

Student Handbook

2012 - 2013

Integrity • Excellence • Access • Diversity • Community • Learning

Our Alma Mater

*All hail to thee- NEIU, we sing our praises true.
We'll always hold thine honor high,
Our faith in thee renew.
Then sing out loud and sing out clear,
Oh, may we be heard far and near,
Ring out the song NORTHEASTERN!
Thou art our Alma Mater dear, Let it by all be known.
That we will hold within our minds,
The love that thou hast shown.
Then sing out loud and sing out clear,
Oh, may we be heard far and near,
Ring out the song NORTHEASTERN!
In years to come we may forget, we might not oft' recall,
The joys we've shared within thy rooms,
And peace in every hall.
Then sing out loud and sing out clear,
Oh, may we be heard far and near,
Ring out the song NORTHEASTERN!*



Our Colors

BLUE and **GOLD**



This Handbook Belongs to:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Phone Number: _____

NEIU E-Mail _____

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Mission Statement

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

Vision Statement

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

Institutional Values

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



Integrity

NEIU is accountable to those we serve and to those from whom we receive support. We are committed to honesty, respect, and transparency in our words and 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.



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.



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.



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.



Empowerment Through Learning

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



Welcome from the President

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

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

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

Best wishes for an enriching University experience.

*Sharon K. Hahs, Ph.D.
President, Northeastern Illinois University*



The Vice President for Student Affairs

Dear New Students:

On behalf of the Division of Student Affairs....Welcome to Northeastern Illinois University.

NEIU is your University and we are so glad you are here. It is a great place to learn and to achieve your academic and personal goals.

At NEIU, we are committed to your success!

Our students lead busy lives—with classes, homework, University activities, family responsibilities, work, and community involvement. Please take advantage of student services and programs at Northeastern that can answer questions, solve problems, and help you complete your degree in a timely manner.

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

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

*Dr. Frank E. Ross
Vice President, Division of Student Affairs*



The Basics

Everything You Need to Know

Section I

The University: Who We Are

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

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

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

Organization of the University

The President of the University is accountable to the Board of Trustees of Northeastern Illinois University for the administration of the institution. The President is assisted by the Provost and Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Student Affairs, and the Vice President for Institutional Advancement.

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

Academic Affairs

The Office of Academic Affairs is responsible for instruction and curricular programming. Academic programs are offered through the College of Arts and Sciences, College of Education, College of Business and Management, and the Graduate College.

Additional campuses and departments include the Jacob H. Carruthers Center for Inner City Studies (located at 700 East Oakwood Boulevard), El Centro Campus (located at 3119 N. Pulaski Rd.), The Center for Academic Writing, The Center for Teaching and Learning (located on the fourth floor in the Ronald Williams Library), and the University Center of Lake County (located at 1200 University Center Driver, Grayslake, IL), the University Honors Program, Nontraditional Degree Programs including the Bachelor of Arts in Interdisciplinary Studies Program and the University Without Walls (UWW) Program, Enrollment Services, Assessment and Program Review, Institutional Research, Sponsored Programs, Weekend Institute and the First Year Experience Program.

Affirmative Action

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

College of Arts and Sciences

The College of Arts and Sciences is the largest of the university's colleges. It comprises 17 departments, which offer bachelor's degrees in 24 majors with 36 minors, and Master's degrees in 16 different disciplines. In addition, the college is responsible for the General Education Program. As the college offers most of the General Education courses, it serves all of the university's undergraduate students. It is the goal of the college to help students develop their individual view of the world by acquiring social and cultural awareness as well as a broad knowledge of a number of disciplines. The fine arts, humanities, natural sciences, social sciences, and professional studies all contribute to enriching students' intellectual lives and enabling them to grow into more aware and responsible citizens. It is a further goal of the college to provide undergraduate major programs in a variety of both traditional and career-oriented disciplines. Therefore, many departments, in cooperation with local business, industry, and social agencies, offer their majors the opportunity for field experience or internships in addition to course work.

College of Business and Management

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

Operating from a recently updated facility, the college offers five undergraduate majors (Accounting, Finance, Marketing, Management and General Business Administration) from our departments (Accounting, Business Law and Finance; Management and Marketing). A minor in International Business completes their undergraduate offerings to meet the needs of students who want to enter the global business world of the 21st century. In addition to academic coursework, an annual international business conference, a reading society and one book, one semester program, etiquette dinner, and major related student organizations (Accounting Associates, APICs, Business Management Club, Financial Management Associates, and the Marketing Club), enhance business students' educational experience with opportunities for leadership activities and exposure to professional development.

College of Education

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

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

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

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

Accreditation and Approval

In 2004, the National Council for Accreditation of Teacher Education (NCATE) and the Illinois State Board of Education conducted a thorough on-site evaluation of the College of Education and awarded full accreditation to the College of Education. The current College of Education composite passing rate on Illinois Certification exams is 96%.

Faculty

Northeastern employs 400 full-time and 374 part-time faculty and instructors who are committed to excellence in teaching. Their varied academic backgrounds and professional accomplishments provide students with many learning opportunities.

Finance and Administration

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



Graduate College

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

Accreditation

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

International Programs

Study abroad makes it possible for students to spend a summer, a semester, or an academic year overseas while earning credit at Northeastern Illinois University towards graduation. 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 NEIU courses. For information about these opportunities and others, contact the Office of International Programs.

McNair Scholars Program (Undergraduate)

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

Institutional Advancement

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

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

Student Affairs

The Division of Student Affairs enhances student success through educationally-purposeful programs and services in an inclusive, multicultural learning community. The programs and services within the division are intentionally designed to support the mission of the University, create and sustain optimal learning environments both in and outside of the classroom and provide appropriate challenge and support for students. The Division of Student Affairs is comprised of the following academic support and co-curricular programs: Academic and Career Advising, Angelina Pedrosa Center for Diversity and Intercultural Affairs (African/African American, Asian/Global, Latino/a, LGBTQ, Women's Resource Centers), Campus Recreation, Student Health and Counseling Services, Learning Support Center, New Student and Family Programs, Project Success, Proyecto Pa'Lante, Student Disability Services, Student Leadership Development, Student Rights and Responsibilities, Student Union, Event and Conference Services and TRIO Student Support Services.

Angelina Pedrosa Center for Diversity and Intercultural Affairs (APCDIA)

The Angelina Pedrosa Center for Diversity and Intercultural Affairs (APCDIA), located in B 159, brings together NEIU students, faculty, staff and members of the community at large to celebrate individual differences and promote dialog on topics of diversity and social justice. APCDIA promotes diversity and multiculturalism through workshops, retreats, conferences, and trainings. The APCDIA approaches diversity with a multiple social identity perspective so that people can identify with their specific backgrounds. APCDIA fosters intercultural awareness, inclusiveness, and respect for all cultures through educational and co-curricular programs and initiatives and is home to the Latino, African/African American, Asian/Global, LGBTQ, and Women's Resource Centers. The APCDIA encompasses much more than ethnic and racial identity by welcoming all identifications of national origin, religion, gender, sexual orientation, ability, class, and more.



Nontraditional Programs

Bachelor of Arts in Interdisciplinary Studies Program (BAIS)

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

University Without Walls (UWW)

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

Section II

Being a Commuter Student

Being a “commuter campus” means that currently the university does not provide residence halls or other living accommodations. Students do not live on campus; they commute or travel daily from their homes and communities to campus. Commuter students probably communicate and share more with their family members and/or parents, since most have extra responsibilities that are a part of family living, as well as maintaining a job. As a commuter student you will have to develop effective time management skills and work at connecting to the NEIU community.

Orientate yourself to the campus community. Regularly check your campus e-mail account. Learn about the services and resources NEIU has to offer. The Student Union and Ronald Williams Library are ideal locations to study, relax, read and meet with other students while on campus. Meals are offered through the Golden Eagles’ Nest food court. Computer labs are located throughout campus. You may participate in a wide variety of cultural, recreational, social and academic-related activities and make a connection with faculty and staff. So much is offered. You are encouraged to take full advantage of each opportunity and become an active and informed member of the NEIU community. We hope that this handbook will make this easier.

Sections III and IV will explain how to become actively involved and how to utilize available support services. The rest of this section will offer some helpful hints for commuter students based on input from students.

Helpful Hints for...Travel

As a commuter student travel is an important consideration to your overall success. With this in mind, allow time for your commute. Remember, different times of the day as well as weather conditions result in different travel times, so allow extra time. Parking availability will also vary depending on the time of day. Plan alternative routes for getting to and from campus. This applies to students who drive, as well as those who utilize public transportation.

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

Meeting People

- Avoid the isolation trap that some commuters fall into.
- Talk to college peers and exchange names and phone numbers. Communication with others will help if you miss a class and with forming a study group.
- Get to know your professors.
- Join a club or student organization.
- Attend out of class presentations, cultural or fine arts events.
- Work on campus.
- Participate in intramural sport or frequent the campus recreation building.
- Eat lunch in the cafeteria and talk to others at your table.

Making Life Easier

- Attend all of your classes.
- Ask questions. When you are unsure, get clarification.
- See your advisor several times every semester, but remember you may need to schedule an appointment.
- Read the NEIU portal, bulletin boards, fliers and notices.
- Plan ahead and prioritize.
- Read informational materials you receive.
- Follow instructions and meet deadlines.
- As needed and before a crisis occurs, seek help through services like Counseling and Psychological Services.
- Get a locker on campus.
- Use campus and resource services—most are free.
- Ask for help.
- If you know you are going to miss a class, communicate with your professor beforehand.

Studying

- Read the course syllabus to know course expectations.
- Meet people in classes. Form study groups with classmates.
- Ask questions in class or meet with your professor during his/her office hours.
- If you have a long commute, review or read materials on the bus/train.
- Utilize the learning/tutorial centers - tutors will help you review and clarify unclear course materials.
- Find the ideal place to concentrate.
- Time between classes? Go to the Library. Schedule library time as if it were a class.
- Keep up with your readings and complete all assignments.
- Start to study, beginning on the first day of classes.



Section III

Getting Involved

Life does exist beyond the classroom. Campus involvement will enhance your academic, career and college years at Northeastern. Getting involved helps you build a community of friends; allows for discovery of personal interest, passion and strengths; impacts your resume and positions you for future employment. Active participation fosters leadership, organizational, and communication skills. Your involvement has a direct impact on the campus community and may indirectly or directly make a difference in the world environment. Campus involvement also means balancing learning and academic engagement with interest and cultural awareness. Sometimes the busiest students do better personally, academically, socially and professionally. NEIU offers various opportunities for developing and growing in many ways. More than 75 student organizations, representing a wide range of interests, make it possible for participation and campus involvement.

Listed below are the current registered activities and organizations. If there are any that interest you, stop by Student Leadership Development in the Student Union. If there is not an organization or club that you like and you want to start a new one, stop by Student Leadership Development (SLD) and find out how.

Chartered Student Organizations at NEIU*

Accounting Associates	French Club
Alliance for Student Social Workers (ASSW)	Future Health Professionals (FHP)
Alpha Kappa Alpha Sorority	Gamma Phi Omega
Alpha Psi Lambda Co-ed Fraternity	Gamma Theta Chi
American Production and Inventory Control Society (APICS)	Gay, Lesbian, Bisexual and Transgender and Queer Alliance (GLBTQA)
Amnesty International	Generativity Club
Animal Rights Club (ARC)	Golden-Eagle Graduates for Graduates (3Gs)
Anime Club	Green Cycle Group
Anthropos	Heavenly Models
Apocalypse Literary Coalition	Hillel
Asian American Students Association (AASA)	Hip Hop Organization
Assyrian Club	Hispanic Alliance of Career Enhancement (HACE)
Beta Phi Pi	Honors Society
Black Caucus	Human Resource Development Student Association (HRDSA)
Black Heritage Gospel Choir (BHGC)	Illinois Education Association (IEA)
Brass Club	Improv Club
Business and Management Club	Independent Student Newspaper
Chemistry Club	Indian Students Association (ISA)
Chess Club	International Student Club
Chicago Art Association	InterVarsity Christian Fellowship (IVCF)
Chimexla	Italian Club
Chinese Students Club	Justice Studies Club
College of Cycling	Latinas In Power (LIP)
Collegiate Music Educators National Conference (CMENC)	Life Catholic Student Association (LCSA)
Contemporary Dance Club	Marketing Club
Council of Clubs	Model Illinois Government (MIG)
Counselor Education Student Association (CESA)	Model United Nations (MUN)
Delta Tau Lambda Sorority	Movimiento Cultural Latino Americano (MCLA)
Delta Psi Alpha	Muslim Student Association (MSA)
Earth Science Club	National Society of Leadership and Success
Eta Xi Nu	Northeastern Polish Student Association (NEPSA)
Ethics Bowl	Northeastern Programming Board (NPB)
Feminist Collective	Omega Delta Fraternity
Financial Management Association (FMA)	

Omega Delta Phi Fraternity
 Omega Psi Phi
 Omega Phi Beta Sorority
 Omicron Delta Epsilon
 Pakistani Student Association (PSA)
 Persian Association
 Phi Rho Eta
 Pioneers of Progressive Change in Research (POPCR)
 Politics Club
 Pre-Law Society
 Psychology Club
 Que Ondee Sola (QOS)
 Reserve Officer Training Course (ROTC)
 Rumba Dance Club
 Seeds: Literary Arts Journal
 Sigma Gamma Rho Sorority
 Sigma Lambda Gamma Sorority
 Sigma Tau Delta
 Socialist Club
 Sociology Club
 Strategy & Storytelling Club

Students Against the War (SAW)
 Student Empowerment Organization (SEO)
 Students for Justice in Palestine
 Student Alliance for Leadership & Education (SALE)
 ADELANTE
 Student Association for Multi-lingual/Multicultural Education (SAMME)
 Student Council for Exceptional Children (SCEC)
 Student Government Association (SGA)
 The Agora
 Theta Chi Omega Sorority
 Tri-Beta Biological Honors Society
 TrueVine University Bible Fellowship
 Undocumented, Resilient & Organized (URO)
 Union for Puerto Rican Students (UPRS)
 United Greek Council (UGC)
 Urban Sankofa
 UTATU Collective
 Veterans Club
 WZRD Student Radio Station

*(as of June 27, 2012)



Student Government

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

Student Senate

The Student Senate represents the student body through elected senators. As the governing body of Northeastern students and student organizations, the Student Senate protects the rights and fulfills the responsibilities of student government. The Senate's involvement includes student participation in university activities, overseeing the appointment of students to university committees, safeguarding student rights, and formulating policies that affect the student body. Students are encouraged to voice their opinions by attending Student Senate meetings (held twice monthly), stopping by the Student Government office or calling the Student Government Hotline (773) 442-4575 or ext. 4970.



Student Supreme Court

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

Other Committees

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

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

Campus Recreation

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

Aquatics

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

Fitness/Wellness

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

Intramural Sports

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

Sport Clubs

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

Adventure Program

The Adventure Program provides a variety of on-campus activities and adventure trips for all levels of abilities. Within the PE Complex is a high ropes course, a zip line, a climbing wall, a bouldering wall, and can provide team-building sessions. Trips include climbing, hiking, snowboarding/skiing and kayaking adventures.

Informal Recreation

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

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



Fine Arts, Cultural and Lecture Programs

If you enjoy attending events, Northeastern offers a variety of programs and presentations that include stage performances, exhibits, and lectures. These events provide students and residents of the Chicago area opportunities to enjoy quality entertainment. Admission to the events is free of charge or for a nominal fee. Call (773) 442-INFO (4636) for an updated listing of campus events.

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

Section IV

Services and Resources

One way to make life easier and your college experiences successful is to use the resources and support services available on campus. Northeastern Illinois University provides a variety of services that support academic, career and personal growth. Most are free of charge. In general, all you need to do is call or stop by the appropriate office. Some services may require that you make an appointment. All you need to do is ask. No problem - whether it is of an academic or personal nature - is ever “too small” to receive assistance.

This section describes available services and resources for students. Check the NEIU website, Departments and Offices Directory for locations and numbers of offices and services listed in this section. If you are still unsure of where to go or what to do, request assistance from your academic advisor.

Academic and Career Advising

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

Academic Assistance

The Learning Support Center

The Learning Support Center (LSC) is located on the 4th floor of the Library. LSC offers peer focused academic tutoring for individuals and groups in General Education, Math Development, college level math, and selected Arts and Sciences courses. The primary emphases are promoting active learning strategies, encouraging student engagement, and providing content support. Academic support is provided to students seeking assistance with understanding course concepts and preparing assignments, along with developing an improved learning system for college which includes motivation, time management, learning styles, academic engagement, and learning strategies for note taking, textbook reading, and test taking. Graduate and undergraduate students are carefully selected on the basis of their own academic achievement by faculty and given supervision, training, and support to serve as tutors, mentors, and academic coaches. Additionally, the LSC provides all NEIU students an area for learning groups and an opportunity to learn with other students. Appointments are strongly encouraged but students are welcome to drop in and discuss their individual academic support needs.

The Center for Academic Writing

The Center for Academic Writing (CAW), located on the 4th floor of the Ronald Williams Library, is the home of the Writing Intensive Program (WIP). Tutoring for students enrolled in official WIP courses is provided through peer tutors who have been selected by their departments and trained by CAW to support students working on writing assignments in WIP courses.

The Student Center for Science Engagement

The Student Center for Science Engagement (SCSE), located in Brommel Hall Room 247, provides NEIU students with the support, resources and experiences they need to succeed at NEIU and in their future careers in science and mathematics. The SCSE mission is to increase student interest and achievement in the sciences and help prepare them for cutting edge, scientifically driven careers. Housed within the College of Arts and Sciences, the SCSE offers holistic advising from professional scientists, and works with students within the departments of Biology, Chemistry, Computer Science, Earth Science, Math and Physics in taking steps needed to pursue careers and graduate study. The SCSE hosts a research program for students and faculty, tutoring in the above departments, offers a full calendar of professional development workshops and talks for students, and offers travel funds to scientific conferences for presentation of research and professional networking. The staff members of the SCSE are located in Bernard Brommel Hall 235. For more information, please visit the SCSE website at <http://www.neiu.edu/~scse/index.php>.



Student Disability Services

Student Disability Services provides students with physical and learning disabilities “reasonable accommodations” in compliance with Section 504 of the 1973 and the American with Disabilities Act of 1990. Prior to receiving services, students must self-identify disabilities by submitting documentation based upon diagnosed need from appropriate professionals. The program provides services which include interpreters and translators, advising/registration assistance, note takers, reader/scribe assistance for exams, taped texts, TDY telephone access, emergency taped textbooks, and class handouts. Students with disabilities are encouraged to visit the office before each semester starts to arrange accommodations.

Academic Support Programs

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

Project Success

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

Projecto Pa’Lante

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

TRIO/Student Support Services Programs

TRIO Student Support Services programs (Access, Achieve and Teacher Preparation), located on the 4th floor of the Library, engage NEIU undergraduate students from enrollment through graduation, providing or negotiating a range of support services to increase academic performance and graduation. Students meeting one of the criteria are eligible: first generation, students, low-income students, or students with disabilities. Individualized services include: academic, career, and personal advising, financial aid and scholarship guidance, personal and leadership development, college success workshops, and tutoring and peer mentoring. Three TRIO programs serve the needs of NEIU students. The Access program serves students experiencing impairments of educational access or performance due to a disability including learning and cognitive disabilities, psychiatric and neurological symptoms, physical and sensory impairment, and chronic health conditions. The Achieve program serves students from all majors, providing assistance in developing individual strategies for personal and academic college success in areas such as choosing a major, paying for college, and developing an educational plan leading to graduation. The Teacher Preparation program serves students majoring in education, supporting them on their path toward university graduation and teacher certification through services such as certification test preparation, and personal, academic, and professional development workshops. For more information, please visit their website (www.neiu.edu/trioss).

Summer Transition Program

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

Academic Literacy Development Program

The Academic Literacy Development Program is comprised of the English Language Program and the Reading Development Program. Some courses are taught as learning communities from both programs.

Admissions and Transfer Center

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

Alumni Information/Services

Alumni Relations enhances the mutual relationship that exists between graduates and the university. All persons who have received a degree or certification from Northeastern become members of the alumni body. As future alumni, students are encouraged to participate in networking and mentoring opportunities with graduates, as well as social and educational events sponsored by the Office of Alumni Relations. After graduation, alumni can still utilize university resources through the Alumni Relations Office. Graduates may also participate in the Class Gift Scholarship Fund, which assures that future students will benefit from an NEIU education.

Auditorium, Fine Arts and Student Union Events

A number of stage performances, exhibits, conferences, lectures, and other special events are held in the Auditorium, the Fine Arts Center, the Student Union, and other campus facilities. The University Events Office assists individuals and groups with program planning and arrangements and can provide information to the community about the events. Call (773) 442-4270 for more information.

Behavioral Concerns Team

The Behavioral Concerns Team (BCT) is an interdisciplinary team developed to respond to concerns about disturbing or distressing behavior on campus. The overall goal of the BCT is to enhance campus safety and promote student success by providing a centralized listening and response function regarding problematic behavior. We encourage all members of the University Community to respond to concerns as they emerge, using a proactive and prevention-minded approach to keep situations from escalating. Please report a behavioral incident or concern by contacting a member of the BCT or completing the form at www.neiu.edu/~bct. If there is an emergency, contact University Police at (773) 442-5511 or ext. 5511.



Bookstore

Beck's Book Store, located in Village Square, carries a full line of new and used textbooks, school supplies, greeting cards, gifts, and Northeastern Illinois University apparel and novelty items. Some of the many products offered in our teacher's corner include children's books, classroom decorations, and hands on learning games. Textbook rental is offered for select titles. A wide variety of snacks and beverages are also sold. For your convenience, Beck's has online buyback, textbook, merchandise ordering, and store pickup options. Please visit www.becksbooks.com for more information. Used and new textbooks are bought back for cash from students all year round.

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

Box Office

Tickets for campus events may be purchased at the University Box Office located in FA 158 near the Recital Hall in the Fine Arts Center or by calling (773) 442-INFO (4636).

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.

Cash Station

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

Child Care

The Northeastern Illinois University Child Care Center, located on 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, and accredited by the National Association for the Education of Young Children (NAEYC), the program offers quality early childhood education by utilizing the best accepted methods and principles of child care.

Computer Labs

Over 600 computer workstations are available for general student use in 18 locations across the NEIU main campus, El Centro Campus and the Jacob Carruthers Center for Inner City Studies. These microcomputers, both PC and Macintosh, have a number of applications that include word processing, spreadsheet, database, presentation and communications. All computers are networked and have high-speed access to the Internet. Nine microcomputer facilities are Technology Enhanced Classrooms where general curriculum and classroom instruction is provided throughout the semester. The largest lab on campus, which is located in Building B, has over 100 micro-computers and contains two labs for student computer literacy training. One-to-one student assistance is available from Student Computing Services personnel, also located in Building B. For a complete listing of all available student computer labs, visit www.neiu.edu/~scs and click on the Student Computing link.

Copying Machines

University ID and debit card operated machines called Multiple Function Devices (MFD) are available throughout the NEIU campuses for student use. Coin operated MFDs are located on the 2nd floor of the Library, Student Union, and North Corridor of Building D.

Counseling and Psychological Services

Counseling and Psychological Services provide counseling and mental health services to NEIU students free of charge. 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. 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. All current Northeastern students are eligible to receive up to 50 individual or couple counseling sessions. Group sessions are also provided, depending on availability. Faculty and staff are also eligible for some limited services. Services provided include individual counseling or therapy, group therapy, couple counseling, referrals and consultation. When additional services are needed, referrals can be made to outside providers.



Debit Card

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

E-Mail Accounts

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

Emergency Assistance

To report or receive assistance in case of a crime, fire, or accident, students should contact the University Police Department. If the emergency is health or medical related, Health Service is the appropriate office to contact. To report a problem related to the physical plant (i.e., restroom facilities, icy sidewalks) contact the Facilities Management Office or, if it is after business hours, contact the University Police at (773) 442-5511 to report an emergency.

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

Emergency Phones

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

Employment

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

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

Academic and Career Advising assists students and graduates who are seeking internships or full-time positions. Academic and Career Advising assists all Northeastern Illinois University students and alumni in all aspects of the job search process. All students can benefit from career counseling. As a result of career counseling you will learn more about your interests, values, abilities and personality. These factors have a bearing on the kind of college major and career path that you may eventually pursue. The more self-awareness that you have, the more likely you will select a suitable and satisfying career.

English Language Program

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

Enrollment Services Center

The Enrollment Services Center assists students with questions regarding registration, enrollment verification, grades, declaring a pre-major and graduation. Students may request an official transcript, change their address/telephone number and view their current class schedule and unofficial transcript on NEIUport.

The Admissions Office serves prospective undergraduate students who are considering attending NEIU. The office can also assist students in the application process.

The Transfer Center provides students with admission counseling, assistance with transfer course selection and re-evaluation, and campus connections that provide a smooth transition to NEIU.

Veterans Services provides support for veterans and their dependents in regards to certification, college transition and campus connections.

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.



Financial Aid (Office of)

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

At Northeastern, six major programs of financial aid are offered: Federal Pell Grant, Illinois Monetary Award, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study and Federal Direct Stafford Loan Program. Some of these forms of aid are based on financial “need.” The “need” figure is determined through an evaluation of information presented through the Free Application for Federal Student Aid (FAFSA) by a “need analysis system” that compares a parent’s/student’s resources with a federal, state or Institutional Cost of Attendance (COA). The student’s financial resources are subtracted from the COA, resulting in an unmet need figure. The staff of Financial Aid will also assist students who do not qualify for financial aid programs in exploring alternate funding sources. In addition, students who are denied aid one year may be eligible the following year due to changes in eligibility requirements.

Food Service

The Student Union has a full service cafeteria. Lunch (including a grill, a deli, a la carte items, and salad bar) is served Monday through Friday. Limited service is available after lunch hours. Vending areas, some with microwave ovens, are available in various campus locations and provide drinks, snacks, soups, sandwiches, etc.

Health Insurance

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

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

Part-time students who are confirmed with at least 6 credit hours and graduate students may request coverage for themselves from the Cashier's Office. Students wishing to insure their dependents and/or spouses/domestic partners may apply for this coverage on the insurance website: www.aetnastudenthealth.com. Copies of the Insurance brochure can be obtained from the Student Health Services or the Cashier's Office. Insurance identification cards will be mailed to students approximately 6 weeks after the semester begins. If need arises before that time, visit the Cashier's Office for an expedited entry into the insurance system.

Health Services (Student)

Student Health Services provides for the health needs of Northeastern Illinois University students by promoting wellness through direct personal care, referral, and education. Visit the website www.neiu.edu/healthservices for details of services offered. Appointments are made online; the website explains the procedure and provides a link to the appointment portal.

Identification Cards - NEIU ID

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

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

Information Center

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



Library Facilities and Services

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

- Comfortable study areas suitable for quiet private study and for collaborative small group learning
- Print holdings of approximately 700,000 book and periodical volumes
- Participation in I-Share, the Library's Voyager online catalog, which searches and provides direct patron borrowing to approximately 37 million items held by 76 college and university libraries in Illinois
- Licensed access to 131 online databases which include the full text of articles from approximately 70,000 journals
- 32 public computer workstations for student access to Library and Internet resources appropriate for academic research
- Professional reference assistance and information literacy instruction
- Rapid interlibrary loan and document delivery services
- Adaptive library services for students with disabilities
- A Multimedia Learning Resource Center (MLRC) housing traditional AV holdings and digital media hardware and software
- Special research collections, including the University Archives and the Illinois State Regional Archives depository for Chicago and Cook County.

For students at the Carruthers Center for Inner City Studies, the Ronald Williams Library operates a full service branch library with a collection of approximately 29,000 book and periodical volumes. For students at the El Centro Campus, a Library Resource Center is staffed and supported by the RWL to facilitate access to library resources.



Loans

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

Mathematics Development

The Mathematics Development Program provides course work in elementary and intermediate algebra to prepare students for college mathematics. The Math Development program also operates a Math Lab.

McNair Scholars Program

The Northeastern Illinois University McNair Scholars Program provides academic support, research opportunities and involvement in scholarly activities to qualifying undergraduate students who have the desire and potential to earn an advanced degree. Program participants are either first generation, low income students or are members of a group underrepresented in graduate education. The McNair Program selects twelve students each year and works closely with them to ensure their successful completion of the baccalaureate degree and application and admission to graduate school.

Minority Student Mentoring Program (MSMP)

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

NEIUport

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

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

To look up your NEIUport Net ID and password visit: neiuport.neiu.edu

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

Nvision

Nvision has TV monitors strategically located throughout the university complex, providing information to members of the university community in a timely and easily accessible format as part of Northeastern Illinois University's information system.

Office of International Programs

The Office of International Programs offers a variety of options for students wanting to study abroad. Students in good academic standing have the opportunity to participate in 7-21 day (1-3 week) international study trips, which are components of specific NEIU courses. Students may spend a summer, a semester, or an academic year overseas while earning credit at NEIU toward graduation. With appropriate departmental approval, students may earn up to nine credit hours in a summer session, up to eighteen credit hours in a semester, or up to thirty-six credit hours in an academic year toward their degree. In addition, the Office of International Programs provides services to prospective and currently enrolled international students, including advisement and administration of visa and status-related matters.

Orientation

A variety of orientation programs are offered to entering students to assist in the transition to college. All entering university freshmen are required to attend First-Year Orientation and their families are encouraged to participate in Family Orientation. These activities are sponsored by the New Student and Family Programs. The office also coordinates orientation for transfer students. Information concerning orientation is sent to each student based on admission type.



Other Campuses

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), NEIU's south side campus is located at 700 East Oakwood Boulevard in Chicago's historic Bronzeville community. CCICS was established by Northeastern Illinois University in 1966 as an outgrowth of its concern for and commitment to Chicago's inner city communities. Since its inception, CCICS has focused on the analysis of institutions, systems and people with a direct impact on the quality of life in the inner cities of the U.S. and elsewhere in the world by creating programmatic and research initiatives. CCICS's scholar/activist thrust is the overriding entity that drives the community and academic programming of its Inner City Studies Education (ICSE) programs. ICSE programs afford students a Bachelor of Arts or Master of Arts degree and minors in Inner City Careers.

CCICS offers courses from the College of Arts and Sciences that fulfill General Education Program Requirements. Additionally, courses in Justice Studies and Social Work are offered. Graduate courses in Educational Leadership / Type 75 Certification and others from the College of Education are also offered at CCICS on a regular basis. The program sponsors a variety of courses, workshops, and community activities for NEIU students and the inner city community. One special program, African and Caribbean Studies, provides study tours to Africa, Brazil, and the Caribbean.

NEIU-EI Centro Campus, (773) 442-4080 3119 N. Pulaski Road (one block south of Belmont), Chicago, Illinois 60641

Northeastern Illinois University (NEIU)-EI Centro Campus provides accessible, high quality and affordable undergraduate and graduate courses leading to Bachelors and Masters degrees. NEIU-EI Centro Campus makes available the general education program of the University to students who are interested in taking classes primarily during the evening and/or weekends. In addition, NEIU-EI Centro Campus offers courses from the Social Work Program, and graduate courses leading to a Masters in School Leadership (Type 75) and Reading. The NEIU-EI Centro Campus staff assists students with the admission and financial aid processes, and provides holistic academic advising, tutorial assistance, academic workshops, and mentorship opportunities. EI Centro Campus also offers a variety of co-curricular programs designed to assist students in accomplishing their personal, academic and career goals. NEIU-EI Centro Campus is located in the Avondale neighborhood, just four miles south of the NEIU Bryn Mawr campus, and is easily accessible by public transportation and expressways.

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

The Chicago Teachers' Center at Northeastern Illinois University (CTC@NEIU), part of the College of Education, improves outcomes for preK to 12th grade students through programs like GEAR UP, Talent Search, Upward Bound, and Upward Bound Math & Science. If you are an alumnus of these CTC@NEIU College Bound programs, be sure to check in with your advisor regarding TRIO Student Support Services and other activities, scholarships, and incentives to help with successful transition to Northeastern Illinois University. Pre-service teachers are welcome to use our Resource Center to prepare for their observations and clinical assignments.

Parking

Any vehicle parked in a University parking lot or the Parking Facility must be registered and have the appropriate permit displayed. There is a mandatory student fee for level 2 parking that is based on the number of credit hours that a student is enrolled. If a student does not require parking or wishes to purchase a level 1 permit, a waiver form must be signed. Parking permits for designated disabled parking spaces are available from Student Health Services. Daily permits are also available for a fee. NEIU students, faculty and staff with a valid NEIU Level 2 Parking Permit may park in the ASPIRA parking lots: (A) the north end of the building, (B) Barry Street, or (C) Belmont and Pulaski Road on Monday - Friday between the hours of 4:00 p.m. and 10:00 p.m. and on Saturday, 8:00 a.m. to 5:00 p.m. These lots are on a first-come, first-served basis. Cars without a valid NEIU parking permit will be ticketed and/or towed at the owner's expense.

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

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

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

Probation Counseling

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

Reading Development Program

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

Registration

Northeastern Illinois University students register online at neiuport.neiu.edu. Students should be familiar with registration deadlines listed each semester in the Schedule of Classes and with registration terminology listed in the Student Handbook "Collegiate Terms." Before registering, students should carefully read all the instructions prior to accessing the system. If students have difficulties, they may call the Registration Office at 773-442-4040 or stop by in person at the Enrollment Services Center D 101.

Helpful Hints:

Check the dates you are assigned to register. This information can be found on a link on the Registration Status screen in NEIUport or in the Schedule of Classes. Know your Net ID and password. If you forget your password, you can gain access by answering the security questions that you set up when you activated your account.

It is important to register during Advance Registration. This is the best opportunity to register for courses you want.

Bills and/or billing information are not mailed after each registration period. Students may view their tuition bill on NEIUport. Students are financially responsible for the classes they register for and can pay their bill at neiuport.neiu.edu, or at the Cashier's Office by the published due date.

Remember, when an instructor overrides a student into a class, a student must also register at neiuport.neiu.edu by the published registration deadlines. You can verify that the override has been entered by reviewing the Registration Status screen on the Current Student tab in NEIUport. Resolve any registration holds prior to registering online. Holds can be viewed on the Registration Status screen in NEIUport.

Scholarships/Grants/Loans

Students are often faced with the dilemma of how to finance their education. Northeastern offers a variety of programs to assist students in funding their college studies. Eligibility for many scholarships is based upon grade point average, academic major, financial need, special interest and other criteria. The Scholarships Office located in D 202 provides information, promotes, and awards numerous University Foundation scholarships to students. The Office of Financial Aid, located in D 200, also provides information, promotes and awards departmental and private scholarships to students. The Office of Financial Aid offers assistance to students in meeting their educational expenses through grants, state and federal scholarships, student employment programs, and loans. For more information call the Scholarship Office at 773-442-4606.

Student Billing Committee

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

Student Employment Office

A wide variety of part-time, full-time, temporary and seasonal jobs not requiring a bachelor's degree are offered through the Student Employment Office. Both on and off-campus positions are listed with the Student Employment Office. In addition, the Student Employment Office brings employers to campus on a regular basis. These employers can be seen in Village Square at open information / recruitment tables usually between 10:00 am and 2:00 pm.



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 Rights and Responsibilities

Student Rights and Responsibilities (SRR) advances a progressive, innovative and learning-centered program responsible for leading the student community in decision-making that promotes civility and student success. The department is responsible for administration and interpretation of the Student Code of Conduct and monitors complaints and concerns filed by students, faculty and staff. In addition, the SRR serves as a "universal starting point" for students who need assistance in exploring and addressing concerns, complaints, suggestions, and grievances.

Student Union

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

Students Disability Services

The Student Disability Services provides students with physical and learning disabilities “reasonable accommodations” in compliance with Section 504 of the 1973 and the American with Disabilities Act of 1990. 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 interpreters and translators, advising/registration assistance, note takers, reader/scribe assistance for exams, taped texts, TDY telephone access, emergency taped textbooks, and class handouts. Students with disabilities are encouraged to visit the office before each semester starts to arrange accommodations.

Study Abroad

For information, please refer to Office of International Programs listed on page 26 in this handbook.

Tutoring

For tutoring information please see Academic Assistance, the Learning Support Center on page 18 in this handbook.

University Honors Program

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

University Placement and Testing Services

The University Placement and Testing Services administer and coordinate a variety of assessment programs and services, including placement testing in English (Writing and Reading) and Mathematics. Counseling and Psychological Services provides psychological testing for students when deemed appropriate. The Academic and Career Advising assist students by providing information for graduate entrance exams and career testing. The Department of Foreign Languages and Literatures offers placement tests in non-English languages (i.e., German, French, Spanish, Russian) and the Test of English as a Foreign Language (TOEFL). In addition, the College of Education and the College of Business and Management administers a variety of tests/examinations required for admission to their respective colleges.

University Police

University Police, located in 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.

Veterans

Veterans Services, located in D 108, provides veterans, active military members, and family guidance on obtaining federal and state military education benefits. The office strives to assist the military community with all aspects of their NEIU experience as well as providing referrals at the state and federal level within the Department of Veterans Affairs. Please visit the Veterans Services Office, to explore more about the veteran's resources NEIU offers. For more information, call (773) 442-4028, email veterans@neiu.edu or visit the web page, www.neiu.edu/veterans. Prospective students are encouraged to contact the Veterans Admissions Outreach Specialist at (773) 442-4005 for an initial assessment of eligibility and to help them navigate the application process.

Section V

Rights and Responsibilities

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

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

Academic Integrity

The Northeastern Illinois University academic community exists for the transmission of knowledge, the pursuit of truth, and the development of the total student. In support of this goal, the university promotes community values of integrity, excellence, access to opportunity, diversity, community, and empowerment through learning. The NEIU community advocates and shares a responsibility for maintaining an atmosphere that fosters integrity, honorable conduct and personal accountability. To this end, academic dishonesty is prohibited. Students must conduct themselves according to the highest standards of academic integrity.

Academic misconduct in any form is unacceptable and not tolerated. Academic dishonesty occurs when a student(s) obtains or assists others in obtaining credit for academic work which is not their own. Students are never to use dishonest methods to fulfill academic expectations and responsibilities. Such actions diminish the overall educational experience and devalue the quality of a degree. Academic misconduct is considered extremely serious and can result in failure of a course and/or judicial sanctions, including separation from the university. Students are strongly encouraged to carefully review their instructors' course syllabi about the penalties for academic misconduct. In addition, Student Rights and Responsibilities provide at no cost an online tutorial on academic integrity. Students wishing to complete the tutorial should contact Student Rights and Responsibilities.

For further information on how academic misconduct policies and procedures are handled at NEIU, please refer to the University Student Conduct Code on pages 50-55 of this handbook.

Affirmative Action Policy (and Procedures)

To ensure that individuals will be treated fairly and not be discriminated against on the basis of age, color, disability, gender, national origin, race, religion, sex, veteran status, sexual orientation or gender identity, the university has an established policy and procedures for complaints. Copies of the policy and procedures are included on pages 46-49 in this handbook and are available in the University Office of Outreach and Equal Employment.

Americans with Disabilities Act

In compliance with federal law, information about this act is included in this handbook on page 59 and printed in the Schedule of Classes and the University Catalog. The act ensures that the university provides reasonable accommodations for employees and students with disabilities and does not discriminate against employees or students on the basis of disability. Individuals with questions about this act should contact the University Office of Outreach and Equal Employment.

Bulletin Board Policy

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

Charitable Solicitation on Campus

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

Demonstration Policy

This policy, included in this handbook on page 58 explains the guidelines and conduct for members of the university community who choose to participate in on-campus demonstrations. Included in the policy are approved campus locations for demonstrations, activities that are prohibited, and possible penalties for policy violation. Additional copies of the policy are available in Student Rights and Responsibilities.

Drug and Alcohol Policy

The Drug and Alcohol Policy explains risks, effects, sanctions, standards, and penalties related to use and abuse of drugs or alcohol. Also provided in the policy is a description of services available at the university. Copies are available in Student Rights and Responsibilities.

Family Educational Rights and Privacy Act (FERPA)

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

Financial Aid Satisfactory Academic Progress Policy

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

First Class Session Attendance Policy

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

Grade Appeals

Students have the right to seek redress of their final grades if they feel the grades were unjust. Included in this handbook is a copy of this policy. Additional copies are available in the Student Rights and Responsibilities office.

Incomplete Policy

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

Other Appeals and Grievances

This is a general policy that describes procedures a student can follow to express a grievance against an employee of the university. A copy of this policy is included in this handbook and available in the Student Rights and Responsibilities office.

Parking Violation Appeal Policy

Included in this handbook on page 62 and available at the University Parking Office is the policy related to parking, fees, and fines and how an individual may appeal a violation.

Reasonable Accommodation of Religious Observation Policy

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

Safety and Security Information Report

In compliance with federal law, this policy describes the university's commitment to a safe and secure campus. Copies of the policy are available in the University Police Office and a copy is enclosed in this handbook on page 35.

Services for Students with Disabilities

This policy, printed in the University Catalog and included in this handbook on page 59, describes policies to ensure that students will not be subjected to discrimination based on a disability, as well as procedures for obtaining services. Additional copies are available in the Outreach and Equal Employment Office.

Sexual Assault Policy and Procedure

Sexual assault is illegal. The university provides services aimed at the prevention of sex offenses, as well as educational programs promoting the awareness of rape, acquaintance rape and other sex offenses. The policy, included in this handbook on pages 44-45, also addresses procedures a victim may follow if a sex offense occurs, procedures for campus disciplinary action, and sanctions that may be imposed on persons following a final determination of a sex offense.

Sexual Harassment Policy

Sexual harassment is illegal. This policy aims to promote and ensure a supportive environment that is respectful and fair to all students and employees, and rewards performance on the basis of relevant considerations. The policy, included in this handbook, also explains how to recognize harassment, procedures and strategies for dealing with harassment, and procedures for filing a complaint.

Student Right to Know Act

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

Tuition Charges/Fees Appeal

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

University Student Conduct Code

The University Student Conduct Code explains the various acts of misconduct, the judicial review process, disciplinary sanctions, and the appeal process. All students charged with violating the University Student Conduct Code are afforded the right of due process. A copy of the University Student Conduct Code is within this handbook on pages 50-55 and is available in the Student Rights and Responsibilities office.

Use of Facilities Policy

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





Introduction

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

Safety and Security Information Report

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

Northeastern Illinois University is a state-supported institution of higher education under the authority of the Board of Trustees of Northeastern Illinois University. The University's main campus is located at Bryn Mawr and St. Louis Avenue on the northwest side of Chicago. The 67 acre campus is the center for most of the University's schools and colleges. Satellite campuses El Centro, the Jacob Carruthers Center for Inner City Studies, Chicago Teachers' Center and the Multi-University in Lake County enhance the University's ability to serve the entire metropolitan area. Approximately 12,000 students are enrolled in the University and approximately 1,300 faculty and staff are employed by Northeastern.

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 officers and police telecommunicators.

All persons are encouraged to immediately report all crimes to the University Police. Prompt and accurate reporting is essential for the apprehension of perpetrators and the protection of the community members and resources. The University Police can be contacted on the main campus by dialing ext. 4100 from any house phone. In an emergency, dial ext. 5511. The free on-campus telephones are located in the lobbies of many buildings and can also be found in common areas and throughout the buildings. To call University Police from off campus or by cell phone, dial (773) 442-4100. In addition, the University Police maintain direct telephone and radio contact with the Chicago Police and Fire Departments, and assistance from these departments can be obtained immediately. The University Police office at CCICS is located in the first floor lobby and the phone number is (773) 268-7500 ext. 175. University students and staff at the Chicago Teachers' Center and El Centro Campus should dial 911 for emergency assistance.

Law Enforcement Authority and Interagency Relationships

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

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

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

The department receives the Chicago Police Department Daily Bulletin and the 24-hour activity report from the 17th District, in which Northeastern Illinois University is located. The University Police Department also 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 inter-agency communication up to a statewide level in the event of man-made or natural disasters. Special Alerts are issued in a timely manner by the University when crimes have been reported that are considered a threat to other students and employees, with intent to aid in the prevention of similar occurrences.



Emergency Response

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

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

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

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

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

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

Security Awareness and Crime Prevention Program

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

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



Maintenance and Security of Campus Facilities

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

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

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

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

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

Access to Campus Facilities

The campus buildings and facilities are accessible to members of the campus community and visitors during normal hours of business, 8:00 a.m. - 5:00 p.m., Monday-Friday and until 5:00 on Saturdays. The Library has extended hours of operation on the weekend. Admission to campus facilities after normal hours of operation is restricted to faculty and staff. Faculty and staff must sign in at the University Police office and show a photo ID; they will then be admitted into the building. In the event a student requires admittance during closed periods, the appropriate Departmental Chairperson, Director, or Dean must provide University Police with a written request and approval for such access. Students are required to follow the same sign-in procedure as faculty and staff. All persons working in the buildings during closed hours must sign out at the University Police office. Any event scheduled beyond normal business hours requires the approval of the appropriate Vice President.

Drug and Alcohol Policy

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

In compliance with the requirements of the Federal Drug-Free Act of 1988, it is the policy of the University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees in the workplace is prohibited. The University Student Conduct Code also prohibits the manufacture, delivery, sale, use, possession, or distribution of narcotic or dangerous drugs. State and Federal laws regarding underage drinking and possession, use and sale of illegal substances will be enforced. Cases will always be referred to the appropriate Dean or Vice President.

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

Campus Sex Crimes Prevention Act

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

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



Crime Statistics

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

Key

NA =
Figure not available

Main Campus =
Main Campus
5500 N. St. Louis Avenue

Other Campus =
El Centro (EC)

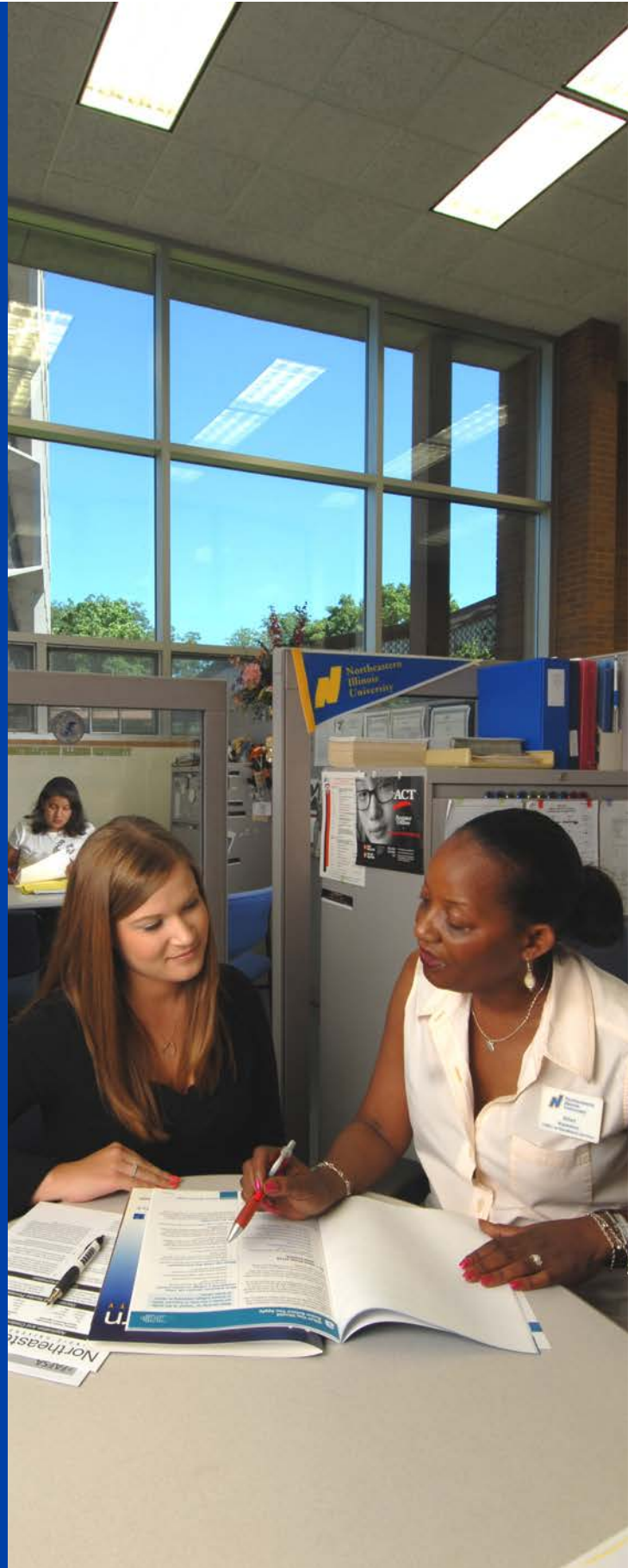
Jacob H. Carruthers Center
for Inner City Studies (CCICS)

Chicago Teacher's Center (CTC)

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

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

Revised 6/12



Crime Statistics

Northeastern Illinois University is a commuter school and has no dormitories or other residential facilities for students on campus. The following statistics are provided in compliance with the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, 20 U.S.C. (a) and (f). The classifications are those used in the Federal Uniform Crime Report and differ somewhat in definition from the State of Illinois' Criminal Code.

Main Campus

Crime	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0	0	0
Sex Offenses (Non-forcible)	0	0	0	0	0	0
Robbery	0	0	0	0	1	0
Aggravated Assault	0	0	1	0	1	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	2	0	2
Arson	0	0	0	0	0	0
Arrests	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	3	0	0	9	0	1
Weapons Possessions	1	0	0	1	0	0
Referrals To Student Due Process	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	1	0	1	0	1	0
Weapons Possessions	0	0	0	0	0	0
Hate Crimes	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

El Centro

Crime	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0	0	0
Sex Offenses (Non-forcible)	0	0	0	0	0	0
Robbery	0	4	0	2	0	3
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	2	0	1	0	0
Arson	0	0	0	0	0	0
Arrests	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	9	0	0	0	2
Weapons Possessions	0	1	0	0	0	0
Referrals To Student Due Process	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0
Hate Crimes	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Crime	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	1	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0	0	0
Sex Offenses (Non-forcible)	0	0	0	0	0	0
Robbery	0	4	0	2	0	3
Aggravated Assault	0	0	0	0	0	1
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0
Arson	0	0	0	0	0	0
Arrests	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	2	0	3	0	3
Weapons Possessions	0	0	0	0	0	0
Referrals To Student Due Process	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0
Hate Crimes	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Crime	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0	0	0
Sex Offenses (Non-forcible)	0	0	0	0	0	0
Robbery	0	0	0	0	0	1
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	1	0	1
Arson	0	0	0	0	0	0
Arrests	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	1	0	0
Weapons Possessions	0	0	0	0	0	0
Referrals To Student Due Process	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0
Hate Crimes	2009 On Campus	2009 Public Property	2010 On Campus	2010 Public Property	2011 On Campus	2011 Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Policy and Procedures Regarding Sexual Assault

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

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

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

Prevention and Awareness of Sex Offenses

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

1. University Police provide a free escort service to walk people to and from campus locations, including cars in campus parking lots. Call University Police at ext. 4100 to request an escort. At the Carruthers Center for Inner City Studies, request at the main reception desk an escort to the parking lots, to on-street parking on Oakwood Blvd., or to the bus stop. At the Chicago Teachers’ Center and El Centro Campus, building security personnel will escort people to the parking lot upon request.
2. Emergency telephones, directly linked to University Police, are located at strategic outside locations on the main campus.
3. Closed circuit television monitors campus parking lots.
4. Telephones in all campus elevators connect directly to University Police.
5. The numerous house phones on campus are answered by University Police at ext. 4100 or ext. 5511 for emergencies.
6. The University Police participate in Fall Into Fun Week each Fall Semester and provide relevant hand-outs and brochures.
7. 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.

Procedures to Follow if a Sex Offense Occurs

1. If a sex offense occurs, the victim should give first priority to personal safety by seeking immediate assistance at the nearest hospital or police station or, if on the main campus, at Student Health Services or University Police (ext. 4100). University Police staff are available 24 hours per day.
2. If personal safety is not an immediate concern, the victim may also seek assistance at Counseling and Psychological Services. Staff in these offices are equipped to provide supportive assistance, including guidance on the importance of preserving evidence which will be necessary to prove criminal sexual assault if the victim subsequently chooses to pursue the incident through proper law enforcement channels. It is important for the victim to give serious consideration to reporting incidents which do occur to the proper law enforcement agency.

3. If the victim chooses to report an incident of sexual assault, it should be reported to the appropriate police department or, if the incident occurred on campus, University Police is available to assist a victim in reporting an incident of sexual assault to the proper law enforcement agency. For campus disciplinary action, University Police will refer the matter to Student Rights and Responsibilities, if the alleged perpetrator is a student or to the appropriate vice president if the alleged perpetrator is an employee. For criminal prosecution, University Police will refer the matter to the detectives of the violent crimes unit of the Chicago Police Department.
4. Victims of sexual assault may seek support in several areas:
 - a. Counseling and Psychological Services provides referrals to relevant community agencies as well as provides private counseling for students.
 - b. The Employee Assistance Program provides counseling to employees.
 - c. These services are available to all members of the campus community who are victims of sexual assault regardless of where the assault incident occurred.

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

Procedures for On Campus Disciplinary Action

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

Possible Sanctions

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

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

Distribution

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



General Policy Statement on Equal Opportunity and Affirmative Action

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

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

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

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

Discrimination Grievance Procedure

With the exception of complaints against the President and the Title IX Coordinator (see Sexual Harassment policy page 45), the University's Affirmative Action Officer (C 219, (773) 442-5416) will accept complaints from any Northeastern employee, student, or applicant for employment or student status that the University's General Policy Statement on Equal Opportunity and Affirmative Action has been violated by a Northeastern employee or student. A complaint of illegal discrimination, including sexual harassment, against the University President should be filed with the Chair of the Board of Trustees of Northeastern Illinois University via the Board Liaison (C 216, (773) 442-5611). The Chair shall take appropriate steps to investigate the complaint and to seek informal or formal resolution. Complaints against the Affirmative Action Officer should be filed with the President, who will appoint a neutral party to carry out the role of the Affirmative Action Officer as outlined below. In the case of complaints filed against a Vice President, another Vice President shall be designated by the President to substitute for the Vice President in steps g-k below. Complaints resolved at the unit or departmental level shall be reported in writing to the Affirmative Action Officer by the head of the unit or department.

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

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

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

Sexual Harassment Policy

It is the policy of Northeastern Illinois University that the sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents which occur on University property, as well as at off-campus functions sponsored or supervised by the University. One of Northeastern goals as a university is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur.

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

There are two categories of behaviors which may constitute sexual harassment. “Quid pro quo” refers to situations in which a tangible benefit (a grade, a job, a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace or faculty/student in the classroom. The second category, “hostile environment,” refers to patterns of behavior or incidents (including verbal, non-verbal, physical, or other) which may seem harmless as individual events, but which may be considered intimidating, hostile, or offensive when taken together. There is no comprehensive definition of those patterns of behavior which constitute a hostile environment; however, the “reasonable woman” standard is often used to evaluate the environment in these situations. Although sexual harassment most commonly is found in situations of male supervisors or faculty harassing female subordinates or students, the prohibitions against sexual harassment also extend to women harassing men as well as to same sex harassment. In addition, sexual harassment of peers (employees harassing employees, non-supervisory employees harassing students, students harassing employees, and students harassing students) as well as sexual harassment of employees by non-employees, may constitute “hostile environment” sexual harassment.

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

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

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

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

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

1. If you think you will not be jeopardizing your personal safety, job, or academic status, communicate clearly and unambiguously to the offender that the behavior is not welcome and should cease immediately.
2. Keep a written record of what happened and when it took place (include the names of any witnesses).
3. Seek advice on how to deal with the situation from the Outreach and Equal Employment Office (Title IX Coordinator.)

Northeastern is committed to:

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

Investigations:

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

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

- a. The Outreach and Equal Employment Office (Title IX Coordinator) C 219, (773) 442-5416 provides workshops on sexual harassment on request and in response to specific needs, and
- b. Some academic courses in Sociology and Women's Studies regularly include content on sexual harassment.

Support services available to victims of sexual harassment include:

- a. Counseling and Psychological Services (773) 442-4650 provides private counseling for students, and
- c. The Employee Assistance Program, (800) 233-4960 provides counseling to employees.

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

Sanctions:

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

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

Distribution:

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

University Student Conduct Code

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

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

Student Conduct Code Disciplinary Proceeding

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

Both academic and non-academic misconduct proceedings may be initiated as the result of a single event or series of events. The student and the person reporting the violation(s) must submit reporting forms and any supporting documentation to the Conduct Coordinator in the Student Rights & Responsibilities Office. 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 Student Rights and Responsibilities Office. 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 Student Rights and Responsibilities Office.



Acts of Misconduct

A student is subject to University conduct proceedings for participating in the following acts of misconduct.

Academic

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

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

If the student's observed conduct or apparent behavior leads the faculty member to believe there was academic misconduct, the faculty member may adjust the grade downward (including F - failure) for the test, paper, or course, or other course-related activity in question. In such instances the faculty member will notify the student, the Department/Unit Head, the dean of the appropriate College as well as the Student Rights and Responsibilities Office 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).

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

NOTE: Should conduct proceedings be initiated, and should there be a formal hearing, the Hearing Administrator, will notify in writing the appropriate chair and dean of the outcome.

Non-Academic

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

1. Furnishing false information to the University.
2. Forgery, alteration, misuse or misrepresentation of documents or records.
3. Obstruction or disruption of authorized University activities and functions on or off campus. In instances of perceived disruption within classrooms, when faculty want to file a report against a student they must utilize the Classroom Disruption Policy found in the Student Handbook or the Policy and Procedures Guide available in Student Rights and Responsibilities. (See University Policy and Procedures: Classroom Disruption Policy). 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. (See the Policy and Procedures document for details.)
4. Physical abuse of another person or conduct which threatens or endangers another.
5. Theft of property, possession of stolen property, or damage to property of the University, a member of the University community, or a visitor to the campus.
6. Unauthorized entrance into or use of University facilities.
7. Violation of University regulations including, but not limited to, registration of organizations, manner and place of public expression.
8. Manufacture, delivery, sale, use, possession, or distribution of either narcotic or dangerous drugs, except as permitted by law and University regulations.
9. Possession, consumption, or distribution of alcoholic beverages on University property or at University sponsored activities except in accordance with the University policy.
10. Lewd, obscene, or disruptive conduct, or racial/ethnic, homophobic or other legally prohibited harassment.
11. Unauthorized possession of weapons.

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



Initial Conference

When a student 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 Conduct Coordinator to determine whether further proceedings are required.

*Misconduct reports must be submitted in writing to the Conduct Coordinator in the Student Rights and Responsibilities Office. The report must be submitted within 45 working days of the 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 NEIU discrimination grievance procedure with the Outreach and Equal Employment Office.

1. Initial Conference

- 1.1 The Conduct Coordinator will initiate an inquiry, which includes an Initial Conference with the student to help the student understand the violations for which he/she has been cited as well as the student's rights and options for moving forward in the misconduct process.
- 1.2 The Conduct Coordinator may include in the Initial Conference the person who submitted the misconduct report.
- 1.3 The student will be given at least five (5) working days' notice to appear for the conference.
- 1.4 The notice will contain information on:
 - a. the potential conduct code violation
 - b. the nature of documentation submitted and by whom
 - c. the time and place of the Initial Conference

- 1.5 Failure of the student to appear at the Initial Conference or to contact the Conduct Coordinator will result in a default determination of the student being in violation of the code of conduct. In such instances, a referral will be made to the Hearing Administrator who may take action without hearing the student.
- 1.6 Failure of the person reporting to appear at the Initial Conference or to contact the Conduct Coordinator will, by default, constitute the student being found not responsible for violating the conduct code.
- 1.7 Upon request, the student may see file all documents or statements prior to or during the scheduled Initial Conference.
- 1.8 At the conclusion of the Initial Conference, the Conduct Coordinator, within a period of five (5) working days, will decide:
 - a. no further action will be taken at that time. If new and pertinent information is later presented, further consideration may be required or,
 - b. the final resolution, sanction and follow-up. This will occur in less serious matters if the student takes responsibility for the violation and agrees with the Conduct Coordinator as to an appropriate sanction of either Official Warning or Misconduct Probation, which may include restitution, and/or additional restrictions and or requirements or,
 - c. further action will be taken through the formal hearing process. Such a decision will be made if the student denies responsibility for the cited violation(s), or when circumstances require referral to a conduct hearing. These circumstances include more serious conduct violations and all academic misconduct violations. In such instances, the student may elect to have the proceedings conducted by: the Hearing Administrator or the Student Conduct Hearing Panel.
 - d. If the student refuses to select how she/he wants the proceedings conducted, it will be heard by the Hearing Administrator.

Conduct Hearing

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

- 2.1 The Conduct Hearing Administrator, or
- 2.2 The Student Conduct Hearing Panel. The Hearing Administrator chairs this panel composed of six (6) students selected by the Student Government Association and three (3) faculty selected by the Faculty Senate. A majority of the Hearing Panel must be present for the hearing to be convened. If a majority is not present, the hearing will be continued to another date to be scheduled as soon as possible.
- 2.3 The Hearing Administrator will conduct a fair and impartial hearing to determine whether or not the cited violation(s) is sustained.
3. Procedure
 - 3.1 The Hearing Administrator will schedule and convene a hearing with the student 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 Hearing Administrator. The student and the reporting person will be notified in writing of the date, time, and place of the scheduled hearing.
 - 3.2 The student reporting person should be present at the hearing. Both will have an opportunity to speak and ask questions.
 - a. If the student fails to appear, the Hearing Administrator may proceed without information from the student.
 - b. If the reporting person fails to appear, the Hearing Administrator may proceed without that person.
 - c. The student cited and reporting person may request one postponement. Such postponement must be applied for in writing at least forty-eight (48) hours prior to the hearing and will only be granted with good reason at the discretion of the Hearing Administrator.
 - 3.3 Either student cited or reporting person may bring an advisor to the hearing. In such instances, the Hearing Administrator must be provided, in writing, the name of the advisor at least forty-eight (48) hours prior to the hearing. The advisor's participation is expressly limited to offering advice to their respective student(s) cited.
 - 3.4 Either the student cited or the reporting person may bring individuals who observed the incident(s) to the hearing to testify and each student cited may ask questions of the individuals called by the other who observed the incident(s).
 - a. The Hearing Administrator must receive the name(s) of the individuals who observed the incident(s) in writing at least forty-eight (48) hours prior to the hearing.
 - b. This listing must also include a short description of the information to be presented by each proposed individuals who observed the incident(s).
 - c. The Hearing Administrator 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:
- At the conclusion of the presentation of documentation and question and answer period, everyone present except the Hearing Panel and Hearing Administrator will be excused and the Hearing Panel will conduct a closed session for deliberation.
 - A simple majority vote of the Hearing Panel is needed to find the cited student in violation of the code of conduct. The Hearing Administrator will vote to break a tie.
 - This Panel will prepare and submit to the Hearing Administrator written findings of fact, and a recommendation of its decision regarding the cited violation(s) and sanction, if any.
 - The Hearing Administrator will determine whether to impose the Panel's recommendation or modify it.
- 3.6 In order to find a student in violation of the Student Code of Conduct, the information revealed during the hearing and used for the determination must indicate, at the least, the student "more likely than not" violated the code of conduct.
- 3.7 If the student is found in violation, the Hearing Administrator will decide the appropriate sanction as described under the Misconduct Sanctions.
- 3.8 Any prior sanctions imposed on the student in question shall be duly noted in the recommendation or determination of an appropriate sanction(s) for subsequent violations. 3.9 The Hearing Administrator shall notify all appropriate individuals involved of his/her decision in writing within ten (10) working days or as soon as is reasonably possible thereafter.

Appeal Process

4. Appeal Process

- 4.1 Sanctions remain in effect during the appeal process.
- 4.2 The student who has been found in violation may appeal the decision in writing to the Director of the Student Rights and Responsibilities Office (who serves as Appeals Administrator) within ten (10) working days following the notification of the misconduct sanction.
- 4.3 The student 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:
- The decision is correct,
 - The sanction is appropriate and/or,
 - The proper procedures were followed.
- 4.4 The Appeals Administrator will consider the record of the hearing together with any written material in the file and/or may solicit information from others.
- 4.5 The Appeals Administrator may dismiss the case, call for a re-hearing by the Student Conduct Hearing Panel (see 2.2) or modify the misconduct sanction.
- 4.6 The Appeals Administrator will notify those involved in writing of the results of the appeal within ten (10) working days of receipt of the appeal or as soon as is reasonably possible.
- 4.7 The Appeals Administrator's decision will be final.

Misconduct Sanctions

Students 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.

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

Note: If it is perceived that the student has not complied with an imposed sanction, the Hearing Administrator will be notified in writing. The Conduct Hearing Administrator 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 Hearing Administrator may impose a more severe sanction. The student may appeal the Hearing Administrator's decision according to the appeal provisions of the policy: Sections 4.1 - 4.7.

Immediate Temporary Sanctions

In the event of misconduct which causes or threatens to cause bodily injury or property damage, or which obstructs or disrupts University activities or authorized activities on the campus, the Student Rights and Responsibilities Office may immediately impose an immediate temporary sanction. If requested by the student in writing, the Hearing Administrator will convene the Student Conduct Hearing Panel to consider the continued imposition of the temporary sanction. The Panel will hear the case within forty-eight (48) hours after the filing of such request, or as soon as is reasonably possible. The Panel may affirm the Appeals Administrator's decision or recommend to the Vice President for Student Affairs its modification or grant appeal, in which case the Vice President for Student Affairs will make the final decision and notify the student in writing.

Additional Information

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

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



Student Complaint Procedure

Student Rights and Responsibilities distribute the Request for Formal Review of a Student Complaint form. The form must be submitted in order for a complaint to be investigated.

Steps in filing a complaint:

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

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

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

All completed complaint forms are kept on file in Student Rights and Responsibilities.

NOTE: Grade appeals, exceptions to University procedures, student disciplinary complaints, and affirmative action cases do not fall within this Student Complaint Procedure.



Classroom Disruption Policy

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

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

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

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

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

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

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



Demonstrating on Campus

A. Statement of Purpose

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

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

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

B. Location of Demonstrations

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

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

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

C. Specific Activities which are Prohibited

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

D. Enforcement

1. Violations

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

2. Penalties

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

Americans with Disabilities Act

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

Students seeking reasonable accommodations in the classroom should contact Student Disability Services (773) 442-5495, 5496 or 5497; TDD (773) 442-5499.

Persons seeking handicapped parking permits should contact the Director of Student Health Services (773) 442-5800. Persons seeking reasonable accommodations in the workplace, persons with concerns about discrimination on the basis of disability, and persons with any questions about the Americans with Disabilities Act of 1990 should contact the Office of University Outreach and Equal Employment (OUOEE) (773) 442-5416. The Affirmative Action Officer is the person designated by the President to receive grievances and coordinate compliance activities under the Americans with Disabilities Act of 1990.

Policy on Services for Students with Disabilities

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

In cooperation with Enrollment Services, Student Health and Counseling Services, and Student Disability Services, the OUOEE assumes responsibility for receiving and coordinating inquiries from students regarding auxiliary aids, academic adjustments, or other reasonable accommodations.

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

Grade Appeal

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

Procedure:

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

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

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

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

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

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

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

Bachelor of Arts in Interdisciplinary Studies

Assessment of College Level Experiential Learning Appeal Procedure

Part I

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

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



Policy on Reasonable Accommodation for Students Serving as Volunteer Emergency Workers

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

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

Tobacco Free Policy and Guidelines

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

Parking Violation Appeal

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

Animals on Campus

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

A. Outdoors

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

B. Indoors

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

Bicycle, Skateboard, Skates and Scooter Use on Campus

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

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

Other Appeals and Grievances

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

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

All of the above decisions and appeals must be made in a timely manner. That is, within a reasonable time under the circumstances. Grievances involving alleged discrimination on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran's status may be pursued through the Outreach and Equal Employment Office. In all instances, an aggrieved student may contact the Student Rights and Responsibilities office for guidance relative to procedural matters.



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

Academic Advisor

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

Academic Calendar

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

Academic Probation

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

Activity Hour

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

Add

To register for a course or courses.

Add/Drop

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

Adult Re-Entry

Enrollment Services and Academic Advising and Testing assist students through the initial re-entry period for returning students.

Advance Registration

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

Associate Degree

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

Associate Professor

See Professor.

Auditing Classes

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

Baccalaureate Degree

See Bachelor's Degree.

Bachelor's Degree

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

Book Vouchers

NEIU students who have an existing financial aid package (grants and/or loans) may qualify for a paper book voucher. The book voucher amount is determined based on the difference between the student's balance due to the university and the student's total financial aid package for a given term. The book voucher is submitted to Beck's Bookstore in exchange for books and supplies (not food items). Book vouchers cannot be used to rent or purchase books or supplies external to the University.

Catalog

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

Chair

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

Change of Registration

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

Class Standing (Student Classification)

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

CLEP Tests (Credit through College Level Examination Program)

Credit for successful performance on the general examinations may be granted to students who have participated in the College Level Examination Program. A maximum of 30 hours of lower division credit may be awarded through CLEP. For additional information and guidelines, visit the Enrollment Services Center located in D 101 or call the Admissions Office at (773) 442-4050.

Co-Ed (Co-education)

Educational experiences designed for both men and women alike.

College

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

Colloquium

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

Commencement (Graduation Ceremony)

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

Complete Withdrawal

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

Concurrent Registration

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

Course Number

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

Course Overload

Students may register for a maximum of 16 credit hours per semester. During the Summer session students may register for a maximum of 12 credit hours. Students who wish to register for an overload must obtain permission from the appropriate college dean. For additional information see the Schedule of Classes or the University Catalog.

Course Reference Number (CRN)

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

Credit Balance

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

Credit Hour

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

Cumulative Grade Point Average

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

Curriculum

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

Dean

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

Debit Card

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

Declared Major

See Major.

Declared Pre-Major

See Pre-Major.

Degree Evaluation

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

Department

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

Diagnostic Examinations

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

Distance Education Courses

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

Drop (a Course)

To officially withdraw from a class.

Dropped for Poor Scholarship

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

Electives

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

E-mail Accounts

E-mail is an official means of communication at NEIU and students are expected to check their email regularly. E-mail accounts are automatically created for students enrolled at Northeastern. To obtain your account information, go to the Student Computing Services website at www.neiu.edu/~scs.

Escort Service

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

Extracurricular (Co-curricular)

Extracurricular refers to activities outside of a student's classes and course requirements. These activities are open to all students and include clubs and organizations, recreation and intramurals, and cultural, social, and entertainment events. For information on activities, contact Student Leadership 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. These fees include the Student Union Fee, Student Activity Fee, Academic Enhancement Fee, Computer Resource Fee, Performing Arts Fee, Campus Recreation Fee, Parking Fee, Health Service Fee, Green Fee, and the Student Health Insurance Fee. Individual courses may also have fees assessed. Refer to the Schedule of Classes for an explanation of all fees.

Field Placement

See Internship.

Finals/Final Exams

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

Financial Aid

Northeastern Illinois University participates in all of the U.S. Department of Education Title IV Funding programs. These include: Federal Pell Grant; Federal Supplemental Education Opportunity Grant; Federal Work Study; Federal Teach Grant, Federal Perkins Loan; Federal Direct Subsidized Stafford Loan; Federal Direct Unsubsidized Stafford Loan; Federal Parent Loan for Undergraduate Students; State Monetary Award Program; State Veteran's Grant and State National Guard Grant.

General Education

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

Grade Point Average (GPA)

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

Grades (GPA)

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

Graduate Student

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

Graduation Ceremony

See Commencement.

Hold

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

Honors Program

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

Honors Recognition

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

Honor(s) Society

A student organization focusing on an academic discipline for students holding honor status.

Hours

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

Identification Card (NEIU ID)

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

Incomplete

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

Independent Study

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

Instructor

See Professor.

Intended Major

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



International Programs

Study abroad makes it possible for students to spend a summer, a semester, or an academic year overseas while earning credit at Northeastern Illinois University towards graduation. 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 NEIU 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

Late Registration

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

Leadership

The ability to guide and influence others to achieve a common goal. The university offers a wide arrange 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 from the major department, or an 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.

Minor

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

NEIU Identification Number

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

NEUport

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

Nontraditional Degree Programs

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

NPB (Northeastern Programming Board)

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

Off Campus Courses

Courses offered at additional campuses including, the Jacob H. Carruthers Center for Inner City Studies (located at 700 East Oakwood Boulevard), El Centro Campus (located at 3119 N. Pulaski Rd.), Chicago Teachers' Center (770 N. Halsted Street) and the University Center of Lake County (located at 1200 University Center Driver, Grayslake, IL.)



Open Registration

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

Pass/Fail Grade Option

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

Payment

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

Policies and Procedures

Policies and procedures are the ground rules that ensure and protect the rights of students and faculty and explain responsibilities that enable the university to effectively function as an academic community. All students should be aware of the policies and procedures and know where to obtain information on them. For descriptions, refer to the Basics within this handbook. The following is a listing of Policies and Procedures of special interest to students. These policies include, but are not limited to the following: Affirmative Action Policy and Discrimination Grievance Procedure, Bulletin Board Policy, Charitable Solicitations on Campus, Demonstrations, Drug and Alcohol Abuse, Financial Aid Satisfactory Academic Progress Policy, Grade Appeal, Incompletes, Parking Violation Appeal, Policy on First Class Session Attendance, Reasonable Accommodation of Religious Observations, Release of Information Pertaining to Students, Services for Students with Disabilities, Policy and Procedure Regarding Sexual Assault, Sexual Harassment Policy and Procedure, Tobacco Free Policy, University Student Conduct Code, and Use of Facilities.

Practicum

See Internship.

Pre-Major

Students who have not completed the prerequisites necessary to declare a major by the time they have earned 45 hours of credit must declare a pre-major. The declaration of a pre-major form can be completed in Enrollment Services, D 101.

Prerequisite

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

President

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

Professor

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

Provost

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

Readmission

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

Refunds

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

Registration

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

Registration Override

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

Repeated Course Policy

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

Residency Status (Resident/Non-Resident)

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

Restriction

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

Resume

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

Sanction

Penalty imposed for violation of University policies.

Schedule of Classes

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

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.

Sorority

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

Student-at-Large

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

Student Classification

See Class Standing.

Student Government (Student Senate)

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

Student Teaching

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

Student Union

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

Study Abroad

See International Programs.

Study Carrel

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

Syllabus

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

Temporary Confirmation Waiver

A document from the Financial Aid Office that provides institutional authorization to set aside or forego the initial down payment required to maintain registration. Students who are expecting to receive Title IV Federal student aid, scholarships or private loans and are unable to make the initial down payment should visit the Financial Aid Office prior to the confirmation deadline. For confirmation or initial down payments deadlines, refer to the Schedule of Classes.

The Independent

The university student newspaper.

Thesis

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

Transcript

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

Transfer Credit

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

Tuition

The amount of money a student is charged for his/her courses. See the 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 six continuous academic years. The Tuition Guarantee Plan applies only to tuition. Fees may increase during the six years. Refer to the Schedule of Classes for more information.

Tutored Study

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

Undeclared Major

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

Undergraduate Student

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

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 an information center, and the bookstore.

Waiver

A document that provides institutional authorization to set aside or forego a requirement or obligation. For example, a tuition waiver is granted when a student has received a tuition scholarship or other form of financial aid based upon academic achievement, talent, and financial need that cover the cost of tuition.

Who's Who Amongst Students in American Universities and Colleges

One of the most highly regarded and long standing honors programs in the nation.

Withdrawal

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

