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NATIONAL
LOUIS
UNIVERSITY

Student Guidebook 2011-2012

National Louis University

2011-2012

122 S. Michican Ave.
Chicago, IL 60603

Property of: _____

Address: _____

Phone: _____

In case of emergency, please notify:

Name: _____

Phone: _____

Dear Student:

Welcome to National Louis University! We are delighted that you have chosen to study with us. We trust that you will find enrichment and fulfillment of your goals at our university.

In 1886, Elizabeth Harrison, a pioneer in elementary and early childhood education, founded Miss Harrison's Training School in Chicago. After several other name changes, the institution became National College of Education in 1930. In 1982, the College of Arts and Sciences was added, and in 1989 the College of Management and Business came on board. After receiving a \$33 million gift from Michael W. Louis of Wilmette, Illinois, in 1989, the institution officially became a university and changed its name to National Louis University in 1990. The name was given to honor Mr. Louis, whose gift is the largest in the university's history.

The NLU Student Guidebook is produced by the Office of Student Affairs. It is intended to answer questions you may have concerning the policies, procedures and services of National Louis University.

In addition to this publication, we encourage you to read the university's undergraduate and graduate catalog. We also recommend you regularly check your NLU email. NLU provides every registered student with an email account. NLU offices have transitioned many essential communications and service processes from paper to email and NLU is ceasing to supply these communications and services on paper. Students (other than those with a relevant ADA-certified disability) utilize email for these communications and services or pay a fee each term if they are paper-based. Students should go to <http://my.nl.edu> to login to their personal accounts. If they need assistance with their username or password, they should select the "click here" link under How do I get a username and password? Or, students can call the NLU Help Desk at extension 4357 or 866.813.1177.

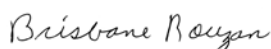
If you have any questions about the information contained in the Student Guidebook, please do not hesitate to contact the Office of Student Affairs at 888.658.8632, extension 3568, or by email at student.affairs@nl.edu.

At National Louis, we strive for Service Excellence in everything we do. We encourage you to share your NLU student experience by emailing us at comments@nl.edu and we will gladly respond.

Good luck in your academic endeavors.

Sincerely,

Brisbane Rouzan
Executive Director of Student Affairs



Illinois Campuses

Chicago Campus

122 South Michigan Ave.
Chicago, IL 60603-3032
888.658.8632

Elgin Campus

620 Tollgate Road
Intersection of I-90
(Northwest Toll Road)
and Hwy. 31
Elgin, IL 60123-9364
888.658.8632

Lisle Campus

850 Warrenville Road
Lisle, IL 60532
888.658.8632

North Shore Campus

5202 Old Orchard Road,
Suite 300
Skokie, Illinois 60077-4409
888.658.8632

Wheeling Campus

1000 Capitol Drive
Wheeling, IL 60090-7201
888.658.8632

Campuses in Other Locations

Florida Regional Campus

4950 West Kennedy Blvd,
Suite 300
Tampa, FL 33609-1837
888.658.8632

Milwaukee Campus

12000 West Park Place,
Suite 100
Milwaukee, WI 53224-3007
888.658.8632

Beloit Campus

501 Prospect Street
Beloit, WI 53511-6336
888.658.8632

Nowy Sacz, Poland Campus

WSB-NLU
ul. Zielona 27
33-300 Nowy Sacz
Poland
T +48 18 449.9102
F +48 18 449.9121
www.wsb-nlu.edu.pl

SUBJECT TO CHANGE NOTICE

The rules, regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this handbook were in effect at the time of its publication. Like everything else in this handbook, they are published for informational purposes only, and they do not constitute a contract between university and any student, applicant for admission or other person.

Whether noted elsewhere in this handbook or not, the university reserves the right to change, eliminate and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges, courses of study and academic requirements. Whenever it does so, the university will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.

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STUDENT RIGHTS AND RESPONSIBILITIES

STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES

A University community requires an environment conducive to intellectual and personal growth of its students. Since actions of each individual affect this climate, National Louis University expects responsible conduct on the part of every student who is a member of this University community.

To further its objectives, and in recognition of students as members of the National Louis University community, the university has adopted the following:

1. Applicants who meet specifically stated requirements will be eligible for admission to the university and for participation in all of its programs without regard for race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, disability, political beliefs, military status, unfavorable military discharge other than dishonorable, and marital status.
2. Students have the freedom to express reasoned exception to the data or views offered in any courses of study for which they are enrolled but are responsible for learning the content of the courses.
3. For purposes of gaining academic credit, students shall be evaluated in terms of stated course competencies and requirements and not on personal or political beliefs.
4. Disclosure of a student's personal or political beliefs confidentially expressed in connection with coursework will not be made public without explicit permission of the student.
5. Students will be informed of all rules, rates, and regulations deriving from contractual arrangements with the university before signing any such contracts.
6. Students on campus or residing in University-owned housing will be secure against any unreasonable invasion of privacy, search or seizure but are responsible for compliance with all university regulations (see policy on pages 53-58).
7. Students are free to form, join, and participate in campus organizations for educational, religious, social, political, cultural or other purposes.
8. Students are free to use campus facilities for meetings of registered and officially recognized organizations, subject to uniform regulations as to time and manner governing the facilities.
9. Students' records may be released only in accordance with provisions of the Family Educational Rights and Privacy Act of 1974.
10. Students are free, individually or in association with other individuals, to engage in activities not sponsored by the university, exercising their rights as citizens of the community, state and nation, provided they do not purport to represent the university.
11. As appropriate, students will have their views and welfare considered in the formation of university policy and will be consulted by, or represented on, University councils and committees that affect students as members of the university community.
12. Students are free to assemble, demonstrate, communicate and protest, recognizing that freedom requires order, discipline and responsibility, and further recognizing the right of faculty and other students to pursue their legitimate goals without interference.
13. Students will be exempt from disciplinary action or dismissal from the university except for academic ineptness or lack of reasonable progress, failure to pay University debts, or violation of student or University rules and regulations.
14. Students are free to be present on campus and to attend classes pending action on criminal or civil charges, except for reasons relating to their physical or emotional safety

- and well-being, or for reasons relating to the safety and well-being of students, faculty, staff or university property. Students are subject to local, state, and federal statutes.
15. It is recognized that all members of the community have the responsibility to conduct themselves in a manner that does not violate the rights, property, and freedoms of others.
 16. Editorial freedom in student publications and media shall be given under the following guidelines:
 - a. Students shall be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
 - b. All University published and/or financed student publications should explicitly state on the editorial page that, "the opinions expressed are not necessarily those of the university or of the student body."
 - c. Editors shall be protected from arbitrary suspension and removal because of student, administrative or public disapproval, and editorial policy or content. Only for proper and stated causes shall editors be removed by the proper agency responsible for their appointment.
 17. Students have the right to establish and maintain duly constituted governments, associations, and organizations to the extent approved by the university. A statement of purpose and/or a constitution shall be submitted for approval to the Office of Student Affairs to become officially recognized by the university.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The Department of Diversity, Access and Equity is the primary support system for students with disabilities, with the responsibility of coordinating accommodations in accordance with the Americans with Disabilities Act, Section 504, and University policy. All accommodations provided are based on individual need substantiated by medical documentation. For information on how to request accommodations, please contact staff in the Department of Diversity, Access and Equity. DAE@nl.edu; www.nl.edu/diversity; 888.658.8632 x5491 or x3367.

National Louis University strives to achieve a diverse and inclusive community where every person is given the opportunity to be heard, respected, valued and welcomed. The university recognizes that diversity defines our individual and group lives. All members of the NLU community are expected to actively build a university environment enriched by contributions from diverse experiences, perspectives and backgrounds. Diversity, inclusion and social justice are key components of the university's mission of Access, Innovation and Excellence. Recognizing that it is difficult to have an all-inclusive list, we acknowledge the importance of these and all other aspects of diversity: ability, age, economic status, educational level, gender, national origin, language, political affiliation, professional status, race/ethnicity, religion, and sexual orientation.

ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, National Louis University is open to all applicants who are qualified according to its admission requirements.

- a. The institution will make clear with the Student Guidebook and the National Louis University Catalog, the characteristics and expectations of students that it considers relevant to its programs.
- b. Under no Circumstances will an applicant be denied admission because of Race, Religion, Gender, Sexual Orientation, Ethnic Background or Disability.

COMPLIANCE WITH FEDERAL NON-DISCRIMINATION REGULATIONS

Several federal regulations have been adopted that have as their purpose the protection of students' rights. Of particular interest are the following:

- a. Equal Opportunity: National Louis University supports the principles of equal opportunity for employment to all qualified persons without regard to Race, Gender, Religion, Color, National Origin or Age.
- b. Title IX: National Louis University does not discriminate on the basis of Gender, in accord with Title IX of the 1972 Education Amendments, in its Educational programs, Admission Policies, Activities or Employment Policies. This Legislation provides that no person in the United States shall, on the basis of Gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This includes protection from sexual harassment. Inquiries regarding compliance may be directed to the Department of Diversity, Access and Equality or to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C.
- c. Section 504 of the Rehabilitation Act: National Louis University does not discriminate against Individuals with Disabilities in its Educational programs, Admissions Policies, Activities, or Employment Policies. Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of or be subjected to discrimination solely because of their disability, under any program or activity that receives federal financial assistance. The American with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protection to individuals with disabilities and prohibits discrimination on the basis of disability in employment, places of public accommodations, state and local government services and telecommunications. Inquiries regarding compliance may be directed to the Department of Diversity, Access and Equality or to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C.
- d. On-campus grievance procedures for alleged violations of the non-discrimination regulations are the same as those employed for challenging violations of the Family Education Rights and Privacy Act of 1974.

EQUAL OPPORTUNITY

National Louis University affords equal opportunity to all qualified persons regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, disability, political beliefs, marital status, military status, and unfavorable military discharge other than dishonorable.

Any student with questions or concerns about any type of discrimination is encouraged to contact the Department of Diversity, Access and Equity at 847.947.5275 or DAE@nl.edu. Students can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including expulsion.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Basic Policy

In compliance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, National Louis University protects the rights of students and their parents with relation to the accuracy and privacy of their educational records. In accordance with the provisions of this act, National Louis University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student (or, in some instances, the parent). In addition, procedures have been established by which a student (or, in some instances, a parent) may request to examine his/her educational records, may challenge any portion of the record, and may request the opportunity to have any inaccurate, misleading, or otherwise inappropriate data deleted or corrected, or may have inserted into the record a written explanation regarding the content of the record.

Generally, these rights belong to the student. However, the parents of a student who is financially dependent upon the parents (as defined in Section 152 of the Internal Revenue Code of 1954) may have access to the student's record without first obtaining the student's consent.

Release Policy

To totally prohibit the release of even a student's name or dates of enrollment, for example, would be as much a disservice to students as it would be an imposition on the daily functioning of the school. The law permits certain categories of information to be designated as directory information and to be released without requiring written consent, provided the student (or parents where appropriate) has been notified what information is included as directory information and has been given a specific time to request any such information to be withheld from release.

The university has designated as directory information the following categories:

1. Student's name
2. Local address, telephone numbers, and NLU email address
(of currently enrolled students only)
3. Dates of enrollment
4. Major field of study
5. Diploma or degree awarded
6. Honors or awards received
7. Announcement of public performances and ceremonies
officially recognized by the university

Information designated by National Louis University as directory information may be individually released without prior consent unless the student (or parent) requests in writing to withhold release. Any such request to withhold release of directory information will apply to all directory information. Students should send such a request to the Office of Admissions and Records.

No other personally identifiable information about a current or former student may be released to any person or agency outside the university except by the written, signed, and dated request of the student (or parent where appropriate) specifying the information to be released and to whom it is to be released. At the request of the student (or parent), a copy of the information to be released will be provided when he/she consents to the release. (The Privacy Act provides for a number of exceptions to this rule whereby information may be released to accrediting agencies, certain federal and state authorities, for reason of emergencies related to the health and safety of the student, etc.,

without notifying the student or parent. A list of such exceptions may be obtained upon request. Emergency release of information may be necessary on approval of an appropriate administrative officer. In addition, notification shall not be given if the student (or parent, where appropriate) has directly made the request for the release of information.) Within the university, certain information within a student's record may be necessary for an individual or an office for whom it was not originally collected. Such information may be made available to University officials, including instructors, having legitimate educational interests.

The university shall maintain a record of all individuals or agencies that have requested or obtained access to a student's educational records and the legitimate interest they have in such records. The university shall keep this record as part of the student's total educational record, subject to the same restrictions on release and access. The university shall not maintain records of release of directory information requested directly by the student (or parent where appropriate) or requested by individuals within the school who have legitimate educational interest.

Whenever personally identifiable information about a student is released, the university shall stipulate, in writing, that the person or agency to whom it is released may not transmit such information to another individual or agency without the prior written consent of the student or parent of students below the post-secondary level.

Maintenance of Records

In maintaining a student's educational record, the university shall collect part or all of the following information: name; address; social security number; phone number; date of birth; sex; ethnicity; marital status; citizenship status; names of elementary, secondary, and post-secondary schools attended with dates and diplomas or degrees earned; activities, awards, and work experiences; parents' names, addresses, phone numbers and occupations; business address and phone numbers; emergency telephone numbers; transcripts; grades received; reports of standardized tests; degree and program evaluations; course evaluations; competency sheets; registration forms; medical forms and records; financial assistance applications; confidential financial statements and eligibility reports; records of student fee payments; student completed questionnaires; counselor reports and notes; letters of recommendation; placement records; and correspondence.

Letters of recommendation are used as admission documents only. They are not intended nor will they be used for any other purpose.

This information is kept by various offices and departments:

- Admissions
- Alumni Relations
- Career Services
- Diversity, Equity, and Access
- Financial Aid
- Provost
- Registrar
- School College Relations (National College of Education)
- Student Accounts
- Student Affairs
- University Ombudsman

Detailed educational records, as defined above, are kept no longer than two years after a student terminates enrollment in one of the university colleges and are then destroyed, with the following exceptions:

1. The Office of Admissions and Records maintains student files until graduation. Transcripts are maintained permanently. The Office of Admissions and Records keeps for five years general academic files of students who withdraw from the university before graduation and permanently maintains transcripts of all academic records earned at the university.
2. The Alumni Relations Office maintains directory information on all graduates.
3. The Financial Aid Office maintains complete files until a federal audit has been made.
4. The Student Accounts Office retains quarterly financial summaries of student fee payments and individual student files concerning Perkins Loans necessary to meet statutory requirements.
5. The Office of School College Relations (National College of Education) permanently retains information files related to professional study: evaluation, notation, etc.
6. The Office of Student Affairs maintains required immunization records and retains all other medical records for seven years after a student terminates enrollment.
7. The Office of Student Affairs and the Office of the Provost maintain disciplinary records for five years.

Student Right to Access

Students currently or formerly enrolled in the undergraduate or graduate school may request access to their own educational records with the following exceptions:

1. Medical and psychological reports and records are not open for review, although the university nurse or other recognized professional may act as a student's agent and review the record for him/her upon the student's request.
2. Confidential letters and statements of recommendation, written before January 1, 1975 and used only for the purpose for which they were obtained are not open for review.
3. Parent's Confidential Statements and eligibility reports are not open for student's review without parental written consent.

Although the rights provided for by the Family Educational Rights and Privacy Act of 1974 belong primarily to the student once he or she is enrolled at a post-secondary level of education, the parents of students who are financially dependent upon them (as defined in Section 152 of the Internal Revenue Code of 1954) may request access to the student's record without the prior consent of the student, with the same exceptions as listed above.

Waiver of Right to Access

In the following situations, the university shall provide students (or parents, where appropriate) with the means of waiving their right of access to certain limited parts of their educational record for the purpose of preserving confidentiality:

1. Letters of recommendation required for admission.
2. Letters of recommendation collected for a student's credential file in both the undergraduate and graduate colleges to be used in pursuit of employment.
3. Letters of recommendation used in connection with a student's eligibility for honorary recognition.

Whenever a student chooses to waive the right of such access, this limited waiver of the right of access applies to the parents, as well. In all three of the above listed situations, where the student or parent waives the right of access, the student (or parent, where appropriate) may request notification of the names of persons making recommendations and the university will provide them with such names.

In providing the means of waiving the right of access, the school shall place this option in writing as part of the printed form being used to obtain statements of recommendation. A student shall indicate in writing his/her choice of waiving or not waiving the right of access to this information before the form is given to other individuals to write their recommendations. Once a recommendation has been received, a student may not change his/her decision with regard to waiving the right to access to that recommendation.

Procedure for Access

To obtain access to any part of a student's educational record, the student (or parent where appropriate) shall be required to submit a written request to the individual in charge of the office that keeps the records in question. An opportunity to examine the student's file shall be provided as soon as possible and no later than 45 business days after the date of the initial request. The file must be examined within the office and in the presence of the administrator in charge of the office.

Procedure for Challenging the Record and Informal Proceedings

Should a student or parent (or another agent acting on their behalf in the case of medical or psychological records) feel that certain information within the educational record is inaccurate, misleading, or otherwise inappropriate, and wish to challenge such information, the parent or student may request a formal or informal hearing of their objections. The formal hearing request must be made in writing to the official representing the university in whose presence the record is being examined.

This official may offer to hear the objection at that time and thereby attempt to settle the objection in an informal way. Should such official be convinced of the validity of the objections made, they may, at that time, remove incorrect, misleading, or otherwise inappropriate information from the file; correct such information so that it is correct and satisfactory to the person stating the objections; or he or she may insert into the record an explanatory note written by the student or the parent. A summary of the proceedings, objections, and results shall be kept by that office, not in the student's file.

Formal Hearing

Should the individual hearing the objections not be convinced of their validity and should the person making the objection not be satisfied by the explanations given or by the offer to settle the objection informally, a formal hearing may be held. The student or parent desiring such a hearing shall make a written request to the administrator of that office and shall be contacted within one week to establish a time for the hearing. The hearing should take place no later than three weeks following the written request, providing that school is in session.

Under such circumstances, the objections shall be heard by a group of three representatives of the university, to be appointed by the President or by a designated substitute—none of the representatives to be directly involved with the information under objection. The hearing shall be conducted by one of the representatives appointed to chair the hearing. The student may bring to the hearing another person who may advise but who may not represent him/her. The chairperson shall present the information being questioned and shall give the student (or parent) requesting the hearing a full and fair opportunity to state the objections being made. The student shall, at this time, present any evidence to substantiate his/her objections. The chair shall then request the individual responsible for the information about which the objection has been made to state the rationale for the existing information and defend its validity. The chair shall then give the members

of the hearing committee the opportunity to question both parties. The chair shall then invite concluding statements from each party. The objector shall be notified in writing as soon as possible of the committee's decision.

Record of Hearing

Should their decision be in favor of the objector, deletions or corrections in the student's record shall be made immediately, and a summary of the hearing, the objections and the determinations made shall be recorded in the office where the information objected to is kept in a file, though the account of the hearing shall not appear in the student's record. Should the decision be in favor of retaining the already existing information without change, the record shall be retained as is and a summary of the hearing, the objections and decisions made shall be recorded in the office where the information objected to is kept in a file, though the summary of the hearing shall not appear in the student's record. Once a particular item in the educational record has been challenged and formally heard, a challenge of the same item shall not be heard again.

Additional Information Regarding FERPA

More detailed information concerning the provisions of the Family Educational Rights and Privacy Act of 1974 may be obtained by examination of the act itself, as amended.

FINANCIAL OBLIGATIONS

Students voluntarily accept the services of the university with full responsibility for the payment of all tuition, fees and other charges as scheduled in this catalog, listed on the university website and in other official notices. Electronic Statements of Account are posted to the NLU Student Portal monthly. It is the student's responsibility to review the Statement of Account, verify that financial aid and payments have been received, and contact the Office of Student Finance with questions regarding charges within 30 days of posting. Satisfactory arrangements must be made with the Office of Student Finance for the settlement of all accounts before a student may register, receive a diploma, obtain a transcript, or have enrollment or degrees confirmed. The cancellation of a student's enrollment may result if bills are past due and payment obligations have not been met.

Students must make restitution when they are responsible for the loss of or damage to university property or to the personal possessions of others.

IMMUNIZATION (STATE OF ILLINOIS)

The Illinois Department of Public Health has finalized the immunization requirements for all postsecondary educational institutions.

Students born before January 1, 1957, may be required to submit a medical history and information form (provided by Student Affairs), or to provide Student Affairs with proof of birth (i.e., birth certificate, driver's License, or personal identification card issued by the Secretary of State) for exemption. Student born on after January 1, 1957, may be required to submit to Student Affairs proof of immunization to measles, mumps, rubella, tetanus, and diphtheria. For more information, please contact Student Health Services at 312.261.3568.

QUICK REFERENCE AND EMERGENCY INFORMATION

Any extension can be reached from the university toll-free number.

Toll-Free Number: 888.658.8632

If you have questions about:	Call:
Admissions process or how to enroll	ext. 5718
Books (Instructional Services) Customer service, giftshop	ext. 4483
Career Services Office <i>Career-exploration, job search skills, part-time and full-time career/job opportunities</i>	ext. 3262
Library/Tutoring/Testing Services <i>Library services, academic success, assessment testing, Tutoring and Testing resources and workshops</i>	ext. 3374
College of Arts and Sciences	ext. 3224
College of Arts and Sciences <i>(these numbers are for enrolled students)</i>	ext. 3609
Commencement dates, deadlines, procedures	ext. 3568
Department of Diversity, Access and Equity Services <i>for students with special needs</i>	
Chicago	ext. 3367
Lisle	ext. 4237
Skokie	ext. 2253
Wheeling	ext. 5275
Earning credit by exam (DANTES, CLEP), <i>Credit by Portfolio or Credit by Proficiency</i>	ext. 4316
Financial Aid options	ext. 5350
Library Services	
Chicago	ext. 3376
Elgin	ext. 8031
Lisle	ext. 4530
Skokie	ext. 2288
Wheeling	ext. 5503
National College of Education <i>(these numbers are for enrolled students)</i>	
Issues re: On-campus programs	ext. 5363
Issues re: Cluster programs	ext. 5027
NCE Center for Professional Development	ext. 5247
Prior Learning Assessment	ext. 4318
Provost Office	ext. 3798

Public Safety	
Chicago	ext. 3333
Elgin	ext. 4512
Lisle	ext. 4444
Skokie	ext. 2222
Wheeling	ext. 5555
Registering for classes, adding or dropping classes	ext. 5900
Student Affairs	ext. 3568, 3015
Student ID Cards	ext. 5555, 2273, 3205, 4512
Student Organizations	ext. 3568, 3092
Transcripts	ext. 5718
Tuition payment options or student billing questions	ext. 5350
Undergraduate Academic Advising Center	ext. 5900
University Student Ombudsman	ext. 3461, 3568
Work Study Jobs	ext. 5228

CAMPUS DIRECTORY

To locate a department or person, visit <http://directory.nl.edu>.

This phone directory lists extensions for the Chicago, Elgin, Lisle, Skokie and Wheeling campuses. These extensions can be accessed after dialing the university's toll-free number.

Toll-Free Number: **888.658.8632**

Please note: The extensions listed in this directory were accurate at the time of printing, but are subject to change. If you have any difficulty accessing a particular department, please contact the call center at 888.nlu.today.

Note: the first digit of the extension refers to the campus location:

2-Skokie 3-Chicago 4-Lisle 5-Wheeling 8-Elgin

EMERGENCY ASSISTANCE

To locate a student in an emergency situation, contact the Office of Student Affairs or the Student Services Center at the campus of attendance, giving essential details. Either office should also be contacted immediately when an emergency involving a student occurs on campus, time permitting. If time does not permit, local emergency procedures should be followed.

EMERGENCY CLOSINGS—CHICAGO AREA

For information on emergency closings for non-Illinois sites, please call your local campus. All campus closings for Illinois campus locations will be posted through the Emergency Closing Center; if the Emergency Closing Center does not list the campus as closed; the location is open for regularly scheduled classes, events and business. The Emergency Closing Center no longer charges an additional fee for the call: 847.238.1234.

There are several ways to check the university's "closing status" through the Emergency Closing Center.

Internet: go to www.emergencyclosings.com

Please note that in order to utilize this Internet source the facility name must be entered as "National Louis University" (the hyphen must be included). By using the location information below individuals may search for locations by city or phone.

Chicago campus: 312.621.9650

Skokie campus: 224.233.2000

Elgin campus: 847.695.6070

Lisle campus: 630.874.4000

Wheeling campus: 847.465.0575

Milwaukee campus: 414.577.2658

Beloit campus: 608.364.3999 or 815.962.6644

Listen: NLU emergency closing information will be broadcast on the following Chicago-area radio and TV stations:

Radio: WGN-AM 720, WBBM-AM 78, Zone FM 94.7

TV: CBS—Channel 2

NBC—Channel 5

WFLD-TV "Fox 32"—Channel 32

CLTV News (Chicagoland Televisioncable station)

MEDICAL AND PERSONAL EMERGENCIES

If a medical or personal emergency results in an unexpected absence from class, your class instructor should be notified promptly. In case of a prolonged absence, students should notify their Academic Advisor and the Registrar's Office. In case of medical emergencies on campus, contact the Office of Campus Services and/or dial 911.

RESOURCES AND SERVICES

ACADEMIC ADVISING

All undergraduate students are assigned a professional academic advisor. Academic advisors assist students in: planning their course of study to ensure timely graduation; understanding degree requirements and different avenues for completing them; selecting courses; and learning about NLU services for students. Being in regular contact with an academic advisor is the best way for students to effectively complete degree requirements and plan for graduation. Advisors for undergraduate students are available at the Chicago, Elgin, Lisle, Skokie/North Shore, Wheeling (all Chicago-area campuses) and Tampa campuses. Advisors are available by phone or in-person appointments and also see students on a walk-in basis during peak times. Evening hours are available, and online chat sessions with advisors are also regularly scheduled.

Graduate students have a faculty advisor assigned. Registration for on-campus classes is conducted before the beginning of each academic term. The dates for registration are published on the university Academic Calendar in the University Catalog (see page 14-15). Students may register in person at any campus or by mail or fax to the Office of Academic Advising.

www.nl.edu/advising • advising@nl.edu • 888.658.8632, x5900

ACADEMIC COMPUTING

The university provides the computer resources and services needed for the scholarly pursuits of students and faculty, including instruction, research and library services. Academic computing services:

- manages general purpose computer labs at selected locations.
- acquires and maintains instructional software.
- consults with faculty on computing questions and problems.
- assists faculty and students in purchasing computer equipment through selected educational discount programs.
- provides direction and planning for computer technology at the institution.

ACADEMIC AND LIFELONG LEARNING

Center for Academic Development (CAD) and Prior Learning Assessment (PLA) collaborate to enhance the success of NLU students. Under the umbrella of Academic and Lifelong Learning, the departments help students maximize current academic success, evaluate past learning experiences, and pursue lifelong learning. This is accomplished through a wide range of learning support and assessment services provided by a network of professional staff, faculty, and peers.

CENTER FOR ACADEMIC DEVELOPMENT

The Center for Academic Development (CAD) is committed to providing comprehensive academic programs which enable learners of all ages, ethnolinguistic backgrounds and levels of capability to reach their full potential. The CAD professional staff includes learning specialists and peer tutors with knowledge and expertise in current learning theory and instructional methodology. The CAD personnel collaborate with the Department of Adult Education faculty to develop and implement university-wide academic programs which complement general education and professional coursework; to present workshops for students/faculty; to design intervention programs for special populations; and to disseminate model retention programs through presentations at national conferences. At the heart of CAD programs are the learning specialists and faculty members working to assure the success of each student. They administer skills assessments and intervene on behalf of students with special learning needs. They also support university faculty who seek guidance in making their teaching more effective.

The programs of the center have been cited as “exemplary” by the National Center for Developmental Education. They have made a significant impact on student learning and are an active part of the academic environment at National Louis University campuses and academic centers.

ADMISSIONS AND RECORDS

All students’ academic records are maintained by the Office of Admissions and Records in accordance with the 1974 Family Educational Rights and Privacy Act. In addition, the Office of Admissions and Records administers registration and Veteran’s benefits, produces official academic transcripts, provides enrollment and degree verification services and graduation audits, evaluates transfer credit and publishes the official University Catalog.

Registration for on-campus classes is conducted before the beginning of each academic term. The dates for registration are published on the University Academic Calendar in the University Catalog (see page 14-15). Students may register in person at any campus or by mail or fax to the Office of Admissions and Records on the Wheeling campus. FAX 847.465.4746

Students must register their current mailing address. They are also required to keep the University informed of their correct permanent address, if different from their residence

during periods of enrollment. Any changes of address or name must be reported promptly to the Office of Admissions and Records.

National Louis University prohibits the release of any personally identifiable information, other than directory information regarding any of its students without first receiving the consent of the student. Students may examine and enter a statement about the content of their own records. Details are described in the section, The Family Education Rights and Privacy Act of 1974, may be found in the Student Guidebook and this catalog.

admissions@nl.edu • registrar@nl.edu • 888.658.8632 x 5718.

ASSESSMENT/EXAMS

Students may take a variety of assessment exams: the Criterion writing assessment required for all new undergraduate students and some graduate programs, the COMPASS math skills assessment, required of undergraduate students, and the Miller Analogies Test, required of applicants to graduate programs in the National College of Education. CLEP and DANTES exams are also offered at NLU campuses. Students should contact 888.658.8632, x3898 to register in advance for all assessments. CAD.nl.edu; CyberCAD@nl.edu

BOOKSTORE

The university's virtual bookstore sells new and used textbooks, course packs and other required course materials, as well as NLU apparel and merchandise. All NLU students may shop online or sell their books 24/7 at the university's virtual bookstore www.ecampus.com/nlu.

Customer Service is available M-F, 9:00am–5:00pm EST at 877.284.6744 or via email: bookstore@ecampus.com

Field program students: Textbooks will be automatically shipped 3-4 weeks prior to the start of each term. For more information on field program textbooks, contact Course Fulfillment Services 888.658.8632 x4484 or x4483.

CAREER SERVICES

Whether National Louis University students or alumni are interested in pursuing a complex professional transition, or how to position themselves for an internal promotion, they can receive professional assistance from the Office of Career Services.

The Office of Career Services sponsors workshops, career fairs, and other events and gives special assistance in résumé writing, interview skills, networking, and other job search strategies. The office hosts opportunities to network with employers and alumni through academic forums and the online Virtual Career Network found on the NLU portal page.

NLU's Office of Career Services is committed to assisting graduates in locating employment in their fields of study. In addition to assisting graduates, the office assists students in locating part-time and full-time employment while still enrolled in school. Although NLU does not guarantee job placement, every effort is made to achieve the best possible results for students and alumni.

www.nl.edu/careerservices • careerservices@nl.edu • 888.658.8632 or 312.261.3270

CIVIC ENGAGEMENT CENTER

Through volunteerism, service trips, academic service learning and community involvement activities, the university helps students become engaged citizens both on campus and in the greater community. We promote cultural competency, civic responsibility and social justice through the university community. If students are looking for volunteer opportunities or would like to participate in social, political and cultural inquiry, NLU's Civic Engagement Center offers resources and events.

www.nl.edu/cec • civicengagement@nl.edu • 888.658.8632 x2667

COMMENCEMENT

Formal commencement exercises are held once each year. Students who have completed all degree requirements by September 15 are eligible to participate in the annual spring ceremony. Commencement participants pay a cap and gown fee. Students who have registered their intention to graduate with the Office of Admissions and Records by the date required will receive notification of all details. The commencement website provides dates of commencement ceremonies in Chicago, Milwaukee and Tampa, information on how to order a cap and gown, and instructions on how to register for the commencement ceremony and finalize diploma and degree.

www.nl.edu/commencement • commencement@nl.edu • 888.658.8632 x3568

CONCERNS, ISSUES AND PROBLEMS

Students seeking resolution to their concerns, issues and problems are advised to contact the university Student Ombudsman (USO), a dispute resolution practitioner, whose main function is to provide assistance to NLU students.

Students can self-refer, and NLU faculty and staff can initiate referrals. The USO routes the student concern to the appropriate NLU individual or office, and works collaboratively with faculty, staff and administration to identify options and strategies for resolution. The USO monitors the problem solving process from referral to resolution.

www.nl.edu/StudentServices/ombudsperson • 312.261.3461 • brouzan@nl.edu

COUNSELING SERVICES

The university does not have a counselor on campus available to students. Students seeking counseling referrals should contact the Office of Student Life. Students may obtain the names of licensed therapists in their community from the Office of Student Life. The cost of counseling outside the university is incurred by the student. NLU does not cover private counseling.

www.nl.edu/StudentServices/studentaffairs/Counseling.cfm • 888.658.8632 x2443

DIPLOMAS

Degrees are awarded four times a year, once at the end of each academic term. Transcripts and diplomas reflect a degree awarded only on one of these dates. Degree finalization is the process of verifying all of a student's degree requirements have been completed, posting the degree to the student's transcript, and ordering a diploma. This process is only initiated after a student submits a "Diploma and Degree Finalization Request" online at www.nl.edu/oar/services/degrees-diplomas.cfm.

Participation in a commencement ceremony is optional and may be requested at the same time the application for diploma and degree finalization is made. The degree finalization fee is \$50 and must be paid through the Student Finance Office prior to release of the diploma and/or final transcripts. Commencement information can be found on the commencement website (www.nl.edu/commencement) and provides details on how to order a cap and gown (Traditions USA).

DIVERSITY, ACCESS AND EQUALITY

National Louis University is dedicated to the achievement of excellence and diversity among its students, faculty and staff. The university values diversity within its own community and in the national and international communities we serve. NLU is committed to recruiting, hiring and retaining diverse, highly qualified faculty, staff, students and administrators. We have a strong commitment to diversity and recognize that diversity

promotes the inclusion of multiple perspectives and ideas, as we prepare our students to interact with diverse populations in our ever-changing world. For more information, please visit the university's website or send an email to DAE@nl.edu.

FEDERAL WORK-STUDY

The Federal Work-Study (FWS) provides part-time employment for undergraduate and graduate students allowing them to earn money to help pay education expenses. Opportunities are available on-campus and off campus Community Service Agencies. FWS program is administered by Student Employment Office of Student Finance. Student employment includes Federal Work-Study (FWS), Graduate Assistant (GA), and other limited on-campus opportunities.

www.nl.edu/studentfinance/financialaid/federal-work-study.cfm • FWS@nl.edu
888.658.8632 x5350

FINANCIAL ASSISTANCE AND ACCOUNTS

Information about financial assistance is available through the Office of Student Finance. Financial assistance includes scholarships, awards, grants, need and non-need based loans, employment and graduate assistantships. The university also offers students a variety of payment plan options to assist students in financing their education. All students must complete a NLU Payment Plan/Promissory Note and select a payment plan or financial aid option.

www.nl.edu/StudentFinance • StudentFinance@nl.edu • 888.658.8632, x5350;
Fax: 847.465.5894 • Tampa x6113 • Milwaukee/Beloit 414.577.2658

GIFT SHOP

The NLU Gift Shop is located at the Chicago campus, 2nd floor Atrium. The Gift Shop sells NLU apparel and merchandise, school supplies, trade books, and other gifts. Store hours are Monday–Thursday, 12:00pm–6:00pm; and Friday, 12:00pm–5:00pm. For information, contact the shop manager 888.658.8632 x3440.

HEALTH SERVICES

The university does not have a health professional on campus available to students. The Office of Student Affairs is committed to adhering to the regulations of the Illinois Department of Public Health and other regulatory agencies. All medical records and services are confidential. The university does not provide student health insurance, nor does it make recommendations for obtaining student health insurance. Students with questions or concerns should contact the Office of Student Affairs.

www.nl.edu/StudentServices/studentaffairs/health.cfm • 888.658.8632 x3568

INTERNATIONAL STUDENTS

National Louis University is authorized under Federal law to enroll nonimmigrant students. National Louis University is approved for attendance by nonimmigrant students and to issue a Certificate of Eligibility for Nonimmigrant (F-1) students, I-20 A-B. Residents of foreign countries who desire to study at National Louis University and require the F-1 visa (I-20 A-B) must satisfy the requirements listed in detail on pages 19-20 (admission requirements for international students) before their visas can be issued.

All international students on F-1 visas are required to show proof of insurance at the beginning of each term. International students are required to submit proof of insurance to the Office of International Students at the Chicago campus at the point of first enrollment.

http://nlu.nl.edu/general/iam_international.cfm • 888.658.8632 x3461

LIBRARY

Whether on campus, off-campus, or online, all NLU students have access to library resources and special collections. University Library faculty and staff provide instruction in information literacy and research skills to classes and individual students.

Library faculty also teach undergraduate credit courses in digital information literacy and are available for individual research consultations in-person, by phone, or online. The NLU library preserves digitizes, and disseminates NLU research and historical materials.

www.nl.edu/library • libref@nl.edu • 888.658.8632: Chicago x3376; Lisle x4530; Skokie x2288; Wheeling x5503

ORIENTATION FOR UNDERGRADUATES

NLU's student orientation program for new undergraduate students, is the first step to success at the university. All new undergraduate students are required to attend orientation either in person or online. The session is loaded with information on the academic programs, and provides an overview of services provided by the university. Each session contains an informational session and a writing assessment. The information session helps students learn what to expect from their classes and instructors, understand how their transfer credit applies to their NLU degree, plan for the completion of their remaining academic requirements and learn about a variety of options available at NLU to earn academic credit. University policies and procedures are also discussed. The writing assessment allows students to identify their strengths and weaknesses in regards to writing and allows NLU to help any student needing extra assistance with writing to receive it. Orientation is scheduled prior to each academic term.

www.nl.edu/advising/fastforward • 888.658.8632, x5900.

PRIOR LEARNING ASSESSMENT

All students come to higher education with vast personal and professional experiences. These experiences can lead to the acquisition of new knowledge, concepts and skills which may be equivalent to college coursework. Colleges and universities often refer to this as "prior learning" since it has occurred before enrollment. NLU provides several options for earning academic credit for prior learning: Credit by Examination, Credit by Portfolio, and Credit by Proficiency.

www.nl.edu/centers/assessment/index.cfm • PLA@nl.edu • 888.658.8632, x4318.

PRIOR LEARNING ASSESSMENT

Adult students come to higher education with vast personal and professional experiences. These experiences can lead to the acquisition of new knowledge, concepts, and skills, which may be equivalent to college coursework. Colleges and universities often refer to this as "prior learning" since it has occurred before enrollment.

Prior Learning Assessment coordinates the following programs to recognize, document, and validate learning for possible academic credit: Credit by Examination, Credit by Portfolio, and Credit by Proficiency.

PRIOR LEARNING ASSESSMENT CREDIT

Credit by Portfolio

Credit by portfolio is possible at National Louis University in some programs. In order to be eligible for portfolio assessment, students are required to successfully complete the portfolio development course, ACL301 Perspectives on Prior Learning. Portfolios are prepared by students to demonstrate their prior or extra-institutional learning. Student learning outcomes are assessed and credit granted by content-area experts in accordance

with policies established by the faculty and guidelines for the evaluation of prior or extra-institutional learning recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE). Fees are charged to cover the cost of evaluations. A maximum of 60 quarter hours of credit by portfolio may be applied toward the baccalaureate degree. Only ten (10) quarter hours of credit by portfolio may be applied toward admission requirements in the ABS, BSM, BSMIS and HCL programs.

Credit by Examination

National Louis University awards credit to students who have achieved acceptable scores on the Advanced Placement (AP), the American College Testing Program (ACT-PEP), the College Board's College Level Examination Program (CLEP), and the DANTES Subject Standardized Tests (DSSTs). The university has adopted the American Council on Education's (ACE) recommendations for acceptable score requirements and credit awards. DANTES exams may be taken at NLU and are scheduled on a regular basis. Fees are charged to cover the costs of tests and administration.

Credit by Proficiency

Credit by proficiency is possible at NLU for some courses. Students may attempt to demonstrate the required competencies in a course and receive credit for that course. The evaluation is completed by a faculty member in that content area. A fee is charged to cover the cost of administration.

For further information and to determine eligibility, please contact the Prior Learning Assessment center. For additional information about Academic and Lifelong Learning, please see page 24 and 41 of the 2011-12 Catalog.

REGISTRAR

The Office of Admissions and Records supports NLU's educational mission by maintaining all students' academic records in accordance with the 1974 Family Educational Rights and Privacy Act. In addition, the Office of Admissions and Records administers Veterans' benefits, produces official academic transcripts and the online schedules, provides enrollment and degree verification services and graduation audits, evaluates transfer credit and publishes the official university catalog.

ROOM RESERVATIONS

Registered student organizations sponsoring activities and events on campus may use University facilities and certain services, furnishings, and equipment. Reservations must be made in advance by contacting the campus facilities and operations manager on the appropriate campus. Priority on space use is given as follows: 1) curricular use; 2) co-curricular use; 3) use by groups affiliated with National Louis University; and 4) rental by groups from outside the university.

STUDENT AFFAIRS

Student Affairs is committed to promoting active student learning, personal growth and professional development. In partnership with the University community, Student Affairs will enhance student success by fostering a sense of individual responsibility and delivering quality student services.

A university requires an environment conducive to intellectual and personal growth. National Louis University seeks to cultivate a sense of personal integrity in each of its students. Students are expected to develop as individuals in a manner that is consistent with the educational purposes of the University.

National Louis University has no religious affiliation and welcomes students of all persuasions. Tolerance of others, respect for differences, and cooperation for the good of

all are expected in both precept and practice. A consistent policy of nondiscrimination on the basis of race, creed, religion, sex, disability, or national origin is adhered to in all matters affecting the students of the University.

Student Affairs is staffed with professionals who are committed to student success and who desire to foster an engaging student life experience. The various offices in Student Affairs provide programs and services for the benefit of the University's students. These co-curricular programs complement the academic programs and are designed to promote student development and learning. Student Affairs professionals act in an advisory capacity and advocacy role to assist students in addressing special needs or difficulties, and seek to provide an environment that is positive and conducive to learning. The Office of Student Affairs maintains an open-door policy and encourages students to discuss their problems and voice their concerns. Services include career services, counseling services, student health services, new student orientation, student programs, events and activities, development programs, governance, clubs and organizations, and special events.

National Louis University believes that student life, academic work, and professional studies are interrelated parts of the University experience. Students are encouraged to develop their skills and themselves as individuals both through the formal academic programs and through co-curricular opportunities. The staff of the Office of Student Affairs seeks to assist students' enhancement of lifelong learning and personal development through student programs and services. Offices are located on the Chicago, Lisle, Skokie, and Wheeling campuses. Students at other sites may contact Brisbane Rouzan, executive director of Student Affairs 888.658.8632 x3568 or email brouzan@nl.edu.

STUDENT LIFE (ORGANIZATIONS)

The goal of Student Life is to develop community, provide supportive services, and enhance leadership development for students on each of the NLU campuses. Student Life is the primary office for student activities and events, student leadership, and student organizations at the university. Students at NLU have the opportunity to participate in activities that support their academic goals and encourage their personal growth and development.

Students have the opportunity to get involved by taking on leadership roles within the Student Senate or student organizations, planning events, participating in volunteer activities, and attending events or performances. There are a variety of ways to get involved and develop personal leadership skills. Student Life is committed to meeting the needs and interests of NLU students.

Registered student organizations sponsoring activities and events on campus may use University facilities and certain services, furnishings, and equipment. Reservations must be made in advance by contacting the campus facilities and operations manager on the appropriate campus. Priority on space use is given as follows: 1) curricular use; 2) co-curricular use; 3) use by groups affiliated with National Louis University; and 4) rental by groups from outside the university.

Students and student organizations are to have all contracts for outside services or arrangements connected with University functions reviewed and approved by the Office of Student Life. Such contracts will require the signature of a university official.

www.nl.edu/student-services/student-affairs/student-life • maria.meintanis@nl.edu
888.658.8632 x3568

STUDENT OMBUDSMAN

The University Student Ombudsman (USO) is part of NLU's ongoing efforts to be a student-centered university in every possible way. The USO is a dispute resolution practitioner, whose main function is to provide assistance to NLU students for resolving their

issues and problems. The USO's role is to help students. The USO works collaboratively with faculty, staff and administration to identify options and strategies for resolution. The USO monitors the problem solving process from referral to resolution.

The USO is the primary contact for students seeking resolution to their problems. Students can self-refer, and NLU faculty and staff can initiate referrals. The USO routes the student concern to the appropriate NLU individual or office. Contact the Ombudsman at 888.658.8632 x3568

TECHNOLOGY

The following Technology Resources are available via the NLU web site:

- Office of Information Technology
- Virtual Technology Resource Center
- MY.NL.EDU—NLU Portal
- Student Email
- Blackboard Online Courses
- eCampus (Support for Online Programs)
- Electronic Portfolios (LiveText)
- NLU Online Directory

www.nl.edu/technology • Help Desk 888.658.8632 x4357

TEST PREPARATION

There are a variety of options to help students prepare for tests required for teacher certification in the state of Illinois. Workshops are regularly scheduled at Chicago area campuses for preparation for the Basic Skills Test, content exams, and APT exams required by the state. In addition, students can meet individually with staff to plan a preparation strategy for these exams and for person tutoring on exam content. Self-paced, online resources for test preparation are also available to NLU students after meeting with staff.

CAD.nl.edu • CyberCAD@nl.edu • 888.658.8632, x5900.

TUTORING AND LEARNING SKILLS ASSISTANCE

Comprehensive assistance is available to all NLU students. Students may work with specialists for individual tutoring in the areas of math and writing or to learn how to read textbooks, prepare for tests, follow academic guidelines for writing, or any other student need. Staff members are at the Chicago, Elgin, Lisle, Skokie and Wheeling campuses, and an extensive online academic support system for assistance via email is available at CyberCAD@nl.edu. CAD.nl.edu • 888.658.8632, x5900

WORKSHOPS FOR ACADEMIC SUPPORT

The ASC is committed to providing learning opportunities for students through workshops on important academic support topics. A regular schedule of learning workshops and classroom visits are scheduled throughout the year. Workshop topics include preparing for state teacher certification exams, understanding how to be a successful student in certain academic programs, writing in APA style, and many other programs that are useful to students. ASC staff also provide classroom presentations at the request of faculty on learning skills topics. Workshops are advertised on campus bulletin boards and through email and class announcements.

CAD.nl.edu • CyberCAD@nl.edu • 888.658.8632, x5900.

STUDENT INFORMATION

ACCESS TO STUDENT RECORDS

NLU prohibits the release of any personally identifiable information, other than directory information regarding any of its students without first receiving the consent of the student. Students may examine and enter a statement about the content of their own records. Details are described in the section, The Family Education Rights and Privacy Act of 1974, found in the NLU catalog.

ADDRESSES

Students must register their current mailing address. They are also required to keep the University informed of their correct permanent address, if different from their residence during periods of enrollment. Any changes of address or name must be reported promptly to the Office of Admissions and Records.

ADVOCACY

Students who need information about some aspect of their National Louis University experience can receive assistance in solving and/or understanding the problem by contacting the university Ombudsman at 312.261.3461; BRouzan@nl.edu.

CLASS ATTENDANCE

Attendance is important to the accomplishment of university curriculum objectives. Students are expected to be present for all scheduled meeting of courses.

In case of an absence from class, students are encouraged to give prior notice to the instructor. If illness or other necessity causes prolonged absence, students should consult with the instructor and the registrar. In such cases, a physician's statement may be required.

CONTACTS

Students and student organizations are to have all contracts for outside services or arrangements connected with university functions reviewed and approved by the Office of Student Life. Such contracts will require the signature of a university official. 888.658.8632 x5350

FACULTY CONTACT INFORMATION

The university cannot release faculty members' home phone numbers or addresses to students. Students should contact their instructors at the beginning of each term to determine the most efficient and appropriate way of contacting them.

FINANCIAL ASSISTANCE

Financial assistance may be available through the Office of Student Finance. Financial assistance includes scholarships, awards, grants, need and non-need based loans, employment, and graduate-student fellowships.

A number of merit-based scholarships are available to students through a competitive application process. Please check the Financial Aid web page on the university site for details regarding eligibility and application deadlines.

IDENTIFICATION CARDS AND NUMBERS

Students are able to retrieve their NLU ID number by logging in to a secure account (my.nl.edu). The NLU ID is displayed on the first page you see after you log in. The NLU ID is a nine character number and begins with the letter "N". An example would be N00456789.

Students will need this number for processes or questions concerning registration, financial aid, graduation applications, and other such services.

All students who are registered for coursework will be issued an identification card called the Global Card. Global Cards will be issued based on current registration data. All Global Cards will be mailed to students following the add/drop period. Students receiving a non-photo card can exchange it for a photo ID card at any Chicago-area campus (a \$10 fee is charged for exchanging the card).

Global Cards will be imprinted with a bar-code which meets the requirements for identification at any library which is part of the ILLINET system, allowing the holder to participate in resource use at that library under the general policies of the ILLINET program (applies to students taking classes in Illinois only).

The Global Card contains a magnetic stripe that allows the user to electronically store money to use on copiers (Chicago-area campuses only), and the bookstore (Chicago campus only).

The Global Card is valid only during periods of active registration. The card is the official University identification and entitles students to admission to University buildings, use of the libraries, and use of other University facilities and services. Students are required to carry the ID card when present on one of the campuses, or at a class function sponsored by the university. The card is not transferable and is the property of the university and must be surrendered upon request by a University official.

In the event that a Global Card is lost or stolen, the student may obtain a replacement card at any campus administration office (the card will be mailed within 24 hours). There is a fee to replace cards.

888.658.8632: Chicago x3429; Elgin x 801; Lisle x4512; Skokie x2267; Wheeling x5804

PARKING

Parking lots are located at the Elgin, Lisle, Skokie, and Wheeling campuses. Parking lots are also available at the following campuses: Milwaukee/Beloit, Wisconsin; and Tampa/Orlando, Florida. For information on parking in public or private lots in Chicago, contact the Chicago campus Facilities and Operations at 800.444.3.5533 x3205

TUITION AND FEES

Tuition and fees listed in this catalog are based on information available at publication and are subject to change. The most up-to-date listing of tuition and fees is available through the Office of Student Finance.

www.nl.edu/studentfinance • StudentFinance@nl.edu • 888.658.8632 x5350

UNIVERSITY COLORS

National Louis University colors are platinum and blue. Platinum symbolizes the richness of our future as an innovative leader in higher education; furthermore, the highly prized nature of platinum is a reflection of the quality National Louis University always strives to bring to its students. Blue is a tribute to our proud heritage and founding purpose, as an outstanding teacher training institution in that blue is the traditional color for the education profession.

UNIVERSITY MASCOT

National Louis University's mascot is the Eagle. The eagle is the national symbol and, therefore, it reflects our name as well as the national vision Elizabeth Harrison had for the institution when she founded it. Furthermore, the notion that eagles soar exemplifies the hope that our students and National Louis University will soar to new heights of achievement.

ACADEMIC POLICIES

UNIVERSITY CATALOG

The university catalog contains official statements on university programs and academic policies and should be carefully consulted for any details. Program-specific information is also described in the handbooks of university programs. Such information is naturally subject to change and may be supplemented at any time by corrections, deletions, or additions.

POLICY ON ACADEMIC HONESTY

National Louis University subscribes to the principle that academic quality and a productive learning environment are inextricably linked to academic honesty.

Like other colleges and universities, National Louis University has expectations regarding academic honesty on the part of students, faculty and staff, and, indeed, professional people at all levels of academic activity.

With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. The concept of academic honesty includes plagiarism as well as receiving and/or giving improper assistance and other forms of cheating on coursework. Students found to have engaged in academic dishonesty are subject to disciplinary action and may be dismissed from the university.

Faculty has the right to analyze and evaluate students' coursework. Students may be asked to submit their papers electronically to a third party plagiarism detection service. Students who are asked to submit their papers and refuse must provide proof for every cited work comprising the cover page and first cited page for each source listed in the bibliography.

When evidence of academic dishonesty is discovered, an established procedure (see below) of resolution will be activated to bring the matter to closure.

PROCEDURE FOR HANDLING INCIDENTS OF ACADEMIC DISHONESTY

1. A faculty member (or other University employee) who has reason to believe that a student has violated the university's Policy on Academic Honesty has an unequivocal obligation to confront the student for an explanation and resolution.
2. The faculty member¹ (or other University employee) shall arrange a private meeting (online, by telephone, or in person) within 14 business days of the occurrence of the alleged incident of academic dishonesty or within 14 business days of the date he/she learned of the incident to: (1) explain the allegation(s) of violation of the Policy on Academic Honesty; (2) present the reasons or evidence to support such allegations; and, (3) provide a copy of the university's Policy on Academic Honesty. The desired outcome of this meeting shall be the identification of a mutually satisfactory remedy (see below) by which to correct the breach of the Policy on Academic Honesty. The outcome of this meeting becomes a part of the official record only at such

time as Step 3, below, is activated. If the faculty member (or other University employee) and the student are unable to agree mutually on an available remedy (see below), either party may petition for a formal hearing procedure to resolve the matter.

3. The petitioning party shall file a petition for Hearing on Academic Dishonesty (hereinafter petition) within 20 business days of the private meeting described at Step 2, above. Said petition shall be filed with the Senior Academic Officer of the university. The 20 business day period may be extended by the mutual consent of the parties, but in no event shall any such extension exceed the 20 business day period by more than 40 business days.
4. The Senior Academic Officer or designee, after determining that the petition falls within the purview of this policy will, within 10 business days of receiving the petition, or such other time as may be mutually agreed among the parties, convene a hearing committee (hereinafter committee) ² which shall hear and decide the matter. The petitioner's presence is required. An accused student shall have a right to appear at the hearing with or without an advocate. However, the absence of an advocate shall not abrogate the Committee's responsibility to proceed and reach resolution.
5. The Committee shall evaluate all available evidence and materials, including the direct personal statements of the parties in attendance, and others who have direct knowledge of the matters under review. The Committee shall then, in private session, decide upon the remedy (see below) to be applied. That decision shall be reported within three (3) business days to the Senior Academic Officer who shall inform both parties in writing of the decision and place a copy of said notification in the student's file maintained by the Office of Admissions and Records.
6. Either party shall have the right to file a written appeal of the council's decision. Said appeal shall be received in the Senior Academic Officer's office within 14 business days of the council's decision.
7. The Senior Academic Officer shall act on said appeal within 21 business days of receipt, using whatever means of fact-finding that may be available. All parties shall be notified of his/her decision. This action shall be the final administrative remedy available to resolve matters concerning academic dishonesty. Any remedy requiring further action by the President or Board of Trustees shall be carried out within a reasonable period of time.

¹ It may be appropriate for the faculty member to have a witness present during the private meeting with the student.

² The Hearing Committee shall be comprised of a hearing officer appointed by the Senior Academic Officer and two faculty members appointed by the Chair of the Faculty Senate. None of the above individuals may sit on the Committee if he/she is a party in the dispute.

REMEDIES

1. No further action.
2. Further investigation.
3. Mediation by a third party.
4. Extra or repeated assignments.
5. Re-examination.
6. Lowered grade or no credit for assignment, examination, thesis, course, or internship.
7. Suspension from the university.

8. Dismissal from the university.
9. Rescission of an awarded certificate.
10. Recommendation to the Board of Trustees to rescind an awarded degree.

Note: Remedies #7–#10 shall be imposed only by the President.

TIME LINES

- | | |
|--------|--|
| Day 1 | Date of alleged incident of academic dishonesty or the date the accusing party learned of said incident. |
| Day 14 | Deadline for private meeting between accusing party and student. |
| Day 34 | Deadline to petition Senior Academic Officer for a hearing on academic dishonesty. |
| Day 44 | Deadline for Senior Academic Officer to convene the Hearing Committee. |
| Day 47 | Deadline to report committee's decision(s). |
| Day 63 | Deadline to file written appeal of committee's decision. |
| Day 84 | Deadline for Senior Academic Officer to act on appeal. |

Note: All days are business days, not calendar days.

DEFINITIONS AND GUIDELINES

PLAGIARISM

In general, plagiarism is commonly defined as using the words or ideas of another person without proper acknowledgment. In previous times, the term "plagiarism" was applied only to unacknowledged borrowing from published or otherwise copyrighted work; today, it is generally agreed that the concept and term "plagiarism" can apply to improper use of anyone's materials from any print or electronic source, whether or not that material has been previously published or copyrighted.

It is important to note that the definition does not limit the term "plagiarism" only to extensive borrowing (e.g., a sentence or more). A few words (or even one single word, if it is a key term or a freshly coined term) can be considered plagiarism, if not properly attributed to the original author. Moreover—and here is where many writers run into trouble—ideas contained in the work of another, even if they are rewritten into new words, must be attributed to their original author unless they fall into the category of "common knowledge," a term which will be explained shortly.

To summarize: (1) any verbatim reproduction of the work of another, no matter how brief, must be properly documented; (2) any summary or paraphrase of the ideas of another, unless they are common knowledge, must be properly documented.

By way of example, consider the following excerpt from a personal opinion essay appearing in Newsweek on September 24, 1984. Note that it is not "straight news" (which might be considered a "matter of public record"), but one person's viewpoint. It is entitled *Space Odysseys on Tight Budget* by Joseph N. Horodyski:

"Further down the road and far more frightening is President Reagan's Star Wars program...which will cost hundreds of millions of dollars in its final form, place an unprecedented strain on this country's budget and lead to the eventual militarization of space, perhaps the last natural environment to feel man's violence. Faced with this prospect, American space science as an intellectual endeavor might cease to exist."

Almost everybody knows that quoting a sentence or more of Mr. Horodyski's ideas, without quote marks, would be plagiarism. However, these following samples would also qualify as plagiarism.

1. The use of key phrases: Far more frightening is the Star Wars plan of President Reagan; We could see the end of American space science as an intellectual endeavor.
2. The patchwork of borrowed words and phrases: Further down the road is the Star Wars plan which is far more frightening. Costing hundreds of billions of dollars, it will raise taxes and place an unprecedented strain on this country's budget. Thus space, the last natural environment, will be spoiled.
3. The unattributed use of ideas: President Reagan's Star Wars program poses a still greater danger. If our country begins to see space as a military arena worth hundreds of billions of dollars to exploit, we may lose the concept of space exploration as a true intellectual science.

As they presently stand, all three of the above samples exhibit incorrect (and unethical) use of a source, and would be in violation of NLU's Academic Honesty Policy. What might be done, in each case, to correct the problem? In simple terms, the writer must make it clear that he is using a source and that he is not attempting to conceal that fact.

More specifically: In cases #1 and #2 the writer must first decide whether the phrases copied from the original are valuable enough as quotations to be kept as such. If so, each word or phrase must be enclosed in quotation marks and a formal reference must be added according to the required style: APA or MLA itself indicating the source. The faculty will determine the specific style manual for citing references.

On the other hand, it is often the case that the quoted material is simply saving the writer the trouble of composing his own prose. In such cases it is better to eliminate the verbatim quotations entirely. This may well produce a situation like that of the third sample; i.e., paraphrased, summarized, or otherwise borrowed ideas. In these cases no quotation marks are necessary but the source must still be cited, perhaps near the end of the passage. Some brief phrase like, "These ideas were discussed in..." will tell the reader that the ideas appeared, in some form, in another person's work.

There is one situation where ideas found in the work of another do not need to be documented as a source. That is the area of "common knowledge." Ideas which appear repeatedly in discussions of certain subjects in the work of various individuals are usually considered to be in the public domain, and it may not be necessary to give credit for these ideas to any particular individual. Descriptions or explanations of things like autism or mainstreaming or the double helix can now even be found in encyclopedias and, assuming no direct verbatim quotations are used, can be considered shared cultural information. Also, facts which are available to any observer, such as the length of the Brooklyn Bridge or the plot of a book or movie or who is married to Elizabeth Taylor, are not considered to be the property of any individual and sources for them do not need to be cited (although, it usually does no harm to tell the reader where the fact was verified).

In the above sample, for instance, Mr. Horodyski's personal opinions, right or wrong, are considered to belong to him; but items of general news (which would appear, in similar form, in many newspapers and news magazines) could be considered a matter of public record and, if no direct quotations were used, a writer could choose whether or not to mention where he obtained the information. In all cases, however, a general rule applies: **WHEN IN DOUBT, CITE.**

RECEIVING AND/OR GIVING IMPROPER ASSISTANCE AND OTHER FORMS OF CHEATING

In addition to plagiarism, the academic community categorizes several other kinds of behavior as “dishonest” and liable for disciplinary or even legal action. In general, these can be divided into four types:

1. Turning in an assignment (test or paper) written wholly or partly by another person or agency without so specifying.
2. Turning in an assignment (test or paper) substantially edited or otherwise improved by another person without so specifying. (The relative or friend who retypes a paper and corrects all of its errors fits in here.)
3. Turning in an assignment (test or paper) written wholly or partly for another course for which academic credit was received without so specifying.
4. Otherwise defeating the purpose of the course by dishonestly violating the NLU policies.
5. Cheating on an assignment (test or paper).

Students, like all professionals, must recognize the following fact: since the evaluation of student work results ultimately in a formal grade recorded on a student’s official transcript, any work offered in support of that grade which reflects the unacknowledged efforts of another person is an attempt at fraud and must be dealt with as such.

For resources on how to cite properly and avoid plagiarism, go to NLU’s Center for Academic Development (www.nl.edu/centers/cad) and the NLU Library (www.nl.edu/library).

POLICY ON ACADEMIC APPEALS

Fairness of academic decisions shall be ensured by permitting a student to appeal an academic decision for any of the following reasons:

1. The criteria and procedures for the decision were not published.
2. The published criteria and procedures were not consistent with college, school, division, department or program policy and procedures, or violate a student’s rights.
3. The published criteria and procedures were not followed in making the decision. This includes factual and calculation errors or major errors in judgment. Reasonable and customary academic judgments are specifically excluded from this review process.
4. The decision was substantially influenced by factors other than published criteria; i.e., the decision was discriminatory.

Admission and re-admission decisions are specifically excluded from the Policy on Academic Appeals. The decision to deny admission cannot be appealed.

INTRODUCTION

A variety of academic decisions and judgments are essential to the orderly operation of an educational institution. Awarding transfer credit, course grades, admission to a specific program, and certification for graduation are examples of academic decisions that affect an individual student enrolled in the university.

Students have a right to expect that these important decisions will be made fairly by application of published policies and procedures. Individual students are entitled to a reasonable and timely review of academic decisions. At the same time, the collective good of the academic community requires the establishment and consistent application of policies, procedures, and standards. University faculty and staff also have a right to

expect reasonable freedom to exercise collective and individual professional judgment within their recognized areas of expertise. This policy has been developed to ensure fairness to all parties involved in such academic decisions.

This policy is limited to the review of academic decisions that are based on the application of established policies, procedures, or standards. It does not establish any individual rights to review established policies, procedures, or standards, or limit any existing rights to individually or collectively petition individuals or groups responsible for university policy.

POLICY DEFINITIONS AND CONCEPTS REASONABLE AND CUSTOMARY ACADEMIC JUDGMENT

Faculty and academic administrators are said to be exercising "reasonable and customary judgment" when they are faithfully following published criteria and procedures. Reasonable and customary judgments also include those academic decisions made within a faculty member's recognized areas of expertise.

When an academic administrator decides at Step II of this policy, that a faculty member's decision was "reasonable and customary," and thus not qualifying for appeal, the student will be so advised. A student may appeal the administrator's decision by complying with Step III of this policy. The faculty governance units at that level may sustain the Step II decision or ask the administrator to review the initial appeal.

ACADEMIC POLICIES AND PROCEDURES

The University Catalog is the primary source of published academic and admissions standards. Additionally, institutional and college generated student guides and handbooks, program/course guides (which students have access to) and faculty generated course syllabi are also sources of documented academic standards. Verifiable, in-class verbal instructions relative to grading criteria/assignments may be considered in an appeals process; however, faculty are cautioned that primary consideration will be given to documented instructions and that decisions influenced by other than published criteria are subject to review in accordance with this policy.

A policy or procedure may not be appealed; only appeals based on academic decisions under a policy and procedure may be heard. This does not prevent students from petitioning for reform of academic policies and procedures outside of the academic appeals process. In such cases, the student should be directed to the individual or academic unit responsible for developing the decision in question.

AN ACADEMIC UNIT

For this policy, an academic unit is defined as a division, department, program or other subdivision of a college.

ACADEMIC ADMINISTRATORS

Academic administrators include the Senior Academic Officer (Provost and Senior Vice President for Academic Affairs), the college deans and the individual college department heads, program director or administrator designated by the college deans, all of whom are responsible for academic decision makers (other administrators [registrar, admissions, etc.], faculty and staff) who administer the faculty generated admissions standards and academic standards. At the college department/program level, the administrator must have responsibility for the curriculum/program in which the student (appellant) was enrolled at the time of the academic decision under appeal; this academic administrator will attempt to resolve contested academic decisions at Steps II of the appeals process.

ACADEMIC DECISIONS

An academic decision is a decision made by a faculty member; a faculty admissions team; a faculty governance unit; an academic administrator (as defined above); or by an academic staff agency staff member (i.e. registrar, admissions, assessment) acting in accordance with academic policies and procedures.

DISCRIMINATORY PRACTICES

In order for an academic decision to be appealed on discriminatory grounds, the student must contend in writing, that the decision was influenced by factor(s) that relate to any of the parties involved being a member of a protected class. Protected classes are defined in federal and state laws and regulations or in university policies.

PROCEDURE

Step I. Informal Review by the Individual Responsible for the Decision

Students must initiate the appeal process within 30 business days following formal (documented) notification of the decision by contacting the individual responsible for the decision (e.g., the instructor who assigned a grade or the administrator who informed the person of the decision) to attempt informal resolution of the disagreement. The student may also consult with an academic advisor, program director, department chair, or student services professional to obtain informal assistance. (Such consultation does not initiate the appeal process.)

When a student requests that an academic decision covered by this policy be reviewed, the individual responsible for the decision is required to:

1. Attempt informal resolution of the disagreement.
2. Identify for the student the department head or administrator responsible for the academic unit involved in the appeal. An academic unit is defined as a division, department, program or other subdivision of a college.
3. Inform the student about the academic appeal process including any review procedures/options that exist within the academic unit.
4. Document in writing the initiation of the review process and the terms of any agreement reached. Agreements reached during the informal review process are not to be placed in the official university record of either party, but shall be retained in the administrative files of the department or program. Both individuals shall retain a signed copy of the agreement.

If the individual responsible for the decision is unavailable or unresponsive within 15 business days of the implementation of this step, the administrator responsible for the unit may authorize an extension or initiate Step II.

Step II. College Academic Unit Level Review

If a reasonable effort by the student and the individual who made the contested decision does not result in informal resolution of the complaint, the student may submit a written request for review to the responsible academic unit department head or administrator within 45 business days following notification of the original decision.

The request for review must state:

1. The decision that is being appealed.
2. The name(s) of the individual(s) responsible for the decision.
3. The date of notification.
4. The basis for appeal in relation to the criteria stated above.

The department head or administrator responsible for the unit shall review the written appeal and:

1. Determine that the appeal is within the scope of this process.
2. Meet informally with the student and others involved in the decision to identify possible solutions and promote informal resolution.
3. Serve as a mediator as part of the unit's informal review process.
4. Or, determine that further informal review by the unit is not likely to resolve the disagreement and refer the appeal to the college unit responsible for hearing student appeals.

The department head may authorize implementation of any informal agreement that is reached with the individual (Step I), or decide the appeal on its merits.

When deciding an appeal on its merits, there is an expectation that academic administrators at the college department or program level will review and make decisions regarding student appeals of faculty and staff decisions within their departments. Appeals that may require exceptions to customary practice (i.e., situations that are unique or uncommon) must be forwarded to Step III for review by the appropriate faculty governance unit.

If an agreement is not reached within the academic unit, the academic unit administrator will refer the appeal to the college governance unit responsible for hearing student appeals.

Step III. College Appeals Unit Review

If a reasonable effort by the student and the department head or administrator does not result in a resolution of the complaint, the student may submit a written request for review to the college governance unit responsible for hearing student appeals within 60 business days following notification of the original decision.

The college governance units are:

1. National College of Education—The Graduate and Undergraduate Admission and Retention Councils
2. College of Arts and Science—The Council on Academic Standards
3. College of Management and Business—The Academic Issues Governance Unit

There is an expectation that the faculty governance unit will review and make determinations regarding student appeals of academic administrators, faculty, and staff decisions within their college. When a decision is reached regarding the appeal, the decision shall be forwarded to the appropriate dean for review (or deans in the case of a joint or cross college issue). The dean may implement the unit's decision, recommend an alternative or reverse the decision. The dean, acting as an officer in the university may, when warranted, reverse a decision of the faculty governance unit, if in his or her judgment; it is in the best interest of the institution (e.g., due process issues; financial and/or legal considerations). However, a dean will not reverse a decision of a faculty governance unit without first attempting to get a consensus of the governance unit as to an appropriate resolution of the issue.

Each college governance unit may develop a specific process (procedure) for implementing its decision making process.

Because of the variation in programs and administrative structures, individual academic units may extend this stage of the review process by up to 30 business days.

The appellant will have the right and option to go on to Step IV—University Level Review, when dissatisfied with a Step III decision.

Step IV. University Level Review

If a student is not satisfied with the resolution/remedy of the complaint as determined at the college level, the student may submit a formal written appeal to the Senior Academic Officer or designee within 90 business days following notification of the original decision. The formal written appeal must include:

1. The decision that is being appealed;
2. The name(s) of the individual(s) responsible for the decision;
3. The date of notification;
4. The basis for the appeal in relation to the criteria stated above;
5. A summary of the evidence supporting the claim, including written documents and the names of individuals who have first-hand information relating to the appeal;
6. A summary of attempts to reach formal/informal resolution under Steps I, II, and III; and,
7. Any proposed settlements that were rejected by either party.

The Senior Academic Officer shall, within 10 business days following receipt of the written appeal, review the document to determine if:

1. The student has made a reasonable attempt at resolution at the college level following published procedures and time lines (the appeal may be remanded to the college if warranted); and,
2. There is reasonable preliminary evidence that the appeal is based on one (or more) of the reasons stated in the introduction to this policy.

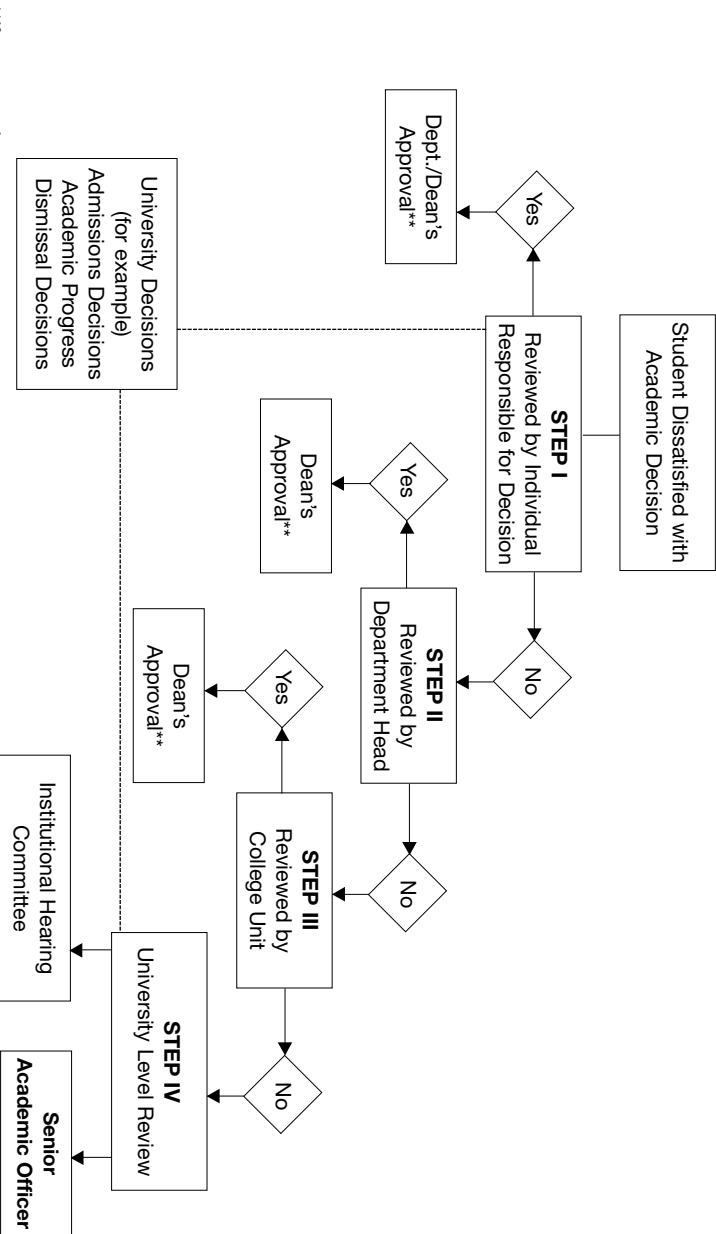
If these conditions are met, the Senior Academic Officer may sustain, mitigate or reverse the action/remedy taken at the college level; or, submit the appeal to a formal hearing. The Senior Academic Officer and/or the appointed hearing committee will not reverse a decision of a college faculty governance unit without consulting with that unit and considering the rationale for the college level decision. In the event of a formal hearing, the Senior Academic Officer will:

1. Forward a copy of the petition to the individual whose decision is being appealed.
2. Appoint a hearing officer to conduct a formal hearing. The hearing officer shall be a full-time employee of the institution with appropriate experience in the type of decision under review, but not directly involved in the specific decision.
3. Request that the chair of the faculty senate (or in his/her absence the chair-elect) appoint two faculty members who were not directly involved in the original decision to serve with the hearing officer as members of the hearing committee.
4. The hearing committee procedures are as follows:
 - a) Within 10 business days following appointment, the hearing officer shall schedule a hearing and notify the involved parties of the procedures to be followed.
 - b) The hearing officer shall make a good faith effort to schedule the hearing at a time and place that is mutually agreeable to all persons involved.
 - c) The members of the hearing committee shall determine the number of meetings, as it deems necessary.

- d) Any and all written materials which a party wishes to submit to the hearing committee shall be submitted at least three (3) business days prior to the first hearing date. Any additional materials will be accepted at the discretion of the hearing committee. Within three (3) business days prior to the first hearing date, each party shall also provide the hearing committee with a list of anticipated witnesses.
 - e) Each party may be accompanied at the hearing by an advocate of his/her choice. Within three (3) business days prior to the hearing, each party shall provide the hearing committee with the name and relationship of any such advocate.
 - f) No verbatim transcript or tape recording will be made of the hearing or the hearing committee's deliberations.
 - g) The hearing committee may deliberate in closed session at any time in its discretion.
 - h) Should the hearing committee independently gather any documents, witness statements or depositions, the parties shall be informed that the committee has done so, and the parties shall be allowed to review and comment on the same before the hearing committee concludes its deliberations.
 - i) The parties shall respond to any request of the hearing committee within three (3) business days. The hearing committee may extend the response period upon the request of a party for good cause shown.
 - j) The hearing officer shall preside over the hearing. No formal rules of evidence or parliamentary rules shall apply. All persons concerned shall strive to conduct themselves in a spirit of collegiality.
 - k) After the evidence has been presented, the hearing committee shall deliberate in private and determine by majority vote if the original decision should be sustained or overturned, and if overturned or mitigated, what remedy should be recommended.
 - l) The hearing committee shall make a good faith effort to provide a final written report within 30 business days of the first hearing date. The recommendation of the hearing committee shall be forwarded to the Senior Academic Officer for review/implementation.
5. The Senior Academic Officer will inform the involved parties of the hearing committee's decision within 10 business days of receipt of the committee's report.
 6. Within 10 business days following notification of the decision of the hearing committee, either party may appeal to the Senior Academic Officer for final administrative review. The Senior Academic Officer will render a final decision within 30 business days. The involved parties shall be informed in writing of the final decision.

ACADEMIC APPEALS FLOW CHART

Academic Appeals Flow Chart



**If warranted

CAMPUS POLICIES

STANDARDS OF CONDUCT AND STUDENT DISCIPLINE

The university requires an environment conducive to intellectual and personal growth of its students. National Louis University seeks to cultivate a sense of personal integrity in each of its students. Students are expected, therefore, to strive toward this objective and to develop as individuals in a manner that is consistent with the educational purposes of the university.

ALCOHOLIC BEVERAGES

In accordance with Illinois law, alcoholic beverages may not be sold to, given to, nor possessed by persons under 21 years of age. Use of alcoholic beverages at a student-attended function on University property is restricted to officially recognized University clubs and organizations that have received prior written approval of the President of the university or his/her designated representative. These clubs or organizations are responsible for complying with local, state and federal laws, as well as University procedures.

CELL PHONE USAGE

The university designates cell phone areas at each campus and cell phones should be on vibrate in all classes, meetings and university-sponsored events to avoid disrupting university business and the learning environment.

CHILDREN ON CAMPUS

The university does not permit faculty, staff, or students to bring children onto the property during work or class hours, due to the liability caused for the institution in the event that children are injured or exposed to other problems. Children are not allowed in classrooms, lounges, libraries, food/vending areas or office space at any time during work or class hours. Use of University facilities, equipment, and resources by children is also not permitted at those times. Parents may bring children while making short visits by an adult at all times and be supervised so that disruptions to University programs and activities are not allowed.

CLASSROOM ETIQUETTE

To help foster a positive learning environment, food must be cleaned from classrooms and allergens used sparingly.

DAMAGE, LIABILITY, LOSS, OR THEFT

The university disclaims responsibility for the loss or damage of personal property in any facility owned or operated by the university, or at any University function. Thefts should be reported to the Campus Office of Public Safety or Facilities Manager.

Students may file official complaints against other individuals suspected of theft or believed to be responsible for damage to property, with a University administrator, with the civil authorities, or with both.

DISRUPTION

National Louis University recognizes a student's right to speak, inquire, or dissent but requires that these freedoms be exercised in an orderly and responsible manner. The University, therefore, prohibits any student or group of students from interfering with the personal rights of another individual, the holding of classes, the carrying out of university business, or the progress of any authorized event on campus. (See policy on page 51.)

Any student who causes disruption or interruption of a University class or program may be asked by a faculty member, or other University official, to leave the premises for a temporary period. This includes disruptions caused as a result of drug or alcohol use, acute physiological or psychological disorder, or deliberate reasons. The faculty member or other University official should then report the incident to the Office of Student Affairs or to Campus Administration by completing an incident report form. (Please refer to the Policy on Disruptive Classroom Behavior on page 51).

DRUGS

Possession, use or distribution of cannabis, or other illegal or controlled substances, is not permitted on University property or at University functions, in accordance with local, state, and federal laws. Students receiving prescription medications from a physician must have a prescription in their possession (see pages 59-64).

FACILITIES AND PROPERTY

Students are accountable for the care of any facility used by the university and for the property of the university and its students. Acts of vandalism, such as damage or destruction of property owned by the university or its students are prohibited. Theft of any kind, including seizing, receiving, or concealing property with the knowledge that it has been stolen, is forbidden. Sale or possession of property without the owner's permission is also prohibited. Repair or replacement costs and/or disciplinary action will result when damage, liability, loss, or theft occurs. The university further reserves the right to contact local authorities to address those acts that are in violation of the law.

FIRE SAFETY

Fires may not be started in any facility of the university or on University property unless authorized by the Vice President for Operations of the university and in accordance with local, state, and federal laws. Students are to cooperate fully whenever a fire alarm is sounded and proceed to assigned fire exits quickly and calmly. Failure to cooperate will result in disciplinary action.

Fire safety equipment may be used only in the event of an emergency or by authorized personnel in training for emergency. False activation of a fire alarm is a crime, which is vigorously prosecuted as a felony. Law enforcement considers these offenses to be serious as they represent the potential for serious injury during an evacuation and diversion of critical fire department personnel. The university does not tolerate or excuse accidental discharge of the fire alarm stations on its properties. National Louis University will prosecute, to the fullest extent allowed by law, anyone found making or causing a false activation of the fire alarms. Further, it will take disciplinary actions against such individuals, up to and including, dismissal from the university. Punishment for conviction of false fire alarm activation includes significant monetary fines and felony imprisonment with terms as long as 3 years.

FIREARMS AND EXPLOSIVES

The possession or use of firearms, firecrackers, explosives or weapons of any description, for any purpose, is prohibited.

FORGERY

Forgery of any type, such as the alteration or misuse of University business or academic records or papers, is forbidden. Also expressly forbidden is the forgery of a signature of any employee of the university.

GAMBLING

National Louis University prohibits gambling, the sponsoring of lotteries, and the sale of lottery tickets.

PERSONAL AND PHYSICAL SAFETY

No student shall injure or threaten a member of the university community. All instances should be reported to the Office of Student Affairs, and/or the campus Office of Public Safety by completing an incident report form. Professional staff members are available for mediation and/or intervention. Records are kept related to unusual occurrences and conduct violations. In situations where a conduct violation is alleged to have occurred, the provisions of the Student Hearing and Appeal System shall apply.

REQUESTS BY OFFICIALS OF THE UNIVERSITY

Students are expected to comply with reasonable and lawful requests or direction by members of the faculty, administrative staff, and others acting in the performance of their official duties.

Students must respond promptly to summons from faculty members, administrative officers, and officers of disciplinary committees. Students must surrender ID cards at the official request of a faculty member or administrator of the university. It is considered a violation of the Standards of Conduct for a student to provide false or misleading information to a University official.

SALES AND SOLICITING

Salespersons and solicitors are not permitted to operate within campus facilities without the approval of the campus Facilities Management Office. Students and student organizations may conduct canvasses and charitable or fund-raising drives with prior permission from the Office of Student Affairs or the appropriate University representative.

SMOKING

National Louis University is committed to maintain a smoke-free environment. Therefore smoking is prohibited at all National Louis University indoor locations.

TELEPHONE

Public telephones are available on each campus. Students may not use university telephones for personal, business, or long-distance calls without proper authorization.

VIOLATIONS OF UNIVERSITY POLICY, LOCAL, STATE, OR FEDERAL LAWS

Students are expected to comply with all local, state, and federal laws and ordinances. They are subject to all rules and regulations, both academic and co-curricular, developed by the university and included in any of its publications. A student alleged to have violated one or more rules, laws, or regulations will be subject to disciplinary action in accordance with the Student Hearing and Appeal System and/or disciplinary action by the civil authorities.

POLICY ON STUDENT DISCIPLINARY HEARING AND APPEALS SYSTEM

The formal responsibility for student discipline has been delegated to the Executive Director of Student Affairs. This includes:

1. Administering the regulations of the university.
2. Counseling students involved in disciplinary matters.

3. Coordinating the judicial procedures.
4. Processing communication and maintaining a central file of disciplinary actions.

National Louis University focuses attention on the development of a student's potential by encouraging self-discipline, fostering a respect for the rights of others, and encouraging cooperation with the regulations of the university. Therefore, the disciplinary process provides opportunity for students to:

1. Reassess those aspects of their personal behavior that necessitated disciplinary action.
2. Increase their awareness of the expectations that the campus community holds.
3. Accept responsibility for modifying their behavior to better meet these responsibilities.
4. Continue their education and development through their discipline experience.

Such a program requires a positive regard for the welfare of the individual student and a rational commitment to resolving disciplinary situations in a constructive and educational manner. However, when a student deliberately disregards the regulations of the campus community, sanctions will be imposed as an expression of the community's interest in achieving a positive living and learning environment.

STRUCTURE AND JURISDICTION

When a violation is alleged to have occurred, an Incident Report form may be filed by a student, faculty, or staff member of the university community. This report should be submitted to the Executive Director of Student Affairs, National Louis University 122 S. Michigan Avenue, Chicago, IL 60603. 312.261.3568; FAX 312.261.3303. The administrator will determine if a hearing will follow and will initiate the procedure after a complete investigation. A copy of the Incident Report and correspondence regarding the judicial process will be made available to the student accused of the violation.

The student will be sent written notice by registered, certified mail and/or hand-delivery specifically citing the alleged offense(s). At the time of receiving such notice, the student will also be informed of his/her rights and of the judicial process before which he/she will appear. The student will be advised in writing of the breach of regulations of which the student is charged and the procedures to be followed. This notice will be sent as soon as possible after receipt of the completed report(s).

If a student is charged with a violation, one of the following three judicial processes will be used to review his/her case:

I. ADMINISTRATIVE ACTION

Administrative Action is followed if the charged student assumes responsibility for his/her actions. The case is reviewed by the Executive Director of Student Affairs or his/her designee.

A sanction may be imposed by the Executive Director of Student Affairs or his/her designee.

II. ADMINISTRATIVE HEARING COMMITTEE

If a charged student pleads "not responsible" to the charge(s), the case may be heard by an Administrative Hearing Committee comprised of the Executive Director of Student Affairs or his/her designee (serves as hearing administrator) and one Student Affairs or other university professional.

All conduct violations occurring during the summer or interim periods are under the jurisdiction of the Administrative Hearing Committee if the Campus Judicial Board option is not available during that time. All conduct violations involving non-University students are under the jurisdiction of the Administrative Hearing Committee.

III. CAMPUS JUDICIAL BOARD

The Campus Judicial Board may be convened when a student who has been charged with a violation pleads "not responsible" and the Executive Director of Student Affairs or his/her designee desires a hearing involving the charged student's peers.

The judicial board for each case will consist of one student, one faculty member, and one student affairs professional, who will serve as the board administrator for the hearing.

DUE PROCESS

Due process is defined as the fair treatment and protection of the rights of an individual while determining guilt or innocence, and the applicability of a sanction. It is also designed to determine, without bias, what is best for the student and for the NLU community. The following guidelines pertain:

1. The student shall receive a written notice of all charges, the names of available witnesses, any evidence brought forward, and the time and place of the hearing at least five days prior to the date of the hearing. These will be collected and sent to the student by the Executive Director of Student Affairs or his/her designee.
2. The student will be notified which judicial body will hear his/her case. At this time if the student wishes to bring witnesses to the hearing the accused student must notify the Executive Director of Student Affairs within 48 hours of the date of the hearing and provide the names of additional witnesses and any related materials pertinent to the matter. All individuals who wish to participate in the administrative process must submit a written statement to the Executive Director of Student Affairs within 48 hours regarding this matter.
3. The student is entitled to one of the three types of judicial hearings, which shall be held in not less than five, nor more than 15 business days from the date of the charge notification unless the student charged expressly waives all or part of the notice period, or a continuance is granted by the Executive Director of Student Affairs.
4. A student may appear in person and present evidence in defense, and ask witnesses to attend on his or her behalf. If a student wishes to have witnesses present, each witness must submit a written statement no less than 48 hours prior to the date of the hearing. If the accused student does not attend, the absence shall be noted without prejudice, and the proceeding will take place without the student.
5. The accused student may be assisted during the hearing by an advocate who is a member of the university community (student, staff or faculty member) of the accused student's choice, to provide counsel.
6. The accused student may challenge the participation of any member of the judicial board for good and substantial reasons, but the member's continuation is at the discretion of the Judicial Administrator conducting the hearing.
7. The decision of the judicial body shall be made only on the basis of materials and evidence relative to the case.
8. The accused student and complainant are each entitled to written notice of the results of the hearing sent within 10 business days.
9. All hearings are closed to the public. Persons in attendance shall be limited to members of the Administrative Hearing Committee or Campus Judicial Board, the university's Chief Legal Officer, student(s), staff and/or faculty

member(s) who submitted the charge, the charged student, the student's advocate, and witnesses. All persons involved in a hearing shall agree to hold information related to the judicial case confidential.

10. A tape recording of the hearing shall be made by the Judicial Administrator and filed with the Executive Director of Student Affairs. The accused student may request access to the tape recording.

FORMAT OF HEARING

1. The Judicial Administrator shall schedule a time and place for the hearing and inform the student in writing at least three business days prior to the hearing. All evidence and names of witnesses will be provided to the student in writing at that time. If the student wishes to invite witnesses or provide written evidence, this information must be provided in writing to the Judicial Administrator at least 48 hours prior to the hearing.
2. The written notice of the hearing will include the names of the hearing panel members. The student may challenge the inclusion of any members of the hearing panel for cause. The Judicial Administrator will rule on all such challenges and his/her decision will be final.
3. Any person filing a charge must be willing to participate in disciplinary proceedings. Failure to do so may result in the charge(s) being dropped.
4. All hearings shall be conducted according to the following format and may be tape-recorded.
 - a) The charges stated and the case presented by the Judicial Administrator.
 - b) A statement made by the person who filed the charges.
 - c) A statement made by the charged student, if appropriate.
 - d) Statements made by witnesses, if appropriate.
 - e) Questions are asked by members of the hearing committee or the judicial board. If the charged student has questions during the proceeding the questions will be submitted in writing to the judicial administrator. The judicial administrator will read questions submitted by the accused student.
 - f) Any final statements made by the charged student.
 - g) Closing statements made by the Judicial Administrator.
5. All decisions shall be reached only on the basis of evidence and statements presented at the hearing. Decisions of the committee will be by simple majority. Following a determination of responsibility, past offenses or other relevant information may be considered for purposes of determining severity of disciplinary sanctions.
6. The student may have an advocate of his/her choosing present at all hearings. The advocate will not be permitted to participate directly in the hearing and will be available only to respond to questions the student may have during the course of the hearing. Decisions regarding the extent of advocate/student consultation will be determined by the Judicial Administrator.
7. If the student fails to appear at the hearing, the Judicial Administrator or University Judicial Committee may proceed in his/her absence and assess an appropriate sanction based upon the evidence available.
8. The Judicial Administrator or University Judicial Committee will inform the student of the decision by hand delivery or certified mail within ten (10) business days of the hearing.

DISCIPLINARY SANCTION

The following disciplinary sanctions may be imposed upon students found guilty of violations of University regulations:

1. Reprimand: an official rebuke that makes the misconduct a matter of record.
2. Warning. Verbal or written notice that the behavior has been inappropriate. May be considered part of disciplinary record in future disciplinary action.
3. Restriction: limitation of a student's privileges or freedom.
4. Probation: a period during which continued enrollment is conditioned upon continued cooperation. Suspension may occur should another violation take place.
5. Suspension: a temporary or permanent dismissal from the university.
6. Other: at the discretion of the hearing body, or a senior administrator of the university.

RIGHT OF APPEAL

In situations where the student feels that a decision has been unfair or a sanction unduly harsh, an appeal may be made by submitting a written request within 10 business days of the notification of the decision. This appeal is made to the Senior Academic Officer, or his/her designee, Office of the Provost, 122 S. Michigan Avenue, Chicago, IL 60603, who will review the request and decide whether or not a further hearing will occur. The Senior Academic Officer makes a decision during the review whether to uphold the decision or to further hear the case.

ADMINISTRATIVE ORDER

For reasons of disruption or of safety of persons or property, a student may be asked by a member of the faculty, staff or administrator acting in an official capacity, to temporarily leave the university. In situations where temporary suspension is recommended, the decision rests with the Senior Academic Officer or his/her designee or the university President or his/her designee. Notification and due process follow this action.

RECORDS OF DISCIPLINARY MATTERS

All disciplinary records are kept in the Office of Student Affairs and the Office of the Provost. This information is not recorded on academic transcripts, nor released to any persons outside the university without authorization from the student involved or under legal compulsion.

All such records of disciplinary actions are destroyed two years after a student departs or is graduated from the university.

STUDENTS WITH DISABILITIES—GRIEVANCE PROCEDURES

INFORMAL COMPLAINT PROCEDURE

If a student is comfortable, she/he should speak first about the concerns with his or her faculty member, program director or college dean. In these discussions, a satisfactory resolution may be readily found.

An applicant who feels she/he has been discriminated against because of a disability may speak with his or her enrollment representative regarding the situation or contact the Department of Diversity, Access and Equity. A student or applicant who is uncertain about filing a formal complaint may wish to discuss the question informally with the Director of Diversity and Employment; 847.947.5275; FAX 847.947.5610. This informal discussion may result in the development of an approach enabling the student or applicant to deal with the situation or the Director of Diversity and Employment may take the complaint under formal review.

FORMAL GRIEVANCE PROCEDURE

A student or applicant who decides to file a formal complaint should contact the Department of Diversity, Access and Equity, 847.947.5275. If the grievance concerns the actions of the Director of Diversity and Employment, the grievance will be investigated by an impartial university official. All other grievances will be promptly investigated and reviewed by the Director of Diversity and Employment. The purpose of the review is to determine if university policy and applicable federal and local law have been followed and, if not, to address the consequences that may have resulted and take appropriate corrective action. Information relevant to the matter may be requested from the involved parties. Upon the completion of the investigation, the Director of Diversity and Employment will provide a response notifying the student or applicant of the findings and recommendations.

A student or applicant who uses the complaint procedure must not be retaliated against for doing so. The student or applicant may choose another student, faculty or staff employee to accompany him or her through the procedure. The other student or employee may help to express the complaint. A student or applicant who finds that a complaint is not resolved to his or her satisfaction may appeal to the Provost or to the Vice President of Human Resources. The finding and response from either of these officers is the final response for the university. Additionally, a student or applicant who believes that she/he has been harassed or discriminated against because of a disability can file a Charge of Discrimination at their regional U.S. Department of Education Office for Civil Rights. For example, the Illinois and Wisconsin Regional office is at 111 N. Canal Street, Chicago, IL, 60606.

1 If there is a real or perceived conflict of interest involving the actions of the designated University official or University office typically responsible for handling matters of concern for a student, employee or faculty member, an alternative University representative or University office can be contacted instead. Alternate representatives may include the Student Affairs Office, the university Ombudsperson, Provost's Office, Department of Diversity, Access & Equity or Office of Human Resources. The alternate University representative or office may then designate an impartial and appropriate University official to resolve the matter following applicable University policy.

UNIVERSITY POLICIES

POLICY ON ACCEPTABLE USE OF INFORMATION SYSTEMS

National Louis University provides resources to the university community (which includes all NLU students, staff, faculty, board members, alumni, and administrators) through its Information Systems and services (as defined in Guidelines for Users of Information Systems in the National Louis University Community). NLU is responsible for providing university community members with Information Systems and services adequate to support the mission of the university. NLU is accountable to university community members for providing Information systems and services adequate to support the goals and objectives of the university.

Use of Information systems and services must be consonant with the mission, goals, and objectives of the university. Therefore, NLU community members are responsible for their activities and accountable for their individual conduct while using NLU Information Systems and services.

The NLU Community Acceptable Use Policy outlines those responsibilities and provides a framework for accountability for appropriate use of the university Information systems and services.

RESPONSIBILITIES OF NLU COMMUNITY MEMBERS

NLU community members are responsible for the following:

1. Abiding by United States copyright and intellectual property laws applicable to computer-accessible materials.
2. Using information resources for educational, instructional, service, research, administrative, and other purposes consistent with their roles in the university community.
3. Respecting the integrity of NLU Information Systems and services, including refraining from activities to gain unauthorized access to or use of university Information systems or software, which are intended to circumvent security measures.
4. Conducting themselves in a professional and ethical manner in all communications conducted via the university Information Systems.

The above policy will be implemented according to the Guidelines for Implementation of National Louis University Community Policy on Acceptable Use of NLU Information Systems.

GUIDELINES FOR IMPLEMENTATION OF POLICY ON ACCEPTABLE USE OF NLU INFORMATION SYSTEMS

POLICY DEFINITIONS

National Louis University Information Systems refers to all computers and Information systems owned or operated by NLU and includes hardware, software, data, and communication networks associated with these systems and services. These systems range from multi-user systems to single-user terminals and personal computers, whether freestanding or connected to networks.

System users are all those individuals with privileges to use NLU computing systems and services, including but not limited to students, faculty, university staff and administrative officers.

Deans and vice presidents with the assistance of system administrators will determine who is permitted access to a particular system. System administrators and other designated system users hold responsibility for the maintenance and security of NLU Information Systems as a part of their stated responsibilities as academic or non-academic employees. System administrators report directly to the SUNGARD/NLU technical director. The

SUNGARD/NLU Technical Director directly reports to the SUNGARD/NLU Chief Information Officer who reports directly to the university president's designee. The SUNGARD/NLU Chief Information Officer holds ultimate responsibility for the maintenance and security of NLU Information systems.

1. ADHERENCE TO LAWS GOVERNING OWNERSHIP & COPYRIGHT LAW

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software and electronic forms of information.

Users may use only legally obtained, licensed data, or software in compliance with license or other agreements and federal copyright and intellectual property laws.

Users shall not place copyrighted material (software, images, music, movies, etc.) on any NLU computer without prior permission from the copyright holder or as granted in a license agreement or other contract defining uses.

2. AUTHORIZED USE

Individuals using NLU Information systems and services must be identified either through the physical location of an office or instructional computer or through an authorized NLU computer account, as with multiple user systems. System users may not access or use another user's computer account or allow another person to use his or her account.

System administrators create accounts and regulate access to NLU Information Systems by authorized system users. System administration privileges are granted only for official purposes and under the authority of designated academic and administrative officers. Unauthorized usage or assignment of administrative privileges is expressly prohibited.

Users must not conceal their identity when using NLU systems, except when anonymous access is explicitly provided (as with anonymous ftp).

NLU computing systems and services may not be used as a means of unauthorized access to computing accounts or systems inside of or outside of NLU's Information Systems.

Other uses of NLU Information Systems may be permissible including revenue-generating activities subject to policies and procedures governing contractual agreements.

3. PRIVACY

All access to protected information stored in NLU records systems will be in strict compliance with the provisions of federal and state laws. The Family Educational Rights and Privacy Act (FERPA) or "Buckley Amendment" (34 C.F.R. Part 99, as amended by 61 Fed. Reg. 59291 Nov. 21, 1996) provides for protection against unwarranted disclosure of private information contained in "official" university records. FERPA guarantees all postsecondary students the right to consent to disclosures of personally identifiable information contained in student education records, except to the extent that FERPA authorizes disclosure without consent. See www.edlaw.net.

Computer users must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data files without the consent of the individual or individuals involved. Administrative users may inspect or repair data files (including email stored on NLU mail systems) as required as part of their employment, and then only to the extent necessary to maintain the integrity and operations of NLU systems.

University employees and others may not seek out, examine, use, modify, or disclose, without authorization, personal or confidential information contained in a computer, which they access as part of their job function. Employees must take necessary precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties.

Use of internet systems (IP) to transmit information does not guarantee privacy and confidentiality. Sensitive material transferred over Information Systems (including email and the World Wide Web) may be at risk of detection by a third party. Users should exercise caution and care when transferring such material in any form.

4. MALICIOUS & DESTRUCTIVE USES OF NLU INFORMATION SYSTEMS

The following uses of NLU computers and Information Systems are specifically prohibited:

- Use of computer programs to decode passwords or access control information.
- Attempts to circumvent or subvert system or network security measures.
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to university data.
- Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain-letters or unsolicited mass mailings.
- Using mail or messaging services to harass, libel, intimidate, or distribute misinformation, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Users must not access or attempt to access data on any system they are not authorized to use. Users must not make or attempt to make any deliberate, unauthorized changes to data on an NLU system. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example, by "promiscuous" bus monitoring or wiretapping.

5. ENFORCEMENT

Authorized system administrators may monitor computer activity for the sole purpose of maintaining system performance, security, and integrity. In instances when individuals are suspected of violating policies, the contents of user files may be inspected only upon the approval of the university officer having clear responsibility for the activity of the user.

At the discretion of the system administrator(s) responsible for the resource or service in question, in collaboration with the appropriate administrative authority, information system computer use privileges may be temporarily or permanently revoked, following due process appropriate for the parties involved, pending the outcome of an investigation of misuse, or finding substantiating violations of these guidelines.

6. DUE PROCESS

NLU Information System users have the right to due process (consistent with respective policies governing the categories of users) in cases of discipline resulting from violations of the guidelines outlined in this document.

When a systems administrator believes it necessary to preserve the integrity of facilities, user services, or data, he or she may suspend any account, whether or not the account owner (the user) is suspected of any violation. Where practical, 24-hour notice will be given in advance of revocation.

If, in the judgment of the systems administrator, the violation warrants action beyond a system administrator's authority, he or she will refer the case first to the university administrator or disciplinary body appropriate to the violator's status (e.g., in the case of a faculty member, his/her dean), and, as deemed appropriate, to a law enforcement authority.

An NLU information system user accused of a violation will be notified of the charge and have an opportunity to respond (consistent with respective policies governing the categories of users) before a final determination of a penalty. If a penalty is imposed, the accused violator may request a review by the designated administrator or body empowered to assure due process and an impartial and timely review of the charges.

BIBLIOGRAPHY

- Software Publishers Association. 1998. SPA's Recommend University Internet Usage Policy. <http://www.spa.org/piracy/highered/univguide.htm>.
- The George Washington University. 1999. Code of Conduct for Users of Computer Systems at The George Washington University. <http://www.gwu.edu/~circ/docs/cofc.html>.
- Virginia Tech. 1998. Acceptable Use of Information Systems at Virginia Tech. <http://www.vt.edu/vt97/misc/policies/acceptuseguide.html>.
- Yale University. 1998. Information Technology Services: Appropriate Use Policy. http://www.yale.edu/policy/policy_doc.html.

NOTE

National Louis University supports the EDUCAUSE Code of Software and Intellectual Rights. Users should consider the EDUCAUSE Code as a standard to guide their ethical use of electronic resources and information:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

(See: "Using Software: A Guide to the Legal and Ethical Use of Software for Members of the Academic Community," Educom/ITAA, 1992. www.educom.edu/web/pubs/usingsoftware.html)

POLICY ON DISRUPTIVE CLASSROOM BEHAVIOR

National Louis University shall not tolerate disruptive behavior in a learning environment convened by a faculty member.

Disruptive behavior by a University student is defined as any act that denies others the freedom to speak, to be heard, to study, to teach or pursue research. Such behavior is antithetical to academic freedom and to the rights of all members of the academic community.

Initial situations of mildly disruptive behavior shall be managed informally by a faculty member based upon that faculty member's personal judgment at the time. However, if disruptive behavior progresses or is of a serious nature in its initial form, the formal procedure shall be as follows:

1. An instance of disruptive behavior shall result in an immediate oral and public warning by the faculty member.
2. A subsequent instance may result in the expulsion of the student for the remainder of the class period by the faculty member.
3. Continued disruptive behavior may result in the expulsion of the student from the course or field/cluster group by the faculty member. A statement

of the reason for expulsion shall be given in writing by the faculty member to the student, the chairperson of his/her major department or program, the chairperson of the department or program in which the course is offered, and the Registrar.

4. The disciplinary actions listed in Paragraph #3, hereinabove, may be appealed by the student in accordance with the provisions of the Policy on Academic Appeals.

In addition, disruptive behavior that constitutes a threat to persons and/or property will be immediately referred to the Senior Academic Officer for adjudication and disciplinary sanction in accordance with the Student Hearing and Appeal System. Any sanctions imposed may be appealed only through the appeals process contained in that document. Cases of imminent danger to life and property shall be referred to appropriate law enforcement authorities.

The above provisions notwithstanding, parties are encouraged to resolve matters relating to disruptive behavior amicably whenever possible. In addition, all parties are urged to document for their own records all matters relative to the purview of this policy.

POLICY ON FALSIFICATION OF RECORDS

Falsification of records and official documents is prohibited by the university. This includes altering academic or business records; forging signatures of authorization; or falsifying information on any other documents, transcripts, letters of permission, petitions, drop-add forms, and the like.

Any University faculty or staff member who believes that this policy has been violated by a currently enrolled student shall bring the matter to the attention of the Senior Academic Officer. The student shall be presented with the evidence.

Any student found to have falsified records is subject to disciplinary action through the Student Hearing and Appeal System.

POLICY ON HAZING

In accordance with its philosophy of education, in keeping with its concern for the safety and well-being of all members of its community, and in accordance with Illinois law, National Louis University strictly prohibits the practice of hazing of any students by any other students or groups of students.

Hazing is defined as any intentional or reckless action or situation which promotes emotional or physical harassment, discomfort, or ridicule; hazing is usually connected with the initiation or entry of a new individual or group of individuals into an already existing group or with the discipline of a member by other members of a group.

Specifically, the following hazing activities directed toward any pledge, initiate, or new member of an organization or team are prohibited:

1. Any and all forms of strenuous physical activity which are not part of an organized constructive event and which may reasonably be expected to bring harm to a person(s).
2. Paddling, beating, pushing, shaving, restraining, immobilizing, or striking a person(s).
3. Activities that result in the unreasonable loss of sleep or study time of a person(s).
4. Forcing or coercing a person or persons to eat or drink amounts of any substance, including alcohol, drugs, foods or other substances.
5. Abductions and the forced relocation of a person(s).

6. Cruel psychological treatment of a person(s).
7. Behavior which disrupts the normal functioning of the university; behavior which forces another person(s) to participate in an illegal, publicly indecent, or morally degrading activity; or behavior which violates rules, regulations, and policies of National Louis University.

Any allegations of hazing are to be made to the Office of Student Affairs. The provisions of the Student Hearing and Appeal System apply.

POLICY ON INFECTIOUS DISEASE ISSUES

It is the policy of NLU to follow the Center for Disease Control and Prevention guidelines.

The Illinois Department of Public Health has requirements for reporting the occurrence of Class I and Class II diseases.

A multidisciplinary team will make an initial evaluation, health recommendations, and placement decisions on a case-by-case basis.

The multidisciplinary team will strictly follow the guidelines regarding confidentiality and will determine if anyone has a "need to know."

The multidisciplinary team shall include:

1. Student Health Services Coordinator
2. Individual's physician.
3. Dean of Students
4. Dean of appropriate college.
5. Senior Academic Officer.

POLICY ON INSPECTION, SEARCH, AND SEIZURE

National Louis University reserves the right to routine inspection of student property while they are on campus or in residence hall facilities for the purpose of maintaining compliance with regulations and standards described in the university Catalog and the Student Guidebook.

In general, personal property while it is on campus, in student rooms, in locked drawers and in lockers, is considered the student's private domain; however, when there is reasonable cause to believe that the student is violating local, state, or federal regulations or laws, these areas may also be subject to the right of inspection.

PROCEDURES

When there is cause to believe that such a violation has occurred or is about to occur, University staff members will use any reasonable means to terminate the violation or render the situation harmless. Whenever possible, the university staff members shall request assistance of one or more additional staff. The university staff members will request entrance or access to the property. The staff members will attempt to persuade the student to surrender whatever evidence pertains to the violation. Upon refusal by the student to cooperate with the inspection, the room, locker, or other property will be locked or otherwise secured until such time as two or more members of University authorized staff can assist. All materials that violate University, local, state, or federal laws will be seized and, at the discretion of the senior student services officer, the proper authorities will be notified.

DISCIPLINARY ACTION

A student charged with a violation will be given an opportunity to prove innocence, but the burden rests with the student. The student shall be given the following written or oral considerations: description of the charges, including principal witnesses; description of the nature of the hearing process; description of the range of penalties that may be imposed; information about the appeal process; and right of counsel in the person of a faculty member, student advocate, or outside consultant.

POLICY ON NLU STUDENT EMAIL ACCOUNT AND COMMUNICATIONS

NLU's educational goals include assuring that all students have the skills essential in today's and tomorrow's electronic workplace. NLU also believes that electronic communications provide faster and more effective interactive communications than paper mail. For these reasons, NLU provides email accounts to all full-time and part-time students as soon as they register for a class. Once a student account is established, NLU will send official communications to each student via the student's NLU student email account. Messages sent to this account will not be duplicated via paper mailings. It is the student's responsibility to monitor the student's NLU student email on a regular basis. Failure to meet a deadline because a student did not read the student's email in time will not be considered an extenuating circumstance. Students may access the NLU email from any computer with an internet connection. Internet access is available at NLU campuses and public libraries. Individuals with documented disabilities that prevent them from using a computer may request accommodation through NLU's Department of Diversity, Access and Equity in the Office of Human Resources. Other individuals who prefer paper communications may obtain them by completing a request form and paying a fee. Forms are available on each campus. Use of the Student Email system is governed by the Acceptable Use of NLU Information Technology policy, available online at http://oit.nl.edu/documents/Acceptable_Use_Policy.pdf.

For assistance with Student email, contact the Helpdesk at 866.813.1177 or visit the NLU web site at www.nl.edu.

POLICY FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

POLICY

National Louis University is committed to respecting cultural and religious diversity. Therefore, faculty members and students should make reasonable efforts to provide alternative means to meet academic requirements when conflict arises between religious observances and those requirements. Whenever feasible, students should be given an opportunity to make up, within a reasonable time, any academic assignment that is missed due to individual participation in religious observances. Similarly, faculty members also retain the right to religious observance and, therefore, faculty members may reasonably alter the traditional schedule of class meetings, assignments, and other academic events.

PROCEDURE

Faculty should inform students at the beginning of each course that it is the student's responsibility to inform the instructor of any intended absences for religious observances in advance (e.g. prior to the end of the 2nd class session) and must allow this notification to occur in a convenient and confidential manner. Faculty should remind students that prior notification is especially important in connection with examinations (in-class and take-home) and other major course requirements. Proper accommodation requires the student to complete the entire course and, therefore, does not include the elimination of a portion of the course material. Faculty members need not consider extended travel in order to accommodate religious observance.

Though faculty members create their syllabus in their own language/style, the following paragraph or one containing equivalent information should be added to each course syllabus.

“If religious observance will cause a student to be absent from class or otherwise affect his or her ability to complete academic assignments, he or she must notify the instructor in advance and make necessary arrangements to complete the entire course.”

If faculty must alter classroom expectations and assignments due to their own religious observance, they must give students advanced notice of at least one week and make accommodation for the additional conflicts these changes may cause. Such accommodations may include altered assignments, deadlines and activities and should be included in the syllabus where possible.

POLICY ON RESEARCH INVOLVING HUMAN PARTICIPANTS

The Code of Federal Regulations, (Title 45, Code of Federal Regulations, Part 46), published by the Office for Protection from Research Risks (OPRR) was adopted by National Louis University as institutional policy in 1990. The policy is administered by the Office of the Provost and Institutional Research and Review Board (IRRB). The Office of the Provost and IRRB ensure compliance with NLU’s policies and procedures for conducting ethical research involving human participants. Any activity that gathers or will use information which involves human participants (directly or indirectly) may fall within the definition of research and be under the purview of IRRB review. This includes any research conducted by NLU faculty and NLU students that is considered part of one’s academic work at NLU, funded research, and research involving NLU students by outside institutions. IRRB application forms, guidance for writing informed consent documents, and resources related to review of research with human participants may be obtained from the Office of the Provost’s IRRB website: www3.nl.edu/provost/irrb/IRRB-Home.cfm.

POLICY ON SEXUAL HARASSMENT

National Louis University seeks to provide for its students, faculty, administration, and staff an environment that is free from sexual harassment. The following policy statement and procedural guidelines address sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

POLICY

It is the policy of National Louis University to prohibit the sexual harassment of any member of its community by any other person or persons who are affiliated with the university in any way. No employee or student of the university is expected to endure insulting, degrading, or exploitative treatment.

Harassment on the basis of sex is recognized as a form of sex discrimination, which is prohibited under Title VII of the Civil Rights Act of 1964. As defined in the 1980 Equal Employment Opportunity Commission’s Guidelines On Sexual Harassment, sexual harassment encompasses “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” such as intentional patting, pinching, touching, or other sexually suggestive behavior. Sexual harassment occurs when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, creating an intimidating, hostile, or offensive employment, educational, or living environment for an individual.
2. Such conduct has the purpose or effect of abusing the dignity of an employee or student through insulting or degrading sexual remarks or conduct.
3. Submission to such conduct is made, either explicitly or implicitly, a term or

condition of an individual's employment or of a student's status in a course, program or activity.

4. Submission to or rejection of such conduct is the basis for academic or employment decisions affecting an individual.
5. Such conduct directed against an individual persists despite requests for its cessation and/or when a claim of sexual harassment has resulted in retaliation against employees/students for complaining about such behavior.

Because of the seriousness of allegations made in this regard, any individual who knowingly or deliberately makes a false accusation shall be subject to disciplinary action.

PROCEDURES

A member of the university community who believes that they have been involved in an incident of sexual harassment or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of their immediate supervisor, if employed, and the supervisor is not involved, or the Chief Legal Officer of the university by email at mjohnson@nl.edu or by phone/fax at 312.261.3935. The individual may initiate the action through the process with mediation or with formal review. The complainant who chooses mediation does not relinquish the option of formal review.

After reviewing all pertinent information and interviewing those involved, the Chief Legal Officer or designated investigator shall recommend a course of action to the Executive Director of Student Affairs.

OPTION I. MEDIATION

An individual who seeks mediation may be accompanied by a fellow student, staff member or faculty member, if desired. The Chief Legal Officer or the designated hearing officer shall immediately seek to resolve the matter by informal discussions and through mediation with the persons involved.

Strict confidentiality will be maintained.

OPTION II. FORMAL REVIEW

The complainant may secure a review of the matter by filing a formal request with the General Counsel's Office. After reviewing all pertinent information and interviewing all those involved, the General Counsel's Office or the designated hearing officer shall recommend a course of action to the Executive Director of Student Affairs. The Executive Director of Student Affairs shall then decide on the course of action that may include any of the following:

1. No further action.
2. Further investigation needed.
3. Warning.
4. Behavioral Contract (probation).
5. Suspension.
6. Dismissal.

A copy of the decided course of action will be kept on file in the General Counsel's Office. The alleged party may, at that time, file an appeal with the appropriate appeal system if they wish to contest the action.

Additionally, a student or applicant who believes that she/he has been sexually harassed can file a Charge of Discrimination at their regional U.S. Department of Education Office

for Civil Rights. For example, the Illinois and Wisconsin Regional Office is at 111 N. Canal Street, Chicago, IL 60606. A student or applicant may also file a Charge of Discrimination at their state Fair Employment Practices agency, such as the Department of Human Rights, 100 W. Randolph Street, James R. Thompson Center, Suite 10-100, Chicago, IL 60601.

2 If there is a real or perceived conflict of interest involving the actions of the designated University official or University office typically responsible for handling matters of concern for a student, employee or faculty member, an alternative University representative or University office can be contacted instead. Alternate representatives may include the Student Affairs Office, the university Ombudsperson, Provost's Office, Department of Diversity, Access & Equity or Office of Human Resources. The alternate University representative or office may then designate an impartial and appropriate University official to resolve the matter following applicable University policy.

POLICY FOR STUDENTS DEPLOYED UNDER MILITARY ORDERS

POLICY REGARDING TUITION AND "I" IN-PROGRESS GRADES FOR STUDENTS DEPLOYED UNDER MILITARY ORDERS

1. Tuition for all in-class (residence) courses will be locked in at the rate students were receiving at the time of their deployment for a period of 3 years after their date of withdrawal.
2. Students who have "I" in-progress grades at the time of their deployment will have in-progress grades converted to "IE" which are in-progress extended grades. These "IE" grades denote "I" grades extended beyond the time normally allowed for completion. Grades of "IE" will not lapse to a failing grade. Current policy mandates that grades of "I" which are not removed at the conclusion of one calendar year beyond the day of the assigned "I" will automatically be lapsed into a "U" for undergraduate students and "N" for graduate students.

PROCEDURES FOR PROCESSING WITHDRAWAL REQUESTS FOR STUDENTS DEPLOYED UNDER MILITARY ORDERS

1. Students will be required to submit a letter to the Office of Admissions and Records indicating their intent to withdraw from their program along with orders confirming deployment. This should be done prior to the time of deployment.
2. Once the letter of withdrawal and orders have been confirmed, the Office of Admissions and Records will drop the student from the program and remove them from the course in which they are presently registered and any future courses.
3. Charges will be applied based on the semester or quarter hours the student has completed. Pro-rata will not be applied to the student account. Refunds, if applicable, will be issued by the Office of Financial Services for coursework not completed.
4. Students who have received financial aid for the term in which they are withdrawing will be eligible for aid in accordance with federal regulations at the time of their withdrawal. Financial aid received after the withdrawal date will be applied or refunded in accordance with federal law. Students will not be eligible for aid that has not been certified.
5. Prior to deployment students are encouraged to meet with an academic advisor, and staff from the Registrar and Financial Services Offices to discuss their academic and financial standing.

PROCESS FOR REINSTATEMENT OF STUDENTS DEPLOYED UNDER MILITARY

1. Prior to reinstatement students will be required to meet with an academic advisor and staff from the Registrar and Financial Services Offices.

2. If degree programs change prior to the date students are reinstated, additional coursework may be necessary to meet the new requirements of the degree program. If students were in programs that may no longer be offered by the university, degree-completion options and guidance on a case-by-case basis will be provided. Academic advisors will discuss any changes and options during the reinstatement process.
3. Students who have "I" in-progress grades converted to "IE" which are in-progress extended grades will be required to complete all work and receive a grade prior to being reinstated into the program.
4. Outstanding tuition must be paid in full before students can be reinstated into their program.

POLICY ON STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

It is expected by the university that all information which is material to the admissions process be accurate and true to the best of the student's or prospective student's knowledge. Any individual found to have submitted fraudulent, incorrect, or misleading information is subject to denial of admission to, or dismissal from the university.

OVERVIEW

A federal law went into effect in 1990 entitled the Student Right to Know and Campus Security Act, Title II, Public Law 1012-542. Under the provisions of Title II of the act, known as the Campus Crime Awareness and Campus Security Act of 1990, colleges and universities are required to publish and distribute information on campus security policies and procedures and campus crime statistics. In complying with this federal requirement, National Louis University collects information regarding any criminal offenses that might have occurred at all University locations.

RESULTS

National Louis University seeks to position its facilities in convenient, safe locations. This is a prime consideration as new space is either leased or purchased.

In addition, policies are established and safety precautions are taken to ensure that the possibility of criminal offenses is diminished. For specific information contact the Office of Student Affairs.

SAFETY AND SECURITY

Students are required to carry their ID card when present on one of the campuses or at a class function sponsored by the university, and must surrender it upon request by a University official. The card is not transferable and is the property of the university. Information and policies pertaining to parking; physical facilities; and property, personal, and physical safety are found in the section Student Information. Statements of policy concerning the possession, use, or selling of alcoholic beverages and illegal drugs are found in the Standards of Conduct and the Campus Policies sections of this catalog. The Policy on Inspection, Search and Seizure, reinforces the commitment of this institution in attending to the above policies. Disciplinary actions that National Louis University may impose for violations of University policies are found in Student Hearing and Appeal System. Policies pertaining to disruptive behavior are found in Policy on Disruptive Classroom Behavior.

Programs such as alcohol/drug awareness, presentations on safety precautions, campus safety policies, and crisis intervention procedures for non-counseling situations are offered frequently. Consult with the Office of Student Affairs for further information.

INCIDENT REPORTING

If anyone should know of or see a violation of University policy taking place, please report it to Campus Administration or the Office of Student Affairs immediately. Incident Report forms are available from any Office of Student Affairs. Criminal offenses should be reported to the local police immediately, as well as to the Vice President for Operations.

POLICY ON SUBMISSION OF FRAUDULENT, INCORRECT, OR MISLEADING INFORMATION PERTAINING TO STUDENT ADMISSION

It is expected by the university that all information which is material to the admissions process be accurate and true to the best of the student's or prospective student's knowledge. Any individual found to have submitted fraudulent, incorrect, or misleading information is subject to denial of admission to, or dismissal from the university.

If a university faculty or staff member discovers that this policy has been violated by an applicant for admission, that applicant shall be denied admission by the Director of Admissions.

Any University faculty or staff member who discovers that this policy has been violated by a currently enrolled student shall bring the matter to the attention of the Senior Academic Officer. The student shall be presented with the evidence. In situations where the student pleads "not responsible," the case is handled within the Student Hearing and Appeal System.

POLICY ON SUBSTANCE ABUSE

Drug-Free Schools and Communities Act of 1989

The Congress of the United States has established legislation that requires educational institutions to provide information to students and employees regarding illicit drugs and alcohol abuse. This legislation is commonly referred to as the Drug-Free Schools and Communities Act of 1989. Colleges and universities are asked to certify that they attempt to prevent the unlawful possession, use, and/or distribution of drugs and alcohol by students and employees.

National Louis University is committed to maintaining a drug-free environment for students and employees. Policies pertaining to alcohol and substance abuse are found in the Student Information and Regulations section. Disciplinary sanctions that National Louis University may impose for violations of University policies are found under the Student Hearing and Appeal System section of this Student Guidebook.

The following material contains information about penalties that may be imposed by local, state or federal authorities and descriptions of health risks when various substances are used.

National Louis University is committed to maintaining a drug-free environment for students and employees. Any students who would like to receive additional information or confidential assistance may contact the Office of Student Affairs.

ALCOHOL AND SUBSTANCE ABUSE POLICY SUMMARY AND EDUCATIONAL GUIDELINES

National Louis University forbids the unlawful use, possession, distribution, or sale of drugs or alcohol by a student or employee anywhere on University property. Students/employees in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and University disciplinary action. Policies in regard to student alcohol and substance abuse are in this catalog and discipline procedures are in accordance with the Student Hearing and Appeal System. Faculty and staff are subject to the policies of the Human Resource Department.

SUBSTANCE	ALCOHOL	CANNABIS	COCAINE
	<p>at .10 blood alcohol concentration and above</p>	<p>Marijuana, Hash/ Hash Oil, THC</p>	<p>includes crack cocaine</p>
EFFECTS OF OCCASIONAL AND EXTENDED USE	<ul style="list-style-type: none"> • impaired motor abilities • reduced judgments • sleepiness • increased sexual desire, but reduced ability to perform • nausea, vomiting • liver disorders • alcoholic hepatitis • alcoholic cirrhosis • cancer of the tongue, mouth, throat, liver, esophagus, breast • fetal alcohol syndrome (most common symptom is mental retardation) 	<ul style="list-style-type: none"> • diminished short-term memory, motivation and cognition, coordination, concentration, oral communication, and reaction time • anxiety and panic reactions • carcinogenic elements in smoke • damaged lungs and respiratory system 	<p>likelihood of risk taking</p> <ul style="list-style-type: none"> • seizures • sleeplessness • paranoia • irregular heartbeat • can cause sudden death by stroke or heart failure even in young users • cocaine psychosis (paranoia and hallucinations) • ulceration of mucous membranes in the nose • sexual dysfunction • during pregnancy: severe physical and emotional problems in babies
LOCAL TREATMENT	<p>The National Institute on Drug Abuse Hotline 800.662.HELP (An information and referral line that directs callers to treatment centers in the local community).</p>		

DEPRESSANTS	OTHER STIMULANTS (excluding cocaine) Amphetamines Methamphetamines	PSYCHEDELICS LSD Mescaline Psilocybin Phencyclidine (PCP) MDMA (Ecstasy) MDA	NARCOTICS Opium Morphine Codeine Thebaine Heroin Methadone Darvon Demerol
<ul style="list-style-type: none"> • dangerous effects when mixed with-alcohol • calmness and relaxed muscles • slurred speech • staggering gait • loss of motor coordination • altered perceptions • respiratory depression, which can result in coma or death • disruption of normal sleep cycle • during pregnancy: birth defects, brain tumors in children • tolerance develops severe withdrawal symptoms • physical and psychological dependence 	<ul style="list-style-type: none"> • increased heart and respiratory rates • elevated blood • decreased appetites • headaches • blurred vision • dizziness • sleeplessness • anxiety • amphetamine psychosis (violent behavior, hallucinations, delusions, paranoia) • drug tolerance and dependency • mood swings • ulcers • mental confusion 	<ul style="list-style-type: none"> • distorted sense of distance, space and time • blockage of pain sensation • nausea, vomiting and diarrhea • severe mood disorders: panic, depression, anxiety • greater suggestibility and feelings of invulnerability • unpredictable reactions if drugs are "cut" with impurities • tolerance after 3-4 daily doses (higher doses are required to produce same effects) 	<ul style="list-style-type: none"> • feelings of euphoria followed by drowsiness • nausea and vomiting • respiratory depression • central nervous system depression • use of unsterile needles promotes: AIDS, Hepatitis B, Endocarditis (infection in heart) • women dependent on opiates have multiple pregnancy complications: spontaneous abortions, still births, anemia and diabetes

CRIMINAL SANCTIONS

FEDERAL TRAFFICKING PENALTIES

AS OF NOVEMBER 18, 1988

DRUG	QUANTITY	1 ST OFFENSE PENALTY	2 ND OFFENSE PENALTY
METHAMPHET-AMINE	0-99 gm or 100-999 gm mixture	Not less than 5 years. Not more than 40 years.	Not less than 10 years. Not more than life.
	100 gm or more or 1 kg or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
HEROINE	100-999 gm mixture	Not less than 5 years. Not more than 40 years.	Not less than 10 years. Not more than life.
	1 kg or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
COCAINE	500-4,999 gm mixture	Not less than 5 years. Not more than 40 years.	Not less than 10 years. Not more than life.
	5 kg or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
COCAINE BASE	5-49 gm mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
	50 mg or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
PCP	10-99 gm or 100-999 gm mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
	100 gm or more or 1 kg or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
LSD	1-10 gm mixture	Fine of not more than \$2 million individual, \$5 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.
	10 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.

DRUG	QUANTITY	1ST OFFENSE PENALTY	2ND OFFENSE PENALTY
FENTANYL	40-399 gm mixture	Fine of not more than \$2 million individual, \$5 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.
	400 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
FENTANYL ANALOGUE	10-99 gm mixture	Fine of not more than \$2 million individual, \$5 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.
	100 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
OTHERS*	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
ALL	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.
ALL	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 6 years. Fine not more than \$200,000 individual, \$2 million not individual.
ALL	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 6 years. Fine not more than \$200,000 individual, \$2 million not individual.

* Does not include marijuana, hashish, or hash oil. (See separate chart.) Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1ST OFFENSE PENALTY	2ND OFFENSE PENALTY
1,000 kg or more or 1,000 or more plants	Marijuana mixture containing detectable quantity*	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100-1,000 kg or 100-999 plants	Marijuana mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50-100 kg 10-100 kg 1-100 kg 50-99 plants	Marijuana Hashish Hashish Oil Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
Less than 50 kg less than 10 kg less than 1 kg	Marijuana Hashish Hashish Oil	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.

* Includes hashish and hashish oil. (Marijuana is a Schedule I Controlled Substance.)

STUDENT CALENDAR

2011-2012

DIVERSITY AND INCLUSION COUNCIL MISSION STATEMENT

National Louis University strives to achieve a diverse and inclusive community where every person is given the opportunity to be heard, respected, valued and welcomed. The university recognizes that diversity defines our individual and group lives. All members of the NLU community are expected to actively build a university environment enriched by contributions from diverse experiences, perspectives and backgrounds. Diversity, inclusion and social justice are key components of the university's mission of Access, Innovation and Excellence.

Recognizing that it is difficult to have an all-inclusive list, we acknowledge the importance of these and all other aspects of diversity: ability, age, economic status, educational level, gender, national origin, language, political affiliation, professional status, race/ethnicity, religion, sexual orientation.

With input from the Board of Trustees, senior administration, students, staff, faculty and alumni, the Council is proud to share the statement in an effort to detail the university's commitment to diversity and inclusion.

The following Student Guidebook calendar represents NLU's academic calendar. To learn more about any of the holidays, please visit www.holidays.net/dates2012.htm or www.infoplease.com/spot/holidays.html

29
MONDAY

30
TUESDAY

31
WEDNESDAY

1
THURSDAY

2
FRIDAY

3
SATURDAY

4
SUNDAY

5

MONDAY

Labor Day holiday, University closed

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

12
MONDAY

Fall quarter classes begin

13
TUESDAY

14
WEDNESDAY

15
THURSDAY

16
FRIDAY

Last day to add/drop classes

17
SATURDAY

18
SUNDAY

19
MONDAY

20
TUESDAY

21
WEDNESDAY

22
THURSDAY

23
FRIDAY

24
SATURDAY

25
SUNDAY

26
MONDAY

27
TUESDAY

28
WEDNESDAY

29
THURSDAY

30
FRIDAY

1
SATURDAY

2
SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

Diploma application deadline

8

SATURDAY

9

SUNDAY

10
MONDAY

11
TUESDAY

12
WEDNESDAY

13
THURSDAY

14
FRIDAY

15
SATURDAY

16
SUNDAY

First 5-week classes end

17
MONDAY

18
TUESDAY

19
WEDNESDAY

20
THURSDAY

21
FRIDAY

22
SATURDAY

23
SUNDAY

First 6-week classes end

24
MONDAY

Winter registration begins
Fall quarter late start classes begin

25
TUESDAY

26
WEDNESDAY

27
THURSDAY

28
FRIDAY

Last day to drop classes for late start

29
SATURDAY

30
SUNDAY

31
MONDAY

Grades available first 5- and 6- week classes

1
TUESDAY

2
WEDNESDAY

3
THURSDAY

4
FRIDAY

5
SATURDAY

6
SUNDAY

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

14
MONDAY

15
TUESDAY

16
WEDNESDAY

17
THURSDAY

18
FRIDAY

19
SATURDAY

20
SUNDAY

10-week classes end

21
MONDAY

Fall recess, no classes

22
TUESDAY

Fall recess, no classes

23
WEDNESDAY

Fall recess, no classes

24
THURSDAY

Thanksgiving break, University closed

25
FRIDAY

Thanksgiving break, University closed

26
SATURDAY

27
SUNDAY

28
MONDAY

29
TUESDAY

30
WEDNESDAY

1
THURSDAY

2
FRIDAY

3
SATURDAY

4
SUNDAY Second 5 - and 11-week classes end

5

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

Second 6- and 12-week classes end

12
MONDAY

13
TUESDAY

14
WEDNESDAY

15
THURSDAY

16
FRIDAY

17
SATURDAY

18
SUNDAY

19
MONDAY

Grades available second 5-, 6-, and 10-, 11-, 12-week classes

20
TUESDAY

21
WEDNESDAY

22
THURSDAY

23
FRIDAY

Holiday break, University closed

24
SATURDAY

25
SUNDAY

26
MONDAY

Holiday break, University closed

27
TUESDAY

Holiday break, University closed

28
WEDNESDAY

Holiday break, University closed

29
THURSDAY

Holiday break, University closed

30
FRIDAY

Holiday break, University closed

31
SATURDAY

Fall diploma date

1
SUNDAY

New Year holiday, University closed

2

MONDAY

New Year holiday, University closed

3

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

SATURDAY

8

SUNDAY

9

MONDAY

Winter quarter classes begin

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

Diploma application deadline
Last day to add/drop classes

14

SATURDAY

15

SUNDAY

16

MONDAY

Martin Luther King holiday, University closed

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

21

SATURDAY

22

SUNDAY

23
MONDAY

24
TUESDAY

25
WEDNESDAY

26
THURSDAY

27
FRIDAY

28
SATURDAY

29
SUNDAY

30
MONDAY

31
TUESDAY

1
WEDNESDAY

2
THURSDAY

3
FRIDAY

4
SATURDAY

5
SUNDAY

6

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

10

FRIDAY

Diploma application deadline

11

SATURDAY

12

SUNDAY

First 5-week classes end

13
MONDAY

14
TUESDAY

15
WEDNESDAY

16
THURSDAY

17
FRIDAY

18
SATURDAY

19
SUNDAY

First 6-week classes end

20
MONDAY

Winter quarter late start classes begin
Spring registration begins

21
TUESDAY

22
WEDNESDAY

23
THURSDAY

24
FRIDAY

Last day to drop classes for late start

25
SATURDAY

26
SUNDAY

27
MONDAY

Grades available first 5- and 6-week classes

28
TUESDAY

29
WEDNESDAY

1
THURSDAY

2
FRIDAY

3
SATURDAY

4
SUNDAY

5

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

12
MONDAY

13
TUESDAY

14
WEDNESDAY

15
THURSDAY

16
FRIDAY

17
SATURDAY

18
SUNDAY

10-week classes end

19
MONDAY

20
TUESDAY

21
WEDNESDAY

22
THURSDAY

23
FRIDAY

24
SATURDAY

25
SUNDAY Second 5- and 11-week classes end

26
MONDAY

27
TUESDAY

28
WEDNESDAY

29
THURSDAY

30
FRIDAY

31
SATURDAY

1
SUNDAY

Second 6- and 12-week classes end

2

MONDAY

Spring quarter classes begin

3

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

Last day to add/drop classes

7

SATURDAY

8

SUNDAY

9

MONDAY

Grades available second 5-, 6-, and 10-, 11-, 12-week classes

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

14

SATURDAY

15

SUNDAY

Winter diploma date

16
MONDAY

17
TUESDAY

18
WEDNESDAY

19
THURSDAY

20
FRIDAY

21
SATURDAY

22
SUNDAY

23
MONDAY

24
TUESDAY

25
WEDNESDAY

26
THURSDAY

27
FRIDAY

Summer diploma application deadline
for commencement participation

28
SATURDAY

29
SUNDAY

30
MONDAY

1
TUESDAY

2
WEDNESDAY

3
THURSDAY

4
FRIDAY

5
SATURDAY

6
SUNDAY

First 5-week classes end

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

First 6-week classes end

14
MONDAY

Spring quarter late start classes begin

15
TUESDAY

16
WEDNESDAY

17
THURSDAY

18
FRIDAY

Last day to drop classes for late start

19
SATURDAY

20
SUNDAY

21
MONDAY

Grades available first 5- and 6- week classes
Summer & Fall registration begins

22
TUESDAY

23
WEDNESDAY

24
THURSDAY

25
FRIDAY

26
SATURDAY

27
SUNDAY

28
MONDAY

Memorial Day holiday, University closed

29
TUESDAY

30
WEDNESDAY

31
THURSDAY

1
FRIDAY

Wisconsin commencement ceremony

2
SATURDAY

3
SUNDAY

4

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

Florida commencement ceremony

9

SATURDAY

10

SUNDAY

10-week classes end

11
MONDAY

12
TUESDAY

13
WEDNESDAY

14
THURSDAY

15
FRIDAY

16
SATURDAY

17
SUNDAY

Second 5- and 11-week classes end

18
MONDAY

19
TUESDAY

20
WEDNESDAY

21
THURSDAY

22
FRIDAY

23
SATURDAY

Chicago area
commencement ceremony

24
SUNDAY

Second 6- and 12-week classes end

25
MONDAY

Summer quarter classes begin

26
TUESDAY

27
WEDNESDAY

28
THURSDAY

29
FRIDAY

Last day to add/drop classes

30
SATURDAY

1
SUNDAY

2

MONDAY

Grades available Second 5-, 6-, and 10-, 11-, 12- week classes

3

TUESDAY

4

WEDNESDAY

Independence Day observed, University closed

5

THURSDAY

6

FRIDAY

7

SATURDAY

8

SUNDAY

9

MONDAY

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

Diploma application deadline

14

SATURDAY

15

SUNDAY

Spring diploma date

16
MONDAY

17
TUESDAY

18
WEDNESDAY

19
THURSDAY

20
FRIDAY

21
SATURDAY

22
SUNDAY

23
MONDAY

24
TUESDAY

25
WEDNESDAY

26
THURSDAY

27
FRIDAY

28
SATURDAY

29
SUNDAY

30
MONDAY

31
TUESDAY

1
WEDNESDAY

2
THURSDAY

3
FRIDAY

4
SATURDAY

5
SUNDAY

6

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

13

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

18

SATURDAY

19

SUNDAY

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MONDAY

21
TUESDAY

22
WEDNESDAY

23
THURSDAY

24
FRIDAY

25
SATURDAY

26
SUNDAY

27
MONDAY

28
TUESDAY

29
WEDNESDAY

30
THURSDAY

31
FRIDAY

1
SATURDAY

2
SUNDAY

Summer 10-week classes
end 8-week for 2011

