

# National-Louis University

## 2005/2006

122 S. Michigan Avenue  
Chicago, IL 60603

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Dear Student:

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

This publication is produced by the Office of Student Affairs, and is intended to answer questions you may have concerning the policies and procedures of National-Louis University.

In addition to this publication, we encourage you to read the university's graduate and undergraduate catalog. We also recommend you to check your NLU email. NLU provides every registered student with an email account. NLU offices have transitioned many essential communications and service processes from paper to email and ceasing to supply those communications and services on paper. Students (other than those with a relevant ADA-certified disability) utilize email for these communications and services or pay a fee each term for paper-based communications and services. Students should go to <http://my.nl.edu> to login to their personal accounts. If they need assistance with their username or password, they should select the 'click here' link under *How do I get a username and password?* or call the NLU help desk at ext. 4357 or 1-866-813-1177

If you have any questions about the information contained in the Student Guidebook, please do not hesitate to contact the Office of Student Affairs at (800) 443-5522, ext. 3568 or speak to a staff member at one of the locations listed on the following page.

Kathleen E. Simons, Ph.D.

Dean of Students



New NLU president  
Richard J. Pappas

**Chicago Campus**  
122 S. Michigan Avenue  
Chicago, IL 60603  
(312) 621-9650, x3568

**Milwaukee Campus**  
1110 N. Old World 3rd St., Ste. 300  
Milwaukee, WI 53203  
(414) 272 2658

**Beloit Campuses**  
501 Prospect Street  
Beloit, WI 53511  
(608) 364-3999

**Elgin Campus**  
620 Tollgate Road  
Elgin, IL 60123  
(847) 695-6070

**Florida Regional Campuses**  
4950 W. Kennedy Blvd., Ste. 300  
Tampa, FL 33609  
(800) 366-6581

**Evanston Campus**  
2840 Sheridan Road  
Evanston, IL 60201  
(847) 475-1100 or (847) 256-5150, x2050

**Northern Virginia/  
McLean, VA**  
8000 Westpark Dr., Ste. 125  
McLean, VA 22102  
(703) 749-3000

**Washington, D.C. Campuses**  
1325 G Street, NW, Ste. 740  
Washington, D.C. 20005  
(202) 783-1658

**Lisle Campus**  
850 Warrenville Road  
Lisle, IL 60532  
(866) NLU-Lisle

**Wheeling Campus**  
1000 Capitol Drive  
Wheeling, IL 60090  
(847) 465-0575, x2050

**Nowy Sacz, Poland Campus**  
Wyzsza Szkola Biznesu  
National-Louis University  
Ulica Zielona 27  
33-300 Nowy Sacz, Poland



Wheeling, Illinois campus at 1000 Capitol Drive.



Tampa, Florida campus at 4950 W. Kennedy Blvd.



Wyzsza Szkola Biznesu at the Nowy Sacz, Poland campus.

## **SUBJECT TO CHANGE NOTICE**

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

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

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# STUDENT RIGHTS AND RESPONSIBILITIES

## STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

- b. All University published and/or financed student publications should explicitly state on the editorial page that, "the opinions expressed are not necessarily those of the University or of the student body."
  - c. Editors shall be protected from arbitrary suspension and removal because of student, administrative or public disapproval, and editorial policy or content. Only for proper and stated causes shall editors be removed by the proper agency responsible for their appointment.
17. Students have the right to establish and maintain duly constituted governments, associations, and organizations to the extent approved by the University. A statement of purpose and/or a constitution shall be submitted for approval to the Office of Student Affairs to become officially recognized by the University.

## **ACCOMODATIONS FOR PERSONS WITH DISABILITIES**

The Office of Diversity, Access and Equality is the primary support system for students with disabilities taking classes. All accommodations are provided based upon assessment of individual need. Students desiring an accommodation that will enable them to fully participate in academic or campus activities should follow these procedures:

- Submit the appropriate documentation to the Office of Diversity, Access and Equity from a certified diagnostician.
- Meet with the Staff of Office of Diversity, Access and Equity
- Complete an accommodation sheet
- Submit the completed accommodation sheet to the appropriate department.

## **ACCESS TO HIGHER EDUCATION**

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

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

## **AFFIRMATIVE ACTION**

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

Any student with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Office of Diversity, Access and Equity. Students can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including expulsion.

## **COMPLIANCE WITH FEDERAL NON-DISCRIMINATION REGULATIONS**

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

- A. Equal Opportunity: National-Louis University supports the principles of equal opportunity for employment to all qualified persons without regard to Race, Gender, Religion, Color, National Origin or Age.
- B. Title IX: National-Louis University does not discriminate on the basis of Gender, in accord with Title IX of the 1972 Education Amendment s, 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 Office of Diversity, Access and Equality or to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C.
- C. Section 504 of the Rehabilitation Act: National-Louis University does not discriminate against Individuals with Disabilities in its Educational programs, Admissions Policies, Activities, or Employment Policies. Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of or be subjected to discrimination solely because of their disability, under any program or activity that receives federal

financial assistance. The American with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protection to individuals with disabilities and prohibits discrimination on the basis of disability in employment, places of public accommodations, state and local government services and telecommunications. Inquiries regarding compliance may be directed to the Office of Diversity, Access and Equality or to the Director of the Offices of Civil Rights, Department of Education, Washington, D.C.

- D. On-campus grievance procedures for alleged violations of the non-discrimination regulations are the same as those employed for challenging violations of the Family Educational Rights and Privacy Act of 1974.

## **FINANCIAL OBLIGATIONS**

Students are responsible for the payment of all fees as scheduled in the University catalogs and other official notices. Satisfactory arrangements must be made with the Student Accounts Office for the settlement of all accounts before a student may register, receive a diploma, obtain a transcript, or have enrollment or degrees confirmed. The cancellation of a student's enrollment may result if bills are past due and payment obligations have not been met.

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

## **IMMUNIZATION (STATE OF ILLINOIS)**

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

### **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.

In the Clara Belle Baker Demonstration School, the rights detailed and discussed in these policies and procedures belong to the parents of the students. In the undergraduate and graduate schools of the University, these rights belong to the student. However, the parents of a student who is financially dependent upon the parents (as defined in Section 152 of the Internal Revenue Code of 1954) may have access to the student's record without first obtaining the student's consent.

### **Release Policy**

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

The University has designated as directory information the following categories:

1. Student's name
2. Local address and telephone numbers (of currently enrolled students only)
3. Dates of enrollment

4. Area of academic concentration
5. Diploma or degree awarded
6. Honors or awards received
7. Announcement of public performances and ceremonies officially recognized by the University

No other personally identifiable information about a current or former student may be released to any person or agency outside the University except by the written, signed, and dated request of the student (or parent where appropriate) specifying the information to be released and to whom it is to be released. At the request of the student (or parent), a copy of the information to be released will be provided when he/she consents to the release. (The Privacy Act provides for a number of exceptions to this rule whereby information may be released to accrediting agencies, certain federal and state authorities, for reason of emergencies related to the health and safety of the student, etc., without notifying the student or parent. A list of such exceptions may be obtained upon request. Emergency release of information may be necessary on approval of an appropriate administrative officer. In addition, notification shall not be given if the student [or parent, where appropriate] has directly made the request for the release of information.) Within the University, certain information within a student's record may be necessary for an individual or an office for whom it was not originally collected. Such information may be made available to University officials, including instructors, having legitimate educational interests.

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

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

### **Maintenance of Records**

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

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

This information is kept in a variety of offices as indicated below:

- Registration and Records
- Alumni Relations Office
- Office of Career Services
- Financial Aid Office
- Graduate Schools
- Office of Residence Life
- Office of Student Affairs
- Student Account Office
- Student Teaching Office
- University Health Services

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 Registration and Records maintains student files until graduation. Transcripts are maintained permanently. The Office of Registration and Records keeps for five years general academic files of students who withdraw from the University before graduation and permanently maintains transcripts of all academic records earned at the University.
2. The Alumni Relations Office maintains directory information on all graduates.
3. The Financial Aid Office maintains complete files until a federal audit has been made.
4. The graduate schools maintain student files until graduation.
5. The Office of Residence Life maintains records for five years from the time of residency.
6. The Student Accounts Office retains quarterly financial summaries of student fee payments and individual student files concerning Perkins Loans necessary to meet statutory requirements.
7. The Student Teaching Office permanently retains information files related to professional study: evaluation, notation, etc.
8. The University Health and Wellness Services maintains required immunization records and retains all other medical records for five years after a student terminates enrollment.

### **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 days after the date of the initial request. The file must be examined within the office and in the presence of the administrator in charge of the office.

## **Procedure for Challenging the Record and Informal Proceedings**

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

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

### **Formal Hearing**

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

Under such circumstances, the objections shall be heard by a group of three representatives of the University, to be appointed by the President or by a designated substitute—none of the representatives to be directly involved with the information under objection. The hearing shall be conducted by one of the representatives appointed to chair the hearing. The student may bring to the hearing another person who may advise but who may not represent him/her. The chairperson shall present the information being questioned and shall give the student (or parent) requesting the hearing a full and fair opportunity to state the objections being made. The student shall, at this time, present any evidence to substantiate his/her objections. The chair shall then request the individual responsible for the information about which the objection has been made to state the rationale for the existing information and defend its validity. The chair shall then give the members of the hearing committee the opportunity to question both parties. The chair shall then invite concluding statements from each party. The objector shall be notified in writing as soon as possible of the committee's decision.

### **Record of Hearing**

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

### **Additional Notes**

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

For any questions concerning the legal interpretation of the act, the student or parent should consult an attorney.

That information designated by National-Louis University as directory information will be individually released without prior consent unless the student (or parent) requests in writing within the first two weeks of enrollment to withhold release. Any such request to withhold release of directory information will apply to all directory information, with one exception. A request may be made to withhold release of address and telephone number only.

Undergraduate and graduate University students should send such a request to the Registrar's Office. Parents of students enrolled in the Clara Belle Baker Demonstration School should send such a request to the director of the school.

# RESOURCES AND SERVICES

## QUICK REFERENCE

Any extension can be reached from any Chicago area campus phone number or University toll-free number.

Chicago: (312) 621-9650

Lisle: (630) 874-4000

Elgin: (847) 695-6070

Wheeling: (847) 465-0575

Evanston: (847) 475-1100

*Toll-Free Numbers:*

(800) 443-5522 • (800) 366-3623 • (888) NLU-Today (658-8632 (866) NLU-LISLE

**If you have questions about:**

**Call:**

Admissions process or How to enroll	All programs – ext. 5151
Earning credit by exam (DANTES, CLEP), Credit by Portfolio or Credit by Proficiency	DANTES – ext. 4316 Prior Learning Assessment - ext. 4318
Registering for classes, adding or dropping classes	Student Services Center: ext. 2262, 3096, 4750, 5778
Transcripts	Registrar’s Office, ext. 5718
Financial Aid options	Student Finance, ext. 2231, 5350, 3628
Tuition payment options or student billing questions	Student Finance, ext. 3202, 2286, 5350
Services for students with special needs	Office of Diversity, Access and Equity - ext. 3367 Center for Academic Development Evanston ext. 2356 Chicago ext. 3374 Lisle ext. 4554 Wheeling ext. 5509
Academic Support, Tutoring •Writing •Math •Content Area Learning Assistance, Skills Assessment Workshops	Center for Academic Development Evanston ext. 2356 Chicago ext. 3374 Lisle ext. 4554 Wheeling ext. 5509 Elgin ext. 5509
Library Services	Evanston ext. 2288 Chicago ext. 3376 Lisle ext. 4530 Elgin ext. 8046
Credential Files	Ext. 4534
NCE Center for Professional Development	Ext. 5247
Books for Chicago on-campus students <b>only</b> Books for all other students	Chicago ext. 3269 Instructional Services, ext. 4484, 4479, 4269, 4394
Work Study Jobs	Work Study Office, ext. 5228

Living in the Residence Hall (Evanston Campus)	Baker Residence Hall, ext.
Food Service	Evanston Campus, ext. 2444
Career-exploration, job search skills, part-time and full-time career/job opportunities, credential files	Career Services Development, ext. 4534
Student Organizations	Student Affairs, ext. 2050, 3015, 3568
Student ID Cards	Ext. 2273, 3205, 4512, 5804
Counseling or Referral Services	Student Affairs, ext. 2050,3568, 4534 2443
University Student Ombudsman	312-261-3461 or 1-877-HELPNLU (435-7658)
Health Services – immunizations	University Health & Wellness Center ext. 2258
Public Safety	Evanston, ext. 2222 Elgin, ext. 8011 Chicago, ext. 3333, 9650 Lisle, ext. 4444 Wheeling, ext. 5555
Commencement dates, deadlines, procedures	Commencement Office, ext. 3728
ITEP	Chicago, ext. 3919
Provost Office	3683, 3798, 3227
College of Arts and Sciences Issues re: ABS, HCL, FOCUS programs (for enrolled students)	ABS: 2304, HCL: 4332, FOCUS: 4314
College of Arts and Sciences General information	Ext. 2304, 3378, 4332, 5538
National College of Education (these numbers are for enrolled students) Issues re: On campus programs Issues re: Cluster programs	Ext. 5363 Ext. 5027
College of Management & Business (these numbers are for enrolled students) Issues re: On campus programs Issues re: Field programs	Ext. 3608, 4417 Ext. 4417



Bachelor of Science in Management class on the Chicago campus

## CAMPUS DIRECTORY

This phone directory lists extensions for the Chicago, Evanston, Lisle and Wheeling Campuses. These extensions can be accessed after dialing any of the Chicago-area campus' main numbers or the University's toll-free numbers.

Chicago:	(312) 621-9650	Lisle:	(630) 668-3838
Elgin:	(847) 695-6070	Wheeling:	(847) 465-0575
Evanston:	(847) 475-1100		

### Toll-Free Numbers:

(800) 443-5522 • (800) 366-3623 • (888) NLU-Today (658-8632)

*Please note: The extensions listed in this directory were accurate at the time of printing, but are subject to change. If you have any difficulty accessing a particular department, please call one of the operators at the following extensions:*

*Chicago operator: ext. 3000      Evanston operator: ext. 2000*

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## EMERGENCY ASSISTANCE

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

## EMERGENCY CLOSINGS – CHICAGO AREA

For information on emergency closings for non-Illinois sites, please call your local campus.

To find out if National-Louis University's Chicago-area campuses are closed due to bad weather or other emergency situations, follow the directions below:

**Internet:** Go to <http://www.emergencyclosings.com>

Type in the following phone number: (847) 256-5150 (you must type it in without spaces or hyphens – 8472565150) and hit *enter*.

This should bring you to a page that says, "National-Louis University – Chicago Campus." The information applies to all campuses, not just the Chicago Campus.

Click on the "click for status" button. You will then be able to see the open/close status for our Chicago-area campuses. If the text reads, "no status reported" that means that the university is open.

### Phone:

You can call for open/close status (at the time of this printing, the service cost is 95¢ per minute).

Dial: 1-900-407-SNOW

When prompted, type in the NLU number: (847) 256-5150.

### Listen:

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

### Radio:

WGN-AM 720

WBBM-AM 780

WLS-AM 890

KICKS Country FM 94.7

WBBM-FM "B-96" 96.3

### TV:

NBC - Channel 5

WGN – Channel 9

WFLD-TV "Fox 32" – Channel 32

CLTV News (Chicagoland Television – cable station)

**Northern Virginia/Washington, DC campus:** Please call 703/749-3000

**Milwaukee Phone:** Please call 414/272-2658

**Beloit Phone:** Please call 608/364-3999 or 815/962-6644

**Atlanta Phone:** Please call 770/577-9064 or 678/641-0979

## MEDICAL AND PERSONAL EMERGENCIES

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



Washington, D.C. campus at  
1325 G. Street.



Elgin, Illinois campus at 620 Tollgate Road.

## **OFFICES:**

### **BOOKSTORE**

Barnes and Noble walk-in bookstore is located on the Chicago campus only. For on-campus students taking classes on this campus, textbooks are ordered by instructors and carried in the bookstore. The bookstore also carries school supplies, National-Louis specialty items, cellular phones and snacks.

On-campus program students in Wheeling, Lisle, Elgin and Evanston, as well as Cluster and Focus program students, may order textbooks and other materials through MBS Direct, our contracted distributor. Books and materials may be ordered over the internet through the NLU Virtual Bookstore at <http://direct.mbsbooks.com/nlu.htm>, by mail, fax (800-499-0143), or phone (800-325-3252). NOTE: Field Program students, whose books are included in the cost of the program, call 800-325-3252 to place their order.

Further information on ordering books and materials is available on the above-mentioned website, and also by calling the Instructional Services Department at extension 4479, 4484, or 4269.

### **CAREER SERVICES**

Students are encouraged to utilize the services of the Office of Career Services, which offers career planning on both an individual and group basis. In order to assist students in planning their careers and in designing strategies to carry out successful job searches, the Center uses a range of materials and computer resources. The Office of Career Services sponsors workshops, career fairs, and other events and gives special assistance in résumé writing, interview skills, credential file documentation, and job search strategies. The center publicizes job opportunities in a weekly job bulletin posted on the Career Services website (<http://www.nl.edu/careerservices>) and maintains data on the employment market.

Whether National-Louis University students are interested in a simple résumé review, a complex change in professional direction or positioning for an internal promotion, they can receive professional assistance from the Office of Career Services.

The Office of Career Services is located at the Lisle Campus, but staff is available in person at Chicago-area campuses Northern Virginia/Washington D.C. campuses or by telephone to assist you. Valuable assistance is available to all students and alumni on NLU's website – [www.nl.edu/careerservices](http://www.nl.edu/careerservices).

### **CENTER FOR ACADEMIC DEVELOPMENT**

The Center for Academic Development (CAD) is the learning center for the university. Among other services, the cad offers tutoring in all levels of Writing, Math, ESOL, and content areas; individualized strategies on becoming a more effective student (note-taking, study strategies, test anxiety, test-taking); workshops; in-class presentations; skills assessment; and support for students with special needs (in collaboration with the office of diversity, access and equity.) tutoring is free of charge and available to all NLU students. Tutoring sessions are one hour long; student and tutor work collaboratively one-on-one or in small groups. All CAD services are by appointment. Students may use services on any of the campuses

### **COUNSELING**

Consultations for academic, personal, and vocational concerns are available through the Office of Student Affairs. This office provides workshops and support groups—each designed to enhance skills, awareness, and perspective. Professional staff is available to assist students in resolving difficulties or roadblocks that hinder progress toward success and satisfaction. Students are encouraged to confer with a staff person at any time about any matter. Referrals to outside service providers may be made, as appropriate.

### **DIVERSITY, ACCESS AND EQUITY**

The Office of Diversity, Access and Equity, located within the Human Resource Department, is managed by the Diversity Manager. The DAE Office is responsible for coordinating accommodations for students, staff and faculty with disabilities in accordance with the Americans with Disabilities Act and University policy. Additionally, the Diversity Manager works to ensure that the NLU Community is aware of the University's commitment to equal employment and providing an environment free from discrimination and harassment. For information on how to request accommodations, or how to contact the Diversity Manager, please visit the University's website

The Office of Diversity, Access and Equity is located on the Wheeling Campus. The contact information is (847) 947-5491 (Telephone) (847) 947-5610 (Fax). Office Hours are between 8:30am and 4:30pm. Please feel free to stop by.

## **Statement on Diversity**

National-Louis University values diversity within its own community and in the national and international communities it serves. We experience and envision our own diversity in a manner that extends beyond the formal definitions, such as ethnicity, race, religion, to embrace the contributions all members bring via their unique heritage, political views, lifestyle, education, nationalities, differing abilities, and life experiences. We are committed to recruiting, hiring and retaining diverse, highly qualified faculty, administrators, staff, and students in order to continue planning, developing, supporting, delivering, and graduating from our programs. Our commitment to diversity stems from our belief that our community members serve to respect, appreciate and advocate diversity. National-Louis University has a strong commitment to diversity. Such diversity promotes the inclusion of multiple perspectives and ideas, as we prepare our students to interact with diverse populations in our ever-changing world.

## **EMPLOYMENT**

On-campus employment is available through the University's Work-Study Program administered by the Office of Financial Aid. University employment includes University work-study and regular University employment on a part-time basis. Information regarding off-campus part- and full-time employment is available through the Office of Career Services.

## **FINANCIAL AID / STUDENT SERVICES**

The most up-to-date listings of fees are available from the Business Office. Fees are also listed in the University catalog. Fees are subject to change.

Financial assistance may be available through the Office of Financial Aid. Financial assistance includes scholarships, awards, grants, loans, employment, and graduate-student fellowships.

A number of merit-based scholarships are available to students through a competitive application process. Please check the Financial Aid or Student Affairs web pages on the university site at [www.nl.edu](http://www.nl.edu) for details regarding eligibility and application

## **HEALTH SERVICES**

Health Services is dedicated to serving students, faculty, and staff by providing quality health services, promoting wellness, and enhancing individual knowledge of preventative health education. We are committed to adhering to the regulations of the Illinois Department of Public Health and other regulatory agencies. All medical records are confidential.

### ***Student Health Insurance***

Students who are enrolled at least halftime are eligible to participate in a student health insurance plan offered through the University. Brochures, enrollment forms, and prices are available in both the Office of Student Affairs and the campus Student Services Centers. All resident and international students are required to show proof of insurance at the beginning of each term.

## **INTERNATIONAL STUDENTS**

National-Louis University is authorized under Federal law to enroll nonimmigrant students. National-Louis University is approved for attendance by nonimmigrant students and to issue a Certificate of Eligibility for Nonimmigrant (F-1) students, I-20 A-B and a DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. Residents of foreign countries who desire to study at National-Louis University and require the F-1 visa (I-20 A-B) or J-1 (DS-2019) must satisfy the following requirements before their visas can be issued:

1. Completed application: (available on-line: [www.nl.edu](http://www.nl.edu))
2. An application fee: (Non-refundable). You can pay by check or money order (US Currency) made payable to National-Louis University.

## **LIBRARY**

The mission of the University Library is to provide a comprehensive program of library and instructional media services to support the curriculum. Whether students are enrolled in on-campus or off-campus programs, all NLU students have access to the resources of the University Library.

## **OMBUDSMAN**

The University Student Ombudsman (USO) is part of NLU's ongoing efforts to be a student-centered university in every possible way. The USO is a dispute resolution practitioner, whose main function is to provide assistance to NLU students for resolving their issues and problems. The USO's role is to help students. The USO works collaboratively with faculty, staff and administration to identify options and strategies for resolution. The USO monitors the problem-solving process from referral to resolution.

The USO will be the primary contact for students seeking resolution to their problems. Students can self-refer, and NLU faculty and staff can initiate referrals. The USO will route the student concern to the appropriate NLU individual or office.

## **REGISTRAR**

The Registrar's Office supports NLU's educational mission by maintaining all students' academic records in accordance with the 1974 Family Educational Rights and Privacy Act. In addition, the Registrar's Office administers registration and Veterans' benefits, produces official academic transcripts, provides enrollment and degree verification services and graduation audits, evaluates transfer credit and publishes the official University schedules and catalog for each of NLU's campuses and academic centers. Registration for on-campus classes is conducted before the beginning of each academic term. The dates for registration are published each term in the [university on-campus schedule](#). Students may register in person at any campus or by mail or fax to the Office of the Registrar on the wheeling campus.

### ***Information On Diplomas and Commencement***

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

Students must submit a "Diploma and Degree Finalization Request" and pay the degree finalization fee, regardless of whether they want to participate in a commencement ceremony. Participation in a commencement ceremony requires a separate form. (See commencement information below.) The degree finalization fee is \$50 and must accompany the application. Applications without payment will not be processed. After you have submitted your Diploma Finalization Form, the Commencement Office will generate an e-mail to your NLU e-mail account, which will contain the commencement website registration information (see icon, Commencement Registration) and provide details on how to order your cap and gown (see commencement links, TraditionsUSA).

## **RESIDENCE LIFE**

Baker Residence Hall, located at 2808 Sheridan Road in Evanston, is a co-educational facility owned by the University. Built in 1967, Baker Residence Hall has the capacity to house 176 resident students in its living units.

Detailed information regarding Baker Residence Hall and the Residence Hall Programs may be obtained from the Office of Residence Life. Regulations and information related to residence hall living are contained within the *Baker Residence Hall Handbook*.

## **SERVICES FOR STUDENTS WITH SPECIAL NEEDS**

National-Louis University continuously seeks to ensure that its programs and services are fully accessible to students who have special needs. The Office of Diversity, Access and Equity and the Center for Academic Development work with students to help them clarify their needs and assist them in identifying and utilizing appropriate accommodations. They also provide guidelines for documentation of a disability that may require academic accommodation.

National-Louis University will make reasonable accommodations for qualified individuals with known disabilities as provided by law. Students may meet with staff at the Office of Diversity, Access and Equity or staff at the Center for Academic Development in order to most effectively utilize the following services: introduction to faculty regarding classroom and academic accommodations, including testing alternatives and taping lectures; individual and group consultation and support; career counseling and job search assistance; referral to state rehabilitation and other support service agencies; access assistance for mobility impaired students; other services and advocacy as needs are identified.

## STUDENT ACTIVITIES

The purpose of special events programming is to provide enrolled students the opportunity to socialize with their classmates, to meet other students enrolled at the University, and to encourage a meaningful bond between students and the larger institution that is National-Louis University. Examples include: convocations, workshops, seminars and student organization and club activities.

Information about programs, events, or activities is published through newsletters and calendars. Information is also posted on bulletin boards, discussed at student representative meetings, and disseminated through campus and/or United States Postal services. If you're interested in becoming involved with planning or would like additional information, contact the Office of Student Affairs. Student organizations sponsoring activities and events on campus may use University facilities and certain services, furnishings, and equipment. Reservations must be made in advance by contacting the campus services manager on the appropriate campus. Priority on space use is given as follows: 1) curricular use; 2) co-curricular use; 3) use by groups affiliated with National-Louis University; and 4) rental by groups from outside the University.

## STUDENT AFFAIRS

The staff of the Office of Student Affairs seeks to assist students' enhancement of lifelong learning and personal development through student programs and services. Services include issuance of complimentary lockers on the Chicago campus, and the sell of movie tickets at a discount. Offices are located on the Chicago, Evanston, Lisle and Northern Virginia/Washington D.C. campuses. Students at other sites may contact Dr. Kathleen Simons, Dean of Students, for assistance and/or referral no: 312-621-9650, ext. 3557 or e-mail [ksimons@nl.edu](mailto:ksimons@nl.edu)

## STUDENT SERVICES CENTER

Students will undoubtedly encounter questions and need assistance during their educational pursuits at National-Louis University. The Student Services Center's function is to simplify students' lives by providing a single location for information and help with most non-academic needs. The Center offers a personal approach that helps to enhance the students' university experiences.

A Student Services Center is located on each of the Chicago area campuses. Students are encouraged to utilize the centers for information and assistance. All communication with students (either written or face-to-face) is conducted in a personal and confidential manner.

Each center is staffed with a team of service personnel who are able to assist students with admissions, registration, financial aid and student account needs. Students can drop off completed paperwork to be sent to the appropriate department or campus. Departmental literature and forms are also available for distribution at each center.



Student in the Master of Arts in Teaching class on the Chicago campus.

Political science class on the Chicago campus.



# STUDENT INFORMATION

## ACCESS TO STUDENT RECORDS

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

## ADDRESSES

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

## ADVOCACY

Students who need information about some aspect of their National-Louis University experience can receive assistance in solving and/or understanding the problem by contacting the Office of Student Affairs or the Student Services Center.

## CLASS ATTENDANCE

Attendance is important to the accomplishment of university curriculum objectives. The University has a no-cut attendance policy; therefore, students are expected to be present for all scheduled meeting of courses.

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

## COMMENCEMENT

Formal commencement exercises are held once each year. Students who have registered their intention to graduate with the Registrar's Office by the date required will receive notification of all details.

## CONTRACTS

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

## FACULTY INFORMATION

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

## FEES

The most up-to-date listings of fees are available from the Business Office. Fees are also listed in the University catalogs. Fees are subject to change.

## FINANCIAL ASSISTANCE

Financial assistance may be available through the Office of Financial Aid. Financial assistance includes scholarships, awards, grants, loans, employment, and graduate-student fellowships.

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

## HEALTH INSURANCE

Students who are enrolled at least halftime are eligible to participate in a student health insurance plan offered through the University. Brochures, enrollment forms, and prices are available in both the Office of Student Affairs and the campus Student Services Centers. All resident and international students are required to show proof of insurance at the beginning of each term.

## **IDENTIFICATION CARDS**

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

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

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

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

In the event that a Global Card is lost or stolen, the student may obtain a replacement card at any campus administration office (the card will be mailed within 24 hours). There is a fee to replace cards. For more information call ext. 3429 (Chicago), ext. 8011 (Elgin), ext. 2267 (Evanston), ext. 5804 (Wheeling) or ext. 4512 (Lisle).

## **PARKING**

Parking lots are located at the Elgin, Evanston, Lisle, and Wheeling locations. For information on parking in public or private lots at Chicago, contact the Chicago Campus at extension 3205. Parking lots are also available at the following campuses: Atlanta, Georgia; Heidelberg, Germany; Milwaukee/Beloit, Wisconsin; Northern Virginia/ Washington, D.C.; St. Louis, Missouri; and Tampa/Orlando, Florida.

## **PROGRAMS, EVENTS, AND ACTIVITIES**

The purpose of special events programming is to provide enrolled students the opportunity to socialize with their classmates, to meet other students enrolled at the University, and to encourage a meaningful bond between students and the larger institution that is National-Louis University. Examples include: convocations, workshops, seminars and student organization and club activities.

Information about programs, events, or activities is published through newsletters and calendars. Information is also posted on bulletin boards, discussed at student representative meetings, and disseminated through campus and/or United States Postal services.

If you're interested in becoming involved with planning or would like additional information, contact the Office of Student Affairs.

## **RESIDENCE HALL LIVING**

Baker Residence Hall, located at 2808 Sheridan Road in Evanston, is a co-educational facility owned by the University. Built in 1967, Baker Residence Hall has the capacity to house 176 resident students in its living units.

Detailed information regarding Baker Residence Hall and the Residence Hall Programs may be obtained from the Office of Residence Life. Regulations and information related to residence hall living are contained within the *Baker Residence Hall Handbook*.

## **ROOM RESERVATIONS**

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

## TELEPHONES

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

## UNIVERSITY COLORS

National-Louis University colors are platinum and blue.

Platinum symbolizes the richness of our future as an innovative leader in higher education; furthermore, the highly prized nature of platinum is a reflection of the quality National-Louis University always strives to bring to its students.

Blue is a tribute to our proud heritage and founding purpose, as an outstanding teacher training institution in that blue is the traditional color for the education profession.

## UNIVERSITY MASCOT

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



McLean, Virginia campus at 8000 Westpark Drive.



Chicago, Illinois campus at 122 S Michigan Avenue.

Student in the Educational Leadership class on the Chicago campus.



# ACADEMIC POLICIES

## CATALOG

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

## POLICY ON ACADEMIC HONESTY

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

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

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

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

### Procedure for Handling Incidents of Academic Dishonesty

1. A faculty member (or other University employee) who has reason to believe that a student has violated the University's Policy on Academic Honesty has an unequivocal obligation to confront the student for an explanation and resolution.
2. The faculty member<sup>1</sup> (or other University employee) shall arrange a private meeting with the student within 14 days of the occurrence of the alleged incident of academic dishonesty or within 14 days of the date he/she learned of the incident to: (1) explain the allegation(s) of violation of the Policy on Academic Honesty; (2) present the reasons or evidence to support such allegations; and, (3) provide a copy of the University's Policy on Academic Honesty. The desired outcome of this meeting shall be the identification of a mutually satisfactory remedy (see below) by which to correct the breach of the Policy on Academic Honesty. The outcome of this meeting becomes a part of the official record only at such time as Step 3, below, is activated. If the faculty member (or other University employee) and the student are unable to agree mutually on an available remedy (see below), either party may petition for a formal hearing procedure to resolve the matter.
3. The petitioning party shall file a petition for Hearing on Academic Dishonesty (hereinafter petition) within 20 days of the private meeting described at Step 2, above. Said petition shall be filed with the Senior Academic Officer of the University. The 20-day period may be extended by the mutual consent of the parties, but in no event shall any such extension exceed the 20-day period by more than 40 days.
4. The Senior Academic Officer, after determining that the petition falls within the purview of this policy will, within 10 days of receiving the petition, or such other time as may be mutually agreed among the parties, convene a hearing committee (hereinafter committee)<sup>2</sup> which shall hear and decide the matter. The petitioner's presence is required. An accused student shall have a right to appear at the hearing with or without an advocate. However, the absence of an advocate shall not abrogate the Committee's responsibility to proceed and reach resolution.
5. The Committee shall evaluate all available evidence and materials, including the direct personal statements of the parties in attendance, and others who have direct knowledge of the matters under review. The Committee shall then, in private session, decide upon the remedy (see below) to be applied. That decision shall be reported within three 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 Registrar.
6. Either party shall have the right to file a written appeal of the council's decision. Said appeal shall be received in the Senior Academic Officer's office within 14 days of the council's decision.

7. The Senior Academic Officer shall act on said appeal within 21 days of receipt, using whatever means of fact-finding that may be available. All parties shall be notified of his/her decision. This action shall be the final administrative remedy available to resolve matters concerning academic dishonesty. Any remedy requiring further action by the President or Board of Trustees shall be carried out within a reasonable period of time.

- 1 It may be appropriate for the faculty member to have a witness present during the private meeting with the student.
- 2 The Hearing Committee shall be comprised of a hearing officer appointed by the Senior Academic Officer and two faculty members appointed by the Chair of the Faculty Senate. None of the above individuals may sit on the Committee if he/she is a party in the dispute.

## REMEDIES

1. No further action.
2. Further investigation.
3. Mediation by a third party.
4. Extra or repeated assignments.
5. Re-examination.
6. Lowered grade or no credit for assignment, examination, thesis, course, or internship.
7. Suspension from the University.
8. Dismissal from the University.
9. Rescission of an awarded certificate.
10. Recommendation to the Board of Trustees to rescind an awarded degree.

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

## TIME LINES

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

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

## Definitions and Guidelines

### Plagiarism

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

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

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

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

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

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

1. The use of key phrases:

*Far more frightening is the Star Wars plan of President Reagan.*

*We could see the end of American space science as an intellectual endeavor.*

2. The patchwork of borrowed words and phrases:

*Further down the road is the Star Wars plan which is far more frightening. Costing hundreds of billions of dollars, it will raise taxes and place an unprecedented strain on this country’s budget. Thus space, the last natural environment, will be spoiled.*

3. The unattributed use of ideas:

*President Reagan’s Star Wars program poses a still greater danger. If our country begins to see space as a military arena worth hundreds of billions of dollars to exploit, we may lose the concept of space exploration as a true intellectual science.*

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

More specifically: In cases #1 and #2 the writer must first decide whether the phrases copied from the original are valuable enough as quotations to be kept as such. If so, each word or phrase must be enclosed in quote marks and a formal or informal reference must be added as a footnote or in the text itself indicating the source. Handbooks or members of the faculty can supply various forms or suggestions for actually writing the documentation, whether it is a formal footnote or an informal explanation.

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

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

In the above sample, for instance, Mr. Horodyski’s personal opinions, right or wrong, are considered to belong to him; but items of general news (which would appear, in similar form, in many newspapers and news magazines) could be considered a matter of public record and, if no direct quotations were used, a writer could choose whether or not to mention where he obtained the information. Encyclopedia information is usually considered public, but a courtesy footnote is often given.

In all cases, however, a general rule applies: WHEN IN DOUBT, FOOTNOTE. Nobody’s reputation has ever been damaged by an unnecessary footnote; many careers have been destroyed by the absence of a necessary one.

## Receiving Improper Assistance

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

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

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

## POLICY ON ACADEMIC APPEALS

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

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

## Introduction

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

Students have a right to expect that these important decisions will be made fairly by application of published policies and procedures. Individual students are entitled to a reasonable and timely review of academic decisions. At the same time, the collective good of the academic community requires the establishment and consistent application of policies, procedures, and standards. University faculty and staff also have a right to expect reasonable freedom to exercise collective and individual professional judgment within their recognized areas of expertise. This policy has been developed to ensure fairness to all parties involved in such academic decisions.

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

## POLICY DEFINITIONS AND CONCEPTS

### Reasonable and Customary Academic Judgment

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

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

## **Academic Policies and Procedures**

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

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

### **An Academic Unit**

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

### **Academic Administrators**

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

### **Academic Decisions**

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

### **Discriminatory Practices**

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

### **Procedure**

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

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

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

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

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

### **Step II. College Academic Unit Level Review**

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

The request for review must state:

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

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

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

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

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

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

### **Step III. College Appeals Unit Review**

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

The college governance units are:

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

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

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

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

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

#### **Step IV. University Level Review**

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

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

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

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

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

1. Forward a copy of the petition to the individual whose decision is being appealed.
2. Appoint a hearing officer to conduct a formal hearing. The hearing officer shall be a full-time employee of the institution with appropriate experience in the type of decision under review, but not directly involved in the specific decision.
3. Request that the chair of the faculty senate (or in his/her absence the chair-elect) appoint two faculty members who were not directly involved in the original decision to serve with the hearing officer as members of the hearing committee.
4. The hearing committee procedures are as follows:
  - a) Within 10 days following appointment, the hearing officer shall schedule a hearing and notify the involved parties of the procedures to be followed.
  - b) The hearing officer shall make a good faith effort to schedule the hearing at a time and place that is mutually agreeable to all persons involved.
  - c) The members of the hearing committee shall determine the number of meetings, as it deems necessary.
  - d) Any and all written materials which a party wishes to submit to the hearing committee shall be submitted at least three days prior to the first hearing date. Any additional materials will be accepted at the discretion of the hearing committee. Within three 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 days prior to the hearing, each party shall provide the hearing committee with the name and relationship of any such advocate.
  - f) No verbatim transcript or tape recording will be made of the hearing or the hearing committee's deliberations.
  - g) The hearing committee may deliberate in closed session at any time in its discretion.
  - h) Should the hearing committee independently gather any documents, witness statements or depositions, the parties shall be informed that the committee has done so, and the parties shall be allowed to review and comment on the same before the hearing committee concludes its deliberations.

- i) The parties shall respond to any request of the hearing committee within three days. The hearing committee may extend the response period upon the request of a party for good cause shown.
  - j) The hearing officer shall preside over the hearing. No formal rules of evidence or parliamentary rules shall apply. All persons concerned shall strive to conduct themselves in a spirit of collegiality.
  - k) After the evidence has been presented, the hearing committee shall deliberate in private and determine by majority vote if the original decision should be sustained or overturned, and if overturned or mitigated, what remedy should be recommended.
  - l) The hearing committee shall make a good faith effort to provide a final written report within 30 days of the first hearing date. The recommendation of the hearing committee shall be forwarded to the Senior Academic Officer for review/implementation.
5. The Senior Academic Officer will inform the involved parties of the hearing committee's decision within 10 days of receipt of the committee's report.
  6. Within 10 days following notification of the decision of the hearing committee, either party may appeal to the Senior Academic Officer for final administrative review. The Senior Academic Officer will render a final decision within 30 days. The involved parties shall be informed in writing of the final decision.

Reach for the Stars 2005 award recipients



Lisle, Illinois campus at 850 Warrenville Road

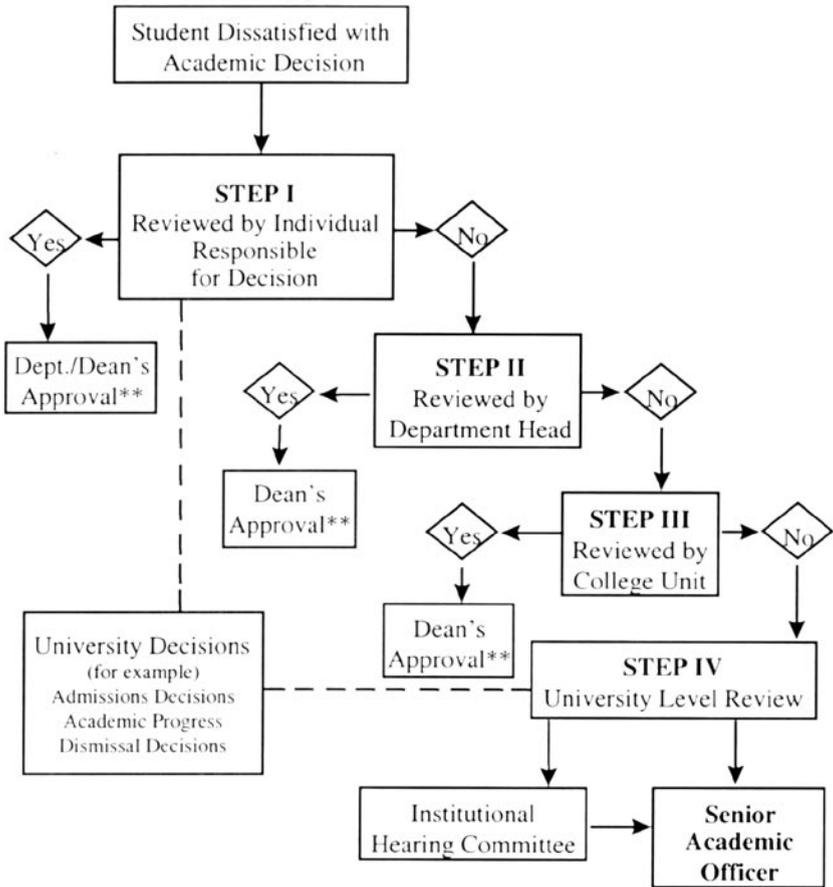
NLU provost Kathryn Tooredman presents a time-honored award at the Reach for the Stars 2005 gala.



Milwaukee, Wisconsin campus at 1110 N. Old World Third Street

# ACADEMIC APPEALS FLOW CHART

Academic Appeals Flow Chart



\*\*If warranted

11/1/95

## POLICY ON DISRUPTIVE CLASSROOM BEHAVIOR

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

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

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

1. An instance of disruptive behavior shall result in an immediate oral and public warning by the faculty member.
2. A subsequent instance may result in the expulsion of the student for the remainder of the class period by the faculty member.
3. Continued disruptive behavior may result in the expulsion of the student from the course or field/cluster group by the faculty member. A statement of the reason for expulsion shall be given in writing by the faculty member to the student, the chairperson of his/her major department or program, the chairperson of the department or program in which the course is offered, and the Registrar.
4. The disciplinary actions listed in Paragraph #3, hereinabove, may be appealed by the student in accordance with the provisions of the Policy on Academic Appeals.

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

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

### 2004 Graduates



Master of Science in Human Resource Management and Development class at the old Wheaton, Illinois campus



College of Arts and Sciences Dean Martha Casazza presents a Humanitarian Award at the Reach for the Stars 2005 gala.

# **STANDARDS OF CONDUCT AND STUDENT DISCIPLINE**

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

## **ALCOHOLIC BEVERAGES**

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

Within Baker Residence Hall, alcoholic beverages are allowed in the student residence hall rooms only in accordance with Illinois law. (Refer to *Baker Hall Handbook* for further information on applicable University policy.) The sale of alcoholic beverages is not allowed on University property.

## **CHILDREN ON CAMPUS**

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

## **DAMAGE, LIABILITY, LOSS, OR THEFT**

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

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

## **DISRUPTION**

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

## **DRUGS**

Possession, use or distribution of cannabis, or other illegal or controlled substances, is not permitted on University property or at University functions, in accordance with local, state, and federal laws. Students receiving prescription medications from a physician must have a prescription in their possession (see Alcohol and Substance Abuse Policy Summary and Educational Guidelines).

## **FACILITIES AND PROPERTY**

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

## **FIRE SAFETY**

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

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

## **FIREARMS AND EXPLOSIVES**

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

## **FORGERY**

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

## **GAMBLING**

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

## **PERSONAL AND PHYSICAL SAFETY**

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

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

## **REQUESTS BY OFFICIALS OF THE UNIVERSITY**

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

Students must respond promptly to summons from faculty members, administrative officers, and officers of disciplinary committees. Students must surrender ID cards at the official request of a faculty member or administrator of the University.

## **SALES AND SOLICITING**

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

## **SMOKING**

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

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

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

## **STUDENT HEARING AND APPEAL SYSTEM**

The formal responsibility for student discipline has been delegated to the Senior Academic Officer. This includes:

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

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

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

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

### **Structure and Jurisdiction**

When a violation is alleged to have occurred, an Incident Report form may be filed by a student, faculty, or staff member of the University community. This report should be submitted to a student affairs administrator on the campus where the violation is alleged to have occurred. The administrator will determine if a hearing will follow and will initiate the procedure. A copy of the Incident Report and correspondence regarding the judicial process will be sent to the student accused of the violation.

The student charged with the violation has the option of choosing one of the following three judicial processes to hear their judicial case:

#### ***I. Administrative Action***

A student may request Administrative Action to be taken by the Director for Student Affairs.

This avenue may be followed if the student is choosing to assume responsibility for his/her actions. A sanction will then be imposed by the Dean of Students.

#### ***II. Administrative Hearing Committee***

If a student pleads "not responsible" to the charge(s) but requests administrative action, the case is automatically heard by the Administrative Hearing Committee comprised of the Dean of Students and one other student affairs professional.

All conduct violations occurring during the summer or interim periods are under the jurisdiction of the Administrative Hearing Committee if other judicial hearing options are not available during that time. All conduct violations involving non-University students are under the jurisdiction of the Administrative Hearing Committee.

#### ***III. Campus Judicial Board***

The judicial board may be requested when a student who has been charged with a violation pleads "not responsible" and desires a hearing involving the student's peers.

The judicial board for each case will consist of one student, one faculty member, and one student affairs professional, who will serve as the board administrator for the hearing. Selection will be made from the faculty and students at the campus (or field locations) and level (undergraduate/graduate) of the accused student.

### **The Judicial Affairs Manual**

The Judicial Affairs Manual orients members of the judicial board and details the procedures and guidelines for the members of judicial boards to follow. The manual is made available to students accused of violations. It provides students further information on procedures related to the Student Hearing and Appeal System.

## **Due Process**

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

1. The student shall receive a written notice of all charges, the names of available witnesses, any evidence brought forward, and the time and place of the hearing at least five days prior to the date of the hearing. These will be collected and sent to the student by the Dean of Students.
2. The student must decide which judicial body will hear the case within 48 hours of receipt of the hearing notice. At this time the student may provide the names of additional witnesses and any related materials pertinent to the matter.
3. The student is entitled to one of the three types of judicial hearings, which shall be held in not less than four, nor more than 15 work days from the date of the charge unless the student charged expressly waives all or part of the notice period, or a continuance is granted by the Dean of Students.
4. A student may appear in person and present evidence in defense, call witnesses, and ask questions of anyone present, but absence shall be noted without prejudice.
5. The accused student may be assisted during the hearing by a student or faculty member of the accused student's choice, to provide counsel.
6. An advocate may be chosen by the accused student from the University community. This advocate would serve to familiarize the accused student with judicial procedures and to advise the student about the options available within the judicial system for presentation of the case.
7. The accused student, or counsel, may challenge the participation of any member of the judicial board for good and substantial reasons, but the member's continuation is at the discretion of the Director for Student Affairs.
8. The decision of the judicial body shall be made only on the basis of materials and evidence relative to the case.
9. The accused student and complainant are each entitled to written notice of the results of the hearing sent within 10 working days.
10. All hearings are closed to the public. Persons in attendance shall be limited to members of the judiciary, the accused student and counsel, and witnesses. All persons involved in a hearing shall agree to hold information related to the judicial case confidential.
11. A record of the hearing shall be made by a member of the judiciary and filed with the Senior Academic Officer and the Dean of Students. The accused student may request access to the record.

## **Format of Hearing**

If the student chooses a formal hearing before the Administrative Hearing Committee or before the Campus Judicial Board, procedures will be as follows:

1. The Judicial Administrator shall schedule a time and place for the hearing and inform the student in writing at least five business days prior to the hearing. All evidence and names of witnesses will be provided to the student in writing at that time. If the student wishes to call witnesses or provide written evidence, this information must be provided in writing to the Judicial Administrator at least 48 hours prior to the hearing.
2. The written notice of the hearing will include the names of the hearing panel members. The student may challenge the inclusion of any members of the hearing panel for cause. The Judicial Administrator will rule on all such challenges and his/her decision will be final.
3. Any person filing a charge must be willing to participate in disciplinary proceedings. Failure to do so may result in the charge(s) being dropped.
4. All hearings shall be conducted according to the following format and may be tape-recorded.
  - a. The charges stated and the case presented by the Judicial Administrator.
  - b. A statement made by the person who filed the charges.
  - c. A statement made by the charged student, if appropriate.
  - d. Statements made by witnesses, if appropriate.
  - e. Questions asked by members of the hearing committee or the judicial board.

- f. Any final statements made by the charged student.
  - g. Closing statements made by the Judicial Administrator.
5. All decisions shall be reached only on the basis of evidence and statements presented at the hearing. Decisions of the committee will be by simple majority. Following a determination of guilt, past offenses or other relevant information may be considered for purposes of determining severity of disciplinary sanctions.
  6. The student may have an advisor of his/her choosing present at all hearings. The advisor will not be permitted to participate directly in the hearing and will be available only to respond to questions the student may have during the course of the hearing. Decisions regarding the extent of advisor/student consultation will be determined by the Judicial Administrator.
  7. If the student fails to appear at the hearing, the Judicial Administrator or University Judicial Committee may proceed in his/her absence and assess an appropriate sanction based upon the evidence available.
  8. The Judicial Administrator or University Judicial Committee will inform the student of the decision by hand-delivery or certified mail within ten (10) business days of the hearing.

### **Disciplinary Sanction**

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

1. Reprimand: an official rebuke that makes the misconduct a matter of record.
2. Restriction: limitation of a student's privileges or freedom.
3. Probation: a period during which continued enrollment is conditioned upon continued cooperation. Suspension may occur should another violation take place.
4. Suspension: a temporary or permanent dismissal from the University.
5. Other: at the discretion of the hearing body, or a senior administrator of the University.

### **Right of Appeal**

In situations where the student feels that a decision has been unfair or a sanction unduly harsh, an appeal may be made by submitting a written request within 10 working days of the notification of the decision. This appeal is made to the Senior Academic Officer who will review the request and decide whether or not a further hearing will occur. The Senior Academic Officer makes a decision during the review whether to uphold the decision or to further hear the case.

### **Administrative Order**

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

### **Records of Disciplinary Matters**

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

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

Graduating class of 2004



Bachelor of Science in Health Care Leadership class on the Chicago campus.

# **CAMPUS POLICY**

## **POLICY ON ACCEPTABLE USE OF INFORMATION SYSTEM**

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

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

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

### **Responsibilities of NLU Community Members**

NLU community members are responsible for the following:

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

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

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

### **Policy Definitions**

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

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

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

## 2. Authorized Use

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

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

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

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

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

## 3. Privacy

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

Computer users must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data files without the consent of the individual or individuals involved. Administrative users may inspect or repair data files (including 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 system administrators may monitor computer activity for the sole purpose of maintaining system performance, security, and integrity. In instances when individuals are suspected of violating policies, the contents of user files may be inspected only upon the approval of the university officer having clear responsibility for the activity of the user.

At the discretion of the system administrator(s) responsible for the resource or service in question, in collaboration with the appropriate administrative authority, information system computer use privileges may be temporarily or permanently

revoked, following due process appropriate for the parties involved, pending the outcome of an investigation of misuse, or finding substantiating violations of these guidelines.

## 6. Due Process

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

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

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

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

## Bibliography

Software Publishers Association. 1998. SPA's Recommend University Internet Usage Policy. <http://www.spa.org/piracy/highered/univguide.htm>.

The George Washington University. 1999. Code of Conduct for Users of Computer Systems at The George Washington University. <http://www.gwu.edu/~circ/docs/cofc.html>.

Virginia Tech. 1998. Acceptable Use of Information Systems at Virginia Tech. <http://www.vt.edu/vt97/misc/policies/acceptuseguide.html>.

Yale University. 1998. Information Technology Services: Appropriate Use Policy. [http://www.yale.edu/policy/policy\\_doc.html](http://www.yale.edu/policy/policy_doc.html).

## NOTE:

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

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

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

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

## POLICY ON INSPECTION, SEARCH AND SEIZURE

National-Louis University reserves the right to routine inspection of student property while they are on campus or in residence hall facilities for the purpose of maintaining compliance with regulations and standards described in the University catalogs, *Baker Hall Residence Handbook* and the Student Guidebook.

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

### **Procedures**

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

### **Disciplinary Action**

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

## **STUDENTS WITH DISABILITIES – GRIEVANCE PROCEDURES**

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

A student 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 he/she has been discriminated against because of a disability should speak first to their enrollment representative regarding the situation. A student or applicant who is uncertain about filing a formal complaint may wish to discuss the question informally with the Office of Diversity, Access and Equity, the Chicago Campus, 122 S. Michigan Avenue, Chicago, IL 60603; 312/261-3367 or use the national relay service - fax 312/261-3289. This informal discussion might include the development of an approach enabling the student or applicant to deal with the situation or having the Office of Diversity, Access and Equity take the complaint under formal review.

### **Formal Grievance Procedure**

A student or applicant who decides to file a formal complaint should contact the Office of Diversity, Access and Equity, the Chicago Campus, 122 S. Michigan Avenue, Chicago, IL 60603; 312/261-3367 or use the national relay service. If the grievance concerns the actions of the Office of Diversity, Access and Equity, the grievance will be investigated by an impartial university official. All other grievances will be investigated and reviewed by the Office of Diversity, Access and Equity.

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 corrective action. The Office of Diversity, Access and Equity promptly undertakes an investigation and may use conflict resolution as a strategy. Information relevant to the matter may be requested from the involved parties. The director provides a response to the student or applicant upon completion of the review.

A student or applicant who uses the complaint procedure must not be retaliated against for doing so. The student or applicant may choose another student, faculty or staff employee to accompany him or her through the procedure. The other student or employee may help to express the complaint.

A student or applicant, who finds that a complaint is not resolved to his or her satisfaction, may appeal to the Provost or to the Executive Vice President. The finding and response from either of these senior officers is the final response for the university.

Additionally, a student or applicant who believes that he/she has been harassed or discriminated against because of a disability, can file a Charge of Discrimination at their regional U.S. Department of Education Office for Civil Rights. For example, the Illinois and Wisconsin Regional office is at 111 N. Canal Street, Chicago, Illinois, 60606.

## **POLICY ON SEXUAL HARASSMENT**

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

### **Policy**

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

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

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, creating an intimidating, hostile, or offensive employment, educational, or living environment for an individual.
2. Such conduct has the purpose or effect of abusing the dignity of an employee or student through insulting or degrading sexual remarks or conduct.
3. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or of a student's status in a course, program or activity.
4. Submission to or rejection of such conduct is the basis for academic or employment decisions affecting an individual.
5. Such conduct directed against an individual persists despite requests for its cessation and/or when a claim of sexual harassment has resulted in retaliation against employees/students for complaining about such behavior.

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

### **Procedures**

A member of the University community who believes that they have been involved in an incident of sexual harassment or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of their immediate supervisor, or the Office of Diversity, Access and Equity, at the Chicago Campus, 122 S. Michigan Avenue, Chicago, IL 60603; Phone: (312) 261-3367 or use the national relay service; Fax: (312) 261-3289. The individual may initiate the action through the process with mediation or with formal review. The complainant who chooses mediation does not relinquish the option of formal review.

#### **Option I. Mediation**

An individual who seeks mediation may be accompanied by a fellow student, staff member or faculty member, if desired. The Office of Diversity, Access and Equity or her/his designated hearing officer shall immediately seek to resolve the matter by informal discussions and through mediation with the persons involved.

**Strict confidentiality will be maintained.**

#### **Option II. Formal Review**

The complainant may secure a review of the matter by filing a formal request with the Office of Diversity, Access and Equity. After reviewing all pertinent information and interviewing all those involved, Office of Diversity, Access and Equity or her/his designated hearing officer shall recommend a course of action to the Executive Vice President of the University. The Executive Vice President shall then decide on the course of action that may include any of the following:

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

A copy of the decided course of action will be kept on file in the Office of Diversity, Access and Equity. The alleged defendant may, at that time, file an appeal with the appropriate appeal system if they wish to contest the action.

Additionally, a student or applicant who believes that she/he has been sexually harassed can file a Charge of Discrimination at their regional U.S. Department of Education Office for Civil Rights. For example, the Illinois and Wisconsin Regional Office is at 111 N. Canal Street, Chicago, Illinois 60606. A student or applicant may also file a Charge of Discrimination at their state Fair Employment Practices agency, such as the Department of Human Rights, 100 W. Randolph Street, James R. Thompson Center, Suite 10-100, Chicago, Illinois 60601.

## **POLICY ON INFECTIOUS DISEASE ISSUES**

It is the policy of National-Louis University to follow the Center for Disease Control and Prevention guidelines.

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

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

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

The multidisciplinary team shall include:

1. Director of University Health & Wellness Services.
2. Individual's physician.
3. Dean of appropriate college.
4. Senior Academic Officer.

## **POLICY ON FALSIFICATION OF RECORDS**

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

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

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

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

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

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

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

## **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. In complying with this federal requirement, National-Louis University collects information regarding any criminal offenses that might have occurred at all University locations.

## Results

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

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

## Safety and Security

Students are required to carry their ID card when present on one of the campuses or at a class function sponsored by the University, and must surrender it upon request by a University official. The card is not transferable and is the property of the University. Information and policies pertaining to parking; physical facilities; and property, personal, and physical safety are found in the section Student Information and Regulations. Additional information is contained in the *Baker Residence Hall Handbook*.

Statements of policy concerning the possession, use, or selling of alcoholic beverages and illegal drugs are found in the Student Information and Regulations section of this Student Guidebook. The Policy on Inspection, Search and Seizure, reinforces the commitment of this institution in attending to the above policies. Disciplinary actions that National-Louis University may impose for violations of University policies are found in Student Hearing and Appeal System. Policies pertaining to disruptive behavior are found in Policy on Disruptive Classroom Behavior.

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

## Incident Reporting

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

## POLICY FOR STUDENTS DEPLOYED UNDER MILITARY ORDERS

### Policy Regarding Tuition and "I" In-Progress Grades for Students Deployed Under Military Orders

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

### Procedures for Processing Withdrawal Requests for Students Deployed Under Military Orders

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

## Process for Reinstatement of Students Deployed Under Military

1. Prior to reinstatement students will be required to meet with an academic advisor and staff from the Registrar and Financial Services Offices.
2. If degree programs change prior to the date students are reinstated, additional coursework may be necessary to meet the new requirements of the degree program. If students were in programs that may no longer be offered by the university, degree completion options and guidance on a case-by-case basis will be provided. Academic advisors will discuss any changes and options during the reinstatement process.
3. Students who have "I" in-progress grades converted to "E" 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.

## HAZING POLICY

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

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

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

1. Any and all forms of strenuous physical activity which are not part of an organized constructive event and which may reasonably be expected to bring harm to a person(s).
2. Paddling, beating, pushing, shaving, restraining, immobilizing, or striking a person(s).
3. Activities that result in the unreasonable loss of sleep or study time of a person(s).
4. Forcing or coercing a person or persons to eat or drink amounts of any substance, including alcohol, drugs, foods or other substances.
5. Abductions and the forced relocation of a person(s).
6. Cruel psychological treatment of a person(s).
7. Behavior which disrupts the normal functioning of the University; behavior which forces another person(s) to participate in an illegal, publicly indecent, or morally degrading activity; or behavior which violates rules, regulations, and policies of National-Louis University.

Any allegations of hazing are to be made to the Office of Student Affairs at the location involved or to the Senior Academic Officer. The provisions of the Student Hearing and Appeal System apply.



Master of Science in Management cohort group on the Chicago campus.



Evanston, Illinois campus at 2840 Sheridan Road.

# SUBSTANCE ABUSE POLICY

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

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

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

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

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

### Alcohol and Substance Abuse Policy Summary and Educational Guidelines

National-Louis University forbids the unlawful use, possession, distribution, or sale of drugs or alcohol by a student or employee anywhere on University property.

Substance	Alcohol at .10 blood alcohol concentration and above	Cannabis Marijuana Hash/Hash Oil THC	Cocaine includes crack cocaine
<b>Effects of Occasional and Extended Use</b>	<ul style="list-style-type: none"> <li>• impaired motor abilities</li> <li>• reduced judgments</li> <li>• sleepiness</li> <li>• increased sexual desire, but reduced ability to perform</li> <li>• nausea, vomiting</li> <li>• liver disorders</li> <li>• alcoholic hepatitis</li> <li>• alcoholic cirrhosis</li> <li>• cancer of the tongue, mouth, throat, liver, esophagus, breast</li> <li>• fetal alcohol syndrome (most common symptom is mental retardation)</li> </ul>	<ul style="list-style-type: none"> <li>• diminished short-term memory, motivation and cognition, coordination, concentration, oral communication, and reaction time</li> <li>• anxiety and panic reactions</li> <li>• carcinogenic elements in smoke</li> <li>• damaged lungs and respiratory system</li> </ul>	<ul style="list-style-type: none"> <li>• increased likelihood of risk taking</li> <li>• seizures</li> <li>• sleeplessness</li> <li>• paranoia</li> <li>• irregular heartbeat</li> <li>• can cause sudden death by stroke or heart failure even in young users</li> <li>• cocaine psychosis (paranoia and hallucinations)</li> <li>• ulceration of mucous membranes in the nose</li> <li>• sexual dysfunction</li> <li>• during pregnancy: severe physical and emotional problems in babies</li> </ul>
<b>Local Treatment</b>	The National Institute on Drug Abuse Hotline 1-800-662-HELP (An information and referral line that directs callers to treatment centers in the local community).		

Students/employees in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and University disciplinary action. \*

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

- Policies in regard to student alcohol and substance abuse are in this Student Guidebook and discipline procedures are in accordance with the Student Hearing and Appeal System. Faculty and staff are subject to the policies of the Human Resource Department.

## CRIMINAL SANCTIONS

### Federal Trafficking Penalties

As of November 18, 1988

DRUG	QUANTITY	1st OFFENSE PENALTY	2nd OFFENSE PENALTY
Methamphetamine	0–99 gm or	Not less than 5 years.	Not less than 10 years.
	100–999 gm mixture	Not more than 40 years.	Not more than life.
Heroin	100 gm or more or 1 kg or more mixture	Not less than 10 years.	Not less than 20 years.
	1 kg or more mixture	Not more than life.	Not more than life.

<b>DRUG</b>	<b>QUANTITY</b>	<b>1st OFFENSE PENALTY</b>	<b>2nd OFFENSE PENALTY</b>
Cocaine	500–4,999 gm mixture 5 kg or more mixture	Not less than 5 years. Not more than 40 years. Not less than 10 years. Not more than life.	Not less than 10 years. Not more than life. Not less than 20 years. Not more than life.
Cocaine Base	5–49 gm mixture 50 mg or more mixture	If death or serious injury, not less than 20 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life. If death or serious injury, not less than life.
PCP	10–99 gm or 100–999 gm mixture 100 gm or more or 1 kg or more mixture	If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$4 million individual, \$10 million other than individual.	If death or serious injury, not less than life. Fine of not more than \$8 million individual, \$20 million other than individual.
LSD	1–10 gm mixture  10 gm or more mixture	Fine of not more than \$2 million individual, \$5 million other than individual.  Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.  Fine of not more than \$8 million individual, \$20 million other than individual.
Fentanyl	40–399 gm mixture  400 gm or more mixture	Fine of not more than \$2 million individual, \$5 million other than individual.  Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.  Fine of not more than \$8 million individual, \$20 million other than individual.
Fentanyl Analogue	10–99 gm mixture  100 gm or more mixture	Fine of not more than \$2 million individual, \$5 million other than individual.  Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.  Fine of not more than \$8 million individual, \$20 million other than individual.
OTHERS*	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.

DRUG	QUANTITY	1st OFFENSE PENALTY	2nd OFFENSE PENALTY
ALL	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.
ALL	Any	Not more than 1 years. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 6 years. Fine not more than \$200,000 individual, \$2 million not individual.
ALL	Any		Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.

\* Does not include marijuana, hashish, or hash oil. (See separate chart.)

Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

#### Federal Trafficking Penalties—Marijuana

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

\* Includes hashish and hashish oil.

(Marijuana is a Schedule I Controlled Substance.)