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2016-2017 Undergraduate and Graduate Catalog

## ABOUT NATIONAL LOUIS UNIVERSITY

### Mission Statement

National Louis University provides access to quality higher education that nurtures opportunity for students through innovative teaching, scholarship, community engagement, and service excellence.

### A Brief History

More than 130 years ago National Louis University was founded on the principle that a quality education can transform lives, careers and communities.

Founder Elizabeth Harrison, education pioneer and social reformer, opened a kindergarten training school to promote early childhood education, a radical idea at the time. Harrison's groundbreaking work helped launch the National Parent-Teacher Association and the Head Start program, and the National College of Education (NCE) became the first university in Illinois to offer a four-year teaching degree.

In 1986, Michael W. Louis made a historic \$30 million gift to the National College of Education and the school was formally renamed National Louis University in 1990. This gift enabled the institution to expand its programs beyond education to also offer business, fine arts, English, psychology, public policy, social sciences and more.

National Louis is the outcome of and testament to the vision of its founders. It is a contemporary university committed to innovation and best practices in both undergraduate and graduate education. A university that excels in creating learning communities where theory complements practice, NLU sustains a tradition of access to higher education for first-generation and urban university students who want to make a lasting impact in their lives and in their communities.

Today, NLU offers bachelor's, master's and doctoral degrees in 60 fields including business, education, health and human services, and social and behavioral sciences through its two colleges- National College of Education and College of Professional Studies and Advancement. Nivine Megahed, Ph.D. is the institution's eleventh president.

### A Note from the President

Dear National Louis Student,

National Louis University is proud to offer a range of high quality, professionally focused programs in the fields of business, education, health and human services, and social and behavioral sciences. The 60+ programs that NLU offers are detailed in this catalog and we invite you to use this as your guide to finding the one that's right for you.

Programs are offered at the bachelor's, master's, doctoral and certificate levels through our National College of Education and College of Professional Studies and Advancement. Whether you are seeking a graduate degree, undergraduate degree or non-degree certificate that will enrich your professional experience, National Louis has a program that will fit your lifestyle and help you achieve your goals. We offer programs in a variety of convenient delivery models that allow you the flexibility you need to pursue your education—on-campus, online, and at partner sites.

For more than 130 years, NLU has been proudly delivering holistic professional preparation and contemporary academic experience. Our mission is to prepare students to lead in their professions and communities, and we encourage excellence in the pursuit of career and personal goals. NLU students and graduates inspire us every day with their passion and dedication to bringing innovative ideas to their workplaces, their communities, and anyplace they see an opportunity to make a positive difference.

We invite you to explore our catalog and our website at [www.nl.edu](http://www.nl.edu). Through these pages, you will learn about the richness of National Louis—its programs, its people, and the diversity of experience and ideas that keep our community motivated and energized.

Best wishes,

Nivine Megahed, Ph.D.  
President

### Locations

Illinois Campuses

#### Chicago Campus

122 South Michigan Avenue  
Chicago, IL 60603-3032  
888.658.8632

National Louis University's main campus comprises five floors of a historic landmark office building in downtown Chicago. The campus includes classrooms, developmental skills laboratories, computer labs, a library and the NLU gift shop. The offices of the President, Provost and other academic and administrative personnel are also located on this campus.

Programs in the National College of Education and the College of Professional Studies and Advancement are offered on this campus with classes scheduled during the daytime, evening and weekend. The P.A.C.E. program at NLU is also housed on this campus.

### **Elgin Campus**

620 Tollgate Rd.  
Elgin, IL 60123-9364  
888.658.8632

NLU's Elgin campus is conveniently located in a fast-growing business district off I-90 and Route 31. The campus features 10 classrooms with high-tech media equipment; a computer lab with high-speed Internet access; two conference rooms; and comfortable student lounges. With classes offered late afternoons, evenings and weekends, working adults at the undergraduate or graduate level can easily attend classes.

### **Lisle Campus**

850 Warrenville Road  
Lisle, IL 60532

888.658.8632

The Lisle campus offers working adults upper-level undergraduate and graduate programs in the National College of Education and the College of Professional Studies and Advancement. The Lisle campus includes classrooms, administration and faculty offices, computer labs, student lounges and a library. The Reading Recovery Center is also housed on this campus.

### **North Shore Campus**

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

888.658.8632

The North Shore Campus serves undergraduate and graduate students in the National College of Education and the College of Professional Studies and Advancement. The campus offers classrooms, computer labs, a library, and group study areas. Also

located on this campus are the Reading Center and Lifelong Learning.

### **Wheeling Campus**

1000 Capitol Drive  
Wheeling, IL 60090-7201

888.658.8632

Classes at the Wheeling campus are easily accessible to adults who live and work in northwest Cook and Lake Counties. The Wheeling campus offers classrooms, computer labs and student lounges. It also houses the University Library Research Collection and student records. Many university faculty, administrators and staff members have offices on the Wheeling campus. The McCormick Center for Early Childhood Leadership is also located adjunct to the Wheeling campus.

### **Other Locations**

#### **Florida Regional Center**

5110 Sunforest Drive  
Suite 102  
Tampa, FL 33634  
888.658.8632

Serving a diverse Florida population, this NLU location supports class groups throughout the state and offers programs through the National College of Education and the College of Professional Studies and Advancement. The Florida Regional Center provides a full range of NLU services, including enrollment counseling, academic services, financial services, academic development, information and library support and student affairs. The Center offers classrooms, a computer lab, library support and a student lounge.

#### **Wisconsin Administrative Office**

P.O. Box 11562  
Milwaukee, WI 53211  
888.658.8632

The Wisconsin Administrative Office serves existing students of southeastern Wisconsin during the teach-out phase following the Milwaukee campus closing in September 2016. Located in the Milwaukee area, the administrative office provides local student advisement and information and acts as liaison with the offices of academic advising, student finance, library assistance, student affairs and academic development.

## Accreditation and Approvals

### Accreditation

National Louis University is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL 60606 312.263.0456, and is a participant in the HLC's Academic Quality Improvement Program (AQIP). National College of Education meets all standards of the National Council for the Accreditation of Teacher Education. Certain business programs in the College of Professional Studies and Advancement have earned professional accreditation from the International Assembly of Collegiate Business Education. Selected programs in the National College of Education are approved by the Illinois State Board of Education for licensure of education professionals.

### Approvals

National Louis University is authorized to operate as a degree granting institution in the following states and foreign countries:

**Illinois:** The University is authorized to operate in Illinois by the Illinois Board of Higher Education.

**Florida:** National Louis University is a not-for-profit organization registered with the Florida Division of Corporations to do business in Florida.

The University holds License by Means of Accreditation from the Florida Commission for Independent Education of the Florida Department of Education to operate as a university, to offer programs of instruction, and to award degrees.

Credit and degrees earned from colleges in the State of Florida which are licensed by the Florida Commission for Independent Education do not automatically qualify the holder for a Florida teaching certificate. Any person interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, FL 32399-0400.

Graduates of the M.Ed. and Ed.S. in Educational Leadership programs may receive a transcript endorsement indicating the completion of a state approved program in Educational Leadership.

The M.Ed. degree in Teaching, Learning and Assessment does not provide for teacher certification by the Florida Board of Education. It is intended only for teachers who already hold certification. Additional information regarding NLU may be obtained by contacting the Commission at: 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. Toll free phone number: 888.224.6684.

**Poland:** The University is approved by the Higher Learning Commission to offer select Bachelor of Arts degrees and the Master of Business Administration.

## ABOUT THE UNIVERSITY COURSE CATALOG

The University Course Catalog contains official statements on University programs and academic policies. It is each student's responsibility to become familiar with his or her program requirements as well as University and college policies. While every effort is made to provide accurate and current information,

National Louis University reserves the right to change without notice statements in the University Course Catalog concerning rules, policies, curricula, courses or other matters. Any academic unit may issue additional or more specific information that is consistent with approved policy.

### 2016–2017 ACADEMIC CALENDAR

For the five-year academic calendar, visit [www.nl.edu/academiccalendar](http://www.nl.edu/academiccalendar).

#### 2016 Fall Quarter

##### September

12	Monday	Fall quarter classes begin
15	Thursday	Summer term degree date
18	Sunday	Last day to add/drop classes

##### October

7	Friday	December 31st degree date application deadline
16	Sunday	First 5-week classes end
23	Sunday	First 6-week classes end
24	Monday	Late start classes begin
30	Sunday	Last day to drop late start classes

##### November

20	Sunday	Fall 10-week classes end
24–25	Thursday–Friday	Thanksgiving holiday (University closed)

##### December

4	Sunday	Second 5- and 11-week classes end
11	Sunday	Second 6- and 12-week classes end
26–30	Monday–Friday	Winter holiday (University closed)
31	Saturday	Fall term degree date

#### 2017 Winter Quarter

##### January

1	Sunday	New Year's Day holiday (University closed)
11	Wednesday	Winter quarter classes begin
13	Friday	April 15th degree date application deadline

16	Monday	Martin Luther King Jr. holiday (University closed)
18	Wednesday	Last day to add/drop classes

**February**

10	Friday	June 30 degree date application deadline
14	Tuesday	First 5-week classes end
21	Tuesday	First 6-week classes end
22	Wednesday	Late start classes begin
28	Tuesday	Last day to drop late start classes

**March**

21	Tuesday	Winter 10-week classes end
28	Tuesday	Second 5- and 11-week classes end

**April**

4	Tuesday	Second 6- and 12-week classes end
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**2017 Spring Quarter****April**

5	Wednesday	Spring quarter classes begin
11	Tuesday	Last day to add/drop classes
15	Saturday	Winter term degree date
28	Friday	September 15th degree date application deadline for those who plan to march in commencement

**May**

9	Tuesday	First 5-week classes end
16	Tuesday	First 6-week classes end
17	Wednesday	Late start classes begin
23	Tuesday	Last day to drop late start classes
29	Monday	Memorial Day holiday (University closed)

**June**

13	Tuesday	Spring 10-week classes end
20	Tuesday	Second 5- and 11-week classes end
27	Tuesday	Second 6- and 12-week classes end
17	Saturday	Florida area commencement ceremony
24	Saturday	Chicago area commencement ceremony



## 2017 Summer Quarter

### June

28	Wednesday	Summer quarter classes begin
30	Friday	Spring term degree date

### July

4	Tuesday	Independence Day holiday (University closed)
5	Wednesday	Last day to add/drop classes
7	Friday	September 15 degree date application deadline
18	Tuesday	First 3-week classes end
19	Wednesday	Second 3-week classes begin

### August

1	Tuesday	First 5-week classes end
2	Wednesday	Second 5-week classes begin
8	Tuesday	Second 3- and 6- week classes end

### September

4	Monday	Labor Day holiday (University closed)
5	Tuesday	Second 5- and 10- week classes end



## TUITION AND FEES

The tuition charges assessed do not cover the full instructional and operational costs involved in educating a student. The University receives additional funding from several sources including contributions by private individuals and corporations who recognize the quality of education provided by the University.

The University operates an extensive financial assistance program, with more than one-half of all full-time students receiving some form of financial assistance. Visit the Office of Student Finance for more details.

Tuition and fee rates are established by the Board of Trustees. These amounts are subject to change without notice.

### Tuition and Fees 2016–2017

The 2016–2017 tuition and fees are posted online and are effective for the summer 2016 term through the spring 2017 term for courses offered on the standard term calendar. Tuition rates and fees are subject to change.

## ADMISSIONS

The admissions process at National Louis University (NLU) is designed to ensure that students' needs are properly identified and matched to appropriate degree programs. The Office of Admissions considers individual students through a personalized review which takes into account prior academic record, personal and professional achievement and student goals and objectives. The University reserves the right to change requirements for admission at any time and every non-admitted applicant for a degree program shall be held to compliance with these changes.

NLU enrolls a diverse student population. Through academic and other support services, the University makes every effort to create environments that promote student success and achievement and reflect the diversity of the student population.

Please note:

- Many programs have specific admissions requirements. Undergraduate admission to the University does not guarantee admission to the program of your choice.
- All graduate students taking graduate courses at National Louis University should understand that credit toward a graduate degree at the University is awarded only upon formal admission to a program of graduate study
- Applicants can usually expect a reply to their application within five business days of receipt of all admission documents
- Financial assistance cannot be awarded prior to admission
- Incomplete applications are inactivated one year from the application date and may be reinstated by submitting an application update form
- Inactive applications and supporting documents are destroyed three years from the original application date
- Documents submitted without an application are destroyed one year after receipt
- National Louis University is approved for benefits for the education of veterans, active duty service personnel, disabled veterans, and qualified dependents (widows, war orphans, etc.). A veteran who seeks admission should follow the regular admission policies. For more information visit the veterans benefits page.
- The decision to deny admission cannot be appealed

### Admissions Pending Students

Applicants who, for valid reasons, cannot complete the application file before registration may be allowed to enroll as Admissions Pending students under the following conditions:

- Admissions Pending students must have on file an application for admission and are required to sign a statement prior to registration that they understand the Admissions Pending student policy and believe in good faith that they will meet the requirements for admission. It is the student's responsibility to make certain that the admission requirements are completed well before the end of the first term of registration.
- If the formal admission process is not completed by the end of the first term, the student will be dropped from the program
- The decision to deny admission cannot be appealed
- Undergraduate Admissions Pending students are not eligible for financial aid
- Graduate Admissions Pending students may not be eligible for financial aid. Contact Financial Aid for more information.

### Returning to NLU

#### Re-entry

Students who have previously attended NLU, but have been away from the University for one calendar year or longer, but fewer than five calendar years (excluding the summer session or an approved leave of absence), must submit a Returning Student Form.

The following rules apply to re-entry:

- Students return with the same academic status (p. 38) as when they left
- Students who were dismissed for reasons of academic ineligibility may apply for reinstatement

after two quarters of non-enrollment (p. 39). Petition for reinstatement should be directed to the Office of the Registrar who will forward the petition to the governance unit designated by the respective college to deal with student appeals.

- Students are subject to degree requirements in effect at the time of re-entry
- Students must submit official transcripts of any college work taken since leaving NLU
- Students must submit a statement concerning work, educational activities and any other information relevant to re-entry

### Readmission

Students who have previously attended NLU, but have been away from the University for five calendar years or longer (excluding the summer session or an approved leave of absence), must submit a new Admissions Application.

The following rules apply to readmission:

- Students return with the same academic status (p. 38) as when they left
- Students who were dismissed for reasons of academic ineligibility may apply for reinstatement after two quarters of non-enrollment (p. 39). Petition for reinstatement should be the Office of the Registrar who will forward the petition to the governance unit designated by the respective college to deal with student appeals.
- Students are subject to degree requirements in effect at the time of readmission

## Undergraduate Admissions

### Undergraduate Admission Requirements

- Completed application available at [www.nl.edu/applyonline](http://www.nl.edu/applyonline)
- Appropriate transcripts (high school or GED for Freshman Admission, or college transcripts for Undergraduate Transfer Admission)
- Proof of English language proficiency is required if English is not the applicant's native language and/or the applicant's high school degree was earned outside the United States. This requirement may be waived if the applicant has proof of completion of a high school degree at an institution where English is the primary language of instruction. Click here for more information on proof of English Language Proficiency.

### Freshman Admissions

- Freshman students are high school graduates who are first-time college attendees or have fewer than 15 quarter hours of transferable college credit
- Freshman applicants must request that their high schools send final transcripts including eighth semester grades and indication of high school graduation
- Freshman applicants must have a minimum high school GPA of 2.0 on a 4.0 scale (C average). Applicants with less than a 2.0 GPA may be considered for admission as high potential students (p. 13).

### Undergraduate Transfer Admissions

- Entering students who have earned 15 quarter hours or more of transferable credit at another accredited college or university are considered transfer students
- Transfer students are required to have a 2.0 GPA on a 4.0 scale (C average) and to be in good standing at the college previously attended. Applicants with less than a 2.0 GPA may be admitted as high potential students (p. 13).
- Applicants with coursework in progress at another college or university must submit official transcripts of the completed coursework.

### Undergraduate High Potential Students

NLU believes that a change in a student's learning environment may change his or her academic performance. In that light, NLU will consider applications from students who do not meet the admissions criteria described above. Such students may be admitted on a high potential basis and referred for appropriate assistance to Library and Learning Support or other academic and student support services.

Criteria used in determining whether or not students can be admitted on a high potential basis could include work experience, demonstrated leadership in their community, extracurricular activities, motivation and attitude toward learning or career objectives. The applicant is required to submit a personal statement and two letters of support reflecting his or her academic work or ability. A personal interview may also be required. Some students may be asked to take the skills assessment prior to admission and the results of these tests will be used as a basis for the admission decision.

## Graduate Admissions

Students applying for graduate admission must meet the following requirements and additionally must meet all of the requirements of the program to which they are applying:

- Completed application available at [www.nl.edu/applyonline](http://www.nl.edu/applyonline)
- Bachelor's degree from a regionally accredited institution. Some exceptions apply.
- Official transcripts from all institutions where degrees were awarded. Some programs may require official transcripts from all institutions attended.
- 3.0 GPA (there may be exceptions at the college level)
- Proof of English language proficiency is required if English is not the applicant's native language and/or the applicant's high school degree was earned outside the U.S. This requirement may be waived if the applicant has proof of completion of a high school degree for undergraduate admission, or a bachelor's degree for graduate admission, at an institution where English is the primary language of instruction. Click here for more information on proof of English Language Proficiency.

Applicants who do not meet the above criteria are not eligible for full admission, but may be admitted under one term or four-course review status, depending on the college. See each college's graduate admissions requirements for details.

Completion of courses prior to formal acceptance to graduate study does not guarantee admission to graduate school. It is the student's responsibility to submit all documents necessary for a decision regarding admission to graduate study. Admissions decisions will not be made until all documents are received. The student is then notified of formal admission status. Until such notification is given, formal admission to a graduate program is not to be presumed. Credentials will not be returned to applicants.

Admitted students should contact their advisors to review degree requirements.

## International Students

### Students Whose Previous Academic Work Was Not in the United States

The following guidelines apply to students whose previous academic work was not in the United States:

- U.S. citizens or resident aliens whose previous academic work was from an institution outside the U.S. are required to have their high school transcripts and/or undergraduate transcripts evaluated by one of NLU's approved foreign credential evaluation agencies
- Graduate applicants with a baccalaureate degree or college coursework from an institution outside the U.S. are required to have their undergraduate transcripts evaluated by one of NLU's approved foreign credential evaluation agencies verifying degree equivalence to a U.S. regionally accredited baccalaureate degree
- The NLU Office of Admissions and Records will examine foreign transcript evaluations and make a determination of suitability for undergraduate and graduate admission

## Veterans

National Louis University is approved for benefits for the education of veterans, active duty service personnel, disabled veterans, and qualified dependents (widows, war orphans, etc.). A veteran who seeks admission should follow the regular admission policies. For more information visit the veterans benefits page.

NLU is in full compliance with the Higher Education Relief Opportunities For Students (HEROES) Act of 2003 (Public Law 108-76). The HEROES Act of 2003 is intended to ensure that service members who are receiving Federal student aid are not adversely affected because of their military status and to minimize the administrative burden placed on such individuals.

In full compliance with the US Department of Education's Readmission Requirements for Service Members (eCFR §668.18), NLU does not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

NLU will promptly readmit to the institution an individual as described above with the same academic status as the student had when the student last attended the institution or was last admitted to the institution, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to perform service.

## TYPES OF CREDIT

### Dual Credit

As part of our shared missions in providing access to higher education, National Louis University and Township High School District 214 have signed a memorandum of understanding to offer dual credit to D214 high school students. Dual credit allows students to earn college credit while also applying the credit toward high school graduation, it improves college affordability and helps provide a seamless transition to college.

Students attending a participating high school can earn high school and college credit simultaneously by taking pre-selected college level courses.

NLU courses recognized for dual credit:

- ELE 210, ECE 210, SPE 210- History and Philosophy of Education, 3SH
- MGT 101 (p. 360)- Intro to Business, 4 QH
- MGT 120 (p. 361)- Accounting Principles I, 4 QH
- MGT 121 (p. 361)- Accounting Principles II, 4 QH
- MGT 122 (p. 361)- Accounting Principles III, 4 QH
- MGT 476- Entrepreneurship, Creativity, and Innovation, 5 QH

Please visit <http://www.nl.edu/admissions/d214/> for more detailed information.

### Transfer Credit

#### Undergraduate Transfer Credit

All bona fide college level courses, appropriate to the program to be pursued, may be applied toward National Louis University's undergraduate degree programs if the coursework meets the following criteria:

- The courses are normally applicable to a baccalaureate program
- The courses were taken at an institution with CHEA-recognized accreditation (note: NCE accepts only credit from regionally accredited institutions)
- The student received a grade of "C" (GPA of 2.0/4.0) or better
- Note: The way in which credit may be applied toward the degree is at the discretion of the University. The transfer of NLU credit is subject to

the policies and discretion of the receiving institution.

Evaluation of transfer coursework toward specific degree program requirements is completed by Office of the Registrar in consultation with the academic departments at the time of admission. Admitted students should work with their academic advisors in completing their degree plans. All credit considered of appropriate level, content and applicability to the degree program being pursued may be accepted for transfer according to established admissions standards.

The following restrictions apply:

- Only up to three quarter hours of physical education credit may be accepted
- Up to 60 quarter hours of technical credit may be accepted by the Applied Behavioral Science (p. 93), Health Care Leadership (p. 102), Management (p. 106) and Management Information Systems (p. 108) programs only
- Students planning to take a mathematics course at another institution must receive written approval from their academic advisors before enrolling to ensure the course will be accepted for transfer credit
- There may be additional limits to the acceptance of different kinds of credit according to the specific degree program

Students whose academic work was not in the United States are asked to provide official transcripts or appropriate equivalent documentation of their work. Certified English translations of such documents may be required. In addition, students may be required to submit their foreign credentials to one of several approved foreign credentials evaluation services. Credit will be awarded only after official documents have been received and appropriately evaluated.

Examples of academic work that must be submitted to one of the approved foreign credentials evaluation services include:

- Credit taken at any institution that is not located in the United States
- Study abroad credit that is not through an institution located in the United States

Credit may also be granted for credit recommendations made by the American Council on Education. This includes the Council's military



evaluations program and the National College Credit Recommendation Service.

Community college students who plan to complete their bachelor's degrees at NLU can use the Transfer Articulation Guide to learn how their credit will transfer to NLU programs. Community college students matriculating from colleges that are not available on the drop-down menu should contact their enrollment representatives for transfer credit information.

Per the University Undergraduate Residency Policy Requirement, a minimum of 45 QH must be taken at NLU, including the last 12 QH (minimum of three courses) taken for the degree.

#### ***Articulation Agreements***

To aid students in transferring credit toward undergraduate programs, NLU has created various articulation agreements with local community colleges and other institutions.

These agreements allow students who have earned associate's degrees from institutions with which NLU has current and verified articulation agreements to transfer all credits earned as part of their degrees to NLU. Accepted credits include all courses, even those transferred from other institutions and approved by the institution with which NLU has an articulation agreement. All transferring students will be assessed. Students continuing a sequence of courses at NLU will be assessed for placement into the sequence. This assessment may include a recommendation for additional assistance or tutoring through Library and Learning Support or placement into appropriate NLU courses. Please consult the Transfer Articulation Guide.

#### ***Transfer Credit Policy for Satisfactory/No Credit and Pass/Fail Credit***

At the undergraduate level, transfer courses with "pass" or "satisfactory" grades will be accepted by NLU, providing the institution issuing the grade has verified the level of competence required of the student to be equivalent to a "C" or better.

#### **Graduate Transfer Credit**

Transfer of graduate credit varies by college and program and must be approved by Office of the Registrar and the program director or faculty. For transfer credit to be considered, a student must contact his or her academic advisor and submit a completed Student Adjustment Form (signed by the appropriate faculty) to the Registrar's Office. The Office of the Registrar must also have on file an

official transcript reflecting the credit to be transferred.

Although additional requirements may apply, the following criteria must be met for graduate transfer credit:

- Students in the National College of Education and the College of Professional Studies and Advancement must be admitted before submitting a request for transfer credit
- Credit must be bona fide graduate credit that would have fulfilled graduate degree requirements at the institution where the course was offered
- Credit must be from a regionally accredited institution
- The course must not have been used toward another degree
- The student must have received a grade of "B" or better in the course. If the student has received any type of grade other than a traditional letter grade, a letter is required from the Registrar of the institution where the course was taken verifying that the grade is equivalent to at least a "B" (3.0 on a scale of 4.0)
- Transfer credit from institutions outside the United States must be submitted to an approved outside agency for evaluation. These agencies translate and interpret the transcript according to American university standards. The official foreign transcript evaluation must be submitted to the Office of Admissions and Records for processing.
- The number of credit hours that may be transferred is determined on an individual basis
- No transfer is automatic
- Transfer credit may be prohibited or limited in certain academic programs

**In addition to the above requirements, each of the colleges has its own transfer credit restrictions and some programs may further restrict or prohibit transfer credit.**

#### ***College of Professional Studies and Advancement Graduate Transfer Credit***

In addition to the university-wide requirements (p. 17), the following criteria apply to graduate transfer credit in the College of Professional Studies and Advancement:

- A maximum of nine semester hours may be transferred

- Credit earned more than six calendar years before graduate admission is not transferable
- A "Pass" grade for a completed pass/fail graduate course is acceptable. A letter is required from the Registrar of the institution where the course was taken verifying that the grade is equivalent to at least a "B" (3.0 on a scale of 4.0)
- Students may transfer credit hours once admitted into a program

Specific graduate programs may have additional transfer credit requirements. See programs for details.

Exceptions to these rules may be appealed to the Admissions and Academic Standards Council of the CPSA. Petitions must be presented to the Council by the student's advisor.

#### ***National College of Education Graduate Transfer Credit***

In addition to the university-wide requirements (p. 17), the following criteria apply to graduate transfer credit in the National College of Education:

- Transferred credits are included in the number of maximum credits allowed for off-campus work
- Transferred credit may not be substituted for core courses
- Courses can be transferred at any time after admission until finalization of the degree
- For graduate degrees, there is a six-year limit between the first course and the last course used for the degree, including any transfer credit. Graduate degrees include the Master of Arts in Teaching (M.A.T.), Master of Education (M.Ed.), Certificate of Advanced Study (C.A.S.) and Educational Specialist (Ed.S.).
- Transfer credit is limited to six semester hours of graduate credit for those pursuing the M.Ed., or M.A.T degrees
- Those who are pursuing an Ed.S. degree may transfer a maximum of six semester hours of post-master's degree coursework
- Up to a third of the C.A.S. degree candidate's required hours can be post-master's degree transfer credit
- Doctoral students (Ed.D.) can bring up to 12 hours of post-master's degree courses taken before admission into the program, including courses taken at NLU
- Students must work with their academic advisor to petition the Academic Policies Committee for

approval of transfer credit beyond the number of hours allowed by their program

#### **Credit for Prior Learning**

Credit for Prior Learning (CPL) embraces multiple articulated pathways to award credit to all students who can demonstrate that they have achieved specific learning outcomes gained from experiences outside post-secondary education. Applying prior learning toward a postsecondary degree, certificate, or credential allows the nation to capture the large investments made in workplace or military education and training.

Application of CPL may help more nontraditional students find smoother pathways in and through postsecondary programs. These pathways could include, but are not limited to:

- NLU's internal Prior Learning Portfolio Assessment
- American Council on Education (ACE) - ACE credit recommendations for Military Experience and Professional Training
- Nationally recognized examinations such as DSST, CLEP, Excelsior College Exams, or Advanced Placement (AP)

Credit for Prior Learning can be accepted toward undergraduate and graduate programs in the College of Professional Studies and Advancement and the National College of Education upon approval of program faculty, college leadership, and the Provost Office. National Louis University policy sets the maximum allowable for prior learning credit that can be awarded by the institution to complete the student's program at 60 quarter hours. This requirement does not apply to courses/credit hours transferred from other institutions.

Programs seeking to include a Credit for Prior Learning option must abide by the University Residency Requirement Policy which assures that all students who graduate from NLU will have taken at least 25% of their degree coursework at the institution, including the last 12 quarter-hours in residence (for undergraduate programs) and the last 9 semester-hours in residence (for graduate programs).

#### ***Prior Learning Assessment (PLA)***

Credit awarded through National Louis University's internal prior learning portfolio assessment process is possible for programs that wish to include this form of CPL assessment as an option. Students may

demonstrate the required competencies in a course and receive credit for that course through a portfolio of evidence.

PLA portfolios are evaluated via an objective, dual, independent, criterion-referenced assessment process, which uses faculty evaluators who have successfully completed standard evaluator training through the Office of Assessment and is in accordance with 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).

The portfolio that is recommended by program faculty for assessment and award of prior learning credit as a CPL option must be vetted through the Provost Office for approval. Fees for the three different portfolio options are charged to cover administrative costs.

For more information on Prior Learning Assessment Credit and fees visit, <http://www.nl.edu/pla/>.

### ***Military Experience and Professional Training***

National Louis University recognizes that significant learning experiences may have occurred during the course of the United States Armed Forces military service and through non-collegiate training programs or examinations completed at nontraditional educational companies and other organizations such as government agencies, unions, or businesses. NLU uses the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Services and National Guide to College Credit to Workforce Training to evaluate military experience and professional workforce training. Credit will not be taken from another school's transcript unless it is listed as experiential learning credit. In that case, it will be accepted as such. Specific documents will be required in order to do a military or professional training evaluation.

All programs in the College of Professional Studies and Advancement may accept ACE credit. Programs in the National College of Education may also choose to accept ACE credit (pending any state mandated or regulations placed on licensure programs) upon approval of the program faculty, college leadership, and the Provost Office.

ACE approved credit for the military experience and professional training can be used to fulfill any requirements in a program including general education, major, minor, or concentration. Programs seeking to include CPL options into their major, minor and concentration coursework must consult with their program faculty, college leadership, and the Provost Office.

### ***Credit by Examination (Undergraduate)***

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), the DANTES Subject Standardized Tests (DSSTs), Excelsior College Examinations, and other nationally recognized examinations.

The University has determined required scores and credit awards for AP and adopted the American Council on Education's (ACE) recommendations for acceptable score requirements and credit awards for CLEP and DANTES. CLEP and 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. Visit our Credit by Examination webpage for more details and a breakdown of acceptable scores.

### ***Foreign Credit***

Students whose academic work was not in the United States are asked to provide official transcripts or an appropriate equivalent documentation of their work. Certified English translations of such documents may be required. In addition, students may be required to submit their foreign credentials to one of several approved foreign credentials evaluation services. Credit will be awarded only after official documents have been received and appropriately evaluated.

Examples of academic work that must be submitted to one of the approved foreign credentials evaluation services include:

- Credit taken at any institution that is not located in the United States
- Study abroad credit that is not through an institution located in the United States

## FINANCIAL AID

National Louis University participates in the federal Title IV financial assistance programs and the Illinois and Florida State Grant programs and awards institutional grants and scholarships.

For a complete list of grants and scholarships, please visit <http://www.nl.edu/financialaid/financialaidresources/>.

Student eligibility for federal and state financial assistance is based on the annual completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed as early as January 1 (as early as October 1 beginning with the 2017-2018 academic year) at [www.fafsa.gov](http://www.fafsa.gov). National Louis University's school code is 001733.

Financial aid, including federal and state grants, institutional scholarships, student loans and student employment are available to both undergraduate and graduate students.

To be eligible for financial aid, students must:

- Be enrolled at least half-time (six quarter hours for undergraduates and three semester hours for graduates in standard length terms). Undergraduate students enrolled in one-to-five quarter hours may qualify for partial awards from the Federal Pell Grant and/or the State of Illinois Monetary Award Program (MAP).
- Meet citizenship requirements
- Maintain Satisfactory Academic Progress (p. 20)
- Not be in default of a prior student loan nor owe a repayment on a federal grant
- Be fully admitted to a qualifying degree or certificate program at NLU

Once the FAFSA is completed and a student has been fully admitted, the Student Finance Office will send an award letter detailing the awards and dollar amounts for which she or he is eligible. This award letter will include the information and forms required for the student to accept any applicable student loans. A change in number of hours enrolled may result in a change to the financial aid award letter. All financial aid recipients are required to complete a FAFSA for financial assistance each year.

Please visit <http://www.nl.edu/financialaid/> for detailed information on available aid programs and eligibility requirements.

## Standards of Satisfactory Academic Progress for Financial Aid Eligibility

Federal regulations require that a student receiving Title IV financial aid funds maintain specific standards in his or her academic program in order to remain eligible to receive these federal financial aid resources. These standards are called Satisfactory Academic Progress (SAP). SAP is defined as passing a required number of hours and achieving a required grade point average during a reasonable period of time. Regulations require that a student's entire academic history be considered, including periods of time when he or she did not receive financial aid. These Standards of Satisfactory Academic Progress apply only to eligibility for financial aid, and not necessarily to eligibility for continuation at the University, or for readmission to the University.

Please see the Standards for Academic Review (p. 38) for University guidelines.

### The SAP Components

SAP regulations require that the University monitor three different areas of a student's academic record. Students must meet the required threshold in all of these areas in order to remain eligible to continue to receive financial aid. These standards are cumulative and a student must meet the requirements at the end of each term of enrollment.

The three components of SAP are:

#### 1. Quantitative Standard – Pace

Pace is the rate at which a student is progressing toward program completion. Students must receive passing grades (A, B, C, D, P or X) in at least 67% of all credits attempted. Credit hours attempted include withdrawals (WW, WS, WF, WU or WN), in progress evaluation (I), no credit (N) and failing (U, F, FX) grades. Pace is calculated by dividing the total number of hours completed by the total number of hours attempted. For example, a student who has attempted 50 credit hours and has successfully completed 40 credit hours would have a Pace of 80%. All transfer credit hours that are accepted from other institutions will be counted as both attempted and completed hours.

#### 2. Qualitative Standard – GPA

An undergraduate student must maintain a minimum cumulative grade point average (CGPA) of 2.0. A graduate student must maintain a minimum CGPA of

3.0. Some programs require a higher GPA. Please refer to the individual program for specific requirements.

### **3. Quantitative Standard – Maximum Time Frame**

A student is ineligible to receive financial aid after she or he has attempted 150% of the credit hours required to complete the degree program. The maximum time frame is one and a half times the degree program length. For example, an undergraduate student enrolled in a 180-hour degree program is allowed 270 hours to complete the program. At the end of the add/drop period all registered hours will be counted in the maximum time frame determination. All transfer credit hours that are accepted from other institutions will be counted as both attempted and completed hours. Once a student has reached the maximum time frame, she or he is no longer eligible to receive financial aid.

Please note that SAP is monitored at the end of each academic term of enrollment for all students. The quantitative and qualitative standards used to judge academic progress will be cumulative and will include all periods of the student's enrollment, even periods in which the student did not receive financial aid funds.

#### **Withdrawal and In-Progress Grades**

Courses with withdrawal (W) grades and those with in-progress (I) grades are included in hours attempted but not in hours passed.

#### **Repeated Courses**

Students are permitted to repeat a course when the grade earned does not award credit for the degree of study two times and receive financial aid for the class. Students are also permitted to repeat a passed course once and receive financial aid for it. Repeating courses must be in accordance with University policy. The grade achieved in the repeated course is recorded on the academic record, however, the original grade also remains on the academic record. The course with the highest grade is used in determining cumulative credit earned and in computing the GPA. All repeated courses are included in hours attempted.

Failure to Meet Satisfactory Academic Progress for Financial Aid Eligibility

#### **Financial Aid Warning**

All students will be reviewed at the end of each academic term of enrollment to ensure they are meeting the SAP standards (p. 20). If a student does not meet all of the SAP criteria, the student will be placed on "Warning" status for the next term of

enrollment. The student will be notified in writing of the financial aid warning status. While on Financial Aid Warning, the student will continue to receive financial aid for one additional term.

The criteria for Financial Aid Warning are:

- The Cumulative Grade Point Average (CGPA) falls below 2.0 CGPA undergraduate/3.0 CGPA graduate  
and/or
- The student's overall Pace (completion ratio) falls below 67%

#### **Financial Aid Suspension**

If, after the term of Financial Aid Warning, a student fails to achieve a 2.0 CGPA undergraduate/3.0 CGPA graduate and/or the student's overall completion ratio is below 67%, the student will be placed on "Suspension" status. The student will no longer qualify for financial aid and will be notified in writing.

#### **Student Appeal and Academic Plan**

If a student is placed on financial aid suspension she or he has the right to appeal. Students may be considered for an appeal based on mitigating circumstances that seriously impaired academic performance. Examples of possible extenuating circumstances include an injury or illness of the student or the death of a student's relative. The appeal letter must include an explanation of why the student failed to meet SAP standards and what has changed that will now enable the student to successfully meet SAP standards. The appeal letter, along with the supporting documentation, should be sent to the Student Finance Office and the merit of the appeal will be considered. The student will be notified in writing as to whether the appeal was approved.

If the appeal is approved the student must agree to an academic plan that ensures he or she will be able to meet the SAP standards in a defined period of time. If the student agrees, he or she will be on Financial Aid "Probation" status. While on Financial Aid Probation, the student will continue to receive financial aid as long as she or he is meeting the conditions of the academic plan.

#### **Good Standing**

A student on Financial Aid Warning, Suspension or Probation will return to Good Standing by fulfilling the following conditions:

- The student must have a CGPA of at least 2.0 undergraduate/3.0 graduate  
and

- The student must have a 67% overall pace

The student may be paid Pell and campus-based funds for the term during which he or she regains satisfactory progress, but cannot be paid for any term during which the standards were not met. For Stafford Loans, a student who regains eligibility during a loan period is eligible for the entire loan period (usually an academic year) in which she or he met the satisfactory academic progress standards.

The U.S. Department of Education houses a Federal Student Aid Ombudsman group as a last resource when other approaches have failed.

## Financial Aid Policies

### Policy for Issuing Cash Refunds to Financial Aid Students

Financial aid is posted on a rolling basis as financial aid awards are processed. If the application of financial aid or other resources to a student's account results in a credit balance (excess cash), a refund is issued to the student. The University's goal is to process refunds via direct deposit on a daily basis and via paper check at least once per week but never later than 14 days after the date that the credit balance occurs. Please note that dropping courses can impact a financial aid award.

The amount of financial aid awarded is determined by many factors including the number of hours for which a student enrolls. A reduction in hours may reduce the amount of financial aid a student is eligible for during a term with the possibility of being completely ineligible for financial aid for the term. In addition, federal regulations require that a student complete more than 60% of a term to earn all Title IV funds awarded for that term.

### Policy on Course Non-Attendance

This policy pertains to student non-attendance in registered courses. Students who do not attend any enrolled course during the first two weeks of the class and do not inform the instructor of an intention to join the course will be dropped from the class.

This drop will result in a change in enrollment status for the term as well as adjustments in any financial aid that had been previously awarded. Federal regulations require that a student establish attendance in a course in order to receive aid for it. Failure to attend courses for which a student is registered will result in financial aid revisions and may result in a balance due to the University.

Attendance is considered actively engaging in a course. In on campus courses this would be defined

as attending the class in person. Online courses define attendance as either posting to a discussion board, submitting assignments, reading classmates postings, etc. Simply logging into the course without actively participating is considered non-attendance and will result in being dropped from the course.

Please note that students who wish to drop a class during the add/drop week should still follow University policy and contact Academic Advising to change their enrollment. Non-attendance is different from withdrawal. Please review the Withdrawal Policy (p. 35) for more details.

### Student Withdrawal and Return (Loss) of Federal Title IV Funds

The Student Finance Office is required to recalculate the percentage of financial aid earned by a student who officially withdrew before completing more than 60% of the quarter or who failed to pass at least one class in a term and ceased attendance at some point (unofficial withdrawal). The funds subject to this calculation include the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Teacher Education Assistance for College and Higher Education Grant, Iraq Afghanistan Service Grant, Federal Perkins Loan, Direct Subsidized and Unsubsidized Loans, Direct Parent PLUS Loan, and Direct Graduate PLUS loan. We use a calculation that determines what percentage of the aid a student earned and what amounts may need to be returned. This calculation is called Return of Title IV and must be done within federally mandated timeframes.

Please note that the Return of Title IV calculation is separate from the National Louis University tuition refund policy. Students who withdraw from classes may end up having an account balance with the University after the required financial aid adjustments are made. Learn more about NLU's Withdrawal Policy.

The financial aid awarded was based on enrollment in the entire term and any unearned funds must be returned by National Louis University and/or the student. A portion of the refund received may need to be returned to the University.

We use the date a student officially withdraws from classes to calculate the percentage of the term completed. For students who cease attendance without officially withdrawing from school the midpoint in the term or the last date of an academic activity are used to calculate the percentage of the term completed.

Any funds that need to be returned are done so in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Federal Perkins Loan
4. Direct Graduate PLUS Loan
5. Direct Parent PLUS Loan
6. Federal Pell Grant
7. Federal Supplemental Educational  
Opportunity Grant (SEOG)
8. Federal TEACH Grant
9. Iraq Afghanistan Service Grant

Click [here](#) to learn more about Consumer Information  
on Return of Title IV.

## STUDENT SERVICES

National Louis University offers a wide array of services for students. Please select your area of interest for more information.

### Academic Advising

All students are assigned an academic advisor to assist with understanding programs, selecting courses and progressing toward graduation.

### Admissions and Records

All student academic records are maintained by the Office of Admissions and Records in accordance with the Family Educational Rights and Privacy Act.

### Alumni

NLU has an active Alumni Association.

### Assessment/Exams

Learning Support provides the following assessments and testing for undergraduate and graduate applicants and students: COMPASS Math and Writing Placement Assessments, English Competency Test, Criterion Writing Assessment, Miller Analogies Test, Waston-Glaser Critical Thinking Appraisal.

### Bookstore

NLU's virtual bookstore offers affordable textbook options including textbook rentals, new and used textbooks, eTextbooks, textbook buybacks, school supplies, NLU apparel and much more.

### Career Development

The Office of Career Development provides career services including career advising, workshops, networking events and employer panel discussions. Although NLU does not guarantee job placement, every effort is made to achieve the best possible results for students and alumni.

### Commencement

Formal commencement exercises are held once each year.

### Counseling Services

Students seeking counseling referrals should contact the Office of Student Experience for confidential referral information for licensed therapists in their community.

### Degrees

NLU awards degrees at the end of each academic term. Students must apply for degree finalization in order to be awarded a degree.

### Diplomas

One diploma will be issued to each student per degree. Replacement diplomas are available by request for an additional fee.

### Directory

This online directory includes contact information for all faculty and staff.

### Emergency Notification

Students are encouraged to sign up for this service to be notified in the event of an emergency.

### Federal Work-Study

The Federal Work-Study Program, available to both undergraduate and graduate students, provides part-time employment opportunities for students to earn money to assist with educational and living expenses.

### Gift Shop

The NLU gift shop is located on the second floor of the Chicago campus. Apparel and gift items are also available through the virtual bookstore.

### International Students

NLU is authorized under Federal law to enroll nonimmigrant students and is approved for attendance by nonimmigrant students and to issue a Certificate of Eligibility for Nonimmigrant (F-1) students, I-20 A-B.

### Library & Learning Support

Library & Learning Support enriches the learning experience of students, educators, and researchers by providing quality resources and instructional services. Students may work with Learning Support Specialists and librarians in individual face-to-face or online tutoring sessions in math, writing, science, information research, and study skills. Additional online support is available through Smarthinking, which can be accessed through the NLU portal. Library & Learning Support also provides access to materials online and in print that support the academic programs and research interests of the NLU community. Library faculty are partners in teaching at the university and offer instruction, credit courses,



and help and research guides on a variety of research topics.

#### Licensure

NLU helps students earn Illinois Professional Educator Licences and endorsements.

#### New Student Orientation

New Student Orientation programs are offered at NLU campuses and for off-site groups each term.

#### Ombudsman

The University Student Ombudsman (USO) is a dispute resolution practitioner whose main function is to assist NLU students in resolving their problems.

#### Persons with Disabilities Academic Access Accommodations for Students

Library & Learning Support is the primary support system for students with disabilities, 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 email Library & Learning Support or call 312-261-3329.

#### Prior Learning Assessment

NLU offers several options for earning academic credit for knowledge and skills acquired through professional and life experience, including credit by portfolio, credit by examination and credit by proficiency.

#### Student Organizations

Through the Office of Student Life, NLU students have the opportunity to participate in activities that support their academic goals and encourage personal growth and development.

#### Technology

NLU provides email, a help desk and a variety of technology-based tools for student use.

#### Transcripts

Students may order transcripts online, via fax or mail, or in person.

#### Veterans Services

NLU's Veterans Program serves student veterans and eligible dependents.

#### Volunteer and Service-Learning Opportunities

The Civic Engagement Center helps students become engaged citizens, both on campus and in the greater community, through volunteerism, service trips, academic service learning and community involvement.

#### Weather Alerts

Sign up to receive weather-related campus alerts.

## POLICIES

### Academic Policies and Statements

#### 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.
4. The decision was substantially influenced by factors other than published criteria.

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.

#### *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 Undergraduate and Graduate 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 Vice Provost for Academic Programs and Faculty Development), 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 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.

For more information about protected classes, please go to [eeoc.gov/laws/types](http://eeoc.gov/laws/types).

## Procedure

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

Students must initiate the appeal process within 15 business days following formal (documented) notification of the decision by contacting the individual responsible for the decision (i.e., 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.

The instructor who assigned the grade or administrator who informed the student of the decision should resolve this matter within 10 business days of the date of original appeal.

If the individual responsible for the decision is unavailable or unresponsive within 15 business days of the date of the original appeal, the administrator responsible for the unit shall 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 20 business days of the date of original appeal.

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 within 30 business days of the date of original appeal.

### **Step III. 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 40 business days of the date of the original appeal.

The college governance units are:

- National College of Education - The Academic Policies Committee
- College of Professional Studies and Advancement - Committee on Admissions and Academic Standards

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 within 10 business days (50 business days of the date of the original appeal). 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.

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 60 business days of the date of original appeal. 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 (70 business days of the date of original 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 5 business days following appointment (75 business days of the date of original appeal), 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.
5. 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.
6. 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.
7. 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.
8. The hearing committee shall make a good faith effort to provide a final written report within 10 business days of the first hearing date (85 business days of the date of original appeal). The recommendation of the hearing committee shall be forwarded to the Senior Academic Officer for review/implementation.
9. Within 5 business days following notification of the decision of the hearing committee, either party may appeal to the Senior Academic Officer for final administrative review (90 business days after the date of original appeal). The Senior Academic Officer will render a final decision within 10 business days (100 business days of date of original appeal). The involved parties shall be informed in writing of the final decision.

### 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, to 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 Academic Honesty policy has an unequivocal obligation to confront the student for an explanation and resolution.
2. The faculty member (or other University employee) shall arrange a private meeting (on-line, by telephone, or in person) within fourteen (14) business days of the occurrence of the alleged incident of academic dishonesty or within fourteen (14) business days of the date s/he learned of the incident to: (1) explain the allegation(s) of violation of the Academic Honesty policy; (2) present the reasons or evidence to support such allegations; and, (3) provide a copy of the University's Academic Honesty policy. 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 Academic Honesty policy. The outcome of this meeting becomes a part of the official record only at such time as (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 ten (10) business days of the private meeting described, above. Said petition shall be filed with the Senior Academic Officer of the University.
4. The Senior Academic Officer or designee, after determining that the petition falls within the purview of this policy will, within ten (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) 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 five (5) 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 committee's decision. Said appeal shall be received in the Senior Academic Officer's office within ten (10) business days of the council's decision.
7. The Senior Academic Officer shall act on said appeal within ten (10) 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.

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

*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 s/he 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 24 Deadline to petition Senior Academic Officer for a hearing on academic dishonesty
- Day 34 Deadline for Senior Academic Officer to convene the Hearing Committee
- Day 39 Deadline to report committee's decision(s)
- Day 49 Deadline to file written appeal of committee's decision
- Day 59 Deadline for Senior Academic Officer to act on appeal

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

#### **Degree Requirements**

The University reserves the right to change the requirements for earning a degree at any time.

#### **Residency Requirement**

NLU's Undergraduate Residency Requirement must be met for all students completing baccalaureate degrees:

- 45 QH of the degree program must be taken at NLU
- Of the 45 QH minimum major, 25 QH must be upper-level and 15 QH of the upper-level coursework must be taken at NLU
- The last 12 QH (minimum of three courses) taken for a degree must be taken at NLU

#### **All Baccalaureate Degree Programs**

All students completing baccalaureate degree programs must:

- Be formally admitted to the program from which he or she is requesting a degree
- Complete a minimum of 180 quarter hours
- Have a minimum of a 2.0 grade point average (some programs require a higher grade point average)
- Fulfill the General Education Core Requirements (p. 91)
- Satisfy all the requirements and regulations of the individual college and program by the term completion date. Please see the program information related to degree requirements.
- Complete the residency requirement of his or her college and program (minimum 45 quarter hours)
- Take the last 12QH (minimum of three courses) for his or her degree at NLU

#### **Second Baccalaureate Degree Policy**

Students who wish to earn a second baccalaureate degree must fulfill all University and program requirements for the degree in a field unrelated to the first baccalaureate. The definition of an unrelated field will be determined by the program in which the second degree is earned. A minimum of 45 quarter hours of additional credit must be earned in residence after requirements of the first degree have been met.

#### **Students Receiving Dual Baccalaureate Degrees**

A student applying for two baccalaureate degrees from National Louis University will be required to pay the same fee as someone applying for one degree. Payment of this fee will entitle the student to:

- Have the appropriate graduation audits done and receive a copy of them
- Have the official transcript reflect awarding of both degrees upon completion of all requirements for both of them
- Receive one diploma reflecting the awarding of one of the degrees (student may choose at the time of application which degree is to be reflected on the diploma). If the student wishes a second diploma for the remaining degree, an additional fee will be charged.

**Post-Baccalaureate Degrees**

All students completing post-baccalaureate degree programs must:

- Be formally admitted to the program
- Satisfy all the requirements and regulations of the individual college and program by the term completion date
- Fulfill all degree requirements, including required coursework, thesis, research project and comprehensive examination as required by the student's specific degree program, within the time frame specified by the college and the program
- Have a minimum GPA of 3.0
- Have all the grades in the program be a "C" or better
- Fulfill the residency requirement for his or her particular degree or program
- Note: All courses used for the degree must not have been used toward another degree

**Application for Degree**

Students must apply for a degree. The transcript will not reflect the degree earned unless the application for the degree has been processed. Each degree conferral date has a final deadline for application. These deadline dates are published each term on the Office of Admissions and Records website.

Students who may be eligible for a degree are notified of the degree deadlines through their student email. Students who apply for degrees after the published deadline will be included as candidates for the next degree conferral date. Students may apply for a degree and diploma or change the degree conferral date for a previous application on the Office of Admissions and Records website.

Except in cases of clerical error, students' academic records are closed upon granting of the degree.

No transcript or diploma will be issued if there is any outstanding financial encumbrance.

**Disruptive Classroom Behavior**

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.

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 may 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), above, may be appealed by the student in accordance with the provisions of the Academic Appeals policy (p. 26).

In addition, disruptive behavior that constitutes a threat to persons and/or property will be immediately referred to the appropriate University official by filling an Incident Report at [nl.edu/letusknow](http://nl.edu/letusknow). 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.

**Enrollment and Registration****Catalog of Entrance**

National Louis University anticipates that students entering the University during the effective term of



this catalog will be governed by the degree requirements and other policies and procedures set forth herein. If a student has been continuously enrolled in his or her program and the degree requirements change due to a program revision, the student may choose to meet either the requirements for the term they were admitted or the new requirements. Students may have to meet new requirements if the program revision is a result of certification or licensure changes at the state level. A student who has been away from the University for more than one year but fewer than five, upon re-entry, must meet the degree requirements of the catalog in effect at the time of their re-entry. Students who have been away for more than five years, upon readmission, will be governed by the catalog at the time of their readmission.

### **Classifications**

The undergraduate unit of college credit is the quarter hour. Degree-seeking students are classified as follows:

- Freshman – Fewer than 45 quarter hours completed
- Sophomore – At least 45 but fewer than 90 quarter hours completed
- Junior – At least 90 but fewer than 135 quarter hours completed
- Senior – At least 135 quarter hours completed

The graduate unit of credit is the semester hour.

In defining a credit hour, National Louis University complies with the Department of Education policy as articulated by our regional accreditor, the Higher Learning Commission: <http://policy.ncahlc.org/Federal-Regulation/assignment-of-credits-program-length-and-tuition.html>.

### **Full-, Three-Quarter- and Half- Time Status**

NLU defines full-, three-quarter- and half- time status as follows:

- For undergraduate students, full-time status is 12 quarter hours, three-quarter-time status is nine quarter hours and half-time status is six quarter hours
- For graduate students, full-time status is six semester hours, three-quarter-time status is four and one-half semester hours and half-time status is three semester hours

### **Degree-Seeking Students**

Degree-seeking students are those who have been admitted with the expectation that they will complete the requirements for any degree or certificate for which they have enrolled. They are expected to make regular and steady progress toward the completion of their degrees or certificates in consultation with their academic or program advisors. Time limits vary by program.

### **Non-Degree-Seeking Students**

Requests for permission to enroll as a non-degree-seeking student should be addressed to Academic Advising.

Undergraduate students may apply for enrollment with non-degree status if they do not wish to pursue a degree or certificate. Students holding at least a baccalaureate degree are eligible to enroll for graduate courses as non-degree-seeking students. Students with non-degree-seeking status may transfer NLU credits elsewhere or take courses for personal enrichment.

Students enrolled with non-degree seeking status:

- Are subject to all regulations of the University
- Are not eligible for financial assistance
- Are not assured of admission to the University
- Who wish to be admitted to a degree or certificate program must apply through the Office of Admissions, at which time any credit accrued will be evaluated in accordance with prescribed limits. Coursework taken as a non-degree-seeking student is not automatically applied to degree programs at the University.

### **Audit**

A student may audit a course, participating in any and all requirements of the course including examination. Auditors will not receive academic credit for the course and must indicate “Audit” at the time of registration. Change to a credit enrollment may be made only during the first week of class. Auditors pay regular tuition.

### **Registration Regulations**

- Registration creates corresponding tuition and fees on the student account. Financial arrangements to pay tuition and fees need to be established with the Student Finance Office
- Undergraduate registrations cannot be processed without the signature of the appropriate academic advisor

- A student will receive credit for only the courses for which she or he is registered
  - Enrollment in courses is not permitted after the last registration date published on the University Academic Calendar
  - Students must be officially registered for courses before they sit or participate in the class
- Students may register:
- In person at any Chicago-area campus
  - Via mail or fax sent to Academic Advising
  - Electronically at [www.nl.edu/registeronline](http://www.nl.edu/registeronline) (submissions will be processed within 24 business hours)
  - Online through the NLU Portal (continuing graduate students only)

Some programs require students to register at a designated registration meeting. Those students will be notified of the locations and times prior to the registration meetings. Students will receive confirmation of registration through their NLU and personal email accounts.

#### ***Enrollment Reporting and Loan Deferments***

National Louis University participates in the National Student Clearinghouse. The University submits reports of students' enrollment status to the Clearinghouse. The Clearinghouse supplies verification of enrollment to lending institution as well as to the Department of Education. Once a student is registered on at least a half-time basis, the student's outstanding student loans may be deferred. A deferment is the temporary postponement of payments of the loan principal, and in the case of a subsidized loan, the interest. Consolidated loans may be eligible for deferment as well.

A student enrolled half time may be entitled to a student deferment and may request a deferment from the lending institution. If the lender provides a deferment form to the student, this form should be submitted to the Office of Admissions and Records after the first week of classes. All deferment forms are forwarded to the Clearinghouse.

#### ***Skills Assessment***

All students admitted to NLU undergraduate programs must take skills assessment tests during orientation or by the end of their first term of enrollment. The COMPASS Writing and Math examinations must be taken prior to registration for the second term.

Test results are used in academic advising to ensure that students possess the requisite skills needed for

academic success. If some skills are lacking, academic advising will help students select the appropriate developmental courses.

Only 5 quarter hours of NLU developmental coursework may be applied toward degree requirements.

#### ***Academic Credit Load Policy***

An undergraduate student in good academic standing (not on warning or probation) who has no outstanding in-progress (incomplete) courses is permitted to register for up to 21 quarter hours in any term, except in certain professional sequence terms.

Any student who wishes to register for more than 21 quarter hours must submit a written petition to the appropriate department or program administrator for approval.

#### ***Undergraduate Registration in Graduate Courses***

A graduate course may be taken for graduate credit by a junior or senior in good standing. It cannot apply toward the baccalaureate degree requirements and graduate tuition will be charged.

A student must complete the Petition to Register for Graduate Courses form, obtain the required signatures and present the form at the time of registration.

#### ***Transfer between Graduate Programs***

Students wishing to transfer from one graduate program to another within the University must request permission to do so. A written request should be directed to the Office of Admissions and Records. The student must meet any special admission requirements for the program. Admission to the new program is not guaranteed.

#### ***Registration for Thesis or Dissertation***

Students who are writing theses or dissertations must first register for all the thesis or dissertation hours required by their programs. Upon completion of all of the required hours, students must maintain continuous registration each term, via the appropriate thesis continuation or dissertation continuation course, through and including the term in which they graduate.

The thesis continuation (599X) or dissertation continuation (699X) non-credit course has a fee per each term. Please visit <http://www.nl.edu/financialaid/tuitionandfees/> for details.

### **Course by Arrangement/Independent Study**

With the approval of his or her advisor, appropriate program coordinator and the Dean's office, an admitted student may take a course by arrangement or an independent study. Only a full-time faculty member may work with a student on a course by arrangement or an independent study.

### **Withdrawal Policy**

Dropping a Course

#### **How to Drop a Course:**

Requests to drop classes are processed through the Academic Advising Center. Students must officially drop in writing. These requests can be submitted via email to [advising@nl.edu](mailto:advising@nl.edu) from your NLU portal email account or you can submit the Drop/Add form. Questions about dropping courses can be directed to 888.NLU.TODAY (888.658.8632), option 2.

#### **Drop Deadlines:**

Students must drop classes prior to the start of the term or during the first week of the term in order to not incur any tuition charges for the course(s). For classes that begin during the second part of the term, students have the first week of class to drop without financial penalty. **For example, if the first week of the term begins on Monday, it ends on Sunday. Students must drop the course by Sunday night 11:59 PM of the first week of class in order to not be charged for the course.** Students who are enrolled in workshops must drop the class at least one day prior to its scheduled start date to receive a tuition refund. If the request to drop the workshop is received after the course start date the student will be charged the full tuition cost for the course.

Please also see the Policy on Course Non-Attendance (p. 22).

#### **Tuition Refund Eligibility:**

After the first week of class, students who withdraw from a course(s) will receive a "W" grade and will not receive any tuition refund unless they completely withdraw from all courses in the term. Residents of Maryland are subject to a separate tuition refund policy which can be found here. Drop periods are set by University policy and are based on the student type and level. For more information regarding when a "W" grade applies, see the Grading (p. 35) section.

#### **Tuition Refund Appeal**

This policy pertains only to a course or courses from which a student withdrew and appeal is being made

for a refund beyond the established university refund policy (p. 35).

Note that all appeals where a grade (A, B, C, D, F, N) has already been submitted must go through the academic appeals policy (p. 26).

#### **Appeals Process:**

Students may submit an appeal for a refund beyond the university refund policy by submitting a request in writing. The appeal must be submitted within 30 business days of the withdrawal date noted in the Student Information System (Banner). Appeals for charges for withdrawals of courses older than 30 business days cannot be considered and all charges apply.

Appeals should be submitted in writing or via email to Steve Neer, Assistant Vice Provost of Advising and Retention at [Stephen.neer@nl.edu](mailto:Stephen.neer@nl.edu) or by fax to 312.261.3044.

The Refund Appeal Committee will meet monthly during the final week of the month. All appeals must be received at least 24 hours in advance of the meeting in order to be considered.

Appeals are limited to exceptions to the refund policy based on a factor related to National Louis University. Appeals may be submitted for extenuating circumstances. In cases where the appeal is based on extenuating circumstances, documentation must be included with the request for appeal.

The Refund Appeal Committee will notify the student via their NLU and personal email address of the outcome within one business day of the meeting. Students dissatisfied with the decision may appeal by submitting their request in writing within 60 business days to the Executive Director of Student Affairs.

#### **Grading**

##### **Undergraduate**

Grades for completed courses are recorded using the symbols and definitions shown below.

A	Outstanding performance
B	Above satisfactory performance
C	Satisfactory performance
D	Marginal performance
F	Unsatisfactory performance
P	Pass ("C" level or better)
N	No credit

I	Course in-progress (Incomplete)
IE	"I" grade extended beyond the time normally allowed for completion
X	Deferred course designed to extend over a longer period than one term
WW	Withdrawal
AU	Audit

**Graduate**

Graduate students are evaluated on a traditional four-point grading system. Quality points are allotted as follows:

Grade	Definition	Quality Points
A	Outstanding performance	4
B	Above satisfactory performance	3
C	Satisfactory performance	2
D	Marginal performance	1
F	Unsatisfactory performance	0
I	Course in progress (Incomplete)	N/A
IE	I grade extended beyond time normally allowed	N/A
W	Withdrawal	N/A
N	No credit	N/A
X	Deferred course extending beyond one term	N/A
AU	Audit	N/A
P	Pass ("B" level or better)	N/A

Grades of "D" are not accepted toward completion of degree requirements. The pass/no credit option is available only in designated courses.

**Grade Point Average****Quality Points**

Quality points are awarded to a student in relation to the grade given and the number of hours of credit attempted in the course. Quality points are awarded according to the following schedule.

A	Four times as many quality points as the credit hours assigned to the course
B	Three times the number of credit hours
C	Two times the number of credit hours

D	One quality point for each credit hour in the course
F	No quality points
P, N, I, X,	Not calculated
W, WW, IE	Calculation

Grade point average will be computed by dividing the total quality points for hours with grades of A, B, C, D, and F by the total hours attempted with grades of A, B, C, D, and F. Courses with grades of P, N, I, X, W, WW, and IE are excluded. Only courses from National Louis University will be included in the computation.

**Repeat Course Policy**

Students are permitted to repeat a course, except where prohibited by program. The grade achieved in the repeated course is recorded on the academic record. The original grade, however, also remains on the academic record. The course with the highest grade is used in determining cumulative credit earned and in computing the GPA. All repeated courses are included in hours attempted. Students must pay for each attempt of a course and financial aid may not be available for all repeated courses.

**Grade Report**

A report based on the instructor's evaluation of the student's achievement in every course is available at the conclusion of each term via the NLU Student Portal. This report also includes the student's credit hours completed, quality points, term completion ratio and cumulative grade point average.

**In-Progress (Incomplete) Grade Policy**

An in-progress (incomplete) grade ("I") may be assigned at the discretion of the instructor if the student has successfully completed 75% or more of the course requirements. The rules and procedures governing "I" grades are outlined below.

- The final decision about what constitutes 75% rests with the instructor
- No student automatically qualifies for an "I" grade — the decision is made by the instructor on an individual basis
- Some programs prohibit the use of "I" grades in Term I and for students on "high potential," "one term review" and "four-course review" admission statuses

- Before an “I” grade can be issued, an in-progress contract must be completed by the instructor to document the details for completion of the course requirements and sent by the registrar to the student’s NLU email account
- The student is expected to complete the work in-progress no later than 90 days following the last day of the in-progress course
- All “I” grades will be lapsed to a grade of “F” for undergraduate students and a grade of “N” (no credit) for graduate students if the coursework is not completed within the specified 90 days
- “I” grades are prohibited in the following teacher preparation courses, if the Student Teaching experience must be repeated: ECE470 (p. 277), ELE 470, ELE 590, ELE 597, SEC 590A (p. 395)-F, SEC 597A-F, SPE 470, SPE587 (p. 407) and SPE 592C
- If candidates need to repeat the Student Teaching Experience, they will be required to withdraw from the Student Teaching Course in which they are registered and register for a new experience, when ready, with the approval of the program faculty and Director of Teacher Preparation

In the case of exceptional circumstances, a student may follow the steps outlined below to request a one-time only 275-day In-Progress Extension.

- It is the student’s responsibility to contact the instructor (or the associate dean, should the instructor be unavailable) who granted the “I” grade at least 30 days prior to the end of the 90-day time limit
- With the instructor’s or associate dean’s signature and support, the student must make a formal request to the appropriate college academic appeals committee, including a letter and documentation of the exceptional circumstances that may warrant an extension
- The college academic appeals committee makes their decision and the chair of the committee informs the Registrar in writing of the decision
- If an extension is to be granted, it must be formalized before the end of the 90-day time limit

### Observance of Religious Holidays

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.

### Recording of Synchronous Classroom Activity

Instructors have the right to prohibit audio and video recording of their lectures, unless the requesting student is registered with the Library Learning Support Specialist (LLSS) and recording of class sessions has been deemed a reasonable accommodation for that student. For more information visit the full policy here:<http://www.nl.edu/studentrightsandinformatio>  
n/

**LLSS Exception**

A student approved for reasonable academic access accommodations, is allowed to record, if an audio and/or video recording of classroom activity will specifically address the student's need for equal access to the learning environment. Library & Learning Support must approve this request in advance. This policy addresses the intellectual property rights of faculty; the recording of human conversations without all party's knowledge of the recording as allowed by Illinois State Law (Illinois Compiled Statutes: 720 ILCS 5/26-4a); and complying with student academic accommodations under federal law (Section 504 of the Rehabilitation Act of 1973. 29 U.S.C. § 701 et seq.; 34 C.F.R. § 104.44.).  
<https://www.nl.edu/librarylearningsupport/adaaccommodations/>

Students in violation of the University Policy on Recording of Synchronous Classroom Activity should be addressed directly by the course instructor through the University Policy on Disruptive Classroom Behavior.

**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: [nl.edu/about/leadership/provost/institutionalresearchreviewboard](http://nl.edu/about/leadership/provost/institutionalresearchreviewboard).

**Standards for Academic Review**

The purpose of the Standards for Academic Review is to monitor students attending National Louis University to ensure that they receive the support necessary to succeed and achieve their goals. The policy also addresses eligibility for continuation at

and readmission to the University.

All students will have their academic progress reviewed at the end of each quarter. If a student's review warrants a change in standing, as described below (p. 38), it will be communicated to the student in writing.

The information given here is the general policy of the University. In addition to these rules, individual programs have their own specific requirements regarding repeating courses, grade point averages and acceptable grades. Please see individual programs for specific restrictions.

Eligibility for financial aid is governed by the Satisfactory Academic Progress Policy (p. 20).

**Withdrawal and In-Progress (Incomplete) Grades**

Courses with withdrawal (W, WW, WS, WF, WN) grades and those with in-progress/incomplete (I, IE) grades are included in hours attempted but not in hours passed.

**Failure to Meet Academic Standards****Academic Warning**

The first term a student drops below the required cumulative GPA or completion ratio/pace of 67% s/he will be placed on Academic Warning. It is recommended that students meet with their academic advisors to improve their academic work. If the student meets the review criteria the next term, s/he will return to good academic standing.

**Academic Suspension**

The second consecutive term a student does not meet academic standards s/he will be placed on Academic Suspension. At this time the student is required to meet with his or her academic advisor and develop an academic plan within 14 days of the Academic Suspension notification email.

If the plan is accepted, the student will be placed on **Academic Probation** (p. 38). If the student meets academic standards the following term, s/he will return to good academic standing.

**Academic Probation**

A student on Academic Probation must meet the terms of his or her academic plan to remain on Academic Probation. If s/he does not meet the terms of the plan, s/he will be subject to Academic Dismissal (p. 38).

**Academic Dismissal**

If a student on Academic Suspension fails to submit an academic plan, s/he is subject to Academic Dismissal.

If a student on Academic Probation fails to meet the terms of the academic plan, s/he will be subject to Academic Dismissal. A student may petition to the Office of the Registrar.

Upon dismissal, eligibility for all federal, state and institutional aid for NLU courses is withdrawn.

Please note that students receiving financial aid are also required to meet the terms of Satisfactory Academic Progress, which is a separate policy governed by federal financial aid regulations.

### **Academic Review Criteria**

There are two criteria for measuring academic progress at NLU.

**Qualitative:** Students must maintain a minimum GPA of 2.0 for undergraduate students or 3.0 for graduate students.

**Quantitative:** Students must receive passing grades of A, B, C, D, P or X in at least 67% of credits attempted. Credit hours attempted also include withdrawals (WW, WS, WF or WN), in progress evaluation (I, IE), no credit (N) and failing (F) grade.

These criteria are cumulative and include all periods of the student's enrollment.

### **Appeal Procedures**

#### **Academic Dismissal Appeal Procedures**

A student dismissed for reasons of academic ineligibility may be permitted to return to NLU after two terms of nonenrollment. The student must submit a written appeal documenting any exceptional circumstances to the University Registrar during the second term of nonenrollment, at least two weeks prior to the start of the third term. If the request is submitted after one year of nonenrollment, the request will be subject to the Policy on Returning to NLU (p. 12).

#### **Financial Aid Appeal Procedures**

Students who have been suspended from financial aid eligibility for not meeting minimum required academic progress, may need to follow a separate appeals process. See the Satisfactory Academic Progress Appeal Instructions to determine eligibility to submit a financial aid appeal.

#### **Other Appeals**

Dismissals for reasons other than academic ineligibility, including those related to student conduct decisions, may be enforced for a longer period or prohibit a student from reinstatement. Please refer to the Student Conduct Process for more details.

## **University Policies and Procedures**

### **Policy on 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 Undergraduate and Graduate Catalog and at [nl.edu/ferpa](http://nl.edu/ferpa).

### **Policy on Appeals for Refund of Tuition Charges**

This policy pertains only to a course or courses from which a student withdrew and appeal is being made for a refund beyond the established University refund policy. The tuition refund policy can be found at [nl.edu/financialaid/studentaccounts/withdrawalrefundpolicy/](http://nl.edu/financialaid/studentaccounts/withdrawalrefundpolicy/).

Note that all appeals where a grade (A, B, C, D, F, N) has already been submitted must go through the Academic Appeals policy found in this Guidebook under Academic Policies and Procedures. Appeals Process: Students may submit an appeal for a refund beyond the University refund policy by submitting a request in writing. The appeal must be submitted within 30 calendar days of the withdrawal date noted in the Student Information System (Banner). Appeals for charges for withdrawals of courses older than 30 business days cannot be considered and all charges apply. Appeals should be submitted in writing or via email to Steve Neer, Executive Director of Advising and Retention at [Stephen.Neer@nl.edu](mailto:Stephen.Neer@nl.edu) or by fax to 312.261.3044.

The Refund Appeal Committee will meet monthly during the final week of the month. All appeals must be received at least 24 hours in advance of the meeting in order to be considered. Appeals are limited to exceptions to the refund policy based on a factor related to National Louis University. Appeals may be submitted for extenuating circumstances. In cases where the appeal is based on extenuating circumstances, documentation must be included with the request for appeal.

The Refund Appeal Committee will notify the student via their NLU and personal email address of the outcome within one business day of the meeting. Students dissatisfied with the decision may appeal by submitting their request in writing within 60 calendar

days to the Vice President of Student Services or designee.

#### Policy on Contact Information

##### **Students**

Students must register their current mailing address, email address and telephone number. 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 contact information or name must be reported promptly to the Office of Admissions and Records.

##### **Faculty**

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.

#### Policy on 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 Facilities Management.

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. In addition, an Incident Report of the theft should be completed at [nl.edu/letusknow](http://nl.edu/letusknow).

#### Policy on Dependents and Visitors on Campus

Dependents, defined as a qualifying child or relative for whom an individual has responsibility for care over and Visitors, defined as any individual brought to campus by a student that is not affiliated with the University are allowed on campus for short periods of time while accompanying adults conduct University business. Dependents/Visitors must remain supervised to prevent disruption to University operations, programs and activities, as well as for the safety of the dependent/visitor. Dependents/Visitors are not allowed in classrooms or other spaces while classes, lectures or other academic events are in session (e.g. - library, computer labs, study rooms, etc.). Use of University facilities, equipment and resources by dependents/visitors is also not permitted.

The University does not permit students to bring dependents/visitors onto the property who will not be supervised during work or class hours, due to the liability caused for the institution.

Failure to comply with the visitor policy will result in removal from campus and/or disciplinary action for violation of university policy.

On the Chicago campus, any visitor that is over the age of 18 must check in at the front desk and verify their identity by showing a state-issued photo ID and signing into the campus guest log before receiving a visitor's pass. Visitors under 18 who do not have a state-issued photo ID are not required to show an ID but must still check in with the front desk and sign into the campus visitor log to receive their visitor's pass.

#### Policy on Faculty Availability

It is important for faculty who teach to establish reasonable expectations of availability, and for students to be able to find and communicate with faculty in a reasonable time-frame. Therefore, faculty members who are currently teaching will make themselves available to students at least one hour per week for each course taught (face-to-face, online or blended). To qualify as an "available hour," during a regularly scheduled time period faculty must be immediately available to their students either through office visits, phone, video chat, group chat or other medium of consultation. Faculty availability must be posted in the course syllabi. If faculty need to change their scheduled times for weekly consultation they will notify their students at least 24 hours in advance and provide alternative dates and times.

#### Policy on Identification Cards

The NLU Identification card (NLU ID card) is the official University identification and entitles students to admission to the University's buildings, use of its libraries, use of open computer labs, printing and use of other University facilities and services. The card (1) is not transferable, (2) is the property of the University and (3) must be surrendered upon request by a University official.

Students, faculty, and staff are required to carry an NLU ID card when present on one of the campuses, academic centers or at a class function sponsored by the University. Your NLU ID card is also required to gain access into various University campus areas and classrooms, and must be scanned upon entering the Chicago Campus.



NLU ID cards may be obtained at the Facilities Management office of each campus, more details on obtaining an ID card can be found in the Student Planner. The fee to replace lost NLU ID cards is \$25.00. ID cards have an expiration date, please allow yourself time to renew your ID card annually based on the date printed on your card. Failure to renew your ID card could result in revoked on campus printing privileges or delayed access to the building(s).

Individuals must meet one of the following criteria to be eligible for an NLU Student ID card:

1. The student is registered for a class in one of the four terms in the current academic year.
2. The student currently has an I-Grade in place (Incomplete Grade).
3. The student attended NLU in the past and does not have a restriction (including but not limited to financial, student conduct) on their student record.

#### Policy on Infectious Disease Issues

It is the policy of NLU to follow the Center for Disease Control and Prevention guidelines. The Illinois and Florida Departments of Public Health have requirements for reporting the occurrence of infectious diseases. A listing of diseases, how to report an incident, and the timelines during which they are required to be reported can be found here:

##### Illinois Department of Public Health

<http://www.dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/infectious-disease-reporting>

##### Florida Department of Public Health

<http://www.floridahealth.gov/diseases-and-conditions/disease-reporting-and-management/index.html>

In the case that an infectious disease occurs for one of our students, the Behavioral Intervention Team (BIT) will assess the situation and create a plan of action for managing the incident and reporting to appropriate authorities. Confidentiality will be maintained as much as possible in reporting and sharing information with the campus population. Illinois law mandates the following information be reported to the Illinois Department of Public Health:

- the disease or condition being reported
- patient's name, date of birth, age, sex, race, ethnicity address and telephone number
- physician's name, address and telephone number

- significant lab results, if available

The BIT will seek to respect the confidentiality of any individuals involved and will determine if anyone has a "need to know" before sharing out information. Individuals that may be considered to have a "need to know" are listed below:

- Director of Student Experience (BIT Chair)
- Appropriate Academic Official (Dean, Program Director, or Faculty)
- University Legal Representation
- Facilities Personnel

#### Policy on Inspection, Search and Seizure

National Louis University reserves the right to routinely inspection of student property on campus or in residence hall facilities for the purpose of maintaining compliance with regulations and standards described in the Undergraduate and Graduate 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 University policy, local, state, or federal regulations or laws, these areas may also be subject to the right of inspection.

#### **Procedure**

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 policies, local, state, or federal laws will be seized and, at the discretion of the senior student services officer, the proper authorities will be notified.

### Policy on Intellectual Property and Confidential Information

The National Louis University Policy on Intellectual Property and Confidential Information is intended to meet both the shared and the separate, but complementary, interests of Creators (defined below) and the University, namely:

1. Provide an incentive for creative intellectual effort;
2. Advance knowledge for the public benefit;
3. Enhance the reputation of the University and its faculty;
4. Improve the standing of the University in the higher education community;
5. Promote academic freedom;
6. Ensure clarity in the matters of ownership of Intellectual Property;
7. Allow Creators to exercise reasonable use of and control over the Intellectual Property they create ;
8. Protect the University against unwarranted competition from colleges, universities, publishers, licensing agents and other like entities;
9. Assist the Creators and the University to realize tangible benefits from Intellectual Property; and
10. Encourage further research and creation within the University.

### General Assumptions and Principles

A significant goal of this Policy is to establish the University's policies regarding Intellectual Property to be comparable to those policies adopted by other institutions of higher learning so that the University can remain competitive in the marketplace. Another goal of this Policy is to balance the desire of and incentive for Creators to explore ideas and develop new Intellectual Property with the legitimate right of the University to benefit from any such efforts. In all cases, all parties are encouraged to consult with each other during the creative process to help ensure that the rights of all parties are protected.

The Policy deliberately does not provide for joint ownership of intellectual property between Creators and the University, but designates ownership wholly to one or the other party, although certain specified rights of use are granted to a party other than the intellectual property owner in this Policy. Generally, absent a written agreement to the contrary, when a Creator owns the Intellectual Property, income will not be shared with the University. Also generally, when the University owns a Copyright, income may or may not be shared with the Creator in accordance with the

Policy, as specified below and/or in a separate written agreement governing the Copyright, and when the University owns other types of Intellectual Property, income will not be shared with the Creator.

Finally, although newer genres such as on-line courses and digital course-ware make these issues more urgent than in the past, traditional and technology-based Intellectual Property are treated the same way in this Policy.

This Policy applies to all persons who provide services to the University or use the University's facilities and equipment, including (but not limited to) Employees and Students. Compliance with this policy is required for all such persons as part of the terms of their employment with the University. Further, Creators must comply with all applicable laws and University policies relating to conflicts of interest.

### University Role

To facilitate the implementation of this Policy, the Office of the Chief Academic Officer shall prepare and distribute, within the University, model agreements and recommended procedures appropriate for the implementation of the provisions of this Policy.

Further, these offices shall endeavor to provide resources to guide Creators in Intellectual Property matters.

All submissions of Intellectual Property shall be provided to one of the applicable College Deans of the University and the University's VP-Finance for review.

### Definitions

#### A. Intellectual Property

"Intellectual Property" means all forms of intellectual property, whether domestic (state and federal), foreign, or international, including any Trademarks, Copyrights, Patents, Trade Secrets and other Confidential Information, or other similar proprietary right, as further defined below, together with any associated or supporting goodwill, technology, or know-how, including research tools, prototypes, and records used to produce the intellectual property.

#### B. Confidential Information

"Confidential Information" means information concerning the University's operations, activities, business affairs, employees, students, customers, vendors and suppliers which is not readily accessible to the general public, and any other information which is private to the University, has not been released to the public, and would not be in the best interest of the University if disclosed to competitors or others. Confidential Information includes all Trade Secrets, unpublished material and information developed by an Employee, either alone or in concert

with other Employees, in the Course and Scope of Employment, other unpublished Intellectual Property, and other information as deemed confidential by the University, whether orally or in writing.

### **C. Trademark**

“Trademark” means any trademark, service mark, trade dress, trade name, internet domain name, brand name, logo, corporate name, slogan, or any other indicia of source of origin, whether or not registered and whether domestic, foreign, or international, and registrations and applications for registration thereof, including all common law rights thereto and all goodwill associated thereof. Trademarks are distinctive words, designs, sounds and other indicia that providers of goods and services use to distinguish and identify the origin of their goods or services. In addition to the examples provided above, other examples of Trademarks include insignias, brand names, taglines, distinctive and unique packaging, color combinations, product designs, and combinations thereof. It is possible to receive trademark protection for a mark that is not on its face distinct or unique, but that has developed secondary meaning over time that identifies it uniquely with the mark owner. Within this country, Trademarks can be registered at the federal and state level, although Trademarks also can be protected as soon as they are used even if no registration is obtained (“common law trademarks”). The owner of a trademark has the exclusive right to use it on the product or service it was intended to identify, and often can be used on related products or services.

### **D. Copyright**

“Copyright” means any copyright, whether or not registered and whether domestic, foreign, or international, and registrations and applications for registration thereof, including all common law rights thereto, the right to make derivative works, and all other associated statutory rights. Under federal copyright law, copyright protects “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of machine or device” (17 U.S.C. § 102). Copyright protection exists from the moment of creation of the work. Although registration is not required to perfect rights in a copyright, obtaining a registration may significantly increase and aid in the recovery of damages against an infringer and is required to initiate a lawsuit.

The following categories of materials, whether published or unpublished, may be subject to copyright protection:

1. Literary works, such as books, journal articles, textbooks, dissertations, essays, monographs, laboratory manuals, written lectures or lecture outlines, computer programs (code), bibliographies, study guides, glossaries, surveys, and unpublished manuscripts;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Motion pictures and other audiovisual works, such as films, video-tapes, videodiscs or multimedia works, filmstrips, charts, transparencies and other visual aids;
6. Live or recorded digital, video and audio broadcasts;
7. Programmed instruction materials, such as web-based or software tutorials and multimedia instructional materials;
8. Drawings, paintings, sculptures, photographs and other pictorial, graphic and sculptural works of art;
9. Sound recordings, such as audiotapes, audio cassettes, digital sound files, phonorecords or compact discs; and
10. Architectural works, including blueprints and design documentation.

### **E. Patent**

“Patent” means all utility patents, utility patent applications, utility models, utility model applications, design patents, design patent applications, statutory invention registrations, and any and all comparable variations throughout the world including continuations, continuations-in part, continued prosecution, requests-for-continued-examination, divisions, provisional and non-provisional applications, any and all patents (whether domestic, foreign, or international) to issue from any of the foregoing or any post-grant review, reexaminations, reissues, renewals, and extensions, and patent disclosures and inventions (whether patentable or not, whether reduced to practice or not, and whether patented or not). The Patent Act provides that in order to be patentable, an invention must:

1. Constitute a new and useful process, machine, manufacture or composition of matter, or any new or useful improvement thereof (35 U.S.C. § 101) ;
2. Possess novelty with relation to “prior art,” meaning that, among other things, the invention

must not have been known, used, disclosed or described by others before invention by the patent applicant (35 U.S.C. § 102); and

3. Be a non-obvious improvement over the prior art. This determination is made by deciding whether the invention sought to be patented would have been obvious "to one of ordinary skill in the art." In other words, the invention is compared to the prior art and a determination is made whether the differences in the new invention would have been obvious to a person having ordinary skill in the type of technology used in the invention (35 U.S.C. § 103).

Rights in an issued United States patent do not vest until the United States Patent Office issues the patent.

#### **F. Trade Secret**

"Trade Secret" means any Confidential Information, proprietary information, and know-how, including, without limitation, ideas, formulas, compositions, research and development information, drawings, specifications, designs, plans, proposals, technical data, and unpublished manuscripts and other unpublished Copyrights, including unpublished patent applications.

#### **G. Employee**

"Employee" means tenured faculty, non-tenured faculty, adjunct faculty, visiting faculty, Staff, administrators, visiting and non-visiting researchers, visiting and non-visiting principle investigators, independent contractors, consultants, advisors, students paid by the University, and any others who are paid by the University, who provide services to the University, and/or who use the University's facilities and equipment.

#### **H. Course and Scope of Employment**

"Course and Scope of Employment" means any activity that is listed or described in the Employee's job description or is within the Employee's field of employment. Course and Scope of Employment includes activities such as research, instruction, and assigned activities.

#### **I. Creator**

A "Creator" means any Employee who creates any Intellectual Property in the Course and Scope of Employment and/or in affiliation with the University.

#### **J. University**

"University" means National Louis University.

#### **K. Staff**

"Staff" means all non-faculty and non-administration employees of the University.

#### **L. Student**

"Student" means a person who is currently registered or enrolled in one or more graduate and/or undergraduate classes at the University and who is not an Employee.

#### **M. Significant Use**

"Significant Use" of University resources includes and is not limited to any of the following: use of research funding, use of funding allocated for on-line or distance learning programs, use of University paid time or Employees, including the assistance of Staff, and use of University telecommunication services beyond ordinary telephone services.

### **Intellectual Property: General**

#### **A. Duty to Disclose**

All Creators of Intellectual Property shall promptly communicate and disclose in writing all Intellectual Property to the University through by disclosing the information to an applicable College Dean and the University's VP-Finance. All Intellectual Property and Confidential Information must be disclosed to the University prior to any third party and/or public disclosure, including, but not limited to, disclosure at non-University lectures, conferences, or consulting projects.

After disclosure of the Intellectual Property, the University shall determine whether to file a patent application, a trademark application, or a copyright registration application, or to maintain such property or information as a Trade Secret or Confidential Information. The University will determine who is to prepare and prosecute any applications and related matters.

#### **B. Assignment**

All Creators shall assign and hereby do assign to the University any and all right, title, and interest, including worldwide rights, moral rights, and all applications, arising from Intellectual Property in which the University is claiming an ownership interest under this Policy. The Creator must cooperate fully with the University with respect to technology transfer and commercialization activities relating to Intellectual Property. Each Creator also hereby forever waives and agrees never to assert against the University, its successors or licensees any and all rights in any University Intellectual Property. Creators shall cooperate fully with the University both during and after the term of employment or other association with the University, including, without limitation, the review, execution, and delivery of any such assignments, declarations, patent applications, powers of attorney and other documents as the University may deem necessary to secure, enforce,

defend and maintain rights in said Intellectual Property in any and all countries.

### **C. Confidential Information**

Employees shall not disclose, permit access to, publish or otherwise reveal any of the Confidential Information owned by the University to any other party (including, but not limited to, consultants, contractors, vendors, and suppliers of Employee or University) whatsoever, except with the specific prior written authorization of the University. The provisions of this paragraph shall apply during and after the period when an Employee is employed by or otherwise associated with the University.

### **D. Publication**

The rights of Creators to publish results of their research shall not be limited or restricted by this Policy, subject to reasonable delays or alterations to preserve and/or protect Intellectual Property rights or Confidential Information. In the event a Creator wishes to publish research results, whether in printed or oral form, the Creator shall submit to the University text (if in printed form) or substance (if in oral form) of the disclosure as soon as possible. The submission shall include a statement regarding whether the Creator believes that any Intellectual Property disclosed therein should be considered for intellectual property protection. The Creator has the responsibility to not disclose any Confidential Information and has the responsibility to prevent unauthorized disclosure of Intellectual Property. The Creator shall appropriately delay public disclosure of Intellectual Property to comply with the Creator's obligations to the University. Such delay is intended to provide the University with sufficient time to complete an internal review process and opportunity to protect the Intellectual Property.

### **E. Outside Consulting**

Outside consulting may be performed by University Employees subject to University policies. The obligations of this Policy take precedence over the Employee's obligations to the consulting entity. University-owned Intellectual Property shall not be transferred by an Employee through a consulting agreement with a third party unless previously authorized in writing by the University. Transfers in violation of this paragraph shall be void and unenforceable.

Intellectual Property developed as a result of outside consulting must be disclosed promptly in writing to the University.

### **F. Student Works**

To the extent the University may have an ownership interest in Intellectual Property created solely by a

non-Employee undergraduate and/or graduate Student ("Student Works"), the University will assign applicable rights to such non-Employee undergraduate and/or graduate Student of such Intellectual Property upon written request by such non-Employee undergraduate and/or graduate Student. This assignment shall be subject to retention by the University of a fully paid-up royalty-free, worldwide, non-exclusive, transferable, and sublicenseable license, for the full term of the Intellectual Property rights, to use for non-commercial purposes. The non-Employee undergraduate and/or graduate Student may not use the University's name in any commercial context involving the Intellectual Property.

Such Intellectual Property does not include works or Intellectual Property created or contributed to by a graduate student of the University who receives funding from the University. Such Intellectual Property also does not include works or Intellectual Property created or contributed to by an undergraduate or graduate student of the University as an Employee within the Course and Scope of Employment, or created or contributed to by an undergraduate or graduate Student making Significant Use of University resources or facilities, or created or contributed to by an undergraduate or graduate Student under a funding agreement with a third party in which the agreement provides for third party or University ownership rights or options.

### **Trademarks: Ownership and Rights of Use**

The University owns all right, title and interest, whether registered or unregistered, including all common law rights thereto and all goodwill associated thereof, in Trademarks that relate to any University - owned Intellectual Property or relate to a program of education, service, public relations, research, or training by the University. The University has the right and obligation to exert control over the NATIONAL LOUIS UNIVERSITY name and trademark, as well as other Trademarks owned by the University. Employees, Staff, Students, and Creators are required to comply with the National Louis University Graphics Standards Manual when using any University -owned Trademarks and generally may use University -owned Trademarks only with the express written permission of the University.

### **Patents: Ownership and Rights of Use**

Patents created in whole or in part by a Creator are owned by the University where such inventions: (1) result from research carried on by or under the direction of a University Employee and having all or part of the attendant costs paid for from University funds or funds under the control of or administered by the University; (2) are a direct result of the Creator's duties with the University or in the Course and Scope

of Employment with the University; and/or (3) are developed in whole or in part by a Creator through an effort that makes Significant Use of University resources or facilities.

The University releases to the Creator ownership of any Patents not within the scope of the above paragraph, however, any such Patents may not be used in activities involving the University without prior written approval of the University.

Creators owning any rights in such Patents agree to assign and hereby do assign any and all rights they may have in Patents and any resulting patents to the University and further agree to execute any additional documentation deemed reasonably necessary by the University to memorialize or confirm this assignment.

Any items produced in the course of University-supported research, such as compositions, biological materials, drawings, devices and equipment ("Tangible Research Property ") and any recorded factual material commonly accepted in the research and scholarly communities as necessary to validate research findings relating to University -supported research, such as preliminary analyses, draft of scholarly manuscripts, plans for future research, peer reviews and communications with colleagues ("Research Data ") shall be owned by the University, regardless of whether the Creator is allowed by the University to retain primary physical custody of the Tangible Research Property or Research Data. Tangible Research Property and Research Data shall not include scholarly articles and other writings related to Patents that are not produced in the course of University -supported research or are not considered factual material commonly accepted in the research and scholarly communities as necessary to validate research findings relating to University -supported research. All Tangible Research Property and Research Data shall be marked as "NLU Confidential."

The University at its sole discretion may choose to allow a Creator to retain all of part of his or her ownership rights in a Patent (or in Tangible Research Property or Research Data) or may choose to provide a Creator with income derived from a Patent owned by the University. Such arrangements will be valid only if set forth in a separate writing executed by both the Creator and the University.

### **Copyrights: Ownership and Rights of Use**

As a matter of University policy, there is no joint ownership of a Copyright between the Creator and the University, and only one party is designated as the named copyright owner. Ownership is assigned either wholly to the Creator or the University, although

certain specified rights of use are granted to a party other than the copyright owner in this Policy.

Ownership of a Copyright under this Policy is unrelated to use or provision of resources or the locus of initiation of creation. Instead, ownership is determined by the nature of the Copyright itself.

This Policy distinguishes between those properties owned by the University and the Creator(s) as follows:

1. Subject to Sections V, VI, and VII, above, and Section VIII.B, below, Creators own the copyright to various works including but not limited to: traditional products of scholarship such as books, articles, art works, music, and plays and non-employee Student Works. Subject to Sections V, VI, and VII, above, a Creator is the owner of any Copyright that was never part of the University's curriculum offerings, research offerings, or other products and services, as set forth in Section VIII.B, or that was created prior to the first date of the Creator ' s employment or affiliation with the University, however, Creators are encouraged to offer such properties to the University prior to offering them to other entities.
2. The University owns the copyright to courses, programs, University course outlines, instructor guides, instructional materials, institutional reports, surveys and other research materials, and other works related to products and/or services offered by or through the University or any of its Centers (Reading Recovery Center, McCormick Center for Early Childhood Leadership, etc.). Instructional materials include but are not limited to: syllabi, test questions, assignments, handouts, lecture notes, on-line course-ware and content, and guidelines for on-line discussion and cases. The University grants permission to Creators to use instructional materials for the purposes of teaching and scholarship (intellectual pursuits). When a course or program is initiated with the mutual knowledge and approval of the Creator(s) and the University, the parties must agree upon a clear process of timelines and deliverables. Any instructional materials delivered in this process may be used by the University for any purpose.

Subject to Sections V, VI, and VII, above, any Creator will have the right to use his or her individual contributions to University-owned Copyrights in teaching courses at the University. For other activities, such as preparing textbooks, articles, conference presentations, consulting projects, and other scholarly works or professional activities, the Creator must inform the University of his or her intent to use

University-owned Copyrights and receive written approval from the University prior to outside use.

All University-owned Copyrights shall be marked as follows: "Copyright 'Year' National Louis University. All Rights Reserved."

### **Copyrights: Staff**

Any Copyright created wholly by Staff in the Course and Scope of Employment are considered work-for-hire and as such are owned by the University. Upon request of the University, Employees, Creators, and Staff shall acknowledge in writing the work-for-hire nature of a Copyright.

All Staff work that supports a Creator's creation of a Copyright is considered a resource provided by the University to the Creator. Therefore, Staff do not share in any revenues disbursed to Creators.

All University-owned Copyrights shall be marked as follows: "Copyright 'Year' National Louis University. All Rights Reserved."

### **Copyrights: Credit**

The University shall endeavor, where possible, to designate a Creator with full credit as an author on all copies of University-owned Intellectual Property used by University. A Creator has the right to request removal his or her name from any such copies by notifying the Provost.

### **Copyrights: Rights to Modify, Sell and License**

The University may choose to revise, alter or modify any University-owned Copyright, at its sole discretion. In instances of significant modification to a University-owned Copyright, the University will endeavor to notify the Creator(s), where practical, of its desire to modify the University-owned Copyright and offer the Creator(s) an opportunity to participate in such modifications. The University retains the ultimate discretion on whether or not to make any modifications and the nature of the modifications.

The University may sell and license a University-owned Copyright to third parties, but must share the revenues and royalties with the Creator(s), as specified below. Subject to the restrictions herein, a Creator can sell or license scholarly works not owned by the University to third parties and is not required to share revenues or royalties with the University.

### **Copyrights: Revenue and Royalty Income**

It is University policy that the Creator of University-owned Copyrights share in any direct income received by the University for the commercial sale or license of any University-owned Copyrights he or she creates, except where there is a written contract to the contrary. If the University-owned Copyright was

produced by more than one Creator, disbursement of income to the Creators will be made by the University in proportionate share as those Creators sharing in the income may agree upon in writing. If there is no written agreement on the proportions, royalty or revenue income intended for Creators shall be divided equally among all identified Creators, or the University may determine such sharing in its sole discretion.

If the University receives income as a result of an agreement for the commercial sale or license of a University-owned Copyright, the University shall disburse a share of this income to the Creator(s), if any, according to a mutual agreement, after the University first deducts reasonable costs incurred in obtaining or maintaining copyright or other like protection and administering the disbursement of revenues and royalties. This income-sharing policy covers any commercial licensing or sale of courses or programs by the University to an external party, but does not apply to income generated from tuition for University courses and programs or any other internal uses not involving an external party.

### **Contracts and Agreements**

There may be occasions when a written supplemental agreement is extended by the University to a Creator, or a written contract is extended by the University to an external entity, for work that results in the creation of Intellectual Property. In such cases, the Intellectual Property created pursuant to the agreement will (in the absence of a contemporaneous or subsequent writing to the contrary) be owned by the University, and each agreement should contain the following language or substantially equivalent language:

I am being hired to create works embodying Intellectual Property. I have read and understand the National Louis University Policy on Intellectual Property and Confidential Information. I understand that any Intellectual Property I will create within the scope of this written agreement is work-for-hire, and all rights in such Intellectual Property will belong to the University, or in the event my contribution is found not to constitute a work-for-hire, I shall and hereby do assign any and all right, title, and interest that I may have in the Intellectual Property to the University. Further, because I am being hired specifically to create Intellectual Property, the royalty and revenue sharing provisions of the National Louis University Policy on Intellectual Property and Confidential Information shall not apply to any Intellectual Property created pursuant to this agreement.

The University may relinquish its ownership of such contracted Intellectual Property only by written provision in the agreement or an amendment thereto. Unless otherwise specified in the agreement or subsequent amendment, the University will retain all

income from the sale, license, or other commercialization of such contracted Intellectual Property.

This provision shall not govern any agreements between a Creator and a party other than the University (unless the University is also a party to that same agreement); however, the Creator must notify the University in writing of any such agreements to the extent they relate to Intellectual Property.

### **Consortia**

Consortium agreements involve multiple sponsors, and often multiple Creators. Intellectual Property rights under such agreements must be carefully structured to comply with this Policy and may not be made in contravention of any provision of the Policy, without prior written consent of the University.

### **Grants**

Rights in Intellectual Property developed during the course of sponsored research are often determined in accordance with the applicable grant or contract. Therefore, it is important to analyze each contract or grant with respect to the allocation of Intellectual Property rights.

### **Limitations**

Any Creator who conceives, creates, discovers, invents or develops Intellectual Property shall not serve as a member of the board of directors or other governing board or as an officer or an employee (other than as a consultant) of a business entity that has an agreement with the University relating to the research, development, licensing, or exploitation of that Intellectual Property without prior disclosure, review, and approval in writing by the Chief Academic Officer, the President, and the Board of Trustees of the University. Nondisclosure could result in forfeiture of the Creator(s)' share of revenues and royalties and in other disciplinary measures.

When approved in writing by the Board of Trustees, a Creator may serve as a member of the board of directors or other governing board or as an officer or a non-consultant employee of a business entity that has an agreement with the University relating to the research, development, licensing or exploitation of Intellectual Property. In such case, the Creator shall report in writing to the Chief Academic Officer, or to such other person as may be designated by the Chief Academic Officer, upon any change in the interest or position held by such person in such business entity.

### **Dispute Resolution Mechanism**

Disputes that cannot be resolved between the University and Creator(s) shall be referred to a Committee comprised of the Chair of the Faculty

Appeals Committee, the Chief Academic Officer's designee, and a University employee named by the Creator(s). The Committee shall review the matter and shall make recommendations to the Chief Academic Officer, whose decision shall be final.

### **Policy on NLU Student Email Account and Communication**

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 Library and Learning Support at [ada@nl.edu](mailto:ada@nl.edu) or 312.261.3329. 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 Information Systems policy, found in this Guidebook under Standards of Student Conduct.

For assistance with student email, contact the Help Desk at 866.813.1177 or visit the NLU website at [nl.edu](http://nl.edu).

### **Sales and Soliciting**

Salespersons and solicitors are not permitted to operate within campus facilities without the approval of the campus Facilities Management. Students and student organizations may conduct canvasses and charitable or fund-raising drives with prior permission from the Office of Student Experience or the appropriate University representative. Charitable fundraising for outside organizations is not permitted. The sponsoring department is responsible for obtaining all necessary site reservations and documentations through Facilities Management.



Temporary access to University properties by off-campus vendors and commercial entities is permitted to the extent that the activity becomes a complementary part of the total services and programs offered to NLU students and is approved by the Office of Student Experience. Off-campus vendors and commercial entities may be sponsored by campus departments for special events where vendor sales are complementary to and an integral part of an overall program or service, and must not conflict with the resources, merchandise or mission of the institution.

### Policy on Sex Offender Registration

National Louis University considers the protection of our community to be a matter of significant importance and intends to keep the community informed about sex offenders.

The Victims of Trafficking and Violence Prevention Act of 2000 requires colleges and universities to inform students and employees about how to learn the identity of registered sex offenders on or near campus. This protocol is updated to comply with the Campus Sex Crimes Prevention Act, which took effect in October 2002.

### Sex Offender Searches

Sex offender information is compiled and maintained by each state. For NLU campuses in:

#### Illinois

The Illinois State Police maintains a website that allows searching their sex offender database online by city, county, or zip code. This database can be found at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

- The NLU Illinois campuses are located in the following jurisdictions:
- Chicago: Cook County, zip code 60603.
- Elgin: Kane County, zip code 60123.
- Lisle: DuPage County, zip code 60532.
- North Shore: Cook County, zip code 60077.
- Wheeling: Cook County, zip code 60090.

#### Florida

- The Florida Department of Law Enforcement maintains a website that allows searching their sex offender database online by offender name, address/zip code, University (to see offenders enrolled or employed at), or email address. This database can be found at <https://offender.fdle.state.fl.us/offender/Search.jsp>.

- The NLU Florida Regional Center is located at 5110 Eisenhower Boulevard, Suite 102, Tampa, FL 33633.

National Louis University will also maintain records of all sex offender students, employees and faculty members registered with the University. This information will be available for review by any person requesting information on registered sex offenders enrolled at or employed by the University.

### Sex Offender Registration

Pursuant to the Campus Sex Crimes Prevention Act individuals are required to register as a sex offender with law enforcement agencies in the jurisdiction where their residence is located and in the jurisdiction where the college or university they attend is located, as well as registering with the college or university. Students who fail to register their status as a sex offender will face Student Conduct action for falsifying University records. Employees who fail to register their status as a sex offender will face employment action through the Office of Human Resources. The University may also contact local law enforcement authorities and offenders may face arrest.

**If you are a student:** You must, within three (3) business days of registration at NLU, notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at NLU. **You must also register with the NLU Student Conduct Officer by completing and submitting the form at [nl.edu/sorf](http://nl.edu/sorf) within the three (3) business day period.** You will be contacted for follow up once your form is received.

**If you are an employee:** You must, within three (3) business days of the first day of employment at NLU, notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are employed at NLU. **You must also register with the NLU Office of Human Resources by completing and submitting the form at [nl.edu/sorf](http://nl.edu/sorf) within the three (3) business day period.** You will be contacted for follow up once your form is received.

**If you are already enrolled at/employed by NLU at the time you become required to register as a sex offender,** you must, within three (3) business days of the registration requirement, notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at/are employed by NLU. **You must also register with NLU by completing and**

**submitting the form at [nl.edu/sorf](http://nl.edu/sorf) within the three (3) business day period.** You will be contacted for follow up once your form is received.

**You must**, within three (3) business days of changing your enrollment status/employment at NLU (commencement, termination, etc.) notify in person the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at/are employed by NLU. **You must also update your registration with NLU by completing and submitting the form at [nl.edu/sorf](http://nl.edu/sorf) within the three (3) business day period.** You will be contacted for follow up once your form is received.

**You must** renew your registration annually in person with the law enforcement agency of jurisdiction in which you reside and the law enforcement agency of jurisdiction where you are enrolled at/are employed by NLU. **You must also renew your registration with NLU by completing and submitting the form at [nl.edu/sorf](http://nl.edu/sorf) within the three (3) business day period.** You will be contacted for follow up once your form is received. This renewal form should be submitted within one year from the date of your most recent registration and should be repeated annually until you complete your registration requirement.

#### Policy for Students Deployed Under Military Orders

National Louis University is in full compliance with the Higher Education Relief Opportunities For Students (HEROES) Act of 2003 (Public Law 108-76). The HEROES Act of 2003 is intended to ensure that service members who are receiving Federal student aid are not adversely affected because of their military status and to minimize the administrative burden placed on such individuals.

Prior to deployment, students are encouraged to meet with an academic advisor and staff from the Registrar and Office of Student Finance to discuss their academic and financial standing.

#### **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 "F" 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 Academic Advising, [advising@nl.edu](mailto:advising@nl.edu), 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, Academic Advising, [advising@nl.edu](mailto:advising@nl.edu), 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-rate will not be applied to the student account for completed coursework. Refunds, if applicable, will be issued by the Office of Student Finance 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.

#### **Process for Reinstatement of Students Deployed Under Military Orders**

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.

In full compliance with the US Department of Education's Readmission Requirements for Service Members (eCFR §668.18), National Louis University does not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

NLU will promptly readmit to the institution an individual as described above with the same academic status as the student had when the student last attended the institution or was last admitted to the institution, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to perform service.

## Policy on Student Right to Know and Campus Security Act

### 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.

### Policy

NLU seeks to position and maintain its facilities in convenient, safe locations. This is a prime consideration the University considers when leasing and purchasing space. In addition, policies and safety procedures are established to ensure that the possibility of criminal offense is diminished and public safety is enhanced.

The University has an Emergency Response Team which is charged with the regular review of and adjustment to all policies and practices related to

public safety and security, including student and employee publications of related material. The Undergraduate and Graduate Catalog, Student Guidebook and Student Planner contain information and policies for students of the University.

### Compliance

In addition to publishing and providing access to campus security policies and procedures as indicated in the above policy, and in compliance with this federal requirement, National Louis University annually collects information regarding any criminal offenses that have occurred at all University locations. The University publishes these campus crime statistics along with related information on campus security policies and procedures.

For specific information or clarification on campus security policies or procedures contact the University Ombudsman.

### Incident Reporting

If anyone should know of or see a violation of University policy, local, state or federal law taking place, an Incident Report must be completed at [nl.edu/letusknow](http://nl.edu/letusknow). Additionally, incidents involving criminal offenses should be the local police as well as to Facilities Management.

## Submission of Fraudulent, Incorrect, Plagiarized, 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, plagiarized 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 does not assume Responsibility for the violation, the case is handled within the Student Conduct Process.

### Policy on University Initiated Administrative Withdrawals

#### **Administrative Withdrawals with No Academic or Financial Penalty**

Students may be administratively withdrawn with no mark on their academic record and no financial charges in cases including but not limited to:

1. Academic suspension through SAP or SAR.
2. Academic suspension from a department or failure to meet academic requirements.
3. Failure to meet a pre-requisite requirement.

#### **Administrative Withdrawals with Academic Record and Financial Obligation**

Students may be administratively withdrawn with a grade on their record and financial obligation for tuition and fees based on University processes governing withdrawal ([nl.edu/financialaid/studentaccounts/withdrawalrefundpolicy](http://nl.edu/financialaid/studentaccounts/withdrawalrefundpolicy)) in cases including, but not limited to:

1. Suspension for a violation of University policies.
2. Removal from a student teaching or internship experience.
3. Resignation from a partnership program that requires withdrawal from NLU. Students may appeal decisions on refunds through the Appeals for Refund of Tuition Charges policy found in this Guidebook under University Policies and Procedures.

### Policy on Whistleblower (Disclosure of Wrongful Conduct)

The Whistleblower Policy protects employees, faculty and students from reprisal if they make good faith disclosures of University-related misconduct.

All employees, students and faculty are encouraged to report any University-related misconduct, including, but not limited to bribery, theft of NLU property, fraud, discrimination, unlawful harassment, violation of NLU policies, and other misconduct. Reports can be made at [WhistleblowerAct3820@nl.edu](mailto:WhistleblowerAct3820@nl.edu) or the WhistleBlower Hotline at (312) 261-3820. Faculty and staff are encouraged to report University-related misconduct to their immediate supervisor; or if they are reluctant to report the misconduct to their supervisor, they can raise the issue with the department chair, dean, or the Office of Human Resources. Students may report misconduct to the department head, Director of Student Experience, the

University Ombudsman or the Office of Human Resources.

The University will promptly investigate reports of misconduct and take appropriate action. Faculty, staff and students who report University-related misconduct are protected under the policy against any retaliation for having made a good faith report of any misconduct.

**Whistleblower Hotline: 312.261.3820**

### Definitions

1. “Good Faith Disclosure” means disclosure of University-related misconduct made with a belief in the truth of the disclosure which a reasonable person in the whistle-blower’s position could hold based upon the facts. A disclosure is not in good faith if made with reckless disregard for or willful ignorance of facts that would disprove the disclosure.
2. “University-related misconduct” or “misconduct” includes any activity by an NLU department or by an employee that is undertaken in the performance of the employee’s official duties, whether or not such action is within the scope of the individual’s employment, and that is in violation of any state or federal law or regulation or NLU regulation or policy, including but not limited to corruption, bribery, theft of NLU property, fraudulent claims, fraud, coercion, conversation, discrimination, sexual or other unlawful harassment, civil rights violations, misuse of NLU property and facilities or willful failure to perform one’s job duties.
3. “Whistleblowing” means good faith reporting of real or perceived University-related misconduct.
4. “Whistleblower” means any student, staff or faculty who in good faith reports real or perceived University-related misconduct.
5. “Retaliation” means any adverse action or credible threat of any adverse action taken by NLU or member thereof, in response to a whistleblower’s good faith disclosure of University-related misconduct. It does not include NLU’s decision to investigate a good faith disclosure of University-related misconduct.

### Policy

NLU relies on its faculty, staff and students to perform their duties and responsibilities in accordance with NLU’s policies and procedures. NLU provides various mechanisms to assist and encourage faculty, staff and students to come forward in good

faith with reports or concerns about University-related misconduct. Faculty, staff and students may report suspected University-related misconduct without fear of reprisal or retaliation.

### **Guidelines**

- Faculty, staff and students should follow all NLU policies and procedures in carrying out his/her duties and responsibilities for NLU.
- Faculty, staff and students who have a question about the propriety of any practice under NLU policies and procedures should seek guidance from his/her supervisor or an NLU official who has responsibility for overseeing compliance with the particular policy or procedure.
- Faculty, staff or students who become aware of a potential or actual material violation of NLU policies or procedures, should report such potential or actual conduct, regardless of whether the faculty, staff or student is involved in the matter.
- Faculty, staff or students may request that such a report be handled as confidentially as possible under the circumstances, and NLU will endeavor to handle all such reports with discretion and with due regard for the privacy of the reporting employee.
- Faculty, staff or students may make anonymous reports, with the understanding that any investigation may be hampered due to the inability to identify the whistleblower in order to obtain a full and complete account of relevant and necessary facts from the faculty member, staff or student or to ask additional questions or seek clarification as any investigation proceeds.
- Faculty, staff or students who come forward in good faith with reports or concerns about University-related misconduct shall not be subject to reprisal or retaliation for making such a report. Any faculty member, staff member or student who believes that s/he is being retaliated against for making such a report should immediately report the retaliation.
- This policy does not apply to reports of concern over how a faculty or staff member is performing his/her job duties where the conduct in question does not rise to the level of University-related misconduct. Faculty, staff or students who are concerned about the conduct of a University faculty or staff member which does not rise to the level of University-related misconduct (e.g., concern about the style or manner in which the faculty or staff member is performing his/her job duties) are encouraged to discuss these concerns

with the person whose conduct is the subject of concern. If a student, faculty or staff member does not feel comfortable talking directly with the faculty or staff member whose conduct is the subject of concern, the concerned party is encouraged to talk with University Ombudsman or Office of Human Resources.

### **Students**

Students are encouraged to report misconduct to a Department Head, the Director of Student Experience or University Ombudsman.

If a faculty member, staff member or student is concerned about reporting misconduct using the procedure described above, the individual may use the local Whistleblower Hotline, 312.261.3820. The person may also call the Office of Human Resources, 847.947.5275. NLU will endeavor to keep the whistleblower's identity confidential to the extent possible within the limitations of law and policy and the need to conduct a competent investigation.

If any member of NLU's faculty, staff, board of directors or other NLU official receives a complaint about University-related misconduct, that individual should encourage the complaining individual to document the complaint. If the complaining individual does not want to put the complaint in writing, then the person to whom the report is made should document the oral report with a written summary. Once the complaint is documented, it should be forwarded to the Office of Human Resources for immediate investigation.

### **Anti-Retaliation**

No members of the NLU community shall engage in retaliation in response to reporting of University-related misconduct or to the filing of a complaint. Any student who believes that s/he has been the victim of retaliation for reporting an incident or cooperating in an investigation should immediately contact the Office of Student Experience at 888.658.8632 x3568.

Actions are considered retaliatory if they are in response to a good faith disclosure of real or perceived University-related misconduct and the actions have a materially adverse effect on the working or academic conditions of the whistleblower or if the whistleblower, as a result of the actions, can no longer effectively carry out his or her NLU responsibilities.

NLU will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of

retaliation, and to sanction the perpetrators of retaliation as appropriate.

The act of good faith disclosure of University-related misconduct shall not be used to make any decision to the whistleblower's detriment or to subject the whistleblower to adverse conditions that create a hostile working or learning environment.

To encourage and protect whistleblowers, it is NLU's policy that no reference to the good faith disclosure of University-related misconduct shall be made in personnel files, letters of recommendation, performance appraisals or any other permanent evaluative documents without the concurrence of the whistleblower.

Reports of any University-related misconduct that are not made in good faith are not protected under this policy. Those who make false reports in bad faith will be disciplined as appropriate through regular NLU procedures.

## Student Rights and Responsibilities

A University community requires an environment conducive to the intellectual and personal growth of its students. Since the 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. As a private institution, National Louis University reserves the right to create policies that regulate student conduct and access to campus facilities and resources. While students enjoy the rights below, the exercise of these rights may not interfere with the rights of others in the University community:

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, marital status, military status, unfavorable military discharge other than dishonorable and all other classifications protected by federal, state or local laws, rules or regulations.
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.
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 only face disciplinary action or dismissal from the University:
  - a. Academic ineptness or lack of reasonable progress.
  - b. Failure to pay University Debts.
  - c. Violation of student or University rules and regulations.

14. 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.
15. 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.

#### 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.

1. The institution will publish in the Student Guidebook or the University Course Catalog the characteristics and expectations of students that it considers relevant to its programs.
2. Under no circumstances will an applicant be denied admission because of race, religion, gender, sexual orientation, ethnic background or disability.

#### Compliance with Federal Nondiscrimination Regulations

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

1. **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.
2. **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.

3. **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.
4. **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 and Nondiscrimination

National Louis University prohibits discrimination and 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 and all other classifications protected by federal, state or local laws, rules and regulations. Harassment on the basis of a protected classification can be a form of discrimination prohibited by this policy.

Any student with questions, complaints or concerns about any type of discrimination or harassment based

on gender is encouraged to contact the Title IX Coordinator at [dlaban@nl.edu](mailto:dlaban@nl.edu). In particular, the University has adopted the Comprehensive Sexual Misconduct and Relationship Violence policy which has been included in this Catalog. The Comprehensive Sexual Misconduct and Relationship Violence policy addresses the role of the Title IX Coordinator, how investigations are conducted, and the services and options available to students who have experienced sexual misconduct or relationship violence.

Any student with questions, complaints or concerns about discrimination or harassment on the basis of any classification other than gender is encouraged to contact the Ombudsman at [brouzan@nl.edu](mailto:brouzan@nl.edu).

Students can raise concerns and make reports without fear of reprisal. Retaliation against anyone who reports or assists in the investigation of a complaint of discrimination or harassment is prohibited.

Alternatively, students may contact the U.S. Department of Education's Office for Civil Rights to report discrimination based on the listed above:

**Illinois Regional Office** 500 W. Madison St.  
Chicago, IL 60661

**Florida Regional Office**, 61 Forsyth St. W. Ste.  
19T10, Atlanta, GA 30303

Anyone found to be engaging in any type of unlawful discrimination or retaliation against anyone who brings a complaint or assists in the investigation of a complaint may be subject to disciplinary action, up to and including permanent dismissal from the University.

When a complaint about unlawful discrimination or retaliation involves conduct by University faculty or staff, the University's Director of Diversity & Employment will conduct the investigation in coordination with the Title IX Coordinator or the University Ombudsman, depending on the nature of the alleged conduct.

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.

Please note, as of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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:

- Student's name
- Local address, telephone numbers, and NLU email address (of currently enrolled students only)
- Dates of enrollment
- Major field of study
- Diploma or degree awarded
- Honors or awards received
- 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. National Louis University is not required, however, to provide a third party access to education records even when the student has provided consent. Parents and spouses of students may obtain non-directory information only at the discretion of the university and after the consent form has been received. The University reserves the right to deny direct access to student records to other third parties without providing explanation. At the request of the student (or parent), a copy of the information to be released will be provided when he or 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.) In situations in which confidential records are being discussed, the University reserves the right to restrict third-party participants. 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.

*\*When is Consent not Required?* (FERPA Privacy Act Regulations, Section 34 CFR 99.31)

34 CFR 99.31 states that an educational institution may disclose personally identifiable information without consent required by 34 CFR 99.30 if it meets one of the following exceptions:

1. Disclosure to School Officials
2. Disclosure to Schools in which student intends to enroll
3. Disclosure to Federal and State Authorities for Audit
4. Disclosure in connection with Financial Aid
5. Disclosure to State and Local Authorities
6. Disclosure for Studies for educational institutions
7. Disclosure to Accrediting Agency

8. Disclosure to parents of Dependent Student
9. Disclosure to comply with judicial order or subpoena
10. Disclosure in connection with health and safety emergency
11. Disclosure of Directory Information
12. Disclosure to the Student
13. Disclosure to comply with The Patriot Act, Public Law 107-56

### ***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
- Student Counseling
- Student Health
- 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 five years after the last date of attendance or degree date. Transcripts of all academic credit earned at the University are maintained permanently.
2. The Alumni Relations Office maintains directory information on all graduates.
3. The Financial Aid Office maintains financial aid and student account records for a minimum of three years from the date the student last attended.
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 (NCE) permanently retains information files related to professional study: evaluation, notation, etc.
6. The Office of Student Experience 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.

### ***Confidentiality Request Form***

Please consider very carefully the consequences of deciding to withhold Directory Information. A "Request to Prevent Disclosure of Directory Information" will prevent the release of any information to all inquiries from non-University entities without prior written consent by the student. Identification of the individual as a past or current student at the University will not be acknowledged in any way, including degree verification.

Request to Prevent Disclosure of Directory Information

<http://www.nl.edu/admissions/oar/ferpa/>

### ***HIPAA and FERPA***

For additional information regarding HIPAA & FERPA, please reference the U.S. Department of Health and Human Services Regulation Text 45 CFR Part 160; 45 CFR Part 162; 45 CFR Part 164.

### ***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 the Undergraduate and Graduate Catalog, listed on the University website and in other official notices. Electronic Statements of Account are posted to the NLU Student Portal on a monthly basis. It is the

student's responsibility to review the Statement of Account, verify that financial aid is disbursed 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 balances 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 or 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.

### ***IBHE Institutional Complaint System***

National Louis University is regulated by and has degree-granting authority from the Illinois Board of Higher Education (IBHE). Students with complaints that are unresolved through NLU's Issue Resolution process may contact the Illinois Board of Higher Education.

### ***Illinois Board of Higher Education***

1 N. Old State Capitol Plaza,  
Suite 333  
Springfield, Illinois 62701-1377

**Phone:** (217) 782-2551

**Fax:** (217) 782-8548

**General Information:** [info@ibhe.org](mailto:info@ibhe.org)

**Institutional Complaint Hotline:** (217) 557-7359

**Website:** <http://complaints.ibhe.org/>

### ***Students with Disabilities***

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 Library and Learning Support or

to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C.

### ***Academic Accommodations for Persons with Disabilities***

Library and Learning Support is the primary support system for students with disabilities, with the responsibility of coordinating academic accommodations in accordance with the Americans with Disabilities Act, Section 504, and University policy. All academic accommodations provided are based on individual need and may need to be substantiated by supporting documentation. For information on how to request accommodations, please contact Learning Support at [ada@nl.edu](mailto:ada@nl.edu) or 312.261.3329.

### ***Informal Complaint Procedure***

If a student is comfortable doing so, s/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 s/he has been discriminated against because of a disability and is uncertain about filing a formal complaint may wish to discuss the question informally with the designated Library and Learning Support Specialist at 312.261.3329. This informal discussion may result in the development of an approach enabling the student or applicant to deal with the situation or the complaint may be taken under formal review.

### ***Formal Grievance Procedure***

A student or applicant who decides to file a formal complaint should contact the University Ombudsman, 312.261.3461. If the grievance concerns the actions of the University Ombudsman, contact the Vice President of Student Services at 847.947.5409. All other grievances will be promptly investigated and reviewed by the University Ombudsman. 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. The University Ombudsman 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 Director of Student Experience or Vice President of Student Services. The finding and response from either of these officers is the final response for the University. Additionally, a student or applicant who believes that s/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. The Illinois regional office is located at 500 W. Madison St., Chicago, IL, 60661. The Florida regional office is located at 61 Forsyth St. W, Ste. 19T10, Atlanta, GA 30303.

## **Standards of Student Conduct**

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. A student is subject to the Conduct Process for allegations of misconduct in violation of the following policies:

- Acceptable Use of Information Systems
- Comprehensive Sexual Misconduct and Relationship Violence
- Conceal and Carry
- Disruption of University Business or Events
- Falsification of Records
- Gambling
- Hazing, Bullying and Cyber-Bullying
- NLU Property
- Requests by Officials of the University
- Substance Use/Abuse
- Violations of University Policy, Local, State or Federal Laws
- Violence and Threats of Violence

### **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 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 instruction, 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 Acceptable Use of NLU Information Systems policy, below.

#### ***Guidelines for Implementation of Acceptable Use of NLU Information Systems Policy Definitions***

##### **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 LITS (Learning and Information Technology Services) system administrators will determine who is permitted access to a particular system. LITS 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. LITS system administrators report directly to the NLU technical director. The NLU Technical Director directly reports to the NLU Chief Information Officer who reports directly to the University President. The NLU Chief Information Officer holds ultimate responsibility for the maintenance and security of NLU Information Systems.

### **1. Adherence to Laws Governing Ownership and 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.

### **Peer-to-peer File Sharing**

Peer-to-Peer (P2P) file sharing is the use of a P2P application that shares files with other users across the internet, making the computer act as a client and server simultaneously. P2P applications such as BitTorrent, Kazaa, Bearshare, Morpheus, Gnutella, LimeWire and others, are used to download files, as well as to make them available for others to download. When using P2P applications, be aware that the content of the "shared" folder on your machine will be available to other P2P users. As a result, a P2P user can download music, movies, games or other digital files directly from someone else's machine, without knowing if the material is copyright protected. This process of file sharing can be a source of illegal distribution of copyright protected material, which may result in civil and criminal penalties. Further, users of P2P software may inadvertently share sensitive files like tax

returns, bank statements, or confidential business files.

National Louis University raises awareness about copyright law and takes appropriate action in support of enforcement as required by policy and law. The University's Acceptable Use of Information Systems Policy states that all members of the University must comply with US copyright law and it explains the fair use standards for using and duplicating copyrighted material. In addition, the policy prohibits the duplication of software for multiple uses, meeting the Digital Millennium Copyright Act (DMCA) requirements.

## 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.

LITS 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 [www.edlaw.net](http://www.edlaw.net).

Computer System 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 e-mail 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 e-mail 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 and 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 LITS 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 LITS 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 LITS 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 LITS systems administrator, the violation warrants action beyond the LITS 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.

*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, 1987. [net.educause.edu/ir/library/html/code.html](http://net.educause.edu/ir/library/html/code.html)).*

## Policy on Comprehensive Sexual Misconduct and Relationship Violence

National Louis University is committed to maintaining a learning environment for all students that supports educational advancement on the basis of academic performance. Sexual misconduct and relationship violence are not tolerated at National Louis University.

The University will respond to complaints, reports or information about incidents of sexual misconduct and relationship violence by stopping the prohibited conduct, eliminating hostile environments, taking steps to prevent the recurrence of prohibited conduct, and addressing its effects on campus or in any University programs and activities regardless of location.

The purpose of this policy is to define sexual misconduct and relationship violence and describe the process for reporting violations of the policy,



investigating alleged violations of policy, and identifying resources available to students who are involved in an incident of sexual misconduct or relationship violence.

### ***Scope of Policy***

This policy applies to all members of the University community - faculty, staff, and students – regardless of gender, sexual orientation, or gender identity. Members of the University community shall not engage in sexual misconduct or relationship violence against students. Persons who do so are subject to disciplinary action, up to and including discharge for employees and dismissal for students. The University also prohibits sexual misconduct by third parties.

This policy applies to all forms of sexual misconduct and relationship violence committed by or against a student when:

- The conduct occurs on campus;
- The conduct occurs off-campus in the context of University programs or activities, including but not limited to University sponsored internships, graduate/professional programs, or other University affiliated programs; and/or
- The conduct occurs off-campus outside the context of a University program or activity but has continuing adverse effects on campus or in any University program or activity.

For the purposes of this policy, the Complainant is any person who submits a complaint or report of sexual misconduct or relationship violence or any other violation of this policy. In many cases, the Complainant also will be the victim of the alleged sexual misconduct or relationship violence, but persons other than the alleged victim who are aware of acts of sexual misconduct or relationship violence are authorized to submit complaints or reports to the Title IX Coordinator. When used in this policy, Complainant refers to both the person making the complaint or report and the victim. The services and supports to Complainants described in this policy are available to the victim, even if the victim is not the Complainant.

The Respondent is any person who is accused of sexual misconduct or relationship violence, including a University student, employee or a third party. Respondents who are University students are referred to as Responding Students. The University's Student Conduct Process also refers to the student as the Responding Student.

This policy also confirms NLU's obligation to provide survivors of sexual violence with concise information, written in plain language, concerning the survivor's rights and options, upon receiving a report of an alleged violation of this policy. A copy of NLU's student notification of rights and options can be obtained by contacting the Title IX Coordinator or on [nl.edu/sexualrespectandTitleIX](http://nl.edu/sexualrespectandTitleIX).

### ***Jurisdiction***

The University's Title IX Coordinator will investigate complaints that students engaged in prohibited conduct or any other form of gender or sex discrimination, including complaints by students, employees and third-parties. The Title IX Coordinator will also investigate complaints by students that other students, University employees and third-parties engaged in prohibited conduct or any other form of gender or sex discrimination. The Title IX Coordinator is responsible for making available to Complainants the interventions and other supports available to students as described in this policy. When the Respondent is a University Employee, the Director of Diversity and Employment will support the investigation and ensure that the investigation complies with University policies and procedures regarding the investigation and discipline of employees.

The University's Director of Diversity and Employment will investigate complaints that University employees engaged in prohibited conduct or any other form of gender or sex discrimination. In cases where a University employee is the Respondent, the Title IX Coordinator shall support the investigation and insure that the procedural safeguards, interventions and accommodations provided to students in this policy are available to the Complainant.

If the Complainant is a student-employee and the Respondent is a student, the complaint will be investigated by the Title IX Coordinator. If the Complainant is a student-employee and the Respondent is an employee, the complaint will be investigated by the Director of Diversity and Employment.

The procedures for investigating complaints by employees about other employees and third-parties and the supports available to Complainant employees are beyond the scope of this policy. For information regarding procedures and policies related to complaints by University employees, please contact the Director of Diversity and Employment or consult

the employment policies posted on the University's website.

### ***Gender Discrimination***

Title IX of the Educational Amendments of 1972 prohibits gender discrimination at institutions of higher education. The University prohibits gender discrimination in any of its programs or activities. Sexual harassment, sexual assault and other kinds of sexual violence, are forms of gender discrimination. This policy and its related procedures apply to complaints alleging all forms of gender discrimination (including sexual harassment, sexual assault, and sexual violence) against and by students. For the purposes of this policy, references to sexual misconduct include sexual and gender-based harassment, assault, and violence.

### ***Title IX Coordinator***

The University's Title IX Coordinator is responsible for the University's compliance with federal and state laws and University policies and procedures regarding gender discrimination, harassment, relationship violence, stalking, and other forms of sexual misconduct. The Title IX Coordinator is responsible for investigating all allegations of prohibited discrimination and harassment, relationship violence, stalking, and sexual misconduct, and provides training to recognize and prevent such incidents. The Title IX Coordinator also collaborates with other campus offices to encourage best practices to promote a culture of inclusion. The Title IX Coordinator is available to advise any individual, including the Complainant and the Respondent, about University and community resources and reporting options and is available to provide assistance to any University employee regarding how to respond appropriately to a report of sexual misconduct or relationship violence. The Title IX Coordinator cooperates with and assists the Director of Diversity and Employment in the investigation of complaints alleging that University employees have engaged in conduct prohibited by this policy and other University policies that prohibit sexual harassment.

### **Contact Information**

**Danielle Laban**

**Title IX Coordinator**

**By e-mail at [dlaban@nl.edu](mailto:dlaban@nl.edu)**

**By phone or fax at 312.261.3162.**

**File an incident report: [nl.edu/letusknow](http://nl.edu/letusknow)**

### **Resources:**

**[www.nl.edu/sexualrespectandtitleix](http://www.nl.edu/sexualrespectandtitleix)**

### ***Faculty and Staff Reporting Obligations***

If any member of the NLU faculty or staff learns of sexual misconduct prohibited by this policy, he or she is obligated to immediately report that information to the Title IX Coordinator. Employees who receive information about sexual misconduct in confidential relationships as defined in this policy, including Confidential Advisors and employees authorized to receive confidential disclosures, are not subject to this reporting obligation.

### **Prohibited Conduct**

#### **Relationship Violence and Sexual Misconduct**

Relationship violence and sexual misconduct are broad terms that encompass sexual harassment, sexual violence, domestic violence, dating violence, and stalking. Definitions for each of these terms are provided below.

1. Relationship Violence encompasses domestic violence, dating violence, and stalking. Definitions for each of these terms are provided below.
  - a. Domestic Violence is defined as an act of violence committed by any of the following individuals:
    - i. A current or former spouse or intimate partner of the victim
    - ii. A person with whom the victim shares a child in common
    - iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
    - iiii. A resident or former resident of the victim's household
    - iiiii. An incident of domestic violence can consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse.
  - b. Dating Violence is defined as an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim that does not fall within the definition of "domestic violence." For the purposes of this definition:
    - i. Whether the relationship is of a romantic or intimate nature is determined by a variety of factors, including the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- ii. A relationship of a romantic or intimate nature means a relationship that is characterized by the expectation of affection or sexual involvement between the parties.
  - iii. An incident of dating violence can be a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.
- c. Stalking is defined as engaging in a course of conduct that is directed at a specific person that would cause a reasonable person to feel fear for herself or himself or for the safety of others, or to suffer substantial emotional distress.
  - i. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - ii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical treatment or professional counseling.
  - iii. A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - iiii. Stalking includes cyber-stalking, a form of stalking in which electronic media such as the internet, social networks, blogs, texts, cell phones, or other similar devices or forms of contact are used. This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.
- 2. Sexual Misconduct encompasses sexual harassment, sexual violence, and sexual exploitation. Definitions of relevant terms and a discussion of First Amendment protections are included below.
  - a. Sexual Harassment is a form of discrimination on the basis of gender or sex. "Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature.
    - i. Sexual harassment can occur in the following situations:
      - 1. Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
      - 2. Submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or
      - 3. The conduct creates a hostile, intimidating or offensive education environment that has the effect of unreasonably interfering with a student's academic or work performance or limits a student's ability to participate in educational programs or activities.
    - ii. In determining whether behavior is sexual harassment, the totality of the circumstances, including the nature of the behavior and the context in which it occurred, must be considered. Sexual harassment often involves a pattern of offensive behavior. A single incident may also constitute sexual harassment, depending on the severity of the conduct and on factors such as the degree to which the conduct affected the student's education; the type of conduct; and the relationship between the alleged harasser and the student. The conduct does not have to be directed at a specific person or persons to constitute harassment.
    - iii. All forms of sexual misconduct and relationship violence described in this policy are also prohibited forms of sexual harassment.
    - iiii. Examples of Sexual Harassment (non-exhaustive list);
      - 1. Threats or insinuations that lead the student reasonably to believe that granting or denying sexual favors will affect the student's reputation, education, advancement, or standing at NLU.
      - 2. Sexual advances, sexual propositions, or sexual demands that are not agreeable to the recipient.
      - 3. Unwelcome sexually explicit material sent by email, text message, or other electronically transmitted communication.

4. Sexual misconduct such as stalking, cyberstalking, recording or transmitting sexual images without an individual's permission, and voyeurism.
  5. Unwelcome and persistent sexually explicit statements or stories that are not legitimately related to employment duties, course content, research, or other University programs or activities.
  6. Repeatedly using sexually degrading words or sounds to a person or to describe a person.
  7. Unwanted and unnecessary touching, patting, hugging, kissing or other physical contact.
  8. Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior.
  9. Remarks about an individual's gender, nonconformity with gender stereotypes or actual or perceived sexual orientation.
- b. Sexual Violence is defined as a physical sexual act attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation, sexual assault, sexual battery, sexual abuse, and sexual coercion. A number of different acts can fall within the definition of sexual violence, including rape and sexual assault.
- i. Sexual Assault is defined as having or attempting to have sexual intercourse or sexual contact with another individual by force or threat of force, without consent, or where that person is incapacitated.
    1. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.
    2. Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.
  - ii. Rape is defined as sexual penetration, however slight, of another person without that person's consent. Penetration can be of the mouth, vagina, or anus, and can be with a penis, tongue, finger, or foreign object.
- c. Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include:
- i. Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved or, in which the person observed or induced to perform such act has not attained 18 years of age;
  - ii. Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved, or in which the person recorded or viewed or induced to perform such act has not attained 18 years of age;
  - iii. Exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances, or in which the person induced to perform such act has not attained 18 years of age;
  - iiii. Knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge;
  - iiiii. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity;
  - iiiii. Arranging for others to have non-consensual sexual contact with a victim; and
  - iiiii. The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act where such an act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

### ***Retaliation***

Persons who report sexual misconduct or relationship violence, file a complaint or participate in the University's investigation and handling of such

reports or complaints, shall not be subject to retaliation (including retaliatory harassment) for reporting or participating, even if the University finds that no sexual misconduct or relationship violence occurred. The University will take strong responsive action if retaliation occurs.

Retaliation is defined as an adverse action or adverse treatment against an individual involved in an investigation by an individual who knew of the individual's participation in the investigation.

If a Complainant or witness believes that she or he is being subjected to retaliation (including retaliatory harassment), he or she should promptly contact the Title IX Coordinator.

Individuals who engage in retaliation in violation of this policy are subject to the full range of sanctions that can be imposed against them under applicable policies, including termination of employment or administrative withdrawal from the University.

### **Consent**

Consent means the voluntary, willful, unambiguous and freely given agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by someone who is:

- Under 18 years of age;
- Sleeping or unconscious;
- Unconscious, unaware, or otherwise mentally or physically incapacitated due to the use of drugs or alcohol ("incapacitated");
- Unable to understand the nature of the sexual activity due to a mental disability or condition ("mentally incapable"); or
- Under duress, threat, deception, coercion, misuse of professional authority/status, or force.

Consent must be clear and communicated by mutually understandable words or actions. Silence, passivity, or the absence of physical or verbal resistance, (for example, the absence of a verbal "no" or "stop") does not constitute consent, and relying solely on non-verbal communications may result in a violation of this policy. A person's manner of dress does not constitute consent. It is important not to make assumptions. If confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and verbally clarifies the other's willingness to continue. Prior consent does not imply current consent or future consent; even in the context of a prior or current relationship, consent must be sought and freely given for each instance of sexual contact.

Consent to any one form of sexual activity does not constitute consent to other forms of sexual activity. Consent can be withdrawn at any time during a sexual encounter. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

### **Incapacitation**

Incapacitation is a state where an individual cannot consent to make an informed and rational decision to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or other drugs. Consumption of alcohol or other drugs, inebriation or intoxication are insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's:

- Decision making ability;
- Awareness of consequences;
- Ability to make informed judgments; or
- Capacity to appreciate the nature and circumstances of the act.

Evaluating incapacitation also requires an assessment of whether a Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person.

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or

extent of the other person's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Signs of incapacitation may include:

- Slurred speech
- Bloodshot eyes
- Smell of alcohol on breath
- Clumsiness
- Inability to focus
- Confusion
- Shaky balance
- Stumbling or falling down
- Vomiting
- Poor judgment
- Difficulty concentrating
- Combativeness or emotional volatility
- Outrageous or unusual behavior
- Unconsciousness

Being intoxicated or impaired by drugs or alcohol is never an excuse for misconduct and does not diminish one's responsibility to obtain consent.

#### ***Immediate Victim Assistance and Interim Protective Measures***

#### ***Medical Care and Crisis Center Services***

The University has established formal partnerships with local sexual assault and domestic violence crisis centers near each NLU Campus. These centers provide confidential services for a range of sexual misconduct and relationship violence issues and have agreed to work with NLU to serve members of the NLU community. The following centers are available to NLU students:

Chicago:

Between Friends, (800) 603.4357  
betweenfriendschicago.org

Mujeres Latinas en Accion, (312) 738.5358  
mujereslatinasenaccion.org

Elgin:

Community Crisis Center, (847) 697.2380,  
crisiscenter.org

Lisle:

Family Shelter Service, (630) 469.5650,  
familyshelterservice.org

North Shore:

YWCA Evanston/North Shore, (847) 864.8780,  
ywca.org

Wheeling:

Northwest CASA, (888) 802.8890, nwcasa.org

Florida:

The Spring of Tampa Bay Hotline, (813) 275.SAFE  
(7233), thespring.org

Additionally, there are many local health care sites that can provide treatment for injuries or sexually transmitted diseases, as well as perform rape kits in order to preserve evidence should a victim want to pursue charges at a later point. Several of these resources staff Sexual Assault Nurse Examiners (SANE) who hold specialized training in providing rape kits in a victim-sensitive manner.

The following medical facilities are nearest to each campus of NLU. The facilities nearest to NLU's Illinois campuses may provide medical forensic examinations at no cost to the victim pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act.

Chicago:

Northwestern Memorial Hospital

251 E Huron St Chicago, IL 60611

312. 926.2000

Elgin:

Presence Saint Joseph Hospital

77 N Airlite St Elgin, IL 60123

847.695.3200

Lisle:

Advocate Good Samaritan Hospital

3815 Highland Ave Downers Grove, IL 60515

630.275.5900

North Shore:

Presence Saint Francis Hospital

355 Ridge Ave Evanston, IL 60202

847.316.4000

Wheeling:

Glenbrook Hospital

2100 Pfingsten Rd Glenview, IL 60026

847.657.5800

Florida:

Tampa General Hospital

1 Tampa General Cir Tampa, FL 33606

813.844.7000

For more information on ways to receive immediate assistance after an incident, please visit [nl.edu/sexualrespectandTitleIX](http://nl.edu/sexualrespectandTitleIX) or contact the Office of Student Experience at 888.658.8632 x3568.

### ***Preservation of Evidence***

Whether a Complainant files a complaint under this policy or with a local law enforcement agency, any person who has experienced sexual misconduct, and in particular persons who have experienced sexual or relationship violence or sexual assault, should preserve to the extent possible any evidence that may assist investigators in determining whether the alleged misconduct occurred or might be relevant to the issuance of an order or protection. Actions to preserve evidence include, but are not limited to, the following:

- Do not dispose of or destroy or alter any physical evidence, including clothing.
- If you suspect that a drink has been drugged or tampered with, inform a medical care provider or law enforcement official immediately so they can attempt to collect physical evidence, including the drink and urine or blood samples.
- Preserve any electronic communications related to the misconduct, including voice mail messages, text messages, e-mails, instant messages, social media pages, digital photographs or videos, etc.

If you need any assistance in preserving evidence related to the misconduct, you should contact emergency medical personnel, law enforcement and/or the Title IX Coordinator.

### ***Appointment of Confidential Advisor and Victim Support***

Pursuant to the Illinois Preventing Sexual Violence in Higher Education Act, survivors of sexual violence have access to Confidential Advisors who can provide emergency and ongoing support to survivors of violence. Under the act, “sexual violence” means physical sexual acts attempted or perpetrated against a person’s will or when a person is incapable of giving

consent, including without limitation, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. A survivor of sexual violence is a student who has experienced sexual violence, domestic violence, dating violence or stalking while enrolled at NLU. NLU, however, provides access to Confidential Advisors for all Complainants.

Confidential Advisors are authorized and trained to provide the following services:

- Inform the Complainant of the Complainant’s choice of possible next steps regarding the Complainant’s reporting options and possible outcomes, including without limitation, reporting pursuant to this policy and notifying local law enforcement.
- Notify the Complainant of resources and services for survivors of sexual violence, including, but not limited to, student services available on campus and through community-based resources, including without limitation sexual assault crisis centers, medical treatment facilities, counselling services, legal resources, medical forensic services, and mental health services.
- Inform the Complainant of the Complainant’s rights and NLU’s responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by NLU or a criminal or civil court.
- Provide confidential services to and have privileged, confidential communications with Complainant in accordance with Illinois law.
- Upon the Complainant’s request and as appropriate, liaise with campus officials, community-based sexual assault crisis centers, or local law enforcement and, if requested, assist the Complainant with contacting and reporting to campus officials or local law enforcement.
- Upon the Complainant’s request, liaise with the necessary campus authorities to secure interim protective measures and accommodations for the Complainant.

NLU has entered into agreements with the following agencies to provide individuals to serve as Confidential Advisors:

#### **24/7 Confidential Advisor**

Mujeres Latinas en Accion - Chicago

Crisis Hotline: (312) 738.5358

[www.mujereslatinasenaccion.org](http://www.mujereslatinasenaccion.org)

#### **University Confidential Advisor**

Caroline Kenerson

Skylight Counseling Center  
 caroline@skylightcounselingcenter.com

(312) 631-3775

(847) 529-8300

counseling@nl.edu

For an updated list of Confidential Advisor agencies, please consult NLU's website at [nl.edu/sexualrespectandTitleIX](http://nl.edu/sexualrespectandTitleIX) or contact the Title IX Coordinator at [dlaban@nl.edu](mailto:dlaban@nl.edu), or **312.261.3162**.

### **Counseling**

In addition to the services described above, the University also can provide counseling referrals and resources to anyone affected by an incident of sexual misconduct or relationship violence. Students seeking counseling referrals for licensed mental health professionals should contact the Office of Student Experience at 888.658.8632 x3568 or email [counseling@nl.edu](mailto:counseling@nl.edu).

### **Academic Accommodations**

Immediately following a reported incident and while investigation is ongoing, the University reserves the right to take whatever measures it deems necessary to protect a student's rights and personal safety. These efforts may include changes to academic, living, dining, transportation, and working situations, obtaining and enforcing impact course/work schedules, class assignments, presence on NLU campuses and other measures. The University may provide accommodations and take other protective measures regardless of whether the student pursues a complaint pursuant to this policy or reports the incident to local law enforcement.

### **Complaint Procedures**

The University has an obligation to promptly take steps to investigate or otherwise determine what occurred and then to address instances of relationship violence and sexual misconduct when it knows or should have known about such instances, regardless of Complainant cooperation and involvement. Therefore, the University encourages persons who believe that they have experienced sexual misconduct or relationship violence to contact the University. The University will accept anonymous reports.

### **Reporting Sexual Misconduct or Relationship Violence**

All individuals are encouraged to promptly report conduct that may violate this policy to the University. In addition, all individuals are encouraged to report

conduct that may also violate criminal law to both the University and to local law enforcement. These processes are not mutually exclusive.

Any University student who seeks to make a complaint or report may:

- Make an internal report to the NLU Title IX Coordinator.
- File a University incident report at [nl.edu/letusknow](http://nl.edu/letusknow)
- Contact local law enforcement to file a criminal complaint.

Complainants may pursue an internal NLU complaint **and** a criminal complaint. When talking to the Title IX Coordinator, a student does not need to know whether they wish to request any particular course of action. Complainants do not need to know how to label what happened. Choosing to make a complaint and deciding how to proceed after making the complaint, can be a process that unfolds over time. The University also encourages individuals who have been sexually assaulted to undergo a health assessment by a Sexual Assault Nurse Examiner (SANE) as soon as possible. A SANE is a registered nurse specially trained to provide care to sexual assault patients. The SANE conducts medical forensic examinations and can serve as an expert witness in a court of law. If you decide to have a SANE exam you can choose whether or not to make a police report.

The University can most effectively investigate and respond to allegations of sexual misconduct or relationship violence if the complaint is made as promptly as possible after the alleged violence or misconduct occurs. The University does not, however, limit the time frame for reporting. If the Respondent is not a member of the NLU community at the time of the report, the University will still seek to meet its legal obligations by providing reasonably available support for a Complainant, but its ability to investigate and/or take action may be limited. The University will, however, assist a Complainant in identifying external reporting options.

A student who believes that he or she has been involved in an incident of sexual misconduct or relationship violence, or any member of the University who becomes aware of an incident of sexual misconduct or relationship violence is strongly encouraged to report the incident through one or more of the following options. As with all types of incidents, the University prohibits and will address



any retaliation against anyone who files a good faith complaint or discloses an incident of sexual misconduct or relationship violence.

### **Reporting Incidents to NLU**

A victim or witness has the right to file a written complaint making the University aware of a sexual misconduct incident by submitting an Incident Report at [nl.edu/letusknow](http://nl.edu/letusknow). Complaints can also be made to NLU's Title IX Coordinator, Danielle Laban, by email at [dlaban@nl.edu](mailto:dlaban@nl.edu) or by phone/ fax at 312.261.3162. NLU will make every effort to safeguard the identities of students who seek help and/or report sexual misconduct.

#### **Contact Information: Filing NLU Complaints**

Danielle Laban

Title IX Coordinator

By e-mail at [dlaban@nl.edu](mailto:dlaban@nl.edu)

By phone or fax at 312.261.3162.

- **Disclosures to Responsible Employees** - Most University officials are considered Responsible Employees, which means they are required by law to report to the Title IX Coordinator all details shared with them regarding incidents of sexual misconduct or relationship violence. To ensure a prompt response to a complaint, the University strongly encourages students to submit reports directly to the Title IX Coordinator through [nl.edu/letusknow](http://nl.edu/letusknow). If a student reports to a Responsible Employee, that employee is obligated to submit the student's report to the Title IX Coordinator.
- **Partially Confidential Disclosures** - NLU has identified specific faculty/staff members who are able to keep reports of sexual misconduct or relationship violence partially confidential if a victim or witness so wishes. These officials are required to report to the Title IX Coordinator that an incident has occurred and they must provide general details about the incident, but they are not required to disclose any personally identifiable information about the victim/reporting party. For a list of partially confidential on-campus sources, please see [nl.edu/sexualrespectandTitleIX/](http://nl.edu/sexualrespectandTitleIX/) under Reporting Options.
- **Confidential Disclosures** - A victim or witness who wishes to keep the incident completely confidential can speak to someone at a local crisis and support center or contact the university confidential advisor. Any information shared with an advocate or counselor at these agencies will not be shared or discussed with NLU officials and will not constitute a complaint or formal report. For a

complete list of fully confidential sources where NLU has established a formal partnership please see [nl.edu/sexualrespectandTitleIX](http://nl.edu/sexualrespectandTitleIX).

### **Reporting Incidents to Law Enforcement Agencies**

Whether or not a victim chooses to make an official report to the Title IX Coordinator or law enforcement, he or she is encouraged to seek appropriate help, which includes medical attention, obtaining information, support and counseling. The University cannot file a criminal complaint on behalf of the student. The student must make this decision and initiate this complaint with the local police department.

- **Criminal Complaints** - In addition to violating University policy, sexual misconduct and relationship violence may also constitute criminal activity. Every victim of sexual misconduct maintains the personal right to file criminal charges with the appropriate local law enforcement agency in addition to or instead of filing an Incident Report with the Title IX Coordinator. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers. Victims may discuss the matter with a law enforcement officer without making a formal criminal complaint or a formal University complaint. The Title IX Coordinator, Student Conduct Officer or another University official are available to assist victims in reporting a crime of sexual misconduct to law enforcement.

### **Chicago:**

Chicago Police Department

1718 South State St Chicago, IL 60616

Non-Emergency: 312.745.4290

### **Elgin:**

Elgin Police Department

151 Douglas Ave Elgin, IL 60120

Non-Emergency: 847.289.2700

### **Lisle:**

Lisle Police Department

5040 Lincoln Ave Lisle, IL 60532

Non-emergency: 630.271.4200

### **North Shore:**

Skokie Police Department

7300 Niles Center Rd Skokie, IL 60077

Non-emergency: 847.982.5900

### **Wheeling:**

Wheeling Police Department

1 Community Blvd Wheeling, IL 60090

Non-emergency: 847.459.2632

### **Florida:**

Tampa Police Department

411 N. Franklin St Tampa, FL 33602

Non-emergency: 813.276.3200

- No Contact Orders - Victims of domestic violence, sexual assault or stalking also have the right to obtain an Order of Protection or No Contact Order through the county court where either the victim or Responding Party resides, or the county in which the allegations occurred.

### **Explanation of Rights and Options**

Upon receipt of a report of sexual misconduct or relationship violence, the Title IX Coordinator will provide a written explanation to the Complainant and Responding Student summarizing their respective rights and options. This written explanation will include information about reporting procedures, investigation procedures, law enforcement, legal options, confidentiality protections, campus resources, interim measures, and campus disciplinary procedures. Notices to University employees who are Respondents shall follow applicable University Human Resources procedures.

### **Requests for Confidentiality or Anonymity**

While steps are taken to protect victims' privacy and empower victims to pursue their chosen course of action, the University may be legally required to investigate an incident and take action to ensure the safety of the victim and the NLU community, whether or not a victim chooses to pursue a complaint. In

cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim support and remedies to the victim and the community, but will not otherwise pursue formal action.

Formal reporting still affords privacy to the Complainant, and only a small group of University officials who need to know will be told, including but not limited to: Title IX Coordinator, Student Conduct Officer, Behavioral Intervention Team and security personnel if needed. The circle of people with this knowledge will be kept as tight as possible in each case in order to preserve a reporting party's rights and privacy.

Victims of sexual misconduct relationship violence may request confidentiality or anonymity, including that their name not be shared with the Respondent, that the Respondent not be notified of the report, or that no investigation occur. If the victim wants to tell the Title IX Coordinator or a Responsible Employee what happened, but also wants to maintain confidentiality or anonymity, the employee should tell the victim that the University will consider the request but cannot guarantee confidentiality or anonymity. The incident will be disclosed only to those officials with a legitimate institutional interest in knowing the information. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will inform the Title IX Coordinator of the victim's request for confidentiality or anonymity. Every effort will be made to maintain confidentiality of any accommodations or interim protective measures that are arranged for the reporting party unless such confidentiality prevents the institution from providing those accommodations or protective measures.

The Title IX Coordinator will weigh the victim's request for confidentiality or anonymity against the University's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. The Title IX Coordinator will consider a range of factors in weighing the request, including:

- The associated risk that the Respondent will commit additional acts of relationship violence or sexual misconduct, such as:
- Whether there have been other sexual misconduct or relationship violence complaints about the same Respondent;

- Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence;
- Whether the Respondent threatened further sexual misconduct or relationship violence against the victim or others;
- Whether the sexual misconduct or relationship violence was committed by multiple Respondents;
- Whether there have been threats to kill or harm the victim; and/or
- Whether the sexual misconduct or relationship violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual misconduct or relationship violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of sexual misconduct or relationship violence at a specific location or by a particular group

If the University honors the request for confidentiality, the Title IX Coordinator will explain to the victim that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent may be limited.

The Title IX Coordinator will also explain that the University prohibits retaliation for filing a complaint and will take steps to prevent retaliation and take strong responsive action if any retaliation occurs. If the Complainant continues to ask that his or her name not be revealed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not prevent the University from responding effectively to harassment and preventing harassment of others.

Regardless of whether the request for confidentiality is honored, the University will take steps to limit the effects of the alleged sexual misconduct or relationship violence and prevent its recurrence when possible. Such steps might include providing increased security of supervision at locations or activities where a pattern of sexual misconduct or relationship violence exists; providing education and training materials for students, student groups, or employees; reviewing applicable sexual misconduct and relationship violence disciplinary policies; and

conducting climate survey's regarding relationship violence and sexual misconduct.

At times, in order to provide a safe, non-discriminatory environment for members of the campus community, the University may not be able to honor a victim's request for confidentiality. In such circumstances, the Title IX Coordinator will inform the victim prior to starting an investigation and will share information only with people involved in the University's investigation. The victim is not required to participate in the investigation. Should the victim choose not to participate in an investigation, the Title IX Coordinator will explain that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent may be limited.

### **Reports from Witnesses & Bystander Intervention**

Students, employees and third parties who witness acts of sexual misconduct or relationship violence perpetrated by a member of the University community (faculty, staff, or student) or occurring during a University program or event or on University property are strongly encouraged to report the misconduct to the Title IX Coordinator.

The University encourages all witnesses of sexual misconduct or relationship violence to engage in bystander intervention when safe to do so. As explained on the notalone.gov website, "the bystander role includes interrupting situations that could lead to assault before it happens or during an incident; speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking; and having skills to be an effective and supportive ally to survivors."

### **Amnesty for Drug or Alcohol Possession and Consumption Violations**

The University encourages students to report all incidents of sexual misconduct or relationship violence. Therefore, students who in good faith report sexual misconduct or relationship violence or other violations of this policy will not be disciplined by the University for student conduct violations such as underage drinking and misuse of alcohol, unless NLU determines that the violation was egregious, including without limitation actions that place the health or safety of another person at risk.

### **Sexual Misconduct and Relationship Violence by Third Parties**

The University prohibits relationship violence and sexual misconduct by third parties towards members of the University community when the third party has been brought into contact with the member of the

University community through a University program or activity. Although individuals who are not students or employees of the University are not subject to discipline under the University's internal processes, the University will take prompt, corrective action to eliminate relationship violence and sexual misconduct and prevent its recurrence in those circumstances.

If a University student believes that she or he has experienced sexual misconduct or relationship violence in a University program or activity by an individual who is not a University employee or student, the student should report the conduct to the Title IX Coordinator and the administrator (e.g., supervisor, department chair, or dean) responsible for that program or activity.

### **Investigations Without a Complaint**

When necessary to meet its commitment to provide an environment free of unlawful sexual misconduct or relationship violence, the University may investigate allegations of sexual misconduct or relationship violence of which it becomes aware, even if no complaint has been filed, the individual(s) involved is unwilling to pursue a complaint or participate in an investigation, or the individual(s) involved requests to participate anonymously.

### **Informal Resolution of Complaints**

Informal resolution means any type of resolution provided by the University in situations involving violations of the Sexual Misconduct and Relationship Policy which does not involve disciplinary action against the Respondent. Informal resolution is typically used when a Complainant requests to participate in an informal resolution, requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational or preventive action. Depending on the form of informal resolution used, it may be possible for a Complainant to maintain anonymity.

The decision to use informal resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time. Where the Title IX Coordinator concludes that informal resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational, extracurricular, employment and other activities at the University and to eliminate any hostile environment. Participation in informal resolution by a Complainant is voluntary, and either party may

request to end informal resolution at any time and begin the formal stage of the complaint process.

There are some instances when use of informal resolution options is inappropriate, for example, cases involving sexual assault or a student complaint of sexual harassment against an employee in a position of authority over the student. The University will not compel a Complainant to engage in mediation, to directly confront the respondent, or to participate in any form of informal resolution. Such participation shall be completely voluntary for the Complainant.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution, which will typically be completed within sixty (60) calendar days of the initial report.

### **Processing Complaints and Reports**

All reports of sexual misconduct or relationship violence are reviewed by Title IX Coordinator. The University will process all complaints and reports of sexual misconduct or relationship violence it receives, regardless of where the conduct which is the basis for the complaint occurred. The Title IX Coordinator may also determine that an investigation is warranted without a complaint if the University has sufficient notice that sexual misconduct or relationship violence may have occurred.

Even if the Title IX Coordinator determines that a formal investigation is not warranted, the University will take prompt, responsive action to support a Complainant and will take steps to eliminate, prevent, or address a hostile environment if it determines that one exists.

Where a University employee is the Respondent, the Director of Diversity & Employment will conduct the investigation in coordination with the Title IX Coordinator, taking into account any additional procedures specified in the University's Human Resources policies.

### **Investigation Procedures**

This section provides a general outline of the investigation procedures and protocols to be employed by the Title IX Coordinator or his or her designee when conducting an investigation of sexual misconduct or relationship violence. Each investigation will be specific to the facts and may vary depending on the circumstances of each case. In general, the following procedures will be followed:

- a) Evaluate which University policies are related to the complaint or report.
- b) Provide interim measures to stop sexual misconduct or relationship violence.

- c) Provide information on the importance of preserving physical evidence of sexual misconduct, in particular sexual or relationship violence.
- d) Provide information on the availability of a medical forensic examination at no charge to the victim.
- e) Meet separately with the Complainant and the Respondent, interview them and identify additional witnesses.
- f) Collect, preserve and review available evidence, including information provided by the Complainant, the Respondent and witnesses and physical evidence such as documents, e-mails, photographs, video and audio recordings, text messages and other available evidence.
- g) Interview other witnesses.
- h) Contact and cooperate with law enforcement, when applicable.
- i) Assess the credibility and reliability of the evidence.
- j) Issue a Title IX report summarizing all evidence and recommendations for resolution of the incident. The preponderance of the evidence standard means it is more likely than not that a fact is true or that an incident occurred.
- k) Complete an investigative report that is distributed to the Student Conduct Officer (if the Respondent is a student), the Office of Human Resources (if the Respondent is a faculty or staff member) or the Director or Vice President with authority to impose sanctions on the Respondent (if the Respondent is a third-party).
- l) Distribute investigative report to the Complainant and the Respondent.
- m) File the investigative report in the Title IX Office.

### **Alternate Options for Resolution of Complaints**

Students who believe they are a victim of sex-based discrimination in an educational program may file a complaint under Title IX with the regional enforcement office of the Office for Civil Rights, U.S. Department of Education at the following address:

#### *Illinois:*

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center 500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544 Telephone: (312) 730-1560  
Facsimile: (312) 730-1576 Email:  
OCR.Chicago@ed.gov

#### *Florida:*

Office for Civil Rights, Atlanta Office  
U.S. Department of Education  
61 Forsyth Street S.W., Suite 19T10  
Atlanta, GA 30303-8927 Telephone: (404) 974-9406  
Facsimile: (404) 974-9471 Email:  
OCR.Atlanta@ed.gov

### **Relationship between the Director of Diversity and Employment and the Title IX Coordinator**

The process for conducting investigations of complaints against Respondents who are University employees is similar to the process for investigating complaints against students, subject to University policies and procedures that apply to the Respondent. The Director of Diversity and Employment has primary responsibility for investigations of complaints against employees, with support from the Title IX Coordinator to ensure that Complainant is provided all notices required by this policy and receives the appropriate supports as provided for in this policy. Investigative reports will be distributed to the Complainant and the Respondent employee and filed in the Title IX Office and in the Human Resources file related to the Respondent employee.

### **Relationship Between Law Enforcement Investigations and Internal Investigations**

Law enforcement agencies investigate to determine whether there has been a violation of criminal laws. The Title IX Coordinator investigates to determine whether there has been a violation of University policy. The investigations proceed concurrently, and the outcome of one investigation does not determine the outcome of the other investigation.

Occasionally, the Title IX Coordinator may need to briefly suspend the investigation at the request of law enforcement while the police are in the process of gathering evidence. The Title IX Coordinator will maintain regular contact with law enforcement to determine when it may complete its investigation. Even if the Title IX Coordinator's investigation is briefly suspended, the University will nevertheless communicate with the Complainant regarding his/her rights, procedural options, and the implementation of appropriate interim measures to assist and protect the safety of the Complainant and the campus community and to prevent retaliation. The Title IX Coordinator will promptly resume his or

her investigation as soon as notified by the police department that it has completed its evidence gathering process, or sooner if the University determines that the evidence gathering process will be lengthy or delayed.

### **Grievance/Adjudication Procedures**

The process of formal review that will be followed by the University after an investigation is completed depends on the status of the Respondent. If the Respondent is a student, the Title IX Investigation Report will be submitted to the Office of Student Experience, where formal charges may result per the Student Conduct Process.

If the Student Conduct Process results in a finding that the Responding Student is Responsible, sanctions may include, but are not limited to, the remedies recommended in the Title IX Investigation Report, including suspension or dismissal from the University.

Remedies, including, but not limited, to educational and developmental activities may be imposed on the Responding Student even if the Student Conduct Officer decides not to file formal charges.

Per Title IX, the standard of evidence in all sexual misconduct and relationship violence fact-finding and related disciplinary and grievance proceedings will be preponderance of evidence.

A copy of the final course of action will be kept on file in the Title IX Office.

If the Respondent is a University employee, the University's policies and procedures applicable to the employee will be followed.

The entire grievance process, including the investigation and all formal review processes must be completed within 60 calendar days of the incident.

### **Appeals**

If the Respondent is a student, the appeal process provided in the Student Conduct Process shall be available to the Complainant and the Responding Student.

If the Respondent is a tenured member of the NLU faculty and the Investigative Body established in the National Louis University Policy for Termination of Tenured Faculty for Cause, FP 115, determines there is not sufficient evidence to refer the Complaint for investigation by the Investigative Panel, the Complainant may file an appeal to the Investigative Panel by submitting the appeal in writing to the Vice President for Human Resources or designee. Upon receiving the appeal, the Investigative Panel will review the appeal and the record submitted by the Investigative Body and determine whether further

investigation is warranted. The Investigative Panel will notify the Complainant and the Respondent of its final determination, including the results of any investigation it conducts regarding the complaint.

If the Respondent is a University employee who is not a tenured member of the NLU faculty, and the Director of Diversity and Employment finds that the Respondent did not engage in the conduct alleged by the Complainant or the Complainant disagrees with the sanction imposed on the Respondent, the Complainant may appeal in writing to the Vice President for Human Resources. Upon receiving the appeal, the Vice President for Human Resources or designee, who shall be someone other than the Director of Diversity and Employment, will review the appeal and the record submitted by the Director of Diversity and Employment. The Vice President for Human Resources or designee will notify the Complainant and the Respondent employee of his or her final determination.

### **Conflicts of Interest**

The University does not allow conflicts of interest, real or reasonably perceived, by those investigating allegations under this policy or its related procedures. A conflict of interest exists when an individual's knowledge of the matter or personal or professional relationships with the Complainant, Respondent, or witnesses would preclude the individual from being able to investigate the case fairly and impartially. Individuals who wish to challenge an investigator because of a conflict of interest may do so by filing a challenge with the Title IX Coordinator or, in matters being investigated by the Office of Diversity and Employment, the Director of Diversity and Employment. If the challenge is to the Title IX Coordinator, the challenge may be filed with the Vice President for Student Services. If the challenge is to the Director of Diversity and Employment, the challenge may be filed with the Vice President of Human Resources.

### **Crime Reporting and Timely Warnings**

As part of its annual reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act, and related regulations, the University discloses statistics regarding domestic violence, dating violence, stalking, and sexual assaults that meet the definition of forcible and non-forcible sex offenses under federal law.. The report, the Annual Security and Fire Safety Report, is published every October and is located on NLU website at [nl.edu/legalpages/consumerinfo/annualsecurityreport/](http://nl.edu/legalpages/consumerinfo/annualsecurityreport/).

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the NLU community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the danger.

### ***Prevention Education and Training***

NLU will provide training on sexual misconduct prevention, reporting and response for all Responsible Employees and students through various platforms. Training is required of all Responsible Employees and will be provided online to faculty and staff at time of hire and annually. Students will be offered online training at the time of New Student Orientation. Continuous training events and programming will be held virtually and on various campuses throughout the year for the NLU community including a robust Sexual Assault Prevention Month every April. Those University officials with increased duties of response, advocacy and confidentiality will be required to attend additional training.

### **Policy on Conceal and Carry**

Illinois law permits individuals with an Illinois Firearm Owner's Identification card (which is already required to purchase guns or ammunition) to obtain a concealed carry permit, subject to various restrictions. This permit allows an individual to carry concealed firearms. Under the law, NLU has elected to ban concealed firearms from being carried on all campuses and this ban is demonstrated by posting signs at the entry ways.

Copies of these signs are posted on all entry ways at our campuses. If anyone enters one of our campuses with a concealed firearm, they should be asked to leave immediately and one should call 911 if there are any issues. The University will not store firearms for a student, faculty, staff, guest or visitor while they are on campus.

Individuals that bring concealed weapons on campus can be charged with misdemeanors and have their permits suspended or revoked. Any local, state or federal employee who are also faculty, adjunct or a currently enrolled student may request an exception to the policy by contacting Richard Schak, Criminal Justice program director: Richard.Schak@nl.edu, 312.261.3579. If anyone who is not exempt from this

prohibition is found to have a firearm in his/her possession, consequences include but are not limited to charge of misdemeanors, permit suspension or revocation, immediate dismissal from employment and/or expulsion from the University.

### **Policy on Disruption of University Business or Events**

This policy applies to behavior that disrupts nonacademic University business/events and other disruptions falling outside the scope of the Disruptive Classroom Behavior policy found in this Guidebook under Academic Policies and Procedures. 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 prohibits any student or group of students from interfering with the personal rights of another individual, the carrying out of University business or the progress of any authorized University event.

Any student who causes disruption or interruption of University business or events may be asked by a University official to leave the premises for a temporary period. A few examples of potential disruption to university business or events includes, but is not limited to: excessive noise in hallways through loud conversation and/or arguments and/or using profane language on university property. Students are expected to display respect for other members of the community and cease the behavior of concern if approached by University staff. If behavior is repetitive, fails to stop when confronted, or is egregious the University official will then report the incident to the appropriate staff by completing an Incident Report at [nl.edu/letusknow](http://nl.edu/letusknow).

### **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, including but not limited to transcripts, letters of permission, petitions, and drop-add forms. 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 the signature of any employee of the University.

Any University faculty or staff member who believes that this policy has been violated by a currently enrolled student shall promptly report the issue by filing an Incident Report at [nl.edu/letusknow](http://nl.edu/letusknow).

Any student found to have falsified records is subject to disciplinary action through the Student Conduct Process (p. 83).

#### Policy on Gambling

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

#### Policy on Hazing, Bullying and Cyber-Bullying

In accordance with Illinois law, National Louis University strictly prohibits the practice of hazing, bullying or cyber-bullying of any students by any other students or groups of students. Conduct that would actively or passively support acts of bullying, hazing or cyber-bullying will not be tolerated.

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.
2. Paddling, beating, pushing, shaving, restraining, immobilizing, or striking.
3. Activities that result in the unreasonable loss of sleep or study time.
4. Forcing or coercing a person or persons to eat or drink amounts of any substance, including alcohol, drugs, foods or other substances.
5. Abduction and/or forced relocation or exposure to extreme weather.
6. Cruel psychological treatment.
7. The intentional creation of clean-up work or labor for new members by active/inactive members or alumni.
8. Nudity or lewd behavior.
9. Walking in a line/formation.
10. Wearing of a uniform.
11. 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.

Bullying is intentional aggressive behavior toward another that is severe or repeated and that would be likely to intimidate, hurt, demean, control, or diminish a reasonable person. Bullying may be verbal or physical, and may occur through electronic means (cyber-bullying). Bullying can occur through one isolated, but severe, incident, or through a pattern of repeated incidents.

Any allegations of hazing, bullying or cyber-bullying are be promptly reported through an Incident Report at [nl.edu/letusknow](http://nl.edu/letusknow).

#### Policy on NLU 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 and Fire Safety**

No fires or open flames are permitted on University property or in any facility operated by the University. Staff and faculty are obliged to immediately stop any such use and report the event through the Incident Report form at [nl.edu/letusknow](http://nl.edu/letusknow).

Students are to cooperate fully whenever a fire alarm is sounded and proceed to fire exits quickly and calmly. Failure to cooperate with University or fire department personnel will result in disciplinary action.

Please be advised 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 intentional 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.

#### Policy on 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 are also expected to report any behavior or misconduct that appears to violate University policy by completing the appropriate form at [nl.edu/letusknow](http://nl.edu/letusknow). Failure to report an observed incident could result in a violation of this policy.

Students must respond promptly to summons from faculty members, administrative officers and officers involved in student conduct proceedings. It is considered a violation of the Standards of Student Conduct for a student to provide false or misleading information to a University official.

#### Policy on Substance Use/Abuse

In accordance with the Drug-Free Schools and Communities Act of 1989 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 receiving prescription medications from a physician must have a prescription in their possession. Students 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.

The United States Congress 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.

National Louis University is committed to maintaining a drug-free environment for students. Disciplinary sanctions that National Louis University may impose for violations of University policies are found under the Student Conduct Process section of this Student Guidebook. Any students who would like to receive additional information or confidential assistance may contact the Office of Student Experience at 888.658.8632, x.3568.

Per the Drug-Free Schools and Communities Act, National Louis University works to foster a culture of care, where students are informed about the risks associated with consuming alcohol or drugs and the responsibility for healthy behavior and a safe learning environment is shared by all. The primary aspects of the University's policy on alcohol and other drugs are outlined below, please refer to the Student Wellness Page and the Annual Security Report for full policy details.

#### Student Wellness

[www.nl.edu/student-services/student-experience/student-wellness/alcohol-and-drugs/](http://www.nl.edu/student-services/student-experience/student-wellness/alcohol-and-drugs/)

#### Annual Security Report

[www.nl.edu/legal-pages/consumer-info/annual-security-report/](http://www.nl.edu/legal-pages/consumer-info/annual-security-report/)

#### Alcohol

NLU prohibits students, student groups and employees from the following unlawful and/or unauthorized conduct involving alcohol, including being on campus or participating in University sponsored events under the influence of alcohol:

- Use, possession, distribution or sale of alcohol or containers that previously contained alcohol by anyone under 21 years of age;
- Use, possession, distribution or sale of alcohol or containers that previously contained alcohol anywhere on University property, regardless of age (except as expressly authorized by University facilities personnel);
- Providing alcohol to or procuring alcohol for anyone under 21 years of age;
- Intoxication that results in disruption of University business or raises concern for a student's well-being, regardless of age;
- Drinking games or other practices that promote intoxication or encourage participants to consume alcohol;
- Other violations of University policy or federal, state or local laws pertaining to alcohol.

#### Drugs

NLU prohibits students, student groups and employees from the following unlawful and/or unauthorized conduct involving drugs or controlled

substances, including being on campus or participating in University sponsored events under the influence of illegal drugs or controlled substances:

- Use, misuse, possession, manufacture, distribution or sale of illegal drugs or controlled substances (except as expressly permitted by legal authority, such as a student possessing a physician's prescription and using the substance only as prescribed);
- Use, possession, manufacture or distribution of any drug paraphernalia;
- Intoxication that results in disruption of University business or raises concern for a student's well-being;
- Being in the presence of the use or misuse of illegal drugs or controlled substances on University property;
- Other violations of University policy or federal, state or local laws pertaining to illegal drugs or controlled substances.
- Use or being under the influence of medical marijuana on all University campuses and at any University sponsored event or activity.

#### *Additional Information Regarding Drugs:*

Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act (H.B. 1) allows patients to possess and consume limited amounts of marijuana for certain medical conditions, this state law conflicts with federal laws governing marijuana. National Louis University is subject to the federal Drug Free Schools and Communities Act Amendments, which mandate that University communities be free of controlled substances (including marijuana). Thus, the use, possession, manufacture, distribution or being under the influence of medical marijuana on University property or at University-related activities is prohibited and violates this policy.

#### ***Effects of Alcohol and Drug Use***

Even occasional use of alcohol or drugs can have lasting impacts on health and behavior. Some of these effects include impaired judgment, addiction, negative physical symptoms, negative impact on relationships, reduced brain activity, increased risk of cancer and other organ damage and death. For a complete list of health effects and warning signs of alcohol or drug abuse, see [www.nl.edu/studentservices/studentexperience/studentwellness/alcoholanddrugs/](http://www.nl.edu/studentservices/studentexperience/studentwellness/alcoholanddrugs/).

#### ***Treatment Resources***

The University urges students who are experiencing alcohol or drug related concerns to seek help immediately. For a list of assessment tools to determine if you or someone you care about may be struggling with alcohol or drugs, see [www.nl.edu/studentservices/studentexperience/studentwellness/alcoholanddrugs/](http://www.nl.edu/studentservices/studentexperience/studentwellness/alcoholanddrugs/).

Additionally, the following treatment centers are located near NLU campuses:

- Peer Services, Inc. - Adult and adolescent outpatient services. Evanston/Glenview <http://peerservices.org/>
- Gateway Foundation- Chicago West- Adult inpatient and outpatient treatment center. Multiple locations across northern, central and southern Illinois <http://recovergateway.org/>
- Harborview Recovery Center - Adult inpatient and outpatient treatment. Chicago <http://www.presencehealth.org/medical-services-behavioral-health-addiction-treatment>

**To find additional treatment centers in your area and learn more about which treatment center may be right for you, check out <http://www.recovery.org/>.**

#### ***Sanctions***

Disciplinary sanctions that National Louis University may impose for violations of University policies are found under the Student Conduct Process section of this Student Guidebook. Students in violation of state, federal or other local regulations with respect to alcohol, illegal drugs or controlled substances may be subject to both criminal prosecution and University disciplinary action, including criminal charges and/or suspension or exclusion from the University. For more information on legal sanctions for violating federal, state or local law, refer to <http://www.dea.gov/druginfo/ftp3.shtml>.

#### **Student Wellness**

[www.nl.edu/studentservices/studentexperience/studentwellness/alcoholanddrugs/\[dja1\]](http://www.nl.edu/studentservices/studentexperience/studentwellness/alcoholanddrugs/[dja1])

#### **Annual Security Report**

[www.nl.edu/legalpages/consumerinfo/annualsecurityreport/](http://www.nl.edu/legalpages/consumerinfo/annualsecurityreport/)

### Policy on Violations of University Policy, 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 Conduct Process (p. 83) and/or disciplinary action by the civil authorities.

### Policy on Violence and Threats of Violence

National Louis University strives to maintain an environment that is free from intimidation, threats (direct or implied) or violent acts. The University maintains a zero tolerance policy for any violence on the University premises or in connection with the University's programs and activities. Violence includes physically harming another person or oneself, shoving, pushing, intimidation, coercion, making threats of violence or self-harm, as well as the carrying of or use of weapons. Any object, regardless of its nature or intended purpose, is considered a weapon when used in a threatening or violent manner.

#### **Procedure**

Individuals who believe they have been subject to any of the behaviors listed above or who observe or have knowledge of a violation of this policy must immediately report the incident: if the violence or threat is imminent, individuals should notify emergency personnel; if the violence or threat is not imminent, individuals should submit an Incident Report at [nl.edu/letusknow](http://nl.edu/letusknow). Anyone who threatens or displays violence on campus may be subject to immediate discharge without prior notice. Likewise, anyone found to have brought charges of violence by another University community member in bad faith will be considered in violation of this policy and therefore subject to immediate disciplinary action, up to and including expulsion. All threats of violence are considered credible and serious and will be thoroughly investigated. To the greatest extent possible, the confidentiality of an individual who reports a threat of violence will be maintained. Anyone who fails to report such threats may also be subject to disciplinary action under this policy.

### Student Conduct Process

The Office of Student Experience assumes formal responsibility for issues of student conduct. This includes:

1. Administering the regulations of the University.
2. Counseling students involved in student conduct matters.
3. Coordinating student conduct procedures.
4. Processing communication and maintaining a central file of student conduct records.

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 Student Conduct Process provides opportunity for students to:

1. Reassess those aspects of their personal behavior that necessitated University intervention.
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 student conduct experience. Such a program requires a positive regard for the welfare of the individual student and a rational commitment to resolving student conduct situations in a constructive and educational manner. Additionally, sanctions may be imposed as an expression of the community's interest in achieving a positive living and learning environment.

#### **Conduct Process Overview**

When the University receives an Incident Report that names a student as its subject (Responding Student), the following process is initiated:

1. Incident Report or Complaint received
2. Incident is assessed for policy violation
3. If incident does not rise to the level of a policy violation, incident is dismissed and does not constitute a record of student conduct. Except in cases pursuant to the Comprehensive Sexual Misconduct and Relationship Violence The reporter will be notified of this decision.
4. Informal Resolution is determined by the administrator and the severity of the policy violation. Informal Resolution will be used as an

educational tool to prevent the recurrence of behavior. Informal Resolution will not be considered a part of a permanent conduct file, however, will be considered in the event of future conduct violations. Except in cases pursuant to the Comprehensive Sexual Misconduct and Relationship Violence

5. Formal Resolution is initiated when sufficient information exists to suggest that a policy violation occurred. The purpose of a formal resolution is to determine if the respondent holds any responsibility for the policy violations in question.
  - a. Administrative Action: If the Responding Student assumes Responsibility for the violation(s), the Office of Student Experience reviews the case and may impose sanctions.
  - b. Student Conduct Hearing: If the Responding Student does not assume Responsibility for the alleged violation(s) or a hearing is required pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Office of Student Experience will convene a Student Conduct Hearing Committee. The Student Conduct Hearing Committee is comprised of an Office of Student Experience staff member (serves as hearing administrator) and two trained faculty/staff members of the Student Conduct Hearing Board. In hearings conducted pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the members of the Hearing Committee will have received training related to sexual violence, domestic violence, dating violence and other training required by law.
6. Written notice of the results of the formal resolution is provided.
7. If applicable, Respondents are provided the right to appeal the outcome of the process pursuant to the right to appeal outlined below.

#### ***Investigative Process Overview***

1. The Office of Student Experience reviews the Incident Report and meets with all involved parties to investigate the incident. This may include the reporting party (the Complainant), the Responding Student and any witnesses who may have information related to the incident.
2. When an allegation is made that a student engaged in conduct prohibited by the Comprehensive Sexual Misconduct and

Relationship Violence policy, the Title IX Coordinator is responsible for conducting the investigation that informs the Student Conduct Process and for providing the information, support and services required by the Comprehensive Sexual Misconduct and Relationship Violence policy.

3. At any point during the Student Conduct Process, the Office of Student Experience or the Title IX Coordinator may place interim restrictions or requirements on a Responding Student or other involved parties to ensure the safety and security of the campus community. These actions include, but are not limited to, no contact orders, limiting presence on campus or modifications to class attendance. In situations where temporary suspension is recommended, the decision rests with the Vice President of Student Services.
4. During investigative interviews, the Office of Student Experience provides the Responding Student with a copy of the Incident Report and explains the Student Conduct Process to all involved parties. Investigations of complaints subject to the Comprehensive Sexual Misconduct and Relationship Violence policy will be conducted pursuant to that policy.
5. The investigator will use a preponderance of the evidence standard ("more likely than not") in determining whether the Responding Student violated any policies or rules of the University. For investigations conducted pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Title IX Coordinator will issue an Investigative Report with recommendations for resolution of the incident and will distribute the Report to the Office of Student Experience when the Respondent is a student.
6. As soon as possible following the completion of the investigation, the Office of Student Experience or the Title IX Coordinator for investigations conducted pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy will communicate in writing via NLU email to notify the Complainant and Responding Student whether formal charges will result from the alleged behavior.
7. If no formal charges result, the Student Conduct Process is complete and this incident does not constitute a student conduct record for the Responding Student. For complaints subject to the Comprehensive Sexual Misconduct and Relationship Violence policy, however, the Complainant may file an appeal with the Vice President of Student Services or designee and

request a hearing according to that policy. The Vice President for Student Services or designee will review the investigative file and the appeal and determine whether the evidence indicates a hearing is appropriate.

8. If formal charges result or a hearing is scheduled pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the written communication shall include:
  - a) A description of the alleged misconduct.
  - b) Specific provisions of University policy that are alleged to have been violated.
  - c) Directions and deadline to the Responding Student regarding his/her choice to plead Responsible or Not Responsible for each alleged violation.

#### ***Student Rights and Procedural Considerations***

The following procedures are designed to determine, without bias, what is best for the Complainant, the Responding Student and the NLU community.

1. The Responding Student is entitled to a Student Conduct Hearing if the matter cannot be resolved through Administrative Action. Reasonable efforts will be made to hold the hearing in not less than 5, nor more than 15 business days from the date of the charge notification, unless the Responding Student expressly waives all or part of the notice period or a continuance is granted by the Office of Student Experience.
2. The Complainant in hearings related to the Comprehensive Sexual Misconduct and Relationship Violence policy shall have the opportunity to request that the hearing begin promptly and proceed in a timely manner.
3. The Complainant and the Responding Student will be notified of the time and place of the hearing at least 5 business days prior to the hearing date. At the time of this notification, the Office of Student Experience will provide the names of available witnesses and any available evidence to the Complainant and the Responding Student. If the Complainant or the Responding Student wishes to bring witnesses to the hearing, they must provide the names of witnesses and any related materials within 2 business days of the date of the hearing. All individuals who participate as witnesses must submit a written statement as directed by the Office of Student Experience. The number of witnesses permitted to attend any hearing is at the discretion of the hearing administrator.
4. The Complainant and the Responding Student may challenge the participation of any member of the Student Conduct Hearing Committee for good and substantial reasons, including a conflict of interest, and request the substitution of that member of the Hearing Committee. The challenge and request for substitution must be filed in writing with the hearing administrator no later than 2 business days before the scheduled commencement of the hearing. The committee member's continued participation is at the discretion of the hearing administrator. Challenges to the participation of the hearing administrator will be submitted to the Vice President of Student Services or designee no later than 2 business days before the scheduled commencement of the hearing. The hearing administrator's participation is at the discretion of the Vice President for Student Services or designee.
5. The Complainant and the Responding Student may appear in person and present evidence. The Complainant and the Responding student will not be compelled to attend the hearing or to make statements or testify at the hearing. If the Complainant or the Responding Student does not attend, the hearing body may proceed in his/her absence. The absence of the student will be noted in the record without prejudice.
6. The Complainant and the Responding Student may be assisted during the hearing by an advocate of his/her choosing. The advocate will not be permitted to participate directly in the hearing and will be available only to consult privately with the student regarding questions the student may have during the course of the hearing. Decisions regarding the extent of advocate/student consultation will be determined by the hearing administrator.
7. All proceedings are closed to the public. Persons in attendance shall be limited to members of the hearing body, Complainant, Responding Student, Complainant's advocate, Responding Student's advocate, witnesses and Title IX Coordinator where appropriate. All persons involved in a proceeding shall agree to hold information related to the student conduct case confidential.
8. It is within the discretion of the hearing administrator to determine whether witnesses may be present at the hearing when they are not testifying.
9. The Complainant and the Responding Student and their advocates may be present for the entire hearing.

10. In hearings proceeding pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Complainant is entitled to the same procedural rights afforded to the Responding Student.
11. Hearing Committees are required to determine whether the Responding Student is Responsible or Not Responsible for each alleged violation. The decision of the Hearing Committee shall be made only on the basis of statements and other evidence relevant to the case. The standard of review used to reach a decision is preponderance of evidence, or "more likely than not." Decisions of the Hearing Committee will be determined by simple majority. If the Hearing Committee determines that a Responding Student is responsible for a violation of University policy, the Responding Student's past offenses or other relevant information may be considered for purposes of determining sanctions.
12. The Responding Student and Complainant are each entitled to written notice of the results of the Student Conduct Hearing sent via NLU email no later than 7 calendar days after the hearing date.
13. An audio recording of the Student Conduct Hearing shall be made by the hearing administrator and filed in the Office of Student Experience. The Complainant and the Responding Student may request access to the audio recording.

#### ***Format of Student Conduct Hearing***

Procedural aspects of the hearing are at the discretion of the hearing body, inclusive of the Student Rights and Procedural Considerations above and the hearing elements listed in (a)-(h).

- a. The charges stated and the case presented by the hearing administrator.
- b. A statement made by the Complainant.
- c. A statement made by the Responding Student.
- d. A statement made by the witnesses, if appropriate.
- e. Questions are asked by members of the Student Conduct Hearing Committee. If the Complainant or Responding Student has questions during the proceeding, the questions will be submitted in writing to the hearing administrator. The hearing administrator has the discretion to determine whether proposed questions are relevant to the proceedings and consistent with University policy. Only the hearing administrator will read questions submitted by the Complainant or Responding

Student.

- f. Any final statements made by the Complainant.
- g. Any final statements made by the Responding Student.
- h. Closing statements made by the hearing administrator notifying hearing body of deliberation instructions and notifying involved parties of decision timeline.
- i. In hearings conducted pursuant to the Comprehensive Sexual Misconduct and Relationship Violence policy, the Complainant has the right not to provide opening or closing statements, or testify in the presence of the Responding Student. When the Complainant asserts this right, the University will provide a procedure in which the Complainant is allowed to speak to the Hearing Committee outside the presence of the Responding Student. The procedure will allow the Responding Student to hear the Complainant's statement or testimony without being physically present in the hearing room.

#### ***Sanctions***

The following sanctions may be imposed upon students found Responsible for 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 student conduct record in future student conduct 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 separation from the University.
6. Dismissal: a permanent separation from the University.
7. Other: at the discretion of the hearing body, or a senior administrator of the University.

Note: Sanction #5-6 shall be imposed only by the President.

***Right of Appeal***

The Complainant or the Responding Student have the right to appeal when they allege a procedural error occurred, new information exists that would substantially change the outcome of the finding or the sanction is disproportionate to the violation. The appeal must be submitted in writing no later than 10 days after notification of the decision. This appeal must be made to the Vice President of Student Services or designee, 122 S. Michigan Ave., Chicago, IL 60603. The Vice President of Student Services or designee will review the appeal and the record. The Complainant and the Responding Student will be notified within 7 calendar days after a decision regarding the appeal has been made.

***Records of Student Conduct Matters***

All student conduct records are kept in the Office of Student Experience. This information is not recorded on academic transcripts, nor released to any persons outside the University except when authorized by the student involved or when under legal compulsion.

Records of student conduct actions are maintained for 7 years from the date the incident was reported.

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, the Responding Student may challenge the participation of the official or University office for good and substantial reasons.

The challenged member's continuation is at the discretion of the Vice President of Student Services. Alternate representatives may include the Office of Student Experience, the University Ombudsman, Provost's Office, 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.

***Conflicts of Interest***

With the exception of the process for challenging members of the Hearing Committee described previously in this section, 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, the Complainant or the Responding Student may challenge the participation of the official or University office for good and substantial reasons. The challenged member's continuation is at the discretion of the Vice President of Student Services.

Alternate representatives may include the Office of Student Experience, the Title IX Coordinator, the University Ombudsman, the Provost's Office or the 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.

A conflict of interest exists when an individual's knowledge of the matter or personal or professional relationships with the Complainant, respondent, or witnesses would preclude the individual from being able to investigate or adjudicate the case fairly and impartially.

Challenges to the participation of the Title IX Coordinator in matters related to the Comprehensive Sexual Misconduct and Relationship Violence policy are subject to the provisions of that policy.

## DEGREES OFFERED

### Baccalaureate Degrees

Applied Behavioral Sciences, B.A. (p. 93)  
 Applied Communications, B.A. (p. 95)  
 Business Administration, B.A. (p. 96)  
 Criminal Justice, B.A. (p. 101)  
 Early Childhood Education, B.A. (p. 129)  
 Early Childhood Practice, B.A. (p. 131)  
 Elementary Education, B.A. (p. 133)  
 Health Care Leadership, B.S. (p. 102)  
 Human Services, B.A. (p. 103)  
 Human Services/Psychology, B.A. (p. 105)  
 Management, B.S. (p. 106)  
 Management Information Systems, B.S. (p. 108)  
 Psychology, B.A. (p. 109)  
 Social Science, B.A. (p. 111)  
 Special Education, B.A. (p. 135)

### Master's Degrees

Administration and Supervision, M.Ed. (p. 140)  
 Business Administration, M.B.A. (p. 119)  
 Counseling, M.S. (p. 115)  
 Curriculum and Instruction, M.Ed. (p. 147)  
 Early Childhood Administration, M.Ed. (p. 147)  
 Early Childhood Education, M.A.T. (p. 148)  
 Elementary Education, M.A.T. (p. 151)  
 General Special Education, M.Ed. (p. 154)  
 Health Services Administration, M.H.A. (p. 117)  
 Human Resource Management and Development, M.S. (p. 118)  
 Industrial and Organizational Psychology, M.S. (p. 119)  
 Language and Literacy Education, M.Ed. (p. 155)  
 Learning Technologies, M.Ed. (p. 156)  
 Mathematics Education, M.Ed. (p. 157)  
 Middle Grades Education, M.A.T. (p. 158)

Psychology, M.A. (p. 121)  
 Public Policy and Administration, M.A. (p. 122)  
 Reading, M.Ed. (p. 160)  
 Secondary Education, M.A.T. (p. 163)  
 Special Education, M.A.T. (p. 164)  
 Special Education, M.Ed. (p. 168)  
 Specialized Endorsements, M.Ed. (p. 169)  
 Teaching, Learning, and Assessment, M.Ed. (p. 170)  
 Urban Teaching, M.Ed. (p. 174)  
 Written Communication, M.S. (p. 123)

### Educational Specialist Degrees

Administration and Supervision, Ed.S. (p. 140)  
 Reading and Language, Ed.S. (p. 162)  
 School Psychology, Ed.S. (p. 162)

### Doctoral Degrees

Community Psychology, Ph.D. (p. 114)  
 Educational Leadership, Ed.D. (p. 177)  
 Educational Psychology/Human Learning and Development, Ed.D. (p. 178)  
 School Psychology, Ed.D. (p. 179)  
 Teaching and Learning, Ed.D. (p. 180)



## CERTIFICATES

### Post-Baccalaureate Certificates

General Psychology, Post-Baccalaureate Certificate  
(p. 117)

Health Psychology, Post-Baccalaureate Certificate (p.  
117)

Human Development Psychology, Post-Baccalaureate  
Certificate (p. 118)

Organizational Psychology, Post-Baccalaureate  
Certificate (p. 121)

Psychological Assessment, Post-Baccalaureate  
Certificate (p. 121)

## NON-DEGREE ENDORSEMENT OFFERINGS

Bilingual Education Endorsement (p. 184)

Director of Special Education Endorsement (p. 185)

Early Childhood Education Subsequent Teaching  
Endorsement (p. 186)

Early Childhood Special Education Endorsement (p.  
186)

Elementary Education Subsequent Teaching  
Endorsement (p. 187)

English as a Second Language Endorsement (p. 187)

Learning Behavior Specialist I (LBS I) Endorsement  
(p. 188)

Learning Behavior Specialist II (LBS II) Endorsement  
(p. 188)

Reading Teacher Endorsement (p. 189)

School Counseling Endorsement (p. 189)

Secondary Education Subsequent Teaching  
Endorsement (p. 190)

Special Education Subsequent Teaching  
Endorsement (p. 193)

Superintendent Credential (p. 193)

Teacher Leader Endorsement (p. 194)

# GENERAL EDUCATION CORE

## General Education Philosophy

Consistent with the University mission, the general education core provides the foundation to develop the breadth of knowledge, intellectual understandings and skills that NLU graduates will demonstrate. A coherent general education core is fundamental to further, in-depth study and serves as a catalyst for lifelong learning. The core enables students to acquire critical inquiry skills and to recognize the interrelationships of areas of study. Analytical skills, information technology literacy, and ethics, values and respect for human diversity are infused throughout the core.

## Integrated Competencies

The following skills, knowledge and abilities are integrated throughout the student's academic experience in the university:

### Information and Technology Literacy

Students will learn to access information efficiently and effectively; evaluate it critically and competently; and use it accurately and creatively. They will be able to identify technological applications and devices appropriate to tasks and will acquire skills necessary to use them effectively.

### Analytical Skills

Students will learn to evaluate ideas and outcomes, solve problems, and make informed decisions based upon consideration of evidence, reason, and implications.

### Ethics, Values and Respect for Human Diversity

Students will gain an understanding of the personal and social importance of ethical values and social reasoning. They will develop recognition of and respect for the diversity of social organizations and cultures throughout an ever-changing and evolving world.

### Fields of Knowledge

#### 1. Communications

Students will learn to acquire and exchange information accurately from a variety of sources. Using appropriate methodologies, they will develop the ability to speak, read, write and listen with understanding and critical discernment.

**Appropriate coursework or experiences:**  
Oral and written communications

#### 2. Humanities

Students will examine the human condition through the study of a variety of fields and disciplines, including language, literature, history, philosophy, religion and ethics.

**Appropriate coursework or experiences:**  
History (U.S. and Western; intellectual history), literature, philosophy, religion, foreign language, linguistics

#### 3. Fine Arts

Students will be exposed to, experience, participate in and create artistic expression in a variety of forms and contexts.

**Appropriate coursework or experiences:**  
Art, music, theatre

#### 4. Quantitative Reasoning

Students will understand quantitative concepts and perform basic operations at the college level. They will understand the possible multiple interpretations of data and will be able to respond critically and appropriately to concepts, arguments and conclusions based on numbers and statistics in both abstract and concrete contexts.

**Appropriate coursework or experiences:**  
Mathematics/statistics, research methods

#### 5. Physical and Life Sciences

Students will learn and apply appropriate scientific methods in order to identify, understand, compare, apply and evaluate natural and physical phenomena.

**Appropriate coursework or experiences:**  
Chemistry, physics, astronomy, geology, biology, microbiology, genetics, ecology and conservation, zoology

#### 6. Social Sciences

Students will understand the organization of social institutions and the emergence and structure of society through the application of appropriate concepts, as well as theoretical and methodological frameworks.

**Appropriate coursework or experiences:**  
Anthropology, economics, geography, cultural and ethnic history, political science, sociology

## 7. **Behavioral Science**

Students will understand concepts and theories that seek to explain human behavior, mental processes and development throughout the life span, and the application of behavioral science principles in a variety of settings.

### **Appropriate coursework or experiences:**

Psychology and related behavioral science areas

The above competencies will be documented by students and assessed by the University on the basis of the knowledge, skills and abilities acquired prior to admission to NLU, during coursework at NLU and as part of field experiences.

NLU requires all students to have a minimum of 60 quarter hours of coursework (or the equivalent) in general education credit, including at least one course (four quarter hours or more) in each of the seven field-of-knowledge areas above. Many degree programs have additional general education requirements beyond the 60 quarter hour minimum. Please refer to the individual program descriptions.

Students who have completed an Illinois Articulation Initiative (IAI) general education core at another Illinois college or university may transfer this core to meet NLU's general education core requirements. Departments or programs may require additional courses.

Students who are interested in transferring NLU's general education core to another IAI college or university must work closely with their advisor to ensure that they choose the appropriate course distribution and levels of courses to meet IAI requirements.

## COLLEGE OF PROFESSIONAL STUDIES AND ADVANCEMENT

### Mission Statement

The College of Professional Studies and Advancement (CPSA) provides current and aspiring professionals with the innovative and relevant education, hands-on experience, and personalized guidance necessary to advance their careers and to improve their own lives and the lives of others.

### IACBE Accreditation

National Louis University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs in the following degrees are accredited by the IACBE:

Bachelor of Science in Health Care Leadership (p. 102)

Bachelor of Science in Management (p. 106)

Bachelor of Science in Management Information Systems (p. 108)

Master of Business Administration (p. 120)

Master of Health Administration in Health Services Administration (p. 117)

Master of Science in Human Resource Management and Development (p. 118)

### College of Professional Studies and Advancement Undergraduate

#### University General Education Requirements

All undergraduate students must complete the General Education Core Requirements (p. 91).

#### Admission Requirements

Requirements for admission to the College of Professional Studies and Advancement are the same as those for admission to National Louis University (p. 13). Specific programs, however, may have additional admission requirements.

#### Transfer Credit Policy

The CPSA degree-completion programs require that certain courses be taken at NLU. These courses are

designed specifically for CPSA's adult learners and do not duplicate transfer courses that may have similar titles but were designed for traditional undergraduate students.

#### Academic Standards

Students enrolled in the CPSA undergraduate programs will be monitored continuously to ensure compliance with program academic standards, as outlined in the Policies section (p. 26) of this catalog.

### Applied Behavioral Sciences, B.A.

The Applied Behavioral Sciences program is designed for working adults who wish to complete undergraduate degrees for professional advancement or personal accomplishment. As a degree-completion program, it is intended for adults with significant life experience who have completed previous college coursework.

Students will learn about effective communication, group dynamics and human behavior for nonprofit, governmental, corporate and educational settings where employers need to maximize their human capital and serve clients.

#### Program Details:

- Requires 180 QH, including 60 QH of General Education (p. 91), for completion
- Requires a minimum of 90 QH of previous college credit to be admitted
- Up to 60 QH of technical credit may be transferred
- Credit by examination, portfolio and proficiency are accepted for general education and elective credit
- The program core must be taken at NLU with a grade of "C" or better
- Students may complete a minor or concentration, listed below

#### Minors:

- Criminal Justice (p. 211)
- English (p. 212)
- Mathematics (p. 212)
- Psychology (p. 212)
- Psychology/Human Development (p. 213)

- Science (p. 214)
- Sociology and Anthropology (p. 215)

### Concentrations:

- Aging Studies (p. 243)
- Urban and Policy Studies (p. 245)
- International Management (p. 244)
- Leadership (p. 244)
- Entrepreneurship (p. 244)

### Required Courses

#### Communications

One written communications course and one oral communications course

LAE 101	English Composition I	5
LAE 202	Effective Speaking	5

#### Humanities

LAH 120	Logic and Effective Thinking	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in humanities.

#### Fine Arts

LAA 101	Art Appreciation I	2
LAA 102	Art Appreciation II	3

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in fine arts.

#### Quantitative Reasoning

LAM 106	Basic Statistics	5
	or	
LAM 110	College Mathematics: Application of Mathematical Ideas	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any college level mathematics, statistics, or quantitative research methods course.

#### Physical and Life Sciences

LAN 110	General Biology	5
	or	
LAN 150	Survey of Physical Science	5
	or	
LAN 225	Human Impact on the Environment	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in physical and life sciences.

#### Social Sciences

LAS 118	Introduction to Politics and U.S. Government	5
	or	
LAS 203	Survey of U.S. History	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in social sciences.

#### Behavioral Science

LAP 100	General Psychology	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in behavioral sciences.

#### Additional General Education

Choose additional coursework in any general education area or other courses consistent with the integrated general education competencies of information and technology literacy, analytical skills, and ethics, values, and respect for human diversity (including Student Success courses) to bring total general education courses to 60 quarter hours.

#### Program Core - 58 QH

ABS 400	Methods of Inquiry in the Behavioral Sciences	5
ABS 401	Independent Inquiry in the Behavioral Sciences	2
ABS 305	Philosophy of Values and Ethics	5
ABS 300	Adult Development and Learning Assessment	5
ABS 340	Effective Interpersonal Relationships	5
ABS 309	Critical Thinking & Writing	2
ABS 331	Dynamics of Group Behavior	5
ABS 406	Leadership in a Changing World	5
ABS 407	Applied Communication in Society	5
ABS 426	Critical Perspectives of Difference	5
ABS 430	Economic Models of Behavior	5
ABS 431	Organizational Behaviors and Professional Development	5
ABS 435	Senior Seminar: Integrating the Applied Behavioral Sciences	2
LIBR 300	Library Research for the Social Sciences	2

#### Electives - 62 QH

Choose additional courses to total 180 QH. These hours may be used to complete the major, minors and concentrations listed above.

**For more information about this program, visit**

<http://www.nl.edu/academics/socialbehavioralsciences/bachelors/baappliedbehavioralsciences/>

## Applied Communications, B.A.

NLU's Bachelor of Arts in Applied Communications degree is designed to prepare graduates to work in the field of communications or to communicate better in any professional field. Offered in a convenient online format, enriched with a series of face-to-face workshops, the program is appropriate for traditional-aged learners and working-adults alike.

### Program Details:

- Requires 180 QH, including 60 QH of General Education, for completion
- Requires a minimum grade of "C" in all major courses
- Credit by examination, portfolio and proficiency are accepted for general education and elective credit
- Requires ECT – English Competency Test **OR** completing LAE 101 and LAE 102 at NLU with a grade of "C" or better
- Students may complete a minor or concentration, listed below

### Minors:

- Criminal Justice (p. 211)
- Psychology (p. 212)
- Psychology/Human Development (p. 213)
- Sociology and Anthropology (p. 217)

### Concentration:

- Entrepreneurship (p. 244)

## Required Courses

### Student Success Seminar

GEN 103	Student Success Seminar	5
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Note: GEN 103 may be waived, upon student request, for students who (1) enter NLU with an associate's degree or 90 or more quarter credit hours of transfer credit; and (2) have maintained a cumulative GPA of

3.000 or above in their previous undergraduate studies. Students will be required to complete or transfer in additional coursework in general education to meet the 60-quarter credit hour requirement.

### Communications

LAE 101	English Composition I	5
LAE 102	English Composition II	5
LAE 202	Effective Speaking	5

### Humanities

LAH 120	Logic and Effective Thinking	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in humanities.

### Fine Arts

LAA 101	Art Appreciation I	2
LAA 102	Art Appreciation II	3

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in fine arts.

### Quantitative Reasoning

LAM 106	Basic Statistics	5
LAM 110	College Mathematics: Application of Mathematical Ideas	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any college-level mathematics course instead of LAM 110. LAM 106 must be completed at NLU or an equivalent course may be transferred.

### Physical and Life Sciences

LAN 110	General Biology	5
	or	
LAN 150	Survey of Physical Science	5
	or	
LAN 225	Human Impact on the Environment	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in physical and life sciences.

### Social Sciences

LAS 118	Introduction to Politics and U.S. Government	5
LAS 203	Survey of U.S. History	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in social sciences.

#### Behavioral Science

LAP 100	General Psychology	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in behavioral sciences.

#### Core Courses - 75 QH

COM 104	Connected World	5
COM 105	Writing in a Digital Age	5
COM 106	The Influence of Culture on Communication	5
COM 204	Multigenerational Workforce Communication	5
COM 205	Social Media Networking	5
COM 206	Professional Communication: Writing, Speaking and Creating for Success	5
COM 207	Contemporary Media Communications	5
COM 304	The Art of Persuasion	5
COM 305	Speak Up	5
COM 306	Organizational Communication and Conflict Management	5
COM 404	Legal and Ethical Communications	5
COM 405	Innovation from the Inside	5
COM 406	Public Relations for the 21st Century	5
COM 407	Modern Advertising	5
COM 485A	WS/Sell Me	1
COM 485B	WS/You Want it When	1
COM 485C	WS/Go Beyond	1
COM 485D	WS/Effective Delivery	1
COM 496	Senior Portfolio Capstone	1

#### Electives - 45 QH

Choose additional courses to total 180 QH. These hours may be used to complete the minors listed above.

**For more information about this program, visit** <http://www.nl.edu/academics/communication/bachelors/baappliedcommunications/>

#### Business Administration, B.A.

NLU has three different options for earning the Bachelor of Arts in Business Administration degree.

The Business Administration, B.A., degree completion program (p. 96) will be appropriate for most students.

The Business Administration, B.A., degree completion program with accounting concentration (p. 98) is also available.

The Business Administration, B.A., four-year program (p. 100) is not currently offered in the United States.

#### Business Administration, B.A. (Degree-Completion Program)

As a degree-completion program, the Business Administration, B.A., is intended for students who have completed previous college coursework and is especially appropriate for those who have completed an AAS degree in management or an equivalent degree. The curriculum focuses on developing managers who can lead, organize, innovate, negotiate and establish productive relationships with those they manage.

**In addition to the College of Professional Studies and Advancement Undergraduate Admission Requirements (p. 93), students must fulfill the following requirements to start this program:**

- Have a minimum of 135 quarter hours or 90 semester hours of transferable credit
- Have a cumulative grade point average of 2.0 or better on a 4.0 scale on all previous coursework
- Note: Applicants may initiate a request for permission to start the program with fewer than the 135-quarter hour minimum transferable credit standard and/or the program prerequisites. If the applicant's request for permission to start and the admissions file indicate a strong potential for success in the program, the academic program director may grant permission for the student to start. Any degree requirements that the student is missing, however, must still be met in order for a degree to be awarded.

#### Program Details:

- Requires 180 QH, including 60 QH of General Education (p. 91), for completion
- Credit by examination, proficiency and portfolio are accepted for general education and elective credit
- The Business Administration Core must be taken at NLU



- Students may complete a minor or concentration, listed below

### Minor:

- Criminal Justice (p. 211)

### Concentrations:

- Urban and Policy Studies (p. 245)
- Entrepreneurship (p. 244)

## Required Courses

### Student Success Seminar

GEN 103	Student Success Seminar	5
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Note: GEN 103 may be waived, upon student request, for students who (1) enter NLU with an associate's degree or 90 or more quarter credit hours of transfer credit; and (2) have maintained a cumulative GPA of 3.000 or above in their previous undergraduate studies. Students will be required to complete or transfer in additional coursework in general education to meet the 60-quarter credit hour requirement.

### Communications

LAE 101	English Composition I	5
LAE 102	English Composition II	5
LAE 202	Effective Speaking	5

### Humanities

LAH 120	Logic and Effective Thinking	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in humanities.

### Fine Arts

LAA 101	Art Appreciation I	2
LAA 102	Art Appreciation II	3

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in fine arts.

### Quantitative Reasoning

LAM 106	Basic Statistics	5
LAM 110	College Mathematics: Application of Mathematical Ideas	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any college-level mathematics course instead of LAM 110. LAM 106 must be completed at NLU or an equivalent course may be transferred.

### Physical and Life Sciences

LAN 110	General Biology	5
	or	
LAN 150	Survey of Physical Science	5
	or	
LAN 225	Human Impact on the Environment	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in physical and life sciences.

### Social Sciences

LAS 118	Introduction to Politics and U.S. Government	5
LAS 203	Survey of U.S. History	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any two general education courses in social sciences.

### Behavioral Science

LAP 100	General Psychology	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in behavioral sciences.

### Business Support Requirements - 36 QH

MGT 101	Introduction to Business	4
MGT 150	Introduction to Computer Applications	4
MGT 120	Accounting Principles I	4
MGT 121	Accounting Principles II	4
MGT 122	Accounting Principles III	4
MGT 204	Business Law I	4
MGT 302	Principles of Management and Supervision	4
MGT 300	Principles of Marketing	4
MGT 301	Principles of Finance	4

### Computer Elective - 4 QH

Choose one Computer Elective (p. 250) course

### Business Electives - 12 QH

Choose three Business Elective (p. 250) courses

### Business Administration Core - 49 QH

MGT 407	Advanced Business Writing	4
MGT 408	Contemporary Issues in International Management	4
		TO 5
MGT 409	Issues in Consumer Behavior	4

MGT 414	Business Research Methods Communication	4
MGT 418	Concepts and Applications in Financial Management	4
MGT 428	Ethical Issues in Business and Management	4
MGT 434	Accounting and Budgeting for Managers	4
MGT 438	Information Management Systems	4
MGT 451	Quantitative Methods for Managers	5
MGT 400	Business Strategy	4
MGT 481	Advanced Concepts in Operations Management	4
MGT 454	Project Management	4

Note: MGT 408 must be taken for 4 quarter hours.

Electives - 19 QH

Choose elective courses to meet the minimum degree requirement of 180 QH

**For more information about this program, visit** <http://www.nlu.edu/academics/businessbachelors/babusinessadministration/>

### Business Administration, B.A., with Accounting Concentration (Degree-Completion Program)

As a degree-completion program, the Business Administration, B.A., with Accounting Concentration is intended for students who have completed previous college coursework and is especially appropriate for those who have completed an AAS degree in management or an equivalent degree.

This program will provide students with the coursework and minimum hour required for the Illinois CPA Exam. Students interested in sitting for the Illinois CPA exam should work with their advisor to determine any additional requirements by the State of Illinois.

**In addition to the College of Professional Studies and Advancement Undergraduate Admission Requirements (p. 93), students must fulfill the following requirements to start this program:**

- Have a minimum of 135 quarter hours or 90 semester hours of transferable credit
- Have a cumulative grade point average of 2.0 or better on a 4.0 scale on all previous coursework

- Note: Applicants may initiate a request for permission to start the program with fewer than the 135-quarter hour minimum transferable credit standard and/or the program prerequisites. If the applicant's request for permission to start and the admissions file indicate a strong potential for success in the program, the academic program director may grant permission for the student to start. Any degree requirements that the student is missing, however must still be met in order for a degree to be awarded.

#### Program Details:

- Requires 225 QH, including 60 QH of General Education (p. 91), for completion
- Credit by examination, proficiency and portfolio are accepted for general education and elective credit
- The Business Administration Core must be taken at NLU
- Students may complete a minor in Criminal Justice (p. 211) or concentration in Public Policy (p. 245)

#### Required Courses

##### Student Success Seminar

GEN 103	Student Success Seminar	5
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Note: GEN 103 may be waived, upon student request, for students who (1) enter NLU with an associate's degree or 90 or more quarter credit hours of transfer credit; and (2) have maintained a cumulative GPA of 3.000 or above in their previous undergraduate studies. Students will be required to complete or transfer in additional coursework in general education to meet the 60-quarter credit hour requirement.

##### Communications

LAE 101	English Composition I	5
LAE 102	English Composition II	5
LAE 202	Effective Speaking	5

##### Humanities

LAH 120	Logic and Effective Thinking	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in humanities.

##### Fine Arts

LAA 101	Art Appreciation I	2
LAA 102	Art Appreciation II	3

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in fine arts.

#### Quantitative Reasoning

LAM 106	Basic Statistics	5
LAM 110	College Mathematics: Application of Mathematical Ideas	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any college-level mathematics course instead of LAM 110. LAM 106 must be completed at NLU or an equivalent course may be transferred.

#### Physical and Life Sciences

LAN 110	General Biology	5
	or	
LAN 150	Survey of Physical Science	5
	or	
LAN 225	Human Impact on the Environment	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in physical and life sciences.

#### Social Sciences

LAS 118	Introduction to Politics and U.S. Government	5
LAS 203	Survey of U.S. History	5

Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any two general education courses in social sciences.

#### Behavioral Science

LAP 100	General Psychology	5
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Note: Students transferring credit from other institutions or applying coursework previously completed at NLU may use any general education course in behavioral sciences.

#### Business Support Requirements - 36 QH

MGT 101	Introduction to Business	4
MGT 150	Introduction to Computer Applications	4
MGT 120	Accounting Principles I	4
MGT 121	Accounting Principles II	4
MGT 122	Accounting Principles III	4
MGT 204	Business Law I	4

MGT 302	Principles of Management and Supervision	4
MGT 300	Principles of Marketing	4
MGT 301	Principles of Finance	4

#### Computer Elective - 4 QH

Choose one Computer Elective (p. 250) course

#### Business Electives - 12 QH

Choose three Business Elective (p. 250) courses

#### Business Administration Core - 49 QH

MGT 407	Advanced Business Writing	4
MGT 408	Contemporary Issues in International Management	4
		TO 5
MGT 409	Issues in Consumer Behavior	4
MGT 414	Business Research Methods Communication	4
MGT 418	Concepts and Applications in Financial Management	4
MGT 428	Ethical Issues in Business and Management	4
MGT 434	Accounting and Budgeting for Managers	4
MGT 438	Information Management Systems	4
MGT 451	Quantitative Methods for Managers	5
MGT 400	Business Strategy	4
MGT 481	Advanced Concepts in Operations Management	4
MGT 454	Project Management	4

Note: MGT 408 must be taken for 4 quarter hours.

#### Accounting Concentration - 54 QH

MGT 420	Advanced Accounting	4
MGT 432	Advanced Business Law	4
MGT 370	International Accounting	4
MGT 427	Advanced Cost Accounting	4
MGT 412	Organizational Behavior	4
MGT 454	Project Management	4
MGT 405	Accounting Information Systems	4
MGT 404	Diversity in the Workplace	4
		TO 5
MGT 371	International Finance	4
MGT 495	Special Topic	1
		TO 6

Notes: MGT 495 Special Topics can be taken in other areas of Accounting as needed to bring the total

number of credits in Accounting to 54 QH. MGT 404 must be taken for 4 quarter hours.

Electives - 10 QH

Choose elective courses to meet the minimum degree requirement of 225 QH

## Business Administration, B.A. (four-year program)

The Business Administration four-year program offers NLU students the opportunity to develop a broad range of business skills built upon a solid liberal arts foundation. Business courses provide studies in accounting, finance, computer information systems, business law, and management, equipping students for a wide variety of career options and preparing students for graduate study.

### Program Details:

- Requires 180 QH, including 60 QH of General Education (p. 91), for completion
- Credit by examination, proficiency and portfolio are accepted for general education and elective credit
- Three upper-level business administration courses, in addition to the Business Strategy course, must be completed at NLU
- Students may complete a concentration
- This program is not currently offered in the U.S.

### Required Courses

#### Communications

LAE 101	English Composition I	5
LAE 102	English Composition II	5

#### Humanities

One Humanities course

#### Fine Arts

One Fine Arts course

#### Quantitative Reasoning

LAM 110	College Mathematics: Application of Mathematical Ideas	5
LAM 216	Statistical Methods	5

Note: A higher-level math course may be accepted in place of LAM 110.

#### Physical and Life Sciences

One Laboratory Science (p. 249) course

#### Social Sciences

The two required course below and one additional undergraduate Social Science (p. 248) course

LAS 250	Macroeconomics	5
LAS 255	Microeconomics	5

#### Behavioral Science

LAP 100	General Psychology	5
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#### Additional General Education Requirements

Finite Mathematics and one undergraduate Social Science (p. 248) course or one undergraduate Psychology (p. 247) course

LAM 214	Finite Mathematics	5
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#### Business Administration Requirements - 48 QH

MGT 101	Introduction to Business	4
MGT 106	Applications of Business Writing	4
MGT 204	Business Law I	4
MGT 205	Business Law II	4
MGT 270	Survey of International Business	4
MGT 300	Principles of Marketing	4
MGT 302	Principles of Management and Supervision	4
MGT 303	Business Research and Communications	4
MGT 304	Business Ethics	4
MGT 305	Operations Management	4
MGT 307	Consumer Behavior	4
MGT 400	Business Strategy	4

#### Business Support Requirements- 62 QH

MGT 120	Accounting Principles I	4
MGT 121	Accounting Principles II	4
MGT 122	Accounting Principles III	4
MGT 150	Introduction to Computer Applications	4
MGT 220	Managerial Accounting	4
MGT 243	Office Information Systems	4
MGT 301	Principles of Finance	4
MGT 319	Money and Banking	4

#### Computer Elective - 4 QH

Choose one Computer Elective (p. 250) course

#### Business Elective - 4 QH

Choose one Business Elective (p. 250) course

#### Electives - 22 QH

Choose elective courses to meet the minimum degree requirement of 180 QH