Share, the Library’s Voyager online catalog, which searches and provides direct patron borrowing to approximately 37 million items held by 80 college and university libraries in Illinois
• Licensed access to 143 online databases which include the full text of articles from approximately 73,000 journals
• 32 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 traditional media holdings 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 book and periodical volumes 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 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. These activities are sponsored by the New Student and Family Programs. The office also coordinates orientation for transfer students. Information concerning orientation is sent to each student based on admission type. For more information, visit neiu.edu/orientation.

Probation Counseling
Academic assistance is available for students who are having academic difficulties and are unable to maintain their academic records in good standing. Both Counseling Services and Academic and Career Advising 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 is a recruitment and educational services program that serves African American or first generation college students who demonstrate academic potential, but do not meet the general University admissions requirements. Students in this program are given a two-year adjustment period to meet university academic requirements. They must actively participate in the assistance programs provided and show evidence of academic progress. The student receives guidance and support from an academic advisor until the student meets the requirements to declare a major.

Proyecto Pa’Lante
Proyecto Pa’Lante is a recruitment and educational services program that serves Latino students who demonstrate academic potential, but do not meet the general University admissions requirements. Students in this program are given a two-year adjustment period to meet university academic requirements. They must actively participate in the assistance programs provided and show evidence of academic progress. The student receives guidance and support from an academic advisor until the student meets the requirements to declare a major.

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 general education course and participate in the following workshops: career exploration, leadership and diversity, health and wellness, and civic engagement.

Student Disability Services
The Student Disability Services 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.

Americans with Disabilities Act
In accordance with the Americans with Disabilities Act of 1990, Northeastern Illinois University does not discriminate against employees or students on the basis of disability. In addition, the University provides reasonable accommodations for both employees and students with disabilities. Students seeking reasonable accommodations in the classroom should contact Student Disability Services (773) 442-4595.

Persons seeking handicapped parking permits should contact the Director of Student Health Services (773) 442-5800. Persons seeking reasonable accommodations in the workplace, persons with concerns about discrimination on the basis of disability, or with any questions about the Americans with Disabilities Act should contact the Office of University Outreach and Equal Employment (OUOEE) (773) 442-5416. The Affirmative Action Officer is the person designated by the President to receive grievances and coordinate compliance activities under the Americans with Disabilities Act.

Policy on Services for Students with Disabilities
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.

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

b. 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 Provider’s Report from professional personnel. Such report is subject to verification by the University. If the request cannot be granted by Student Disability Services, students should contact the University’s Affirmative Action Officer.

3. Student Disability Services 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.

c. 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 Office of University Outreach and Equal Employment (OUOEE), Room C 219, ext. 5416.

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). Tutoring for students enrolled in official WIP courses is provided through peer tutors who have been selected by their departments and trained by CAW to support students working on writing assignments in WIP courses.

TRIO Student Support Services
TRIO Student Support Services (Access, Achieve and Teacher Preparation), located on the 4th floor of the Library, engage Northeastern undergraduate students from enrollment through graduation, providing a range of support services to increase academic performance and graduation. 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 Northeastern students with the support, resources and experiences they need to succeed at Northeastern and in their future careers in science and mathematics. The SCSE mission is to increase student interest and achievement in the sciences and help prepare them for cutting edge, scientifically driven careers. Housed within the College of Arts and Sciences, the SCSE offers holistic advising from professional scientists, and works with students within the departments of Biology, Chemistry, Computer Science, Earth Science, Math and Physics in taking steps needed to pursue careers and graduate study. The SCSE hosts a research program for students and faculty, tutoring in the above departments, offers a full calendar of professional development workshops and talks for students, and offers travel funds to 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 http://www.neiu.edu/~scse/index.php.
Testing Services
Testing Services administers and coordinates a variety of assessment programs and services, including placement testing in English (Writing and Reading) and Mathematics. Counseling Services provides psychological testing for students when deemed appropriate. Academic and Career Advising 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 dialog on topics of diversity and social justice. APCDIA promotes diversity and multiculturalism through workshops, retreats, conferences, and trainings. 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 Latino/a, African/African American, Asian/Global, LGBTQ, and Women’s Resource Centers. The APCDIA encompasses much more than ethnic and racial identity by welcoming all identifications of national origin, religion, gender, 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 African and African American community 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 monolithic and examined 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 of people of African descent.
- Project NIA - Women of Purpose: NIA is designed to address the needs of Black women in the campus setting and beyond so that they may be successful in their academic, professional, and personal goals. NIA seeks to gauge Black women student needs and address issues in the form of facilitated discussion, cultural excursions, and 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.
- Kim’s Kitchen: Kim’s Kitchen is a series of dinner and discussion sessions designed to spark conversations among students, faculty, staff, administrators and community members regarding a number of topics. Tribute to the Legacy of Rev. Dr Martin Luther King: For the last 12 years, 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) at Northeastern honors the diverse talents and cultures represented in our student body, faculty and staff. Many students face a variety of challenges adjusting to university life. The AGRC aspires to help students’ adjustment to the university, to instill a sense of belonging through engagement in the Center’s programs and activities, so students feel more connected to the life of the university. The AGRC is a student-centered shared space where the 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 will focus programming around issues that are important to students and our campus community.

Some of the programs credited to the AGRC are:

- Annual Equity in Action Conference, October 2013: The purpose of the Equity in Action Conference is to facilitate the acquisition of knowledge, abilities, and attitudes which will form a foundation for life-long learning in a global society. Inherent in this foundation is the capacity to engage in inquiry and critical thinking that empowers learners. A series of presentations on “Equity in Action: Immigration and Social Justice” is dedicated to that
mission. Human rights and social justice are central, core values at Northeastern Illinois University.

- **Annual Interfaith Conference, November 2014**: The objective of the Interfaith Conference is to promote the positive role of understanding and tolerance as a healing and constructive force in life. Presentations and opportunities for dialogue give students an enhanced understanding to learn, respect, and revitalize cross-cultural experiences, yet maintain the integrity of one’s own beliefs, practices, traditions, and those of their community. The Interfaith Committee of invites you to join in this journey and assume a leadership role as we walk the paths of life respectfully in unity and peace.

- **Annual Asian/Asian-American Heritage Conference, April 2014**: This conference gives the university community an opportunity to increase awareness and further our understanding and appreciation of the influence and rich traditions of Asian and Asian American culture. Understanding and appreciating the influence of Asian and Asian American cultural heritage strengthens our knowledge and promotes better awareness of the rich diversity that exists within our community.

- **Asian Women's Leadership Series**: This series of presentations highlights issues relevant to Asian and Asian American women in various fields, and promotes efforts to overcome stereotypes. The speakers' contribution to the community expands our understanding of women's roles that balance work, family and Asian values both globally and locally.

- **Asian Student Advisory Council Series**: Four times each semester Northeastern students, faculty and staff of Asian, Asian American heritage, or community members interested in Asian, Asian American issues work on the Advisory Council to help shape the programs and initiatives undertaken by the Asian/Global Resource Center. The programs featured on our website are the result of the AGRC Advisory Council’s input and support. The cornerstone of the Advisory Council's mission is to enhance Leadership Development, facilitate Career Planning, and provide Mentoring with the ultimate goal of strengthening time-to-degree and positive academic outcomes.

- **Highlighted Programs from 2012-2013**: Interfaith Conference, Kuumba Lynx: Seeing Hip Hop Pedagogy as a style of healing, Get on the Bus: BAPS Shri Swaminarayan Mandir-Bartlett visit, "Who am I": a three part lecture series by Mateo Farzaneh, Double Suicide: The conflicts of duty and human feeling, still relevant in Japanese society today, Jane Hyun: Breaking the Bamboo Ceiling, Sumaiya Maniya: Hijabi Feminisms, Jodee Blanco: An Anti-Bullying Program, Sadaf Syed: A veiled HERstory from representation to reality and women’s empowerment under the veil, Latino Muslim Narratives: examining the significance of the emerging demographic

**Latino/a Resource Center**

The Latino/a Resource Center (LRC) fosters an environment of transformative education that provides support, thought-provoking educational experiences, and participatory learning opportunities to increase retention and graduation for Latino/a students on our campus. Students engage in celebrations and authentic cultural dialogue around identity, unity, and a sense of pride of heritage that will strengthen their cultural awareness. The Resource Center engages with community-based initiatives, educational institutions, research, and outreach in order to better assess and address the needs of Latino/a students, faculty, staff, administrators, alumni, and members of the community. The Resource Center is a gathering space for our students, staff, and faculty to make cultural connections and hosts programs that advocate for the needs and concerns of Latino/a students.

The LRC hosts programs such as:

- **Da Barbershop**: A series of workshops and/or events for Latino males that address issues of gender identity for men of color, such as gender roles, class, sexual orientation, race, racism, education, manhood, economics, crime, violence, and other issues that impact their professional and personal growth.
• **Comadre Network**: The Comadre Network is a womyn’s initiative focusing on the professional development of Latina students at Northeastern. By providing a 12-week long intensive series of workshops, seminars, and a field experience, participants will build upon their skill sets to attain post-baccalaureate options for employment and/or graduate school. The program also works to identify issues that impact participants’ personal and professional growth and development.

• **Nuestras Communidades (Our Communities)**: Community Visits will be created for students, faculty, and staff to be able to visit different Latino communities in the Chicagoland area. Collaborations will be made with various non-profit organizations, cultural centers, museums, educational and faith based organizations in order to enhance the understanding of systems and organizations within the Latino community. Resources will build internship, research, and community service opportunities.

• **20/20 Leadership Institute**: According to a preliminary look at graduation and retention data, if we can retain an additional 20 Latina/o and 20 African American students a year, we can make an impact on the retention rates for these student populations. 20/20 is a culturally relevant leadership institute that will work to reduce the time to completion for Latino and African American students at Northeastern. By its fourth year 20/20 will be working with 160 students per year.

**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 Gay, Lesbian, Bisexual, Transgender and Queer Alliance (GLBTQA) promotes a supportive community and create understanding and acceptance. They meet every Thursday during the school year from 3:05 to 4:00.

• 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.

• Latina’s In Power (LIP) serves as a support system and a sisterhood for Latina womyn in college. LIP embraces Latino/a culture and identity while excelling academically.

**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:

• **Women’s EmpowerHERment Group**: A weekly drop-in group aimed at building a supportive community amongst Northeastern’s women-identified students

• **All About Us Women’s Retreat: We Design It, We Define It**: A weekend retreat in Lake Geneva for women-identified students. Applications will be available in February.

• **Start Smart 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.

• **Pandora’s Box**: A bi-weekly 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, Latinas In Power (LIP) and many other departments and groups.

**Auditorium, Fine Arts and Student Union Events and 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 Center, the Student Union, and other campus facilities. Call (773) 442-4630 for more information.

**Box Office**
Tickets for campus events may be purchased at the Information Center in Village Square. 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](http://www.neiu.edu/boxoffice) or by calling (773) 442-INFO (4636).

**Food Service**
The Student Union has a full service cafeteria. Lunch (including a Subway sandwich store, Robinson's Ribs, Asiana Express, pizzeria, a la carte items, and salad bar) is served Monday through Friday. Limited service is available after lunch hours. 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 of the Student Union (across from the bookstore). There is no charge for the first ID card. The charge for a replacement card is $10. To obtain an ID card, a student must present proof of current registration and a photo ID, such as a valid driver's license or State of Illinois ID card.

Students entering Campus Recreation for classes, athletics or recreational activities must show their ID card to gain access to the facility. An ID card allows a student to check out materials from the Library and serves as identification for university sponsored events and activities. An NEIU ID card can be used as a debit card in photocopiers and Library microfilm printers. Students must also present photo identification when requesting information regarding their records at the Enrollment Services Center.
Center for Student Leadership
Student Leadership Development develops students into leaders prepared to make a difference in their professions and their communities. The programs offered through the Center 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. Student Leadership Development offers a wide range of training opportunities and out-of-classroom experiences that encourage Northeastern 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 clubs and organizations represent the most visible and accessible avenue to student involvement. At Northeastern Illinois University there are over 75 clubs and 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 Northeastern as well as the reflection of the diverse interests and activities of our student community.

Stop by Student Leadership Development in the Lower Level of the “E” Building (across from the Student Health Center) or call us at 773-442-4660 to learn more.

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. 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 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, contact Student Union, Event and Conference Services.

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, laptop checkout, and game rental. Tickets for campus events may also be purchased. Call (773) 442-INFO (4636) for more information.
**Student Union**
The Student Union offers a wide range of services reaching out to other campus buildings and off-campus sites. The center provides space for the Information Center, Food Services, and Conference Services. Please visit the main office on the second floor, room SU 207 or call (773) 442-4630 for more information.
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
Student Health provides for the physical health needs of Northeastern Illinois University students by promoting wellness through direct personal care, referral, and education. Visit www.neiu.edu/healthservices for details of services offered. Appointments are made online; the website explains the procedure and provides a link to the appointment portal.

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. Copies of the Insurance brochure can be obtained from Student Health Services or the Cashier’s Office. 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.

Counseling Services
Counseling services are available to currently registered NEIU students. We provide time-limited therapy and the number of individual or couples counseling sessions are determined in collaboration with the therapist. Group counseling services are available to Northeastern students without session limits. Common student concerns explored in therapy include: anxiety, depression, relationship difficulties, academic concerns and self esteem.
**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. To report a problem related to the physical plant (i.e., restroom facilities, icy sidewalks) contact Facilities Management or, if it is after business hours, contact the University Police at (773) 442-5511 to report an emergency. If, as a student, you are having personal/family difficulties and need to talk with someone, a counselor in Counseling Services is available for crisis situations.

**Emergency Phones**
Emergency direct dial phones are located on campus walkways and are recognizable by the blue light on top of the column that houses the phone. 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 campus 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 safe for transgender, gender non-conforming, genderqueer people, as well as people of all gender identities and expressions. If you have questions about gender inclusive restrooms, please visit the LGBTQA 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 behind the reception desk. 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.

**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 Educational Leadership / Type 75 Certification 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
3119 N. Pulaski Road (one block south of Belmont), Chicago, Illinois 60641
El Centro is one of Northeastern Illinois University’s campuses, currently located in the northwest side of Chicago. It is a focal point for the Latino community and provides educational opportunities within a culturally comfortable and easily accessible setting. El Centro makes available the general education program of the University to students who are interested in taking classes during the evening hours and/or weekends. El Centro offers undergraduate courses leading to bachelor’s and master’s degrees, and provides comprehensive academic support and co-curricular programs for students. El Centro provides support services to the nontraditional, part-time, and returning adult student populations, as well as, traditional first-year and transfer students. NEIU-El Centro Campus is located in the Avondale neighborhood, just four miles south of the Northeastern Bryn Mawr campus, and is easily accessible by public transportation and expressways.

Chicago Teachers’ Center, (312) 773-7330
770 N. Halsted Street, Chicago, Illinois 60622
The Chicago Teachers’ Center at Northeastern Illinois University (CTC@NEIU), part of the College of Education, improves outcomes for preK to 12th grade students through programs like GEAR UP, Talent Search, Upward Bound, and Upward Bound Math and Science. If you are an alumnus of these CTC 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. Pre-service teachers are welcome to use our Resource Center to prepare for their observations and clinical assignments.

University Center of Lake County
1200 University Center Dr., Grayslake, IL
Northeastern Illinois University offers undergraduate and graduate-level courses at several off-campus sites including the University Center of Lake County. Current degree completion programs include:

- Accounting (BS)
- Human Resource Development (BA) Beginning Fall 2013
- Political Science (BA)
- Psychology (BA)
- Master's Degree in Educational Leadership - Type 75 (MA)

For more information about Northeastern programs at the University Center, please contact the Northeastern Transfer Center at 847-665-4173 or 773-442-4076. You may also e-mail TransferSteps@neiu.edu. Additional information about Northeastern degree completion programs at the University Center is available at http://www.neiu.edu/Transfer.

Parking Services
Any vehicle parked in a University parking lot or the Parking Facility must be registered and have the appropriate permit displayed. There is a mandatory student fee for 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. Parking permits for designated handicapped parking spaces for people with disabilities are available from Student Health Services. Daily permits are also available for a fee. Northeastern students, faculty and staff with a valid Northeastern Level 2 Parking Permit may park in the
ASPIRA parking lots: (A) the north end of the building, (B) Barry Street, or (C) Belmont and Pulaski Road on Monday - Friday between the hours of 4:00 p.m. and 10:00 p.m. and on Saturday, 8:00 a.m. to 5:00 p.m. These lots are on a first-come, first-served basis. Cars without a valid Northeastern parking permit will be ticketed and/or towed at the owner’s expense.

In addition to being ticketed for parking violations, vehicles may be impounded/booted on university property for any or all of the following reasons:

1. The vehicle/owner has accumulated three (3) or more university parking tickets and a registered letter notifying the owner that the vehicle is subject to booting has been sent to the owner’s address as recorded with the Secretary of State.

2. The vehicle has been ticketed for parking in a handicapped space and a registered letter notifying the owner that the vehicle is subject to booting has been sent to the owner’s address as recorded with the Secretary of State.

3. The vehicle is not displaying current registration and the Vehicle Identification Number is not visible. To have the boot removed from an impounded vehicle, all fines owed by the owner must be paid in full.
**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, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Work-Study and Federal Direct Stafford 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’s/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 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 educational expenses through grants, state and federal scholarships, student employment programs, and loans.

**Student Billing Committee**

This committee formed by representatives of Financial Aid, Enrollment Services and Bursar Services 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 secretary of the Student Billing Committee, Controller’s Office, E Mezzanine. Any supporting documents should accompany each letter.
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).

Academic and Career Advising assists 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.

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.

Acceptable Use

University information technology resources are to be used exclusively to advance the University’s mission. 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. Fundraising solicitation is limited to funds for University events only with the pre-approval from the Vice President for institutional advancement.

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 of 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 the 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 ITR 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 that is not related in any manner to academically approved research and 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 ITR 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 does not discriminate against employees or students on the basis of disability. In addition, the University provides reasonable accommodations for both employees and students with disabilities.
Students seeking reasonable accommodations in the classroom should contact 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, persons with concerns about discrimination on the basis of disability, and persons with any questions about the Americans with Disabilities Act of 1990 should contact the Office of University Outreach and Equal Employment (OUOEE) (773) 442-5416. The Affirmative Action Officer is the person designated by the President to receive grievances and coordinate compliance activities under the Americans with Disabilities Act of 1990.

Policy on Services for Students with Disabilities

a. Northeastern Illinois University complies with Section 504 of the Rehabilitation Act of 1973, which states that "No otherwise qualified handicapped individual in the United States... shall, solely by reason of his (or her) handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...." In addition, Northeastern complies with the Americans with Disabilities Act of 1990.

b. The 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,
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

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

Procedure:

1. The student should consult the faculty member who issued the grade for reconsideration of the grade.

2. If, after seeing the faculty member, the student wishes to pursue the issue or if the faculty member is unavailable, he/she should then approach the faculty member’s 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:

a) either concurring with the faculty member that the grade should remain as recorded, or

b) suggesting to the faculty member that the grade be reviewed.

c) 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. (For undergraduate and unclassified graduate students, the appropriate dean is the Dean of the College in which the academic department is located. For graduate students in a degree program, the appropriate dean is the Dean of the Graduate College). The Academic Dean shall be responsible for requesting a written statement from the 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. For undergraduate and unclassified graduate students, the Academic Dean will have a standing Grade Appeal Committee, to be selected each year, composed of five members as follows:
   - Two faculty members and two alternates selected by the college assembly.
   - Two student members with two alternates selected by the Student Senate.
   - The dean of the college involved, or his/her representative.

For students in a graduate degree program, the Dean of the Graduate College will have a standing Grade Appeal Committee, selected each year, consisting of five members, as follows:
   - Two faculty members and two alternates selected by the Graduate Advisory Committee.
   - Two students in good standing, in a Master’s Degree Program, selected by the Dean of the College.
   - The graduate dean or his/her representative.

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

Parking Violation Appeal

A. A person may register an appeal to a violation notice by filing an appeal form available in the Parking Office or online at www.neiu.edu ~park and returning the appeal form within fourteen (14) days of the date of issuance. Failure to appeal within the prescribed time limit shall be deemed a waiver of the right to do so.

B. Appeals are reviewed by the University Parking and Traffic Appeals Board and its decision is final.

C. The University Parking and Traffic Appeals Board meets on a regular basis to hear motorist appeals. The board consists of two (2) student members, two (2) civil service members, two (2) faculty members, two (2) administrative and professional members, one (1) at large member (staff, faculty, or A&P on alternate years), and the Director of University Police or his designee who is an ex-officio, non-voting member. Vacancies on the Appeal Board may be filled by temporary appointments by the Student Senate president, Faculty Senate chairperson, or Civil Service Council chairperson, as appropriate.

D. The appellant may request a personal appearance before the University Appeals Board. Such a request must be in writing.

E. An official appeal will stay any penalty fee until notification of outcome.

F. If an appeal has been denied, failure to pay within a fourteen (14) day period will result in additional penalty fees. Transcripts and other documents will not be released from Enrollment Services until such violation fees are paid.
Policy and Procedure Regarding Sexual Assault

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

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

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

Prevention and Awareness of Sex Offenses

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

- University Police provide a free escort service to walk people to and from campus locations, including cars in campus parking lots. Call University Police at ext. 4100 to request an escort. At the Carruthers Center for Inner City Studies, request at the main reception desk an escort to the parking lots, to on-street parking on Oakwood Blvd., or to the bus stop. At the Chicago Teachers’ Center and El Centro Campus, building security personnel will escort people to the parking lot upon request.
- Emergency telephones, directly linked to University Police, are located at strategic outside locations on the main campus.
- Closed circuit television monitors campus parking lots.
- Telephones in all campus elevators connect directly to University Police.
- The numerous house phones on campus are answered by University Police at ext. 4100 or ext. 5511 for emergencies.
- The University Police participate in Fall Into Fun Week each Fall Semester and provide relevant hand-outs and brochures.
- The 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.
- Academic courses in several programs including Justice Studies, Sociology, and Women’s Studies regularly include content on selected aspects of sexual assault.

Procedures to Follow if a Sex Offense Occurs

1. If a sex offense occurs, the victim should give first priority to personal safety by seeking immediate assistance at the nearest hospital or police station or, if on the main campus, at Student Health Services or University Police (ext. 4100). University Police staff are available 24 hours per day.
2. If personal safety is not an immediate concern, the victim may also seek assistance at Counseling Services. Staff in these offices are equipped to provide supportive assistance, including guidance on the importance of preserving evidence which will be necessary to prove criminal sexual assault if the victim subsequently chooses to pursue the incident through proper law enforcement channels. It is important for the victim to give serious consideration to reporting incidents which do occur to the proper law enforcement agency.
3. If the victim chooses to report an incident of sexual assault, it should be reported to the appropriate police department or, if the incident occurred on campus, University Police is available to assist a victim in reporting an incident of sexual assault to the proper law enforcement agency. For campus disciplinary action, University Police will refer the matter to Student Rights and Responsibilities, if the alleged perpetrator is a student or to the appropriate vice president if the alleged perpetrator is an employee. For criminal
prosecution, University Police will refer the matter to the detectives of the violent crimes unit of the Chicago Police Department.

4. Victims of sexual assault may seek support in several areas:
   a. Counseling Services provides referrals to relevant community agencies as well as providing private counseling for students.
   b. The Employee Assistance Program provides counseling to employees.
   c. These services are available to all members of the campus community who are victims of sexual assault regardless of where the assault incident occurred. In discussion with the appropriate College Dean, changes in a student’s enrollment may be made after an alleged sexual assault incident, if so requested by the victim and provided the change is reasonably available.

**Procedures for On Campus Disciplinary Action**

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.
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 process 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 of Due Process.

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 procedure to process potential violations of misconduct and is distinct from criminal and civil litigation. Certain Code of Conduct violations that also violate city, state, or federal laws may, additionally, be processed 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 governed 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 used to determine: a) whether or not, from the available information, a student is suffering from a mental disorder, and b) the appropriate course of action.

Both academic and non-academic misconduct proceedings may be initiated as the result of a single event or series of events. 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 taking an exam, test, quiz, or other assignment. (Note: Includes cheating on exams includes all required University, state, and/or national assessment exams.)

2. **Encouraging Academic Dishonesty.** Intentionally or knowingly helping or attempting to persuade and/or influence another to violate the University’s rules, policies, and regulations governing academic integrity.

3. **Fabrication.** Deliberate falsification or design of any material or excerpt in an academic assignment or exercise.

4. **Plagiarism.** Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one’s original work. This includes (1) paraphrasing another’s ideas or conclusions without acknowledgement; (2) lifting of entire paragraphs, chapters, etc. from another’s work; and (3) submission as one’s own work, any work prepared by another person or agency.

If the student’s observed conduct or apparent behavior leads the 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 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), she/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 of another person or conduct which threatens or endangers another.
5. Theft of property, possession of stolen property, or damage to property of the University, a member of the University community, or a visitor to the campus.
6. Unauthorized entrance into or use of University facilities.
7. Violation of University regulations/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 appraise the student or RSO of the violation(s) cited, (2) to ensure the student or RSO understands their rights and responsibilities, (3) to ensure the student understand the conduct process, and (4) if applicable, to allow the student opportunity to accept responsibility for the violation or 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 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 conference.

1.3 The notice will contain information on:
   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 and or requirements; 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 proceedings, the student 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).

2.3 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.

2.4 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, 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 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 violations.

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 potential 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** - Notification that the student has committed an act(s) of misconduct and 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 immediately impose an immediate temporary sanction. If requested by the student/RSO in writing, SRR will convene the Student Conduct Hearing Panel to consider the continued 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 forwarded 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/~saffairs/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 and 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 receive the resolution they desire, if that desired resolution is feasible and warranted based on the determined facts. SRR is committed to advocating for the student when, in the student’s pursuit for resolution to the 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 in the forefront in 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 and facilitation of resolution.
11. All completed forms and documents submitted are kept on file in the Student Rights and Responsibilities office.

Tobacco Free Policy and Guidelines

The use of tobacco products is prohibited in all indoor university facilities, owned or leased, and in university owned vehicles. Smoking is permitted only if done at least 15 feet away from any entrance, exit, window that opens, or ventilation intake.
University E-Mail
E-mail is an official means for communication at Northeastern. Therefore, the University will send communications to 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 regulations.

There is an expanding reliance on electronic communication among students, faculty, and staff at Northeastern. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication.

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 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; this official address will be the address listed in the University's Directory for that person.
- All non-student employees, including Faculty, Administrative and Professional, and Civil Service, will be assigned Outlook Exchange accounts.
- Students and affiliates will be provided with Webmail accounts.
- Departmental accounts will be set up on Outlook Exchange as needed. Student organizations and temporary accounts will use Webmail.

E-Mail Quotas and Limits
- The limit on the number of recipients you may address in one e-mail message is 30.
- The maximum size of any e-mail attachment is 50MB. This is a system-wide transmission limit common to all users.

Faculty/Staff
All faculty and staff are using the Outlook Exchange e-mail system and can store up to 1 gigabyte (1,000 megabytes) of e-mail. At 80% (800 MB) users will begin to receive e-mail notifications that they are approaching the quota limit. At 90% (900 MB) users will still receive new messages, but will no longer be able to send any e-mail messages. At 100% (1 GB) users will be prohibited from sending or receiving any e-mail messages. Users who are utilizing a major portion of their default quota should take advantage of offline storage of e-mail in personal folders. Requests for increases may be considered on an "as needed" basis, provided that the usage supports the mission of the University.

Students
Students can store up to 100MB of e-mail on the Webmail system. Items in the Webmail Trash folder that are older than 30 days will be automatically deleted.
Note: Download attachments to your local computer and remove them from your e-mail inbox. Frequently, the size of attachments is the factor which puts the mailbox over quota.

E-Mail Privileges upon University Separation
Graduation
Upon graduation:
- First year: E-mail services, web pages, file storage
Graduating students may keep their Webmail 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 90 days from their date of termination.

- Students who leave before graduation.
  Students who leave the University without completion of their degree or other program may keep their e-mail accounts and forwarding as long as they are "eligible to register". 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
Outlook/Exchange 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 Outlook/Exchange and other systems such as NEIUport and listservs. Faculty and Staff may of course manually forward individual e-mail messages to another e-mail account from Outlook/Exchange.

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.

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion.

This 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.
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. Some of the many products offered in their teacher’s corner include children’s books, classroom decorations, and hands on learning games. Textbook rental is offered for select titles. A wide variety of snacks and beverages are also sold. For your convenience, Beck’s has online buyback, textbook, merchandise ordering, and store pickup options. Please visit www.becksbooks.com 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.

LGBTQA Resource Center
The Lesbian, Gay, Bisexual, Transgender, Queer, and Ally (LGBTQA) Resource Center is here for you whether you are looking to hang out or come out! The Resource Center offer services, advocacy, support, and resources that promote learning and development in lesbian, gay, bisexual, transgender, queer, questioning, and straight ally students at Northeastern. 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 hosts a Rainbow Reception, a welcome back social event. The center also coordinate events for Coming Out Week in the fall, Trans Day of Remembrance in November, and Ally Week in spring. The Out at Lunch series provides lively discussions on a variety of topics. These are all great ways to meet other LGBTQA students. 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 to LGBTQA students. 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 RC also provides safe, supportive, and confidential spaces 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.
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 Orientation, Summer Transition Program, Testing Services, and Family and Parent Programming.

University Police
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 Policies and Campus Crime Statistics Act, 20 U.S.C. (a) and (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, 365 days a year. The department is staffed by trained police officers and police telecommunicators. All persons are encouraged to immediately report all crimes to the University Police. Prompt and accurate reporting is essential for the apprehension of perpetrators and the protection of the community members and resources. The University Police can be contacted on the main campus by dialing ext. 4100 from any house phone. In an emergency, dial ext. 5511. The free on-campus telephones are located in the lobbies of many buildings and can also be found in common areas and throughout the buildings. To call University Police from off campus or by cell phone, dial (773) 442-4100. In addition, the University Police maintain direct telephone and radio contact with the Chicago Police Department, and assistance from this department can be obtained immediately. The University Police office at CCICS is located in the first floor lobby and the phone number is (773) 268-7500 ext. 175. University students and staff at the Chicago Teachers’ Center and El Centro Campus 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
It is the policy of Northeastern Illinois University to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or
safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

All university buildings are equipped with fire evacuation alarms. The University 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 CTC with audio messaging capabilities. Message boards are strategically placed for delivering detailed information in critical situations. The second tier is a phone message system for notification to community users. Registration for this system is available through the Northeastern web portal. All students, staff, faculty and parents are encouraged to register. Incentive and encouragement programs are being developed.

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

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

The University maintains a Campus Violence Prevention Committee composed of 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.

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

**Security Awareness and Crime Prevention Program**

The University’s crime prevention program is based upon the dual concepts of minimizing criminal opportunities whenever possible, and encouraging students and employees to take an active role in their own security and the security of others. The University Police Department has training in various crime prevention techniques. These officers conduct physical security surveys of the physical plant and crime prevention presentations for the campus community. The following is a listing of some activities of the crime prevention program:

1. Escort Service - Police officers provide an escort service, particularly during hours of darkness, for persons walking on campus to the parking lots or adjacent city streets.
2. School Year Kick-off Presentations - A crime prevention presentation accompanied by brochures and other printed material is made available to students during a special presentation at the beginning of the school year.
3. Closed-Circuit Television Surveillance - Closed circuit television cameras survey all of the parking lots on campus and are recorded in the University Police Department.
4. Crime Prevention Presentations - Numerous crime prevention presentations are made annually to such campus groups as the Day Care Center staff and children, students with disabilities, international students, and other student or staff organizations upon request.
5. Printed Crime Prevention Materials - Printed crime prevention brochures, posters, and bookmarks related to personal security and our escort service are distributed at various locations on campus.
6. Computerized Alarm System - A computerized alarm monitoring system located in the University Police Department monitors a comprehensive network of intrusion, detection, and duress alarms.
7. Security Surveys - Comprehensive physical security surveys are made of campus facilities upon request.
9. Rape Awareness, Education, and Prevention - In cooperation with several departments on campus, rape awareness, education, and prevention presentations are made available to members of the campus community.
10. Code Blue Emergency Phones - The University has emergency direct dial phones located on campus walkways and throughout the parking facility and lots. The phones are readily recognizable by the blue light on top of the column that houses the emergency phone. These phones dial the University Police Department directly at the push of a button.
## Crime Statistics

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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.

Veterans Services
Veterans Services, located in 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) 442-4005 for an initial assessment of eligibility and to help them navigate the application process.

Veterans utilizing educational benefits must complete the Request for Certification 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 UIC-Chicago, Army ROTC. Basic course classes are offered to all students. For further information on scholarships, tuition, and off-campus locations, call the Department of Military Science at Loyola at (773) 508-2852.

Please visit the Veterans Services Office, to explore more about the veteran’s resources Northeastern offers. For more information, call (773) 442-4028, email veterans@neiu.edu or visit the web page, www.neiu.edu/veterans.

Women’s Resource Center
The Women’s Resource Center (WRC) at Northeastern is a newly restored office on campus. As one of the five components of The Angelina Pedroso Center for Diversity and Intercultural Affairs, The WRC is 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 such as an Empowerment Group.

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 or email j-snawder@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 Student Computing 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 Student Computing Services website at http://www.neiu.edu/~scs/neiuport_faq

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 blackboard
- Online groups and chat
- Online viewing of Financial Aid information

To look up your NEIUport Net ID and password visit: neiuport.neiu.edu
To login to NEIUport for the first time, you will need your NEIU ID number.

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.

Copying Machines
University ID and debit 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
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.

**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. An auditor cannot later have his/her registration changed to secure course credit. Auditors pay the same tuition and fees as credit students. For additional information see the current online Class Schedule.

Baccalaureate Degree
See Bachelor's Degree.

Bachelor's Degree
The formal name for a four-year college degree. Northeastern offers both the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.) dependent on the major and the college.

Book 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 free of charge at the bookstore located in Village Square. It is also available on Northeastern’s website, www.neiu.edu (click on the “Current Students” tab).

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

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

Class Schedule
The Class Schedule, available on Northeastern’s web site at www.neiu.edu/class-schedule 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 (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. 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 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 (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 such as Student Rights and Responsibilities. 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.

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

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

**Electives**  
Electives are optional 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 Student Union Fee, Student Activity Fee, Academic Enhancement Fee, Computer Resource Fee, Performing Arts Fee, Campus Recreation Fee, Parking Fee, Health Service Fee, Green Fee, and the Student Health Insurance Fee. Individual courses may also have fees assessed. Refer to the 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 neiunet.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.

**Late Registration**
Eligible students who did not participate in advance or open registration may register for classes during the late registration period via NEIUport (neiuport.neiu.edu), which is scheduled just prior to the beginning of the semester. See the online Class Schedule for registration dates and instructions.

**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 (neiportal.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 neiportal.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 3119 N. Pulaski Rd.), Chicago Teachers’ Center (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 neiportal.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 (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. Students who were dropped for poor scholarship from Northeastern must petition the Academic Standards Committee. For additional information, see the University Catalog.

Refunds
An amount due to students for complete or partial withdrawal from classes. For additional information and deadline dates for full and partial refunds, see the 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, late registration, or change of registration via NEIUport (neiuport.neiu.edu). Also see Advance Registration and Late Registration. Students must use their Net ID and password to gain access to NEIUport.

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