Student Handbook

2019–2020

Northeastern
ILLINOIS UNIVERSITY

Welcome from the President

On behalf of the faculty and staff, I welcome you to the Northeastern Illinois University Community. You are now a part of the most culturally and ethnically diverse institution of higher education in the Midwest. I am confident you will find Northeastern to be a great fit, and a vibrant place to attain your academic and personal goals.

As a part of our University Community, you will become well acquainted with our Institutional Values as they are woven throughout your educational experience: Integrity, Excellence, Access to Opportunity, Diversity, Community, and Empowerment through Learning.

The time you spend with us will transform you in many ways, and I encourage you to take full advantage of all the opportunities Northeastern can offer you. Learning takes place not only in the classroom, but also by participating in student organizations, service learning and volunteer activities, and informal interactions with faculty, staff and fellow students.

I also encourage you to use this Student Handbook and the online Academic Catalog, which can be accessed at http://www.neiu.edu/academics/academic-catalog, as your official guides to academic and student programming and services. Whenever you have questions or need help, an entire University Community is here for you.

Best wishes for an enriching University experience.

Gloria J. Gibson, Ph.D.
President

Welcome from the Vice President for Student Affairs

On behalf of the Division of Student Affairs, welcome to a new academic year. This Student Handbook is your guide to Northeastern Illinois University, and it contains useful information about the University's many services, including those of the Division of Student Affairs.

Student Affairs connects students to the University through educationally purposeful activities outside the classroom. Our programs and services promote learning, leadership, engagement, service, health and wellness, and the celebration of diversity.

Northeastern students lead busy lives filled with classes, homework, and family and employment responsibilities. I encourage all students to make time for University activities and community involvement. I also encourage you to take advantage of the many services available to assist you during what may be the most transformative period of your life. You can find additional information about Student Affairs programs and services at neiu.edu/studentaffairs.

To our new and returning Golden Eagles, I wish you a successful school year and a great experience at Northeastern!

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

TABLE OF CONTENTS

Jump to a Section

ACADEMIC PROGRAMS
ACADEMIC SUPPORT SERVICES
GETTING INVOLVED ON CAMPUS
HEALTH AND WELLNESS RESOURCES
NAVIGATING CAMPUSES
PAYING FOR EDUCATION
POLICIES
STUDENT CODE OF CONDUCT
STUDENT SUPPORT SERVICES
TECHNOLOGY
COLLEGIATE TERMS

Detailed Contents

Welcome 02
Contents 04
Mission Statement 07
Vision Statement 07
Institutional Values 07
Baccalaureate Goals 08
Master's Goals 08

Academic Programs 10
- College of Arts and Sciences
- College of Business and Management
- Daniel L. Goodwin College of Education
- College of Graduate Studies and Research
- English Language Program
- Mathematics Development Program
- Nontraditional Degree Programs
  - *Bachelor of Arts in Interdisciplinary Studies Program (BAIS)*
  - *University Without Walls (UWW)*
- Office of International Programs
- Reading Development Programs
- University Honors Program

Academic Support Services 13
- Advising Center
  - *Academic Advising*
- Admissions and Transfer Center
- Career Development
- Enrollment Management Services
  - *Admissions Office and Transfer Center*
  - *Enrollment Management Services Center*
  - *Veterans Services Office*
- Registration
  - *Helpful Hints*
  - *Student Billing/Late Withdrawal Committee*
- Institutional Advancement
- Learning Success Center
- Library Facilities and Services
- McNair Scholars Program
- Orientation
- Probation Counseling
- Project Success
- Proyecto Pa'Lante

The Wentworth Scholars Program
Student Disability Services
Americans with Disabilities Act
Policy on Services for Students with Disabilities
The Center for Academic Writing
TRIO Student Support Services
The Student Center for Science Engagement
Testing Services

Getting Involved on Campus 21
Student Union Events and Services
Welcome Desk & Box Office
Lost and Found
U-Pass
Campus Dining
Identification Cards – NEIU ID
Student Leadership Development
Fine Arts, Cultural, and Lecture Programs
Campus Recreation

Health and Wellness Resources 24
Behavioral Concerns Team
Student Counseling Services
Student Health Services
Health Insurance

Navigating Campuses 26
Buildings and Grounds
Emergency Assistance
Emergency Phones
Escort Service
Gender Inclusive Restrooms
The Nest
Parking Services
U-Pass
NEIU Shuttle
NEIU – Jacob H. Carruthers Center for Inner City Studies (CCICS)
NEIU – El Centro
NEIU – Center for College Access and Success
NEIU – University Center of Lake County

Paying for your Education 30
Student Financial Wellness
Applying for Student Financial Assistance
Applying for Student Loans
Applying for Grant Scholarship Assistance
Student Billing/Late Withdrawal Committee
Student Employment Opportunities

Policies 31
Acceptable Use of Information Technology Resources
Alcohol Policy
Classroom Disruption Policy
Grade Appeal Policy
Equal Opportunity and Nondiscrimination
Policy and Procedure Regarding Sexual Assault
Sexual Assault Support Services and Resources
Procedures for On Campus Disciplinary Action
Policy on Reasonable Accommodation for Students Serving as Volunteer Emergency Workers
NEIU Student Bill of Rights
Student Code of Conduct
Student Grievance Policy
Smoke-Free University Policy
Student Immunization and Screening Policy
University E-Mail

Student Support Services 53
- Angelina Pedroso Center for Diversity and Intercultural Affairs (APCDIA)
- Bookstore
- Child Care
- New Student and Family Programs
- Undocumented Student Resources
- University Police
  - *Safety and Security Information Report*
  - *Reporting of Crimes or Emergencies*
  - *Law Enforcement Authority and Interagency Relationships*
  - *Emergency Response and Evacuation*
  - *Security Awareness and Crime Prevention Program*
- U-Pass
- Veteran Services Office

Technology 58
- Computer Labs
- E-Mail Accounts
- NEIU*port*
- Desire2Learn
- NEIUStar
- NEIUHire
- Print & Copying Machines
- TeamDynamix

Collegiate Terms 60

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 civic participation. 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 lifelong 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 effectively participate and lead in personal, professional and civic realms.

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, analysis and evaluation
    - 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 lifelong learning, social responsibility, and ethical professionalism in the Northeastern graduate.

Master's Goals

It is the mission of Northeastern Illinois University to prepare a diverse community of students for leadership and service in our region and in a dynamic, multicultural world. In the College of Graduate Studies and Research, our programs offer opportunities for our students to achieve mastery in the following areas: Knowledge, Tools of Inquiry, Relevance, Communication, and Professionalism. Students will demonstrate that mastery through both coursework and a culminating experience appropriate to the program.

Knowledge
Graduate students will pursue and master advanced, specialized knowledge within their discipline.

Tools of Inquiry
Graduate students will develop academic curiosity and expertise in using tools of inquiry reflecting the norms and standards of their discipline. This expertise includes research ethics and methodologies, modes of critical thinking and problem solving, and appropriate uses of technology.

Relevance
Graduate students will apply their knowledge and tools of inquiry to contextualize their learning within broad global, public, and academic communities.

Communication
Graduate students will develop professional communication skills, giving them the ability to engage in the critical, open exchange of ideas. They will be able to participate in diverse, collaborative networks within and across disciplines.

Professionalism
Graduate students will be prepared to serve and lead effectively in a diverse, global society according to the professional standards of their discipline. They will be ready to establish themselves as ethical individuals in their professional lives.

ACADEMIC PROGRAMS

College of Arts and Sciences

Through a faculty of world-class researchers and teachers, the College of Arts and Sciences offers a vibrant and ever-evolving curriculum in the liberal arts and sciences, preparing students for meaningful professional, personal, civically-engaged lives in which they are equipped to meet the challenges and address the problems of our world with humanity, intellect, and a profound sense of their own capabilities.

The College of Arts and Sciences comprises 18 departments which offer bachelor's degrees in 28 majors with 50 minors, master's degrees in 16 different disciplines, and additional certificate programs. As the largest of Northeastern's three academic colleges, the College of Arts and Sciences also offers the majority of the General Education courses, houses the Student Center for Science Engagement, and offers Pre-Professional (Pre-Health and Pre-Law) advising, events and workshops. In addition, the CAS promotes and seeks to ensure student success through its support for ans implementation and ongoing assessment of high impact pedagogical practices and disciplinary best practices, placing a premium on creating opportunities for our students such as faculty/student research, peer-led team learning, internships, and community-based fieldwork.

College of Business and Management

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

The College of Business and Management is accredited by AACSB International -- the Association to Advance Collegiate Schools of Business. Of the 16,000 business programs worldwide, only 5% of those programs have been awarded AACSB Accreditation. For more information about AACSB Accreditation please see their website: www.aacsb.edu.

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). The college also offers several minor programs that are available to both business and non-business majors. For students interested in business programs, academic advising is available in CBM 159.

In addition to academic coursework, an annual International Business Conference, a one book per semester program, etiquette dinner, and major related student organizations -- Accounting Associates Club (AAC), American Marketing Association (AMA), American Productions & Inventory Control Society (APICS), AWeSome (Achievers Who Serve) Business & Management Club, College of Business & Management – Student Advisory Council (CBM-SAC), Financial Management Associates (FMA), and Prospanica -- enhance business students' educational experience with opportunities for leadership activities and exposure to professional development.

Daniel L. Goodwin College of Education

The faculty and staff of the Daniel L. Goodwin College of Education of Northeastern Illinois University are dedicated to excellence and innovation in education and professional program preparation. Serving the greater Chicago metropolitan area, our teaching, research, and service efforts respond to the needs and aspirations of a diverse student body and community. The Goodwin College of Education as a fundamental component of a comprehensive public urban university, dedicates itself to using current and reliable evidence of teaching and learning as a source of continuous improvement of its programs, policies and practices. We regard diversity as a source of strength and as the foundation for excellence and innovation in professional practice. We offer high quality experiential learning opportunities to help our candidates bridge the gap from research to practice**.**

The Goodwin College of Education cultivates professionals who:

1. Embrace diversity in individuals and perspectives as a source of strength and as the foundation for excellence and innovation in one's professional practice
2. Create equity, inclusiveness and social justice for individuals, groups, communities and organizations
3. Anchor excellent professional practice in inquiry, evidence, scholarship, and real world application
4. Apply lifelong learning to expand one's knowledge, abilities, practice, and perspectives

5. Create positive change in environments, communities, organizations, and individuals by forging positive relationships with others

The Daniel L. Goodwin College of Education (GCOE) community is proud of its commitment to the exemplary professional preparation of P-12 educators, school and community leaders, counselors, and health care professionals as well as its human resource professionals. Central to this purpose is the guiding belief that professional practice in education should be reflective, collaborative, and personally and socially transformative. Therefore, the GCOE adheres to its conceptual framework, a statement of the fundamental principles to guide our work: Professional Practitioners: Reflective, Collaborative, Transformative.

The GCOE 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 endorsement programs receive entitlement from Northeastern for licensure from the Illinois State Board of Education. There are many scholarships for students, particularly those interested in teaching as a career path.

Accreditation and Approval
In 2012, the National Council for Accreditation of Teacher Education (NCATE) conducted a thorough on-site evaluation of the Goodwin College of Education's initial and advanced teacher preparation programs. NCATE's Unit Accreditation Board voted to continue full accreditation to the Goodwin College of Education, without any suggested areas for improvement, until 2019. Our counselor education programs are also nationally accredited.

College of Graduate Studies and Research

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

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

English Language Program

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

Mathematics Development Program

The Mathematics Development Program at NEIU offers multiple pathways to fulfilling the NEIU Quantitative Reasoning requirement (QR requirement).

- **Traditional Pathway** (satisfies prerequisites for first college math course of any major):
  MATH-090, MATH-091, MATH-092
- **Accelerated STEM Pathway** (satisfies first math requirement for STEM and Business majors, satisfies QR requirement):
  Math 090, Math 091, and then take Math 092C and Math 173C in the same semester.
- **Educational Pathway** (satisfies first math requirement for Elementary and Middle school majors, satisfies QR requirement, will NOT satisfy math requirements of STEM nor Business majors):
  Math 148A /048A, Math 148B /048B
- **Psychology Pathways** (satisfies QR requirement, will NOT satisfy math requirements of other STEM nor education majors):
  Option 1: Math 090, Math 097, PSYC 202, PSYC 302
  Option 2: Math 111A /011B, PSYC 202, PSYC 302

- **General Quantitative Reasoning Pathways** (satisfies QR requirement, will NOT satisfy math requirements for STEM, Education, nor Business majors):
  Option 1: Math 097, and then either Math 112 or Math 113
  Option 2: Math 111A /011A and Math 111B /011B. This sequence is equivalent to Math 112 and can be completed up to two semesters quicker than the traditional pathway.

The Mathematics Development Program is located in Bernard Brommell Hall, BBH 204B. Please email the Program Coordinator, Matthew Graham at mdgraham@neiu.edu with any questions or concerns.

Nontraditional Degree Programs

The Bachelor of Arts in Interdisciplinary Studies and the University Without Walls are the two baccalaureate degree completion programs offered at NEIU. Both programs are self-paced and flexible, and emphasize holistic, individualized academic advisement for new, continuing, and prospective students. Please visit our website to learn more about these programs, www.neiu.edu/academics/nontraditional-degree-programs.

Bachelor of Arts in Interdisciplinary Studies

The Bachelor of Arts in Interdisciplinary Studies major is an alternative, self-paced approach to higher education designed to meet the undergraduate baccalaureate needs of 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 universities and earn credit through proficiency examinations or prior learning portfolio, along with traditional or online NEIU courses.

University Without Walls

The University Without Walls program is a Prior Learning Assessment (PLA), self-paced program that leads to a Bachelor of Arts or a Bachelor of Science degree for students with substantial and demonstrable college-level learning in professional, community, political, and other settings outside of the university. This degree program is geared to meet the adult student's learning needs and goals through a course of study that allows for curricular individuality and requires strong motivation, self-direction, maturity, self-sufficiency, and clear academic direction on the part of the student.

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 activities (outgoing study tours and incoming international student workshops/institutes), research (including conferences and publications), and cultural opportunities. The OIP also pursues funding opportunities to support these efforts, including grant opportunities and sponsorships, which are offered through the office's connections with members of the local, state, and federal government and consular, international, and immigrant communities. With Northeastern students, the OIP offers assistance with study abroad opportunities beyond the short-term study tour experience for students who wish to study (or teach) for a semester or a year in an international venue, many of which include Northeastern's international partner universities (IPUs). To this end, the OIP seeks out, establishes, and maintains various sorts of agreements—memoranda of understanding, bilateral agreements, full partnerships—for collaboration with these IPUs, from student and faculty exchanges to different types of joint curricular and research projects. Please visit www.neiu.edu/international to find out more about our programs and services.

Reading Development Program

The Reading Development Program (READ) is a component of the English Language Program (ELP). The Reading Development Program 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 Scholars graduating with distinction, and having the designation indicated on the student's transcript and diploma. UHP students in good academic standing are eligible to apply annually for UHP Merit Tuition Scholarships. For more information, including eligibility and application forms, visit www.neiu.edu/honorsprogram.

ACADEMIC SUPPORT SERVICES

Advising Center

The Advising Center provides academic and developmental advising for all undergraduate students who have not declared a major. Students continue to work with an advisor from the Center until they declare a major, at which point the major department will assign a major advisor. The Advising Center promotes student success by providing students with the information, guidance, and support they need to develop and achieve their academic goals. Please visit us at www.neiu.edu/advising. For students interested in business programs, academic advising is available in CBM 159.

Admissions and Transfer Center

The Admissions and Transfer Center (D-130) serves as the primary destination for prospective students and their families. The Center includes admission counseling for all prospective undergraduate students including first year, transfers, readmits, second bachelor's 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, campus connections, and resources for a smooth transition to Northeastern.

Career Development

We assist Northeastern Illinois University students and alumni in developing appropriate major and career options through individual appointments, assessments, job fairs, workshops, and many other events at the University and outside of the University. Career advisors provide guidance to students throughout all phases of their career development when transitioning from college to career. Career Development provides opportunities for students and alumni to locate internships, volunteer experiences, and career-related employment. Please visit us in B-119 or at www.neiu.edu/career.

Enrollment Management Services

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

Veterans Services Office

The Veterans Services Office (D-130) provides veterans and military-connected students 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 Coordinator of Veterans Services at (773)-442-4005 or veterans@neiu.edu for an initial assessment of eligibility and to help them navigate the application process. For more information, visit the web page www.neiu.edu/veterans.

Veterans utilizing educational benefits should complete the "NEIU Request for Certification" form prior to the start of every semester that state or federal benefits are being used. The form must be submitted no later than the end of the Change of Registration period for that term. Forms not submitted may result in the student not being able to use certain benefits for that term. Students considering schedule changes should meet with the Veterans Services staff to determine the financial repercussions of the change prior to adding or dropping courses.

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

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

Students may also enroll in the Air Force ROTC program at Illinois Institute of Technology (IIT). The two- and four-year programs allow qualified men and women the opportunity to earn commissions as second lieutenants in the U.S. Air Force upon graduation and completion of the Air Force ROTC. State of Illinois ROTC scholarships (ROTC tuition waivers) are available to qualified students. Federal scholarships are available to students who qualified and are enrolled in either program and include textbook and monthly subsistence amounts, paid to the students. The Air Force ROTC courses are taught on the IIT campus. For more information on Air Force ROTC, call (312) 267-3535 or (312) 267-3526, or stop by 10 W. 21st Street (IIT Stuart Building) in Chicago. Once students are accepted into the Air Force ROTC, they need to meet with the Veterans Services Office to coordinate scholarship benefits.

Registration

Students register online using NEIU*port* (http://neiuport.neiu.edu). It's important to become familiar with registration deadlines listed each semester in the online Schedule of Classes, and with registration terminology listed in the "Collegiate Terms" section of this handbook. Before registering, you should carefully read all the instructions. If you encounter any difficulties with registration, please contact the Registration Office at (773) 442-4040, registration@neiu.edu, or stop by Enrollment Services (D-101).

Helpful Registration Hints:

- Check the dates you are assigned to register. This information can be found on a link on the Registration Status screen in NEIU*port* or in the online Schedule of Classes.
- Know your username (NetID) and password. If you forget your password, you can follow the instructions on the NEIUport login page.
- Resolve any registration holds prior to registering online. Holds can be viewed on the Registration Status screen in NEIU*port*.
- Register during the Advance Registration period. This is the best opportunity to register for courses you want.
- Remember, if an instructor/department provides you a registration authorization (aka an override) into a class, you must register yourself for the course via NEIU*port* 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 NEIU*port*.
- You must register for all of your courses by the published deadlines as requests to register late will not be approved.
- Bills and/or billing information are available through NEIU*port*. 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 NEIU*port* or by visiting the Student Payment Services Office (D-107) during business hours.

Student Billing/Late Withdrawal Committee

The Student Billing/Late Withdrawal Committee evaluates petitions from students who feel extenuating circumstances exist that could result in late withdrawal grades and/or bill adjustment requests. Petitions and supporting documentation should be directed to the attention of the Student Billing/Late Withdrawal Committee, Student Payment Services, D Building.

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 and Development. Through these offices, Institutional Advancement provides programs for and services to alumni and creates 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 Illinois University 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 building 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 Success Center

The Learning Support Center (LSC), centrally located on the 4th floor of the Ronald Williams Library, provides academic support in five major areas: General Education-Distributive Learning courses, Math Development courses, writing for all disciplines, and reading and learning strategies. The tutors are selected based on their academic success and knowledge of their discipline. They are undergraduates, graduate students, or professionals with majors in the field in which they tutor. All tutors receive ongoing training.

- General Education-Distributive Learning tutors work with groups of students, and they also schedule group review sessions prior to exams. Scheduling appointments with the General Education-Distributive Learning tutors is strongly encouraged.
- Writing tutors work with students individually for 50 minutes; students may see a tutor up to twice a week. Students are encouraged to work with tutors from brainstorming to final draft. Because they are in such high demand, appointments with writing tutors are required.
- Math tutors work in an open lab through one-on-one appointments that can be scheduled.
- The Reading and Learning Specialists help students develop college reading and learning strategies. Appointments are strongly encouraged.
- Academic Coaches are available upon interview to support students with challenges impacting their college success.

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

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

Library Facilities and Services

The NEIU Library is the perfect place to study, read, collaborate, and relax. Whether you need scholarly articles for an assignment, or you're just looking for a fun new book to check out, our friendly and knowledgeable librarians can assist you in person through both scheduled and walk-in consultations. Can't visit campus today? We're happy to support you by phone, in chat, and through email. The Library gives you access to nearly 1.2 million electronic, print, and media items, many of which you can view from off-campus with your NetID and password. We also house a growing collection of textbooks and other course resources on reserve for your use.

Here are some highlights of our services:

- Comfortable study areas and Café Descartes
- 43 public computer workstations for academic research
- Access to over 180 research databases such as JSTOR
- Rapid interlibrary loan services and borrowing materials from over 90 academic libraries in Illinois
- A Multimedia Learning Resource Center (MLRC) housing media collections, computing resources for digital media editing, and a Multimedia Recording Studio
- Special research collections, including the University Archives and the Illinois Regional Archives Depository (IRAD) for Chicago and Cook County.
- Adaptive library services for students with disabilities

For students at the Carruthers Center for Inner City Studies, the Library operates a full service branch library with a collection of approximately 29,000 books, periodicals, microforms, and other research materials. For students at the El Centro, a Library and Learning Resource Center is staffed and supported by the Library to facilitate access to library's print and electronic resources. Students can request delivery of selected print materials between all three sites.

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

Orientation programs are offered to incoming students to assist students and families in their transition to Northeastern. All entering university freshmen (0-30 credits) are required to attend First-Year Orientation. Students' families are also welcome to participate and connect with Northeastern during First Year Orientation dates. Information concerning orientation is sent to each student after the student is admitted. Transfer Orientation is encouraged for new transfer students and is tailored for students transferring in with 30-90 credits and assists students acclimating to a new environment. Information concerning orientation is sent to each student based on their admission application. For more information, visit www.neiu.edu/orientation.

Probation Counseling

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

Project Success

Project Success provides a holistic approach to enhance student learning, intercultural competencies, and leadership development, in addition to academic support services that help students build a strong academic and social foundation and transition into the collegiate environment. Each of our students receives attentive academic advising, enrollment in a 3-credit academic skills building and transition seminar course, access to academic peer mentors, access to tutoring programs in the Learning Support Center and the Math Development Program, access to academic skill building workshops, and priority consideration for all Northeastern summer bridge programs.

Proyecto Pa'Lante

Proyecto Pa'Lante is an academic support program that has historically served Latinx students who demonstrate academic potential, but do not meet the general University admissions requirements. As of 2015-16, General Admission students were also allowed to opt in. All students who participate in our program must actively participate in the assistance programs provided and show evidence of academic progress. Participants receive culturally relevant guidance and support from a bilingual/bicultural academic advisor and participate in Seminar I with other Proyecto Pa'Lante students. The Pa'Lante program also offers participants financial assistance and provides programming for both students and parents. Participants remain in the the program for a maximum of five consecutive terms.

The Wentworth Scholars Program

The Wentworth Scholars Program will assist students with a successful academic and social transition to the University by providing programs and services that create a sense of belonging, encourage student engagement and the development of cognitive and non-cognitive skills, support the identification of a clear academic and career path, and enhance student success. Students participate in the program during their first four semesters at Northeastern.

Student Disability Services

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. Please contact SDS at (773) 442-4595.

Americans with Disabilities Act/Rehabilitation Act, Section 504

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

definition set forth by the Americans with Disabilities Act of 2008.

Policy on Services for Students with Disabilities

A. SCOPE OF SERVICES

Student Disability Services (SDS) assumes responsibility for seeing that the University is properly interpreting federal regulations requiring that the University take such steps as are necessary to ensure that no qualified student with disabilities is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

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

B. REQUEST FOR SERVICES

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

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

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

The following procedures are applied to requests for auxiliary aids, academic adjustments, or other reasonable accommodations. Students should complete the steps listed in this policy sufficiently in advance of the anticipated need for services. Such notice is required in order to give the various academic and service areas a reasonable period of time in which to evaluate requests. Ideally, students should apply for accommodations two weeks in advance of when services are needed. But, the timeline needed for the student to complete the application process and for SDS to fulfill requests differs based on the type of accommodation requested.

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

2. Forms and supporting documentation submissions:

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

   b. Provider Report for Accommodation Request Form: If the request requires modification of academic procedural requirements or necessitates special testing and/or course evaluation methods, students must submit a provider's report from a professional clinician. Such report is subject to verification by the University. The report must be completed by the clinician and mailed

to Student Disability Services. If a student is seeking accommodations for a learning disability, ADHD, or other psychological disabilities, the Provider Report form must be completed by a licensed psychologist/psychiatrist. If a student is seeking accommodations for a physical disability (deaf/hard of hearing, low vision, or bone/muscle/neurological disabilities), the Provider Report form must be completed by a qualified medical provider. If a student does not have a clinician, SDS will supply a list of qualified clinicians (not a list of recommendations).

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

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

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

C. APPROVAL/DENIAL OF REQUESTED ACCOMMODATIONS

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

Approved Requests for Accommodations:

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

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

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

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

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

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

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

In accordance with the Americans With Disabilities Act, reasons for denying a request for accommodations may include, but are not limited to:

- If making the accommodation means making a substantial change in an essential nature of a program or element of the curriculum;
- If it poses an undue financial or administrative burden; or
- If the accommodations create a direct threat to the health or safety of others.

D. APPEALS

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

2. If the student continues to believe their request for accommodations should not have been denied and the student cannot come to a resolution with the Director for Student Disability Services, the student may file a discrimination grievance with the Director of Equal Opportunity, Affirmative Action and Ethics Compliance. Any request for accommodations that has been denied but should have been granted by definition of federal laws is considered discrimination. Students who believe that they have been discriminated against on the basis of a disability can seek resolution through the University's Discrimination Grievance Procedure.

3. Information and consultation on these procedures are available through the Director of Equal Opportunity, Affirmative Action and Ethics Compliance, Room C-216, ext. 5412.

The Center for Academic Writing

The Center for Academic Writing (CAW), located on the 4th floor of the Ronald Williams Library, is the home of the Writing Intensive Program (WIP). CAW provides peer tutoring for students who are enrolled in WIP courses that have WIP peer tutors affiliated with them. WIP peer tutors are undergraduate students who have been selected by their departments and trained by CAW to support students in WIP courses.

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

TRIO Student Support Services

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

Three TRIO programs serve the needs of Northeastern students. 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 Access program

serves students experiencing difficulty with 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 Teacher Preparation program serves students majoring in education, supporting them on their path toward university graduation and teacher licensure through services such as test preparation, and personal, academic, and professional development workshops. For more information, please visit www.neiu.edu/triosss.

The Student Center for Science Engagement

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

Testing Services

Testing Services are available for a variety of assessment programs and services.

New Student and Family Programs administers placement testing in English (Writing and Reading) and Mathematics. Please visit neiu.edu/testing for more information about the English and Math placement tests.

Student Counseling Services provides psychological testing for students when deemed appropriate.

Career Development also assists students by providing information for graduate entrance exams and career testing.

The Department of World Languages and Cultures offers free online placement tests for Chinese, English (ESL), French, German, and Spanish. Additionally, the Department of World Languages and Cultures offers in-person placement tests for Arabic, Japanese, Korean, and Polish.

The Daniel L. Goodwin College of Education administers a variety of tests/examinations required for admission.

GETTING INVOLVED ON CAMPUS

Student Union, Event and Conference Services

Student Union, Event and Conference Services (SUECS) provides spaces and services for the diverse community of students, faculty, staff, and guests to connect, learn and grow. SUECS oversees the efficient scheduling of all University facilities for meetings, conferences, and events; coordinates all event logistics planning including dining, and catering services, facility and on-campus vendor table rentals; operates the University Welcome Center and Box Office. SUECS hosts a number of stage performances, exhibits, conferences, lectures, and other special events in the Auditorium, Fine Arts Recital Hall, Student Union, and other campus facilities. Call (773) 442-4630 for more information.

Welcome Desk & Box Office

The Welcome Desk, located in Village Square, can assist you with a number of services including directions on campus, locker rentals, discounted AMC movie tickets, stamp sales, vending machine refunds and general questions. The Welcome Desk houses the University lost & found via the website, Crowdfind You can browse items turned into lost & found online and submit a claim to retrieve items.

The University Box Office is open on the nights of shows and is located in Fine Arts 158 near the Recital Hall. Tickets can be purchased in person, online www.neiu.edu/boxoffice or by calling the Welcome Desk at (773)442-INFO. Tickets for campus events can also be purchased at the Welcome Desk in person during normal business hours.

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 Welcome Desk. There is no charge for the first ID card. A replacement fee of $10 will be assessed for any replacement cards (OneCard replacement fee is $25). To obtain an ID card, a student must present proof of current registration and valid photo identification, (valid driver's license, passport, Gov't ID). The NEIU ID grants students access to the Student Recreation & Wellness Center (REC), checking out materials from the library, photocopiers & microfilm printers and allows access to University sponsored events. Students must also present photo identification when requesting information regarding their records at Enrollment Management Services, Financial Aid, Student Payment Services and other University offices. Residents of The Nest will be issued a University OneCard which provides access to the residence hall and Get Funds points.

U-Pass

The CTA U-Pass is an unlimited ride pass offered to full-time enrolled students at Northeastern. It can be used anytime on all CTA buses & trains while the semester is in session. Full-time students will be assessed a mandatory, non-refundable fee to cover the U-Pass program for campus. You can request your U-Pass from the Welcome Desk. A replacement fee of $50 will be assessed for a replacement U-Pass card. For more information, including active dates for the U-Pass, visit https://neiu.edu/upass

Campus Dining

The Student Union has a full service cafeteria located in the lower level. Open Monday through Friday (closed during university breaks, with limited service during the summer), they offer a salad bar, fresh made pizza, full line of hot grilled items, fresh made sandwiches and a World Flavors section with rotating selections. A variety of grab and go items vending machines and microwaves are also available. Catering services for campus are exclusively provided through campus dining. For the 2019-20 academic year, students will have the ability to add monetary value to their ID cards. More information about campus dining can be found online at: https://www.neiu.edu/university-life/student-union/campus-dining-0

Student Leadership Development

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

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

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 civic participation.
- 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 NEIU students to assess and develop the skills needed for effective leadership and multicultural understanding.

Civic Engagement

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

Student Involvement

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

Stop by Student Leadership Development, located in the Pedroso Center (B 159), 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 a nominal fee. Visit the Arts at Northeastern website here: www.neiu.edu/arts or call (773) 442-INFO (4636) for an updated listing of campus events. For specific information concerning music and dance performances, contact the Department of Music. Inquiries about media and theatre productions can be made to the Department of Communication, Media and Theatre. Contact the Department of Art if you have questions about art exhibitions. For all other programs, please contact Student Union, Event and Conference Services at www.neiu.edu/studentunion.

Campus Recreation

Revitalize your mind, body and spirit at Campus Recreation.

From swimming to Zumba, we've got everything you need to get fit, stay fit, and raise the level of enjoyment in your life. Check out some of the fun and healthy things you can do around the Student Recreation and Wellness Center: http://www.neiu.edu/university-life/campus-recreation

HEALTH AND WELLNESS RESOURCES

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.

Campus Recreation

Revitalize your mind, body and spirit at Campus Recreation.

From swimming to Zumba, we've got everything you need to get fit, stay fit, and raise the level of enjoyment in your life. Check out some of the fun and healthy things you can do around the Student Recreation and Wellness Center: http://www.neiu.edu/university-life/campus-recreation

Student Counseling Services

We provide counseling and mental health services to Northeastern students. Counseling and therapy is provided to help students understand and deal with emotional distress, relationship difficulties, and personal concerns, freeing them to make clearer and healthier decisions. In therapy, students can explore personal life problems including anxiety, depression, suicidal thoughts, relationship problems, anger, addictions, and many other difficulties that may cause stress and disrupt their life. Individual, couples, and group psychotherapy is available to current Northeastern students. When services are needed that are beyond the scope of Student Counseling Services, referrals are made to outside providers. Consultation, outreach presentations, and training is available to the entire NEIU community. Please visit us in B-119 or call (773) 442-4650.

Student Health Services

The mission of Student Health Services is to provide high-quality, inclusive, and coordinated health services. We promote student success and wellness through culturally-sensitive direct service, education, advocacy, and outreach to the NEIU community.

Student Health Services offers care for acute minor illnesses and injuries, pre-employment health exams, screening tests, immunization advice, selected vaccines, health counseling, and well-woman care services, including birth control. Supported by student health and wellness fees, Student Health offers services to all currently enrolled students. The office is located in E-051 below the Bookstore. Additional information and appointments are available at www.neiu.edu/healthservices or by phone: (773) 442-5800.

Student Health Services staff collaborate with university departments and community agencies to offer a variety of health education resources. Health promotion events, such as the Stress Free Zone, are sponsored by Student Health Services at all campus locations.

Medical emergencies on campus are handled by the Campus Police. In case of emergency, Campus Police should be immediately contacted at (773) 442-5511.

Health Insurance

NEIU does not require students to be enrolled in a health insurance program. The University does not directly enroll or charge students for health insurance.

Students may enroll in any optional individual health insurance program of their choice if desired. Students may qualify for health insurance through the State of Illinois official health marketplace. Visit https://getcovered.illinois.gov for more information. Payment for any health insurance plan is made directly by the student to the health insurance plan.

Aetna Student Health at www.aetnastudenthealth.com/neiu offers a health insurance plan for NEIU students, but the benefits and premiums have changed from previous years. It is important for students to carefully look at the new description of benefits and deductibles on the Aetna website to understand the new coverage limitations.

The following students and dependents are eligible to enroll in the Aetna Student Health plan on a voluntary basis:

- Registered undergraduate students taking a minimum of 6 credit hours
- Registered graduate students enrolled in a minimum of 3 credit hours
- Registered international students holding an F1 or J1 visa and enrolled in (1) or more credit hours
- Spouses, domestic partners, and children of eligible students

If students choose to enroll in the Aetna plan, payment is made directly to the Aetna Insurance company.

Student Recreation & Wellness Center

From swimming to Zumba, we've got everything you need to get fit, stay fit, and raise the level of enjoyment in your life. Check out some of the fun and healthy things you can do around the Student Recreation and Wellness Center: http://www.neiu.edu/university-life/campus-recreation

NAVIGATING CAMPUSES

Buildings and Grounds

Facilities Management, of which Buildings and Grounds are part, is responsible for maintaining university facilities and grounds in a safe, functional manner. To report a problem relating to facilities, call (773) 442-5240.

Emergency Assistance

To report or receive assistance in case of a medical emergency, crime, fire, or accident, students should contact the University Police Department at (773)442-5511. If it is after business hours and there is an emergency related to the physical plant (i.e., restroom facilities, icy sidewalks) students can contact the University Police at (773) 442-4100.

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 accessible for people of all gender identities and expressions. If you have questions about gender inclusive restrooms, please visit the Angelina Pedroso Center or email cdia@neiu.edu. The following are gender inclusive restrooms on campus:

➢ **B Building East Hallway (Across from B 146)** - A public gender inclusive restroom is located in the B Building Hallway across from B 146.

➢ **Angelina Pedroso Center (Room B 159)** - A gender inclusive restroom is located inside B 159. A key is required from the front desk. Available only during Pedroso Center office hours.

➢ **Lower Level of Enrollment Management Services/Financial Aid/Student Payment Services (D 037/ D 038)** - Two gender inclusive restrooms are located beneath Enrollment Management Services/Financial Aid/Student Payment Services, next to the Marketing offices. Enter through the Enrollment Management Services/Financial Aid/Student Payment Services entrance. 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. The restrooms are available during building hours.

➢ **Above University Bookstore (E Building Mezzanine)** - Near the Welcome 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 the Bookstore. This restroom is available during building hours.

➢ **Bernard Brommel Hall (BBH 362A**) - A gender inclusive restroom is located next to the Men’s restroom.

The Nest

Located on the west side of the main campus between the Parking Facility and the J Building, The Nest is Northeastern’s first residence hall, opened in Fall 2016. American Campus Communities (ACC) is Northeastern's partner in this project. ACC brings exceptional service to universities and students, and extensive experience and dedication to the communities in which the universities reside.

Unit Amenities	Community Amenities
Individual Leasing	Regular Social Programming

Private or Shared Bedrooms Available	Business Center Complete with IMac Lab
Fully Furnished Apartments	State-of-the-art Fitness Center
Full size refrigerator, oven and stove	Study Lounges
High speed internet and HBO	24-hour Professional Assistance
All Utilities Included (electricity up to a cap)	Main Campus Location

The amenities, accommodations and services we offer at The Nest are designed with students in mind. Our enhanced-privacy floor plans and business center provide an environment for academic success, while our educational, recreational, and social activities make it easy to relax and engage with your friends -- and make new ones. Whether you're looking for modern amenities, value or convenience, our wide range of properties and price points mean you'll find the place you want to call home. See why we say: "You're going to love it here." In order to lock in your space at The Nest, we encourage you to act quickly. Simply complete the application and return it to our office with the indicated fees or apply online. For information or to apply visit neiu.edu/housing.

Conduct

The Residential Life - The Nest staff updates Student Affairs staff weekly with incident reports and conduct matters. The Nest notifies the Dean of Students of residents who have not complied with The Nest's adjudication process. Non-compliance will automatically result in a conduct meeting with the Dean of Students.

Sanctions issued by The Nest will reflect appropriately on the student's NEIU conduct record.

Academic Dismissal

It is important that residents meet with their advisors regularly, as their stay at The Nest is dependent on their academic success. This is especially important for residents who are participating in academic success programs here at Northeastern.

Any resident academically dismissed and living in The Nest will be subject to our 10-day eviction process.

To contact our leasing office at The Nest, call (773) 442-4663 or visit our website at neiustudenthousing.com.

Parking Services

Any vehicle parked in a University parking lot or the Parking Facility must be registered and have a valid virtual permit. There is a mandatory student fee for blue level 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 gold level permit, a waiver form must be signed and submitted to the Student Payment Services prior to the established deadlines. Information regarding parking is found, and updated, on the Parking website, which is the official guide to parking rules and regulations.

U-Pass

The CTA U-Pass is an unlimited ride pass offered to full-time students at Northeastern. It can be used anytime, anywhere on the CTA buses and trains when the semester is in session. Full-time students will be assessed a mandatory, non-refundable fee to cover the U-Pass. You can pick up your U-Pass during the semester at the Welcome Desk. For more information, including active dates of the U-Pass, visit https://neiu.edu/upass

NEIU Shuttle

The NEIU Shuttle offers transportation Monday through Friday between three NEIU locations: the Main Campus, El Centro, and the Jacob H. Carruthers Center for Inner City Studies (CCICS), plus the Kimball Brown Line station. All posted schedule times are approximate and subject to change. Pick-up and drop-off times may be impacted by variable traffic and weather patterns. Space is limited to six (6) passengers on a first-come, first served basis. Passengers are required to show a valid NEIU ID and fill out an authorization form. For more information, please visit: https://www.neiu.edu/shuttle

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 location, is 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. The scholar/activist thrust at CCICS is the overriding entity that drives the community and academic programming of its Inner City Studies (ICS) programs.

ICS programs afford students a Bachelor of Arts in Inner City Studies and a Master of Arts in Urban Community Studies. CCICS offers, at its site, courses from the College of Arts and Sciences that fulfill General Education requirements. Additionally, courses in Justice Studies and Social Work are offered. Graduate courses 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.

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

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

Center for College Access and Success, (312) 733-7330
770 North Halsted Street, Suite 420, Chicago, Illinois 60642
Founded in 1978, the Center for College Access and Success (CCAS) is the largest school improvement organization in Chicago and serves as Northeastern's outreach arm into the community and presence downtown. We work in diverse communities in Chicago and nearby urban centers to create a college-going culture. Students develop the skills needed to apply, transition, graduate from college and succeed in their career. The Center uses innovative and research-based strategies which encourages their success. Funded by federal and state grants, we bring programs like GEAR UP, TRIO Student Support Services - Talent Search, Upward Bound Math & Science and Upward Bound to the classroom.

If you are an alumnus of any of our college bound programs, check in with your advisor regarding support services. Our programs offer scholarships and incentives to help with the transition to Northeastern Illinois University.

University Center of Lake County, (847) 665-4000
1200 University Center Dr., Grayslake, IL
www.ucenter.org

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

- Human Resource Development (BA)
- Psychology (BA)
- Social Work (BSW)
- MA in Educational Leadership with a concentration in School Leadership (Principal Endorsement)

For more information about Northeastern programs at the University Center, please contact the Transfer Center at (773) 442-4076 or (847) 665-4107. You may also e-mail TransferSteps@neiu.edu Additional information about

Northeastern degree completion programs at the University Center is available at www.neiu.edu/Transfer and www.ucenter.org/universities/northeastern.

PAYING FOR EDUCATION

Student Financial Wellness

Student Financial Wellness is comprised of Financial Aid, Scholarships, Student Employment and Student Payment Services. This unit was established in response to students' concerns about having to visit multiple offices in order to finance their education. Restructuring these services into a single unit provides one central, convenient location for students who now work with one financial wellness advisor for consultation regarding tuition bills, financial aid packages, scholarships and loans.

Applying for Student Financial Assistance

Financial Aid and Scholarships staff provides information on federal, state and institutional sources of assistance, interprets results of the application process and administers the awarding process. Awards 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) Self Help Assistance such as 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 five major programs of Student Financial Assistance: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, Federal William D. Ford Direct Loan Program and the Illinois Monetary Award. 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. Financial Aid staff will assist students who do not qualify for Federal or State programs in exploring private and institutional funding sources. In addition, students who are denied aid one year may be eligible the following year due to changes in eligibility requirements.

Applying for Student Loans

Information concerning student loan programs is available in the Financial Aid and Scholarships office, D-200. Emergency student loans based on pending student financial assistance are available on a limited basis to students through the Student Loan Department (D-100) during the first two weeks of classes. Students wishing to apply for a Federal Direct Student Loan may download the loan request form from the Financial Aid website. Students can also request for this form to be added as a requirement to their NEIUport account, or students can make an appointment to to speak to a financial aid advisor. Federal Direct Loan eligibility must be exhausted prior to any requests to certify credit-based private loans. Private loan certifications must be included with all other assistance to avoid exceeding the Cost of Attendance reflected in NEIUport.

Applying for Grant and Scholarship Assistance

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 application for Federal and State Grant assistance comes with the completion of the FREE Application for Federal Student Aid or FAFSA - available every October 1 for the upcoming award year. Once the FAFSA is completed each October, students are encouraged to complete the University's online scholarship application (www.neiu.academicworks.com). Once the institutional scholarship application is completed, students are also encouraged to create a profile on an online search site such as FastWeb, Scholarship Owl or MyScholly. The Scholarships office located in D-202 provides information and promotes and awards numerous Northeastern scholarships to students. Financial Aid is located in D-200, also offers assistance to students in meeting their direct and indirect costs through grants, scholarships and student employment.

Student Employment Opportunities

Students are able to get help in finding employment opportunities in two different locations on campus, depending on the type of employment they are seeking:

- **Student Employment** staff 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).
- **Career Development** assists all Northeastern Illinois University students and alumni in all aspects of the employment 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 you have, the more likely you will select a suitable and satisfying career. Students may also inquire about internship opportunities.

Power Closet

The Power Closet is designed to support NEIU's diverse student population in their professional development by providing access to professional clothing and accessories. Student may receive one full professional outfit with proof of an interview and two additional professional outfits once they accept a job or internship offer. The Power Closet is supported by donations from faculty, staff, students and community members. If you would like more information on obtaining Power Closet services or donating, please contact us at power-closet@neiu.edu or Career Development at (773) 442-4680 or ocs@neiu.edu

POLICIES

Acceptable Use of Information Technology Resources

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

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

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

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

Unauthorized Use

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

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software, or data belonging to the University or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized scanning network nodes
- Unauthorized use of the University's trademarks, logos, insignia, or copyrights
- Using unauthorized copyrighted materials

- Installing unauthorized licensed software
- Violation or circumvention of computer system/network security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail addresses) assigned to others
- Accessing, without authorization, data stored within ITR
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as random or unsolicited interactive electronic communications or e-mail exchanges, overuse of interactive network utilities or bandwidth)
- Use of University IT resources to solicit funds for or participation in non-University events
- Development or use of unauthorized mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the university or to university life
- Academic dishonesty
- Student Code of Conduct violations
- Violation of software license agreements
- Violation of Network Usage Policies and Regulations
- Violation of privacy
- Downloading, displaying, posting, sending, viewing, printing, distributing, or otherwise communicating pornographic material, absent a legitimate academic or research purpose
- Child pornography. The downloading, displaying, posting, sending, viewing, printing, distributing or otherwise communicating child pornography is a violation of federal and state law and must be immediately report to University Police at 773-442-4100.
- Posting or sending material that is contrary to the mission or values of the University
- Intentional or negligent distribution of malicious software such as viruses or worms
- Using ITR to violate any university policy, regulation or federal, state, or other applicable law
- Using ITR for profit or commercial purposes
- Using the resources to interfere with the normal operation of the university

Enforcement

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

User Responsibility

- User accounts, passwords, and other types of authorization are assigned to individual users and must not be shared
- Follow all IT-applicable policies, including but not limited to: Software Application Security, Strong Password, Identity Protection, 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 Security Breach for specific guidelines and information)

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. Any monitoring of a specific individual's voice mails, email exchanges, internet use, or personal computer files, shall be done only with reasonable suspicion of improper conduct and with written notice when feasible. The Chief Information Officer or designee must approve any request to monitor, inspect, or examine electronic content on any University owned or operated communications system, computing resource, or other electronic device.

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:

- When approved by the Chief Information Officer or designee
- 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. Users should also be aware that email copies may sometimes be requested and obtained under the Illinois Freedom of Information Act (FOIA), and thereafter be made public.

Disclaimer

As part of the services available through the Northeastern Illinois University ITR, the University provides access to a large number of conferences, lists, bulletins 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, Event 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.

Classroom Disruption Policy

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

a) threatens or engages in physical violence toward another individual,

or

b) threatens or interferes with the property of another,

or

c) otherwise disrupts the class.

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

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

a) whether the student shall be allowed to continue with the class for the remainder of the term;

or

b) whether other assignments shall be made to complete class requirements (assignments, tests, tutored study, or other means). These assignments should be as nearly comparable as possible to normal class requirements;

or

c) whether an academic grade, or other designation 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 Counseling Services and/or file a misconduct report with the Dean of Students (see the Student Code of Conduct).

Grade Appeal Policy

Undergraduate Grade Appeal Policy

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

Procedure:

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

2. If, after seeing the faculty member, the student wishes to pursue the issue or if the faculty member is unavailable, he/she should then approach the faculty member's Coordinator or Department Chair and ask for an investigation of the grade appeal. At this time the student must present a written statement to the Coordinator or Department Chair explaining the reasons for believing the grade to be unreasonable, unjust, or capricious. The Department/Unit Head is responsible for consulting the parties involved, gathering all pertinent information, and for preparing a written statement of the facts which will be given to the student and faculty member and be used in reviewing the facts with the student and the faculty member. The Coordinator or Department Chair shall be responsible for:

- either concurring with the faculty member that the grade should remain as recorded, or
- suggesting to the faculty member that the grade be reviewed.
- The student and faculty member shall be informed in writing of this conclusion. If the student believes the grade appeal has not been resolved satisfactorily, he/she may appeal the grade in writing to the appropriate dean.

3. If the Coordinator or Department Chair is the teacher of record, the student shall appeal in writing directly to the appropriate dean, instead of to the Department/Unit Head as in 2 above. The appropriate dean is the Dean of the College in which the academic department is located. The Academic Dean shall be responsible for requesting a written statement from the Coordinator or Department Chair. If the issue is not resolved to the student's satisfaction, the student may write to the Dean and request a hearing by the Grade Appeal Committee.

4. The Dean, in consultation with the Grade Appeal Committee, will review the statement prepared by the Coordinator or Department Chair. If the Dean believes the issue should be pursued, he/she will convene the Grade Appeal Committee for a hearing. If the Dean decides the issue should not be pursued, the grade remains as recorded. The decision of the Dean is final. All parties must be so notified.

5. The Academic Dean will have a standing Grade Appeal Committee, to be selected each year, composed of five members as follows:
   - Two faculty members and two alternates selected by the college assembly.
   - Two student members with two alternates selected by the Student Senate.
   - The dean of the college involved, or his/her representative.

6. The Grade Appeal Committee will investigate the case and hold a hearing in which the student, the faculty member, and the Coordinator or Department Chair shall be invited to participate. The Committee deliberations following the hearing will be confidential.

7. If the Committee decides the challenged grade is unreasonable, unjust, or capricious, it shall so recommend to the Dean, who shall have the power to change the grade from a letter grade to a grade of "P" (pass). The credits for this course will count toward undergraduate degree requirements. If the committee decides there is insufficient evidence to support the student's claim, it shall recommend to the Dean that the original grade should stand.

8. In all instances the Committee will reach a conclusion and submit its recommendation in writing to the Dean, who shall render a written decision, copies of which shall be sent to the student and faculty member. The decision of the Dean shall be final.

Graduate Grade Appeal Policy

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

Process for appealing a grade in a graduate course:

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

2. If the faculty member is unavailable or the student contests the faculty member's decision and wishes to continue the appeal, the student should (next) approach the Chair of the department in which the course was taught. The Chair may designate the relevant program's Coordinator to serve this role for this stage, if the department has a Coordinator. The student must present a written statement to the Chair explaining the reasons he/she believes the grade is unreasonable, unjust, or capricious. The Chair is responsible for

investigating the student's claims by gathering relevant information and preparing a written statement of the findings of the investigation. At the conclusion of this investigation, the Chair must recommend that the student's grade appeal be supported or denied. The Chair shall communicate this recommendation and its rationale in writing to the student and the faculty member.

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

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

   The Graduate Grade Appeal Committee, selected each year, will consist of five members, as follows:
   - Two faculty members from the Graduate College Advisory Committee
   - Two Master's Degree program students in good standing selected by the Dean of the College of Graduate Studies and Research
   - The representative of the Dean of the College of Graduate Studies and Research

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

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

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

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

a. If the Committee decides that the challenged grade is unreasonable, unjust, or capricious, it shall so communicate to the Dean its recommendation that the grade be changed to a P.
b. If the Committee decides there is insufficient evidence to support the student's claim, it shall recommend to the Dean that the original grade should stand.
c. If the Committee cannot agree on the appeal, the lack of agreement will be communicated to the Dean.

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

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

Equal Opportunity and Nondiscrimination

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

Policy and Procedure Regarding Sexual Assault

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

Northeastern's Sexual Misconduct Policy sets forth the University's rules and procedures. Northeastern takes immediate and appropriate steps to investigate and resolve complaints alleging sexual harassment, sexual assault, sexual violence, sexual misconduct, relationship or dating violence, and stalking. Under Northeastern's policy, consent is defined as informed, freely given, and mutual. If coercion, intimidation, threats, or physical force is used, there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception. Silence does not by itself constitute consent, nor does past consent to sexual activities by itself imply ongoing or future consent. For any questions or guidance regarding the University's Sexual Misconduct Policy, please contact the Title IX Coordinator in the Office of Equal Opportunity, Title IX and Ethics at (773) 442-5412 or titleIX@neiu.edu.

Sexual Assault Support Services and Resources

The needs of an individual who has been sexually assaulted vary from person to person. Northeastern offers a diverse array of services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what is most helpful. The University urges anyone who has been sexually assaulted to seek support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve evidence and understand options for pressing charges. Even for someone who does not wish to report the event to law enforcement or pursue disciplinary action, seeking medical attention as soon as possible is important. The University also urges survivors of sexual violence to understand that the University's primary concern is

individual's safety, and that use of alcohol or drugs *never* makes the survivor at fault for sexual violence. Following are on campus and off campus services and resources:

*University Resources**

- neiu.edu/titleIX
- Title IX Coordinator: (773) 442-5412 or titleix@neiu.edu
- Dean of Students: (773) 442-4610
- Student Counseling Services: (773) 442-4650
- Angelina Pedroso Center for Diversity and Intercultural Affairs: (773) 442-5372
- University Police: emergency and non-emergency (773) 442-4100.

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

Confidential Advisor*
Rae Joyce Baguilat
Phone: (773) 442-4686
Email: confdadvisor@neiu.edu

*A Confidential Advisor is employed by NEIU to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors inform survivors of the survivor's reporting options, survivor's rights, and provide resources and services for survivors of sexual violence. Reporting an incident to a confidential advisor does not constitute the reporting of a sexual assault to the University. After discussing any concerns with a confidential advisor, the student may choose to file a complaint of sexual misconduct with the Title IX Coordinator.

Off Campus Resources

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

Procedures for On Campus Disciplinary Action

1. Incidents in which the accused is a student will follow the procedures specified in the University Sexual Misconduct Policy.
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 the Dean of Students, and Student Affairs 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.

Northeastern Illinois University Student Bill of Rights

PREAMBLE

The mission, vision and values of Northeastern Illinois University are multi-tiered, with dedicated faculty and staff providing "an exceptional environment for learning, teaching and scholarship" and preparing a "diverse community of students." Students develop and strengthen themselves to become ethical and responsible members of society prepared to lead and serve "in our region and in a dynamic multicultural world." Academic excellence is best achieved through an open exchange of ideas, honesty, innovation and commitment. All students shall enjoy certain rights, privileges and opportunities by virtue of being members of this Northeastern Illinois University community, and all students shall be expected to make a commitment to further the mission and uphold the values of the University.

I. FREEDOM OF SPEECH AND RIGHTS OF ASSEMBLY

1. In our University community, students shall have the right and freedom to express themselves and to pursue their work and study in an atmosphere which values individuality and diversity.
2. Students shall have the right to demonstrate and assemble to provide information or to express a viewpoint; to demonstrate and assemble to protest; to display posters and distribute literature; to organize activities that present

differing viewpoints; and to express views at all organized events and activities where the opportunity for such expression is offered by the organizers.
3. Students are free to support causes by orderly means that do not disrupt the regular and essential operations of the University.
4. Though University procedures and requirements must be met before a guest speaker is invited to appear on campus, student organizations are encouraged to invite individuals of their choosing. Institutional control of campus facilities shall not be used as a device of censorship. Sponsorship of a guest speaker does not imply approval or endorsement of the views expressed, either by the sponsoring group or the University.
5. Students shall be free to organize and join associations to promote their common interests. Club and organizational membership shall be open to all students. Policies and actions of these student organizations will be determined by vote of only those persons who hold active student membership in the organization.
6. Student organizations are free to choose their own advisor. Campus advisors shall not have the authority to control the student organization's policies.

II. RIGHT TO REPRESENTATION AND REDRESS OF GRIEVANCES

7. The role of the Student Government Association (SGA) is to serve as the official student voice on matters of all university policies and concerns.
8. Students shall be free, individually and collectively, to express their views on issues of institutional policies and matters of general interest to the student body. The student body shall have a clearly defined process to participate with the Administration in the formation and application of institutional policy affecting academic and student affairs through student representation on NEIU sanctioned, University-wide councils.
9. Students shall have the right to lobby for additional rights as they see fit through their Student Government Association representative. Any future proposals, additions to and/or amendments of the Student Bill of Rights shall be brought before the SGA for discussion and approval. Upon approval, new sections or revisions will be presented to the Dean of Students for incorporation into the Student Handbook for the following term.
10. 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. Students alleged to have violated any provision of the Student Code of Conduct have the right to procedural due process.
11. Students shall have access to a fair and concise grievance process for inquiries regarding concerns or matters that undermine the six University values. This process shall allow for open dialogue and mutual resolution.

III. FREEDOM OF THE PRESS

12. The student press shall be free from censorship, prior review or advanced approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage with rights and protections outlined by the Illinois College Campus Press Act.
13. Student media editors and managers shall be protected from arbitrary suspensions and removal due to administrative disapproval of editorial policy or content. Editors and managers shall be subject to removal only by orderly and prescribed procedures. All student publications should explicitly state on the editorial page that opinions expressed therein are not necessarily those of the University or student body.

IV. EQUAL OPPORTUNITY, ACCESS AND INCLUSIVITY

14. Northeastern Illinois University promotes inclusion and encourages the student body to strive for a "judgment free" environment. Students have a responsibility to foster an atmosphere of respect, understanding and goodwill among individuals and groups as a part of a University community that is committed to adhering to the principles provided in the Equal Opportunity and Nondiscrimination policy.
15. All students attending any campus location shall be afforded the same freedoms and rights. Institutional resources shall be equitable across all locations so as not to inhibit the intellectual and personal development of any student.
16. Students shall have the right to academic support services with the expectation of a consistent dissemination of information specifying the availability of services, hours, processes for scheduling appointments and open access to related staff.
17. The University shall actively promote a student's right to access mental health related services and the right to request accommodations for covered disabilities.

18. Students shall have the right to access their current, up-to-date financial aid information and to receive timely notification of changes to their accounts and immediate notification when necessary documents are required. Students shall also have open access to financial aid services staff.

V. RIGHT TO INDIVIDUAL PRIVACY AND GROUP RECOGNITION

19. Students shall have full protection against improper disclosure of their educational record. This important right represents a serious professional obligation of University faculty and staff and is mandated by the federal Family Educational Rights and Privacy Act of 1974 (FERPA).
20. Extramural, registered student organizations shall receive institutional recognition.

Student Code of Conduct

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

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and within the larger community. All of those involved in the teaching/learning exchange should exercise their freedom with responsibility. Students have the responsibility to know and act in accordance with the rules, policies, and regulations that govern our University. Any student who violates the University's rules, policies, and regulations will be subject to a conduct proceeding. In addition, at all times students are expected to act ethically and in a manner that is appropriate and reflects the core values of Northeastern Illinois University, which include Integrity, Excellence, Access to Opportunity, Diversity, Community, and Empowerment Through Learning. The Student Code of Conduct is implemented within a culturally diverse environment that stresses fairness and equal access. **All Students are guaranteed the Right to Due Process under this code.**

STUDENT CONDUCT CODE DISCIPLINARY PROCEEDING

Conduct proceedings are administrative, and accordingly, will not be governed by strict rules of documentation as applicable in a court of law. The University Student Code of Conduct is administered as a University mechanism to address potential violations of misconduct, and it is distinct from criminal and civil litigation. Certain Code of Conduct violations that also violate city, state, and/or federal laws may, additionally, be pursued in a court of law. The standard of proof required to find a student in violation under the University Student Code of Conduct is "more likely than not." Cited misconduct violation(s) will be redressed by the procedures outlined within the University Student Code of Conduct as outlined below. However, in the event that a student's behavior causes or threatens to cause harm to the student, other persons, or property, or creates a pattern of extreme disruption, or indicates an extreme inability to cope with his/her own needs, and also suggests the possibility of a mental disorder, the policy on *Involuntary Student Withdrawal* will be invoked to determine: a) whether or not, from the available information, a student is suffering from a mental disorder, and b) the appropriate course of action.

Both academic and non-academic misconduct proceedings may be initiated as the result of a single event or series of events. The student and the person reporting the violation(s) must submit reporting forms and/or any supporting documentation to the Dean of Students (DOS). 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 the Dean of Students. 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 the Dean of Students.

ACTS OF MISCONDUCT

Students, residents of The Nest not currently enrolled, and registered student organizations (RSOs) are subject to University Student Code of Conduct proceedings for participating in the following acts of misconduct:

Academic

Academic misconduct is a violation of the University Student Code of Conduct. Acts of academic misconduct include, but are not limited to:

1. **Cheating.** Use or attempted use of any unauthorized assistance in the taking of an exam, test, quiz, or other assignment. (Note: "Exams" includes all required university, state, and/or national assessment exams.)

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

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

4. **Misrepresentation to Avoid Academic Work.** Misrepresentation by fabrication of an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a quiz, test, or examination.

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

If the student's observed conduct or apparent behavior leads a faculty member to believe there was academic misconduct, the faculty member may adjust the grade downward (including F - failure) for the test, paper, or course, or other course-related activity in question. In such instances the faculty member will notify the student, the Department/Unit Head, the Dean of the appropriate College, and the Dean of Students of the reason for such action in writing via the "Academic Misconduct Reporting Form." The student has the right to appeal the grade (*see Grade Appeal Policy in the Student Handbook*).

If the faculty member perceives that the academic misconduct requires additional or other action (beyond adjusting the grade downward for the test, paper, or course or other course-related activity), they will make a referral for conduct proceedings via the "Academic Misconduct Reporting Form." The reporting form should be delivered to the Dean of Students.

Non-Academic

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

1. Furnishing false information to the University.

2. Forgery, alteration, misuse, or misrepresentation of documents or records.

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

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

5. Theft of property, possession of stolen property, or damage to property of the University, a member of the University community, or a visitor to the campus.

6. Accessory - Attempting to commit, being an accessory to the commission of, or knowingly being in the presence of prohibited conduct.

7. Unauthorized entrance into or use of University facilities.

8. Violation of University regulations/policies.

9. Manufacture, delivery, sale, use, possession, or distribution of either narcotic or dangerous drugs, except as permitted by law and University regulations.

10. Possession, consumption, or distribution of alcoholic beverages on University property or at University sponsored activities except in accordance with the University policy.

11. Lewd, obscene, or disruptive conduct or racial/ethnic, homophobic or other legally prohibited harassment.

12. Unauthorized possession of weapons.

13. Failure to comply with the direction of any authorized University representative, acting appropriately in the performance of his/her duties.

14. All forms of hazing.

15. Intentionally intimidating, impelling, threatening, or humiliating any member of the University community through conduct that violates the *University's Policy on Sexual Harassment*.

16. Violation of the terms of any misconduct sanction imposed in accordance with this Policy.

17. 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 *Involuntary Student Withdrawal Policy* 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.

18. Misuse or unauthorized use of computer technologies, including hardware, software, computer interfaces, University databases, internet and electronic-mail applications, etcetera.
    Use of computing facilities and resources to send or view obscene or abusive material or messages.
    Use of computing facilities and resources to interfere with normal operation of the university computing system.
    Use of computing facilities and resources in violation of copyright laws.
    This section also applies to potential violations of academic misconduct where computer technologies were utilized.

In compliance with H.R. 4137, the Higher Education Opportunity Act (HEOA), Northeastern Illinois University stated that the unauthorized distribution of copyrighted material including peer-to-peer file sharing, may expose students to civil and criminal penalties and responsibilities.

19. Title IX violations. With all allegations of Title IX violations the university will follow the investigative procedures outlined in the University Sexual Misconduct Policy.

20. Other violations of law.

INITIAL CONFERENCE

When a student or registered student organization (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 Dean of Students or Assistant Dean of Students (1) to apprise the student or RSO of the violation(s) cited, (2) to ensure the student or RSO understands their rights and responsibilities

under this code, (3) to ensure the student or RSO understands the conduct process, and (4) if applicable, to allow the student or RSO an opportunity to accept responsibility for the violation, or to dispute the violation.

Misconduct reports must be submitted in writing to the Dean of Students. 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 sexual misconduct policy or discrimination grievance procedure with the Director of Equal Opportunity, Affirmative Action and Ethics Compliance.

1. Initial Conference

1.1 The Dean of Students (DOS)/Assistant Dean of Students (ADOS) will initiate an inquiry, which includes an Initial Conference with the student or RSO to help them understand the violations for which they have been cited, as well as explain the student's/RSO's rights and options for moving forward in the misconduct process.

1.2 The student or RSO will be given at least three (3) working days' notice to appear for the Initial Conference.

1.3 The notice will contain information regarding:

a. the potential conduct code violation
b. the nature of documentation submitted and by whom, and
c. the time and place of the Initial Conference

1.4 Failure of the student or RSO to appear at the Initial Conference or to contact the DOS/ADOS will result in a default determination of the student/RSO being in violation of the Code of Conduct. In such instances, the DOS/ADOS 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 DOS/ADOS will e-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 all matters if the student/RSO takes responsibility for the violation and agrees with the DOS/ADOS as to an appropriate sanction of Official Warning, Misconduct Probation or Suspension, which may include restitution, and/or additional restrictions/remedies; **or**,

c. It is in the best interest of the University that 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 the DOS/ADOS ("administrative hearing") *or* the Student Conduct Hearing Panel ("panel hearing"). If the student/RSO refuses to select a type of formal hearing proceeding, the student/RSO will receive an administrative hearing.

CONDUCT HEARING

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

2.1 The Administrative Hearing. The Administrative Hearing is conducted solely by the DOS/ADOS 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. A minimum of three panel members must be present in order for the hearing to proceed. The panel is responsible for hearing the case, determining whether the student/RSO is or is not in violation of the Student Code of Conduct, and applying sanctions (if a violation(s) is determined). During a panel hearing, a majority vote is required in order to find a student or RSO in violation of the Student Code of Conduct. Note: Conduct Hearing Panels may not be available during the beginning, or end of a term or during the summer session. During these times an administrative hearing will be used for all misconduct adjudication.

2.3 The DOS/ADOS 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 DOS/ADOS 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 the DOS/ADOS. The student/RSO and the reporting person will be notified via e-mail, 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 via e-mail at least forty-eight (48) hours prior to the hearing and will only be granted with good reason at the discretion of the DOS/ADOS.

3.3 Either the student/RSO cited or reporting person may bring an advisor to the hearing. In such instances, the DOS/ADOS 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 who observed the incident(s).

a. The DOS/ADOS 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 of the proposed individuals who observed the incident(s).

c. The DOS/ADOS 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 DOS/ADOS 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 DOS/ADOS written findings of fact, and a recommendation of its decision regarding the cited violation(s) and sanction(s), if any.

d. The DOS/ADOS will determine whether to impose the Panel's recommendation or modify it.

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

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

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

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

APPEAL PROCESS

4. Appeal Process

4.1 Sanctions remain in effect during the appeal process.

4.2 The student/RSO who has been found in violation may appeal the decision in writing to the Dean of Students (who serves as Appeals Administrator) or the Vice President for Student Affairs, in the event that the Dean of Students conducted the hearing, 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 via e-mail of the results of the appeal within ten (10) working days of receipt of the appeal or as soon as is reasonably possible.

4.7 The Appeals Administrator's decision will be final.

MISCONDUCT SANCTIONS

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

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

2. **Misconduct Probation** - A misconduct status which does not interfere with the student's/RSO's right to enroll in and attend classes, but which includes some restrictions and/or requirements for a specific period of time as determined in the particular case.

3. **Suspension** - A denial of the privilege of continuing or enrolling as a student or RSO and denial of any and all rights and privileges conferred in student status or RSO status for a specified period of time. Additional restrictions and/or requirements as determined in the particular case may be imposed. At the termination of the suspension, and fulfillment of any restrictions and/or requirements that were imposed, the student/RSO will be entitled to resume her/his education without meeting any special academic entrance requirements.

4. **Expulsion** - A permanent denial of the privilege of continuing or enrolling as a student or RSO and permanent denial of any and all rights and privileges conferred in student status or RSO status.

5. **Restorative Justice Sanctions** – Restorative justice sanctions are educational sanctions that will be determined by the Hearing Panel or DOS/ADOS 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 DOS/ADOS 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 DOS/ADOS 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 SUSPENSION

Pending initiation of disciplinary proceedings, the Dean of Students or Vice President for Student Affairs may at any time temporarily suspend a student from the University or deny the student readmission when the Dean of Students or Vice President for Student Affairs finds and believes from information coming to their attention that the presence of the student on the University campus would seriously disrupt the University or constitute a danger to the health, safely to welfare of other persons, the students, or property of the University or members of the University community. The Dean of Students or the Vice President shall instruct the Hearing Officer to initiate the appropriate disciplinary proceedings within two (2) working days, if respondent is available, after temporary suspension is imposed. If a student placed on temporary suspension is found not responsible of misconduct, such student shall be allowed if at all possible to make up academic work missed while on temporary suspension.

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 Student Affairs. Questions should be directed to Student Affairs by calling (773) 442-4600.

REVISED 9/80, 4/83, 6/90, 3/92, 3/93, 5/94, 5/95, 2/98, 2/02, 2/04, 2/06, 4/09, 6/10, 6/11, 1/13, 8/13, 8/16, 8/17

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. The Dean of Students (DOS) 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 the Dean of Students by completing the "*Request for Formal Review of a Student Grievance.*" The document can be found on the DOS page under the "Conflict Resolution Services" tab at www.neiu.edu/DOS.
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 the DOS or Assistant Dean of Students (ADOS) to review the matter and discuss and coach the student on moving forward in resolving their concerns.
6. The DOS/ADOS will forward the grievance to the office or individual of concern and begin conversations with them to gather more information to determine the best avenue for resolving the student grievance. This information will be reported back to the student.
7. Additional follow-up meetings with offices and/or individuals involved may take place until the matter is resolved. Student Affairs will coordinate those meetings.
8. *NOTE*: The DOS/ADOS does not retain the authority to mandate formal corrective action from university offices or university staff. In the grievance process, the DOS/ADOS facilitates the creation of open avenues for the student to fully address their concerns, and to receive the resolution they desire, if that desired resolution is feasible and warranted based upon the determined facts. The DOS and ADOS are committed to advocating for the student when, in the student's pursuit for resolution to their concerns, there is lack of cooperation from university staff or others involved, or when it is clear to the DOS/ADOS that a student's rights have been overlooked or violated.
9. It is the expectation of the Dean of Students that the student be actively involved in attempting to resolve their concerns. This means that the student must fully exercise their conflict resolution skills and remain at the forefront of addressing their concerns.
10. If a student chooses to withdraw their grievance, they must complete the "*Formal Withdrawal of a Student Grievance*" form located in Student Affairs. This releases the Student Affairs staff from any further assistance to the student in facilitating a resolution.
11. All completed forms and documents submitted are kept on file in Student Affairs.

Smoke-Free University Policy

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

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

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

Student Immunization and Screening Policy

Northeastern Illinois University seeks to promote a healthy student body and maintain a healthy campus overall. Therefore, the University has adopted a policy of student immunization and screening as best practice from a public health standpoint.

Northeastern Illinois University, in accordance with the public policy of the State of Illinois, requires its students to provide proof of immunization against preventable communicable diseases.

Regulations:

1. **PROOF OF IMMUNIZATION AND SCREENING**

No student shall attend Northeastern Illinois University (the "University") without presenting proof that they have received such Immunizations/Screening against preventable communicable diseases as the Illinois Department of Public Health requires:

- Tetanus/Diphtheria/Pertussis (DTP, DTaP, DT, Td, Tdap) at least three doses, one of which is Tdap. Most recent booster must have been received within ten years of current enrollment.
- Measles/Mumps/Rubella (MMR) two doses of live measles, mumps, and rubella vaccine on or after the first birthday. If vaccine was given prior to 1968, proof of live vaccine without gamma globulin must be provided. Proof of birth before 1/1/1957 can be used in lieu of proof of MMR immunity. Students who cannot provide proof of immunization may provide laboratory (serologic) evidence of measles, mumps, and rubella immunity.
- Meningococcal conjugate vaccine (MenACWY, Menactra® or Menveo®). This is encouraged for all students, and required for those students under the age of 22. Proof of second vaccination must be provided if first vaccination was given before age 16.

Upon arrival at the University, all international students must provide proof of a Tuberculosis screening test administered within the past year.

2. **MEDICAL EXEMPTION**

No proof of Immunization and Screening shall be required if a physician or other health professional (see form for all accepted professionals), certifies that any Immunization or Screening required by the University is medically contraindicated.

3. **RELIGIOUS EXEMPTION**

No proof of Immunization and Screening shall be required if the student presents a signed statement that the student objects to Immunization and Screening on religious grounds.

4. **SUBMISSION REQUIREMENTS**

All students must submit documentation to NEIU Student Health Services (SHS) to comply with the Immunization and Screening requirements, or to request an exemption. All documentation must be received within ten days of the start date of the semester immediately following the student's first semester of enrollment. If a student has withdrawn from NEIU and has re-enrolled, documentation must be re-submitted within ten days of the start date of the semester immediately following the student's first semester of re-enrollment.

5. **PENALTIES**

Penalties for non-compliance will be imposed by Student Affairs/Dean of Students in accordance with University Policy and the Student Code of Conduct. The Dean of Students will access Banner compliance records only; medical records will remain confidential in Student Health Services.

Note: Students will have the 2018-19 academic year to provide their immunization documentation to be in compliance. Following the fall semester of 2019, students not in compliance will have a Student Affairs/Dean of Students registration hold placed on their account until it is verified that they are in compliance with the policy. Beginning in Fall 2019 students will need to comply by the end of the semester in which they first enroll.

PROCESS OF SUBMISSION AND VERIFICATION:

A. All students must submit an NEIU Immunization Form (Appendix I) to Health Services with Part 1 completed and signed by the student.

B. In addition, all students must also submit proof of immunity by providing one of the following forms of documentation to Health Services:

- The NEIU Immunization Form (Appendix I) with Parts II and III completed and signed by a health care provider or official.
- A copy of the student's Illinois School Certificate of Child Health (obtained from Illinois high schools).
- An official copy of immunizations signed or stamped by physician or medical clinic.

C. In addition, all international students must provide documentation of Tuberculosis screening that was performed within one year prior to arrival at the university.

Student Health Services (SHS) health professionals will review and determine if the documentation provides sufficient proof of compliance with, or acceptable exemption from the policy. Acceptable student documentation will be entered into SHS

confidential medical records for tracking student immunizations. Students who have not provided sufficient proof of compliance will be notified by Students Affairs/ Dean of Students of their status and will be subject to the penalties listed above.

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Student Health Services	(773) 442-5800	health-services@neiu.edu

For more details on this policy and an up-to-date version, please go here.

University E-Mail

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

Appropriate use of E-Mail

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

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

Assignment of E-Mail Address

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

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

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

- The limit on the number of recipients you may address in one e-mail message is 500.
- The maximum size of any e-mail including the attachment is 25MB. This is a system-wide transmission limit common to all users.
- 30GB of storage is provided with each NMail account and that storage can be shared between Email and google docs.
- A single person is limited to only send 2,000 emails per day.
- Requested for increases of NMail storage space are not permitted.

E-Mail Privileges upon University Separation:

Graduation

Upon graduation:

- First year: E-mail services, web pages, file storage
  Graduating students may keep their NMail accounts for one year after graduation. Your official address is retained for that period of time. Any web pages or other files you have stored in any university system under your account will remain available to you during this period via SFTP.
- 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 and the NMail google drives.
- Shell access on gamut.neiu.edu

If a retiree no longer wishes to use these services, he or she should contact the Help Desk at (773) 442-4357 or 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 accessed 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 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 members who leave the University may keep their e-mail accounts and forwarding for one year from their date of termination.
- Students who leave the University without completion of their degree or other program may keep their e-mail accounts and forwarding for one year. This is the period, usually one year from the last term when they were registered, during which they may return to school without formal re-admission.
- If an employee is dismissed or a student is expelled from the University with cause, e-mail privileges will be terminated immediately.

Multiple Affiliations

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

Expectations Regarding Use of E-Mail

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

Educational Uses of E-Mail

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

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

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

Redirecting NEIU E-Mail to External E-Mail Accounts by Students
While the University strongly advises against it, students may 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 and in some cases communications through applications such as Desire 2 Learn, NEIUport or Google groups, for example, with faculty and students could be disrupted.

Please refer to the University E-Mail policy for the most accurate information. The University reserves the right to modify or amend sections of the policy at any time at its sole discretion.

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

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

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

STUDENT SUPPORT SERVICES

Angelina Pedroso Center for Diversity and Intercultural Affairs (APCDIA)

The Angelina Pedroso Center for Diversity and Intercultural Affairs (APCDIA), also known as the Pedroso Center, develops and provides programming and initiatives in a welcoming environment designed to educate, empower, and retain students from socially and culturally diverse backgrounds. We seek to engage students at all Northeastern Illinois University campuses to create and sustain an environment of inclusivity across cultures, socio-economic class, sexual orientation, gender, and other social identities.

The Pedroso Center provides an affirming environment for all identities by creating educational, cultural, and social opportunities for all students. The Pedroso Center brings together Northeastern students, faculty, and staff to celebrate individual differences and promote dialogue on topics of diversity and social justice. The work of the Pedroso Center is informed and guided by the following values:

Student Success
Foster a learning environment by providing support, thought-provoking educational experiences, and interactive learning opportunities that increase student engagement, retention, and graduation.

Social Justice
Promote intercultural awareness, equity, and inclusivity through educational and co-curricular initiatives that empower students to be agents of social change.

Advocacy
Represent the needs and concerns of historically underserved student identities in order to ensure access to opportunity throughout all aspects of campus life while eradicating structural barriers.

Leadership Development
Engage students in the development of critical thinking and cultural competence to encourage lifelong learning and global civic responsibility.

Some of the signature programs hosted by the Pedroso Center include heritage months and other celebrations observed by various identity groups such as Latino/a Heritage Month, LGBTQ+ History Month, Black Heritage Month, Women's Herstory Month as well as Asian and Pacific-Islander Heritage Month, to name a few. In chronological order, other initiatives include, but are not limited to:

LGBTQ+ Coming Out Support Group
A monthly support group for LGBTQ+ students and those identifying along the spectrum of queerness looking for support and to discuss issues regarding the lifelong journey of coming out.

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

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

The Pedroso Center Mentor Program
This program is designed help students successfully transition into the University by matching them with a knowledgeable faculty/staff member who will monitor students' academic and social progress. The purpose of this program is to increase the overall retention rates of students of marginalized identities. Students have a safe space to discuss academic goals and will have a strong connection to many of the resources available.

The Center also serves as a resource for information and support concerning gender and sexuality. Northeastern's students have several opportunities to get involved in student leadership, activism, and engagement. The following are among the LGBTQ+ or LGBT-interest student organizations at Northeastern:

- The Pride Alliance promotes a supportive community that creates understanding and acceptance in regards to marginalized sexual and gender identities.
- Theta Pi Sigma seeks to strengthen Greek life at Northeastern by providing a vehicle for positive leadership, change, and growth in queer and ally communities.

Numerous educational workshops and support services are provided including Safe Zone Ally Training and Trans 101 workshops for those looking to learn more about LGBTQ+ identities. The Pedroso 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 Pedroso Center also provides a supportive space for students who have questions or are exploring their sexual orientation or gender identity. There is no one "right" way to come out or be out. It is a lifelong process of being open and true to yourself. You are allowed to come out on your own terms and at your own pace. Just remember, the Pedroso Center is here to help.

Additionally, the Pedroso Center features many resources on topics and issues that may be of concern to women and provides programs to address women's issues and rights including:

- Healthy Relationships, Lactation, Child-care, Housing, Sexual Harassment, Human Trafficking, Leadership, Health Care, Reproductive Health and Justice, Food Justice and Human Rights.

Located in B-159, the Angelina Pedroso Center for Diversity and Intercultural Affairs (APCDIA), also known as the Pedroso Center, includes facilities for your use such as lounge spaces, a kitchen, two (2) all-gender bathrooms, and a lactation room.

Bookstore

The University bookstore, located in Village Square, carries a full line of new and used textbooks, school supplies, greeting cards, gifts, and Northeastern Illinois University apparel and novelty items. Textbook rental is offered for select titles. A wide variety of snacks and beverages are also sold. For your convenience, you may purchase or rent new, used, and digital textbooks at a competitive price. The NEIU bookstore has online buyback, textbook, merchandise ordering, and store pickup options. Please visit our webpage for more information at www.northeasternillinoisshop.com or call (773) 442-4990. Used textbooks are bought back for cash from students all year round. If you find an identical in-stock textbook for rent or purchase priced lower elsewhere, tell us, and we'll match it at the register.

In addition, the bookstore offers official class rings, announcements, diploma frames, and caps and gowns for graduation. A copy center is located within the bookstore 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. For more information visit our website http://www.neiu.edu/university-life/child-care-center.

New Student and Family Programs

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

Undocumented Student Resources

The Undocumented Students Resources was created to ensure that Northeastern Illinois University provides undocumented students with the tools and resources they need to successfully pursue their education. The Undocumented Student Resources serves its students by providing them with one-on-one life advising, connecting students with University and external resources, providing purposeful programing, training faculty and staff to become

undocumented student allies, connecting with community-based organizations and immigration experts, establishing connections with high schools and community colleges, and sharing best practices with other institutions of higher education. For more information please contact Luvia Moreno, Interim Director for Diversity and Intercultural Affairs/Director of Undocumented Student Resources, at (773) 442-4601 or at Lu-Moreno@neiu.edu.

University Police

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

Safety and Security Information Report

As part of Northeastern Illinois University's commitment to safety and security on campus and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092 (f); the university publishes an annual security report containing safety and security related policy statements and crime statistics. The report is distributed to all current students and employees in electronic format and paper copies are available as well. The university also informs prospective students and employees about the availability of the report. Access the complete 2017 report here.

Reporting of Crimes or Emergencies

The University Police Department is responsible for law enforcement, security, and emergency response at Northeastern. The University Police Department is located on the first floor, north side of the parking structure (located west of the Library). The office is open 24 hours a day, every day of the year. The department is staffed by trained police personnel. All persons are encouraged to immediately report all crimes to the University Police. Prompt and accurate reporting is essential for the apprehension of perpetrators and the protection of the community members and resources. The University Police can be contacted on the main campus by dialing ext. 4100 from any house phone. In an emergency, dial ext. 5511. The free on-campus telephones are located in the lobbies of many buildings and can also be found in common areas and throughout the buildings. Code Blue phones located along walkways and in parking lots on campus may also be used to report emergencies. To call University Police from off campus or by cell phone, dial (773) 442-4100. The University Police office at CCICS is located in the first floor lobby, and the phone number is (773) 268-7500 ext. 2136. University students and staff at the Center for College Access and Success should dial 911 for emergency assistance.

Law Enforcement Authority and Interagency Relationships

The law enforcement officers of the University Police Department receive their police authority via the provisions of state law, specifically 110 ILCS 680/25-45(11). Police Officers have full law enforcement authority including the power to make arrests on view or on warrants of state statutes, university rules and regulations, and city or county ordinances on all property owned or controlled by the University, and anywhere in the counties wherein the property is located, when such is required for the protection of the University property and interests, and its students and personnel, and otherwise when requested by other state or local law enforcement officials. Officers of the University Police are academy trained and certified in the same manner as all other public law enforcement officers in the state of Illinois. They receive a minimum of 18 weeks formal basic training plus additional classroom and in-service training each year.

University Police maintains a close working relationship with the Chicago Police Department, State Police, and other local and federal law enforcement agencies. The department also maintains a close working relationship with the State's Attorney's office and the Clerk of the Court. Crime related reports and statistics are routinely exchanged. The University Police also have an agreement with the State's Attorney's office and the Chicago Police Department regarding the investigation of certain crimes. The University Police Department also monitors crime patterns off campus through various joint law enforcement computer systems. The Police department also maintains computer and radio communication with other state agencies. University Police maintain emergency radios provided by the Federal Government as part of the National Incident Management System. These radios are used for interagency communication up to a statewide level in the event of man-made or natural disasters. Special Alerts are issued in a timely manner by the University when crimes have been reported that are considered a threat to other students and employees, with intent to aid in the prevention of similar occurrences.

Emergency Response and Evacuation

It is the policy of Northeastern Illinois University to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on any campus. If the University Police Department or the Emergency Management Team confirms that such an emergency exists, both will collaborate to identify the affected communities and determine the content of the notification message. The university will relay the message using any or all of the following notification methods:

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

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

The University has installed building evacuation route maps in all buildings, with additional information on shelter-in-place and protected areas included. The University is actively engaged in obtaining and maintaining Federal National Incident Management System certification compliance. Building action plans are being developed for every building on campus. Regular testing and drills are conducted on aspects of these plans for individual buildings. Students, staff, and faculty learn the locations of emergency exits in the buildings and are provided guidance about the directions they should travel when exiting each facility for a short-term building evacuation.

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

The University maintains a Behavioral Concerns Team (BCT) composed of staff from Student Affairs, Academic, and Administrative areas that meet regularly to discuss potential behavioral issues. This team evaluates and takes specific action as necessary to mediate any potential behavioral threats. The interdisciplinary composition of this team fosters communication from diverse areas to provide analysis of all facets of individual behaviors. All members of the community are encouraged to report any behavioral concerns to this team by filling out the form on the BCT page or by emailing BCT@neiu.edu.

Security Awareness and Crime Prevention Program

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

1. University Police provides a free escort service to walk people to and from campus locations, including cars in campus parking lots. Call University Police at ext. 4100 to request an escort. At the Carruthers Center for Inner City Studies, request at the main reception desk an escort to the parking lots, to on-street parking on Oakwood Blvd., or to the bus stop. At the Center for College Access and Success and the El Centro campus, building security personnel will escort people to the parking lot upon request.

2. Emergency telephones, directly linked to University Police, are located at strategic outside locations on the main campus and El Centro.
3. Closed circuit television monitors campus parking lots.
4. Telephones in all campus elevators connect directly to University Police.
5. The numerous house phones on campus are answered by University Police for emergencies and non emergencies at ext. 4100.
6. University Police participates in Fall Into Fun Week each Fall Semester and provide relevant hand-outs and brochures.
7. University Outreach and Equal Employment Office has available a videotape, “Betrayal of Trust: Acquaintance Rape in America,” and related discussion materials for use in campus programs.
8. Academic courses in several programs including Justice Studies, Sociology, and Women’s Studies regularly include content on selected aspects of sexual assault.

TECHNOLOGY

Collegiate Link

Student Leadership Development uses Collegiate Link neiu.collegiatelink.net as a way to enhance student involvement beyond the classroom. A student can discover and join student organizations, find out what events are happening on campus, keep a record of their co-curricular transcript, and manage their own student organizations. Just use your NEIUport credentials to log in.

Computer Labs

More than 425 computer workstations are available for general student use in 13 locations across the Northeastern main campus, El Centro, and the Jacob Carruthers Center for Inner City Studies. These computers, both PC and Mac, have a number of applications that include word processing, spreadsheet, database, presentation, and communications. All computers are networked and have high-speed Internet access. Nine computer 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 more than 75 computers. One-to-one student assistance is available from Student Computing Services personnel, also located in Building B. For a complete listing of all available student computer labs, visit www.neiu.edu/scs and click on the Computer Labs link.

E-Mail Accounts

E-mail accounts are automatically created for students enrolled at Northeastern. E-mail is an official means of communication at Northeastern and students are expected to check their email regularly. Students, faculty, and staff must communicate with each other using the NEIU email account. To obtain your account information, go to the NEIU*port* website at neiuport.neiu.edu and click the link that says, "Claim/Activate Account, Lookup ID." For more information on accessing NEIU*port*, please visit the Technology Services website at ww.neiu.edu/technologyservices.

NEIU*port*

NEIU*port* is a university-wide Internet portal, providing quick, centralized, and secure access to personal, academic, and campus information. NEIU*port* 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 Desire2Learn
- Online groups and chat
- Online viewing of Financial Aid information

To look up your NEIU*port* NetID and password, visit: http://neiuport.neiu.edu. To login to NEIU*port* for the first time, you will need your University ID number.

Desire2Learn

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

NEIUStar

NEIUStar is an early warning alert system used by students, faculty and staff at NEIU. It allows for students to have direct, electronic contact with everyone whose role is to provide support to students through advisement, instruction and resources. The program NEIUStar allows for students to see notes of observations that instructors make about their academic progress and readily connects students to resources at the university, such as assistance with the financial aid office, scheduling an appointment with an instructor, or a referral to tutoring services. NEIUStar can be found on the main page of NEIUport after logging in using your NEIU email credentials.

NEIUHire

NEIUHire, https://neiu-csm.symplicity.com is your new go-to place to learn about internships, apply for jobs, and receive information about Career Fairs, mock interviews and other events. This career service management system connects you to leading employers, providing you with the tools and connections you need to enhance your employability while preparing to succeed in today's 21st century job market. Just use your NEIUport credentials to log in.

Print & Copying Machines

Students at NEIU who have registered for classes prior to the beginning of the semester and have no financial or academic holds are allocated a 7,500 point print quota which will be given at the beginning of the first day of classes in the semester for which for which the student is registered. A student who does not meet these requirements or registers after the first day of classes will not receive a print quota and will need to login into NEIUport, click the "Help Desk" icon and submit a support ticket though NEIU's support application TeamDynamix or by contacting Technology Services at 4357 (HELP) from any house phone. The print quota can be used for printing, scanning and copying on campus Xerox machines and printers and be in compliance with the university Acceptable Use of Information Technology Resources policy. Color printing is available at the Library Copy Center, Student Lounge and the Pedroso Center.

Point values for document requests are as follows:

- Single-sided black-and-white prints are 10 points per page
- Double-sided black-and-white prints and copies are 9 points per page (or 18 points per printed or copied page on both sides)
- Color prints and copies are 25 points (Color printing is available at the Library Copy Center, Student Lounge and the Pedroso Center).
- Scans are 4 points

Any unused print quota is removed after the last day of classes. Unused print quota does not roll over to the next semester. There are no refunds for the unused portions of the the Print Quot, or points purchased via cash or Debit/Credit cards. The Print Quota. is not part of or related to the Computer Resource Fee and has no cash value. Users who exceed their print quota can purchase additional print points via "Add Value" stations located on campus or via credit card by logging into https://print.neiu.edu/user and choosing the "Add Credit" menu option. Additionally, users can submit Web Print jobs, request refunds (only due to hardware or toner failure), manage their printing account, view their individual printing, scanning and photocopying activities, and change their PIN at https://print.neiu.edu/user. For security purposes, print quota, PINs, NetIDs and passwords should never be shared among users. The print quota quantity is subject to change without notice.

TeamDynamix

Northeastern uses the TeamDynamix IT Service Management platform for receiving trouble and support tickets from users in many aspects of university business, printing and IT. Users can submit support requests by logging into NEIUport and then clicking on the Help Desk icon from the dashboard. From within TeamDynamix, users can browse university Knowledge Base articles and available support services.

COLLEGIATE TERMS

Now that you have become a part of the Northeastern Illinois University community, you will discover that the university has a language of its own. Some words, jargon, and terms have meanings specific to Northeastern, while others are college jargon and standard from university to university. "Collegiate Terms" is designed to help you comprehend the different terminology on campus. However, if you hear or see a word you do not understand and it is not listed, ask your advisor to explain it or stop by Student Affairs 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 session 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 Catalog
The Academic 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 Academic Catalog. The Academic Catalog is available on Northeastern's website at http://www.neiu.edu/academics/academic-catalog.

Academic Probation
Undergraduate Students
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 semester or they will be dismissed. For additional information, see the Academic Catalog.

Graduate Students
A graduate student whose cumulative GPA falls below 3.0 will be placed on academic probation. If, in subsequent terms, the student earns grades that restore his/her cumulative GPA to 3.0 or above, he/she will be returned to good academic standing. If a student needs to be placed on academic probation for a third time after he/she returned to good academic standing in two previous probation instances, he/she will be dismissed. A student whose cumulative GPA falls below 2.0 will be dismissed without academic probation. A student who is on academic probation and who does not restore his/her cumulative GPA to 3.0 in subsequent terms will be permitted to remain on academic probation as long as he/she earns at least a 3.0 GPA for the term. If, in any subsequent term, the student on academic probation fails to earn a 3.0 GPA for the term, he/she will be dismissed. For additional information, see the Academic Catalog.

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

Activity Hour
Activity hour allows for Northeastern students to take part in extracurricular 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
See (Change of Registration)

Adult Re-Entry
The offices of Enrollment Management 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 start of the Advance Registration period may be eligible to participate in the Advance Registration process. The process allows students to register for the next semester in advance. Refer to the online Schedule of Classes for registration dates and details.

Alumnus/Alumna
A male (alumnus), or female (alumna) graduate or former student of Northeastern Illinois University. The term alumni 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., A.S., or A.A.T.) is a two-year degree offered primarily at community and junior colleges and technical schools.

Associate Professor
See Professor.

Auditing Classes
Students who meet the admission requirements of the university and are registered for a course may audit the course with written permission of the instructor. Consult the Schedule of Classes for the deadline to submit the request. An auditor cannot later have his/her registration changed to secure course credit. Auditors pay the same tuition and fees as credit students. Additional information is available in the current Schedule of Classes.

Baccalaureate Degree
See Bachelor's Degree.

Bachelor's Degree
The informal name for a four-year college degree. Northeastern offers the Bachelor of Arts (B.A.), the Bachelor of Science (B.S.), the Bachelor of Music (B.M.), and the Bachelor of Fine Arts (B.F.A.) dependent on the major and the college.

Book Vouchers
Northeastern Illinois University students who have a current financial aid package (grants, scholarships and/or loans) may qualify for a book voucher through the Follett Bookstore. 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 the Bookstore in exchange for books and supplies (not clothing or food items). Book vouchers cannot be used to rent or purchase books or supplies external to the University.

Catalog
See Academic Catalog.

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
Change of Registration is a registration period each semester during which a student may add or drop classes. Consult the online Schedule of Classes for refund policies and deadline dates.

Class Schedule
See Schedule of Classes.

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 Enrollment Management Services (D-101) or call the Admissions Office at (773) 442-4050.

College
The university is divided into four academic colleges: the College of Arts and Sciences, the College of Business and Management, the Daniel L. Goodwin College of Education, and the College of Graduate Studies and Research. For specific requirements and application procedures of each college, see the Academic 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 the students as they are recognized for completing their bachelor's and master's degrees.

Complete Withdrawal
This is also referred to as an Official Withdrawal and is defined as to drop ALL courses for the semester using NEIU*port*. 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 determine whether any funds will need to be returned to the U.S. Department of Education. Students using Veterans benefits should contact the Veterans Service Office before withdrawing from the classes.

Concentration
An academic focus within a specific academic program.

Concurrent Registration
Concurrent registration for undergraduate students working toward a degree at Northeastern Illinois University is permissible. Prior to enrolling at another college/university, the student must meet with his/her academic advisor. For additional information see the Academic Catalog or online Schedule of Classes.

Course Number
Every course has a name and number. Numbers range from the 000-level to the 500-level. The 000s 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, 000s). Juniors and seniors generally take upper division or 300-level courses.

Course Overload
Students may register for a maximum of 18 credit hours per semester. During the Summer sessions students may register for a maximum of 12 credit hours. Some programs may further restrict the maximum number of hours students can take. Students who wish to register for an overload must obtain permission from the appropriate college dean. For additional information see the Academic Catalog or the online Schedule of Classes.

Course Reference Number (CRN)
The five-digit number which uniquely identifies a particular course section.

Credit Balance
Money owed to the student by the University. Students can request credit balance refunds by way of direct deposit using the Registration Tools channel in NEIU*port*. For example, a student may have a credit balance after financial aid funds have been posted to his or her student account.

Credit Hour
Northeastern defines a credit hour as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours." At Northeastern, credits are measured in semester hours. For additional information, see the Academic Catalog.

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

Curriculum
All the courses required for a degree. Majors/minors will have a specific course of study that students must follow. Students should consult the Academic 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. At Northeastern this includes the Dean of the College of Arts and Sciences, the Dean of the Daniel L. Goodwin College of Education, the Dean of the College of Business and Management, the Dean of the College of Graduate Studies and Research, the Dean of Libraries and Learning Resources and the Dean of Students.

Declared Major
See Major.

Declared Pre-Major
See Pre-Major.

Degree Evaluation
The Degree Evaluation document lists the courses that an undergraduate student has taken that satisfy General Education-Distributive Learning requirements and University requirements for graduation. Undergraduate students are encouraged to run their degree evaluation through NEIU*port* (http://neiuport.neiu.edu) on a regular basis. Both undergraduate and graduate students should meet regularly with their academic/program advisor to determine which courses will apply to their program requirements.

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.

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

Dismissed
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 Academic Catalog.

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

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

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

Email Accounts
E-mail is an official means of communication at Northeastern and students are expected to check their university email account 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.

Engaged Learning Experiences Requirement
Engaged Learning Experiences courses provide opportunities for deep reflection and integration of knowledge across boundaries through experiences such as interdisciplinary seminar classes, capstone projects, fieldwork, internships, study abroad and student research. All undergraduate students must complete, at Northeastern, three courses designated as Engaged Learning Experiences courses. Courses that satisfy these requirements are designated as such in the Schedule of Classes by searching under “Attributes Type.” See the Academic Catalog for specific details, and speak with your academic advisor.

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 Development or Campus Recreation.

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

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

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

Field Placement
See Internship.

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

Financial Aid and Scholarships
Northeastern Illinois University participates in all of the U.S. Department of Education Title IV and State funding programs. These include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Teach Grant, Federal Perkins Loan, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal GRAD Plus Loan, Federal Parent Loan for Undergraduate Students, State Monetary Award Program, State Veteran's Grant, and State National Guard Grant. All Federal and State funding programs are subject to meeting the Minimum Standards of Academic Progress, see the Academic Catalog. Northeastern Illinois University is also responsible for the oversight of institutional scholarships such as the Board of Trustee Scholars, Dream US Scholarship, Eagle Performance Award, Housing scholarships and STAR Scholarships.

General Education-Distributive Learning
The General Education-Distributive Learning program requirement consists of 33 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, social/behavioral sciences, and natural sciences. Students fulfill the General Education-Distributive Learning program by successfully completing a specified number of courses in each of these areas selected from the General Education-Distributive Learning List of Approved Courses. See the Academic Catalog and the online Schedule of Classes for details.

Grade Point Average (GPA)
Northeastern is on a 4.0 grading scale. For instance, each credit hour of "A" equals 4 grade points; an "A" earned in a three credit hour course generates 12 grade points. The student's grade point average is calculated by: the total number of grade points earned divided by the total number of credit hours earned. Credit hours for courses in which an "F," "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 in NEIU*port* at http://neiuport.neiu.edu. Grade reports are not mailed to students. For a detailed description of the grading system, see the Academic Catalog.

Graduate Student
A student who has earned a bachelor's degree (e.g., B.A. or B.S.) and has been admitted to the University to register for graduate level work or to complete graduate programs, such as master's degree programs, graduate certificate programs, or licensure or endorsement programs that involve graduate level courses.

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 removed by the office that placed the hold.

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 honor) 3.5-3.74 GPA, Magna Cum Laude (with great honor) 3.75-3.89 GPA, Summa Cum Laude (with highest honor) 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, and out of, 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 specific information, see the Academic Catalog.

Independent
The Northeastern Illinois University student newspaper.

Independent Study
An individual project taken for academic credit under the supervision of a faculty member but not in conjunction with a specific course. To register for an Independent Study, obtain the Individualized Study registration form from the academic department and submit it by the published deadline. Consult the online Schedule of Classes for specific registration information.

Instructor
See Professor.

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

International Programs
Study abroad 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 the Office of International Programs.

Internship

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

Intramurals
Recreational sports and athletic events offered for all students.

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

Leadership
The ability to guide and influence others to achieve a common goal. The university offers a wide range of leadership development programs for students.

Level
The level of a student is either undergraduate or graduate.

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

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

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

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

Minimum Standards of Academic Progress
At the end of each semester Northeastern Illinois University 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 courses in a particular field designed to give students expertise in that field even though it does not fulfill requirements for a major.

N-Safe
N-Safe is the University's official emergency notification and warning system. The objective of N-Safe 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-Safe, download the free 911 Shield mobile app from the Apple App Store or Google Play, or online at N-Safe.

NEIU Student ID 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 Schedule of Classes for further information.

NEIU*port*
NEIU*port* is a university-wide Internet portal. NEIU*port* 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, financial aid statuses, e-mail, D2L, and other services. For additional information go to http://neiuport.neiu.edu.

Nontraditional Degree Programs
These programs are designed to meet the academic needs of experienced adult learners. They provide expanded opportunities for quality education and individual academic advisement. These include the B.A. in Interdisciplinary Studies program or the B.A. (or B.S.) in 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 Union, Event and Conference Services and Student Leadership Development.

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

Open Registration
Eligible students who did not register during the Advance Registration period may register for classes during the Open Registration period at http://neiuport.neiu.edu. See the online Schedule of Classes for registration dates and instructions.

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

Payment
The method of paying for a student's registration charges, which include tuition and fees, online via NEIU*port* (http://neiuport.neiu.edu), at the Student Payment Services 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.

Placement Examinations
Placement exams are tests that incoming freshmen, and some incoming transfer students, must take in English language, reading, and mathematics either before their first registration or during their first semester at Northeastern.

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 Minimum Standards of Academic Progress Policy, Grade Appeal, Incomplete Grades, Parking Violation Appeal, First Class Session Attendance Policy, 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 intending to major in business, education, or graphic design can declare a "Pre-Major" until the program admission requirements to the College of Business and Management, Daniel L. Goodwin College of Education, or the BFA in Graphic Design are met. The declaration of a pre-major form can be obtained in Enrollment Management Services (D-101).

Prerequisite
A prerequisite is usually a course that must be completed before taking another course. Sometimes, a required grade point average, class standing, or a declared major may constitute a prerequisite for certain classes. For additional information, see the Academic Catalog or the online Schedule of Classes. Prerequisites may be viewed online via NEIU*port* (http://neiuport.neiu.edu) when selecting courses.

President
The Chief Executive Officer (CEO) of the University who reports to 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 four vice presidents (Finance and Administration, Institutional Advancement, Student Affairs, and Legal Affairs and General Counsel).

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 College of Arts and Sciences; College of Business and Management; Daniel L. Goodwin College of Education; College of Graduate Studies and Research; and Libraries report to the Provost. Areas also reporting to the Provost are Student Success and Retention; Access, Innovation, and Research; Institutional Research and Assessment; Jacob H. Carruthers Center for Inner City Studies; El Centro; Nontraditional Degree Programs; Learning Support; Faculty Development and Academic Learning; International Programs; Continuing and Professional Education; and Sponsored Programs. The Provost reports directly to the President.

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

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

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

Registration
The process of scheduling classes for each semester through the Advance, Open, or Change of Registration periods via NEIU*port* (http://neiuport.neiu.edu). Also see Advance Registration. Students must use their username (NetID) and password to access NEIU*port*.

Registration Authorization (aka 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. Through the first week of classes, students may register for open classes without a registration authorization (override). After the first week of classes, courses will require a registration authorization (override) from the department. Once a registration authorization (override) has been entered by the department, the student must register for the course via NEIU*port* by the published deadline..

Repeated Course Policy
Effective Summer 2008, undergraduate 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 Academic Catalog or contact Enrollment Management Services (D-101). 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 Academic 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.

Schedule of Classes
The Schedule of Classes, available on Northeastern's web site at www.neiu.edu/class-schedules prior to the start 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 NEIU*port* (http://neiuport.neiu.edu).

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 session with three terms 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
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, secretary, and treasurer. The SGA is made of three branches, Executive, Legislative/funding, comprised of the Student Senate and Council of Clubs, and the Judicial.

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.

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 the Registrar's Office. A student's transcript includes courses, grades, grade point average, and transfer credit information. Students may view their unofficial 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, undergraduate students can access their Degree Evaluation through NEIU*port*, which indicates how their transfer courses meet General Education, Engaged Learning Experiences (ELE), major/minor, and graduation requirements. See your academic advisor, the Academic 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 Schedule of Classes 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 Schedule of Classes. The Tuition Guarantee Plan applies only to tuition. Fees may increase during this period. Refer to the online Schedule of Classes for more information.

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

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

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

Unofficial Withdrawal
An unofficial withdrawal results at the end of a semester when no grade points have been earned (e.g., a semester of 'F' grades, missing or incompletes). Students must ensure that a last date of attendance or active participation is recorded in order to avoid any Federal Financial Assistance being returned (billed back to the student billing account), and 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, Student Affairs, Legal Affairs and General Counsel. 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 Welcome Desk 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.

Welcome Desk

The Welcome Desk is located on the first floor of the Student Union. At the Welcome Desk, 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. The Welcome Desk also processes vending machine refunds and campus lost & found services.

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 Change of Registration (Add/Drop) and Complete Withdrawal. See also Complete Withdrawal and Unofficial Withdrawal.

WZRD
Northeastern's student-run, freeform radio station since 1974, on the radio dial at 88.3 FM.