SECTION D – Items reported for inclusion in the Graduate Catalog by another standing committee of the Graduate Council for the 2015-16 catalog

From Standards Committee, 4/20/15; approved by the Graduate Council, 5/4/15

Admission to Graduate Study

Application for Admission

Payment for the application fee must accompany the submission of the application, unless the applicant is exempt from the fee. The following individuals are exempt from payment of the application fee: NIU operating and supportive professional staff, employed and retired NIU faculty, individuals who received a GRE or GMAT fee reduction or fee waiver, McNair Scholars, and qualified veterans under the Illinois Veterans’ Grant (IVG) Program. Also exempt are students who have been enrolled in NIU graduate programs within one year prior to the start of the term for which they are seeking admission. Exempt applicants should contact the Graduate School to learn how to receive a fee-waiver code.

General Regulations

Course Load

A graduate level student’s course load ……., written approval of the office of the dean of the Graduate School is required.

Graduate students holding assistantships ……. appointments specify otherwise and the exception has the written approval of the Graduate School.

An international graduate student in F-1 or J-1 ……. Graduate School. Permission can be granted only in circumstances defined by U.S. government regulations.

For the purposes of full-time enrollment certification ……., and 6 semester hours during summer term (if a student has a graduate assistantship during the summer).

Students may obtain certification ………, for purposes such as deferment of educational loans, for example.

Graduate students may be required to enroll full time. The definition of full-time enrollment may vary depending on the context. For example, requirements established by academic programs, lending agencies, government regulations, employing entities, and certain insurance policies may utilize different definitions of full-time enrollment.
A full-time load for a graduate student or student-at-large in a fall or spring semester is 9 semester hours and in the summer term is 6 semester hours. A graduate-level student’s course load includes all courses for which the student is registered. A course from which the student has officially withdrawn is no longer part of that student’s course load.

A student enrolled in less than a full-time load will not receive official verification of full-time status for any purpose.

International students on an F-1 or J-1 visa must be enrolled full time for the purposes of Student Exchange and Visitor Information System (SEVIS) reporting. International students must be enrolled in a minimum of 9 semester hours in each fall and spring semester. Except in circumstances allowed by Federal regulation, those hours must meet degree requirements of the academic program to which the student is admitted. International graduate students who have a documented requirement to enroll in an undergraduate course or courses to address a perceived deficiency meet requirements of SEVIS reporting if they are enrolled in a fall or spring semester while enrolled in a combination of the specified deficiency courses and courses that count toward their degree, provided that the total semester hours in which they are enrolled equals at least 9.

International students may not count audited courses toward meeting their enrollment requirement. International students on an F-1 or J-1 visa whose first term of study is the summer must enroll in 6 semester hours as described above. For the purpose of SEVIS reporting, continuing students need not enroll in the summer term. However, they may be subject to other university policies that require enrollment. (See “Assistants and Fellows” below and “Continuous Enrollment.”)

In circumstances defined by government regulations, international students may receive permission to register for less than full-time hours. Most commonly, students enrolled in their final semester of course work may request and receive an under load. An F-1 or J-1 student requesting such an under load must do so using the appropriate e-form on the Graduate School web page.

Additionally, for the purposes of full-time enrollment certification in SEVIS, international students in F-1 and J-1 status pursuing doctoral degrees registered for 3 semester hours will be considered full-time once all course work except 799 (dissertation) is complete and that continuous enrollment in 799 has begun, provided that they are not subject to the policies governing “Assistants and Fellows.” An international doctoral student requesting such an under load must do so using the appropriate e-form on the Graduate School web page.

All policies governing international student enrollment are ultimately governed by U.S. regulations and laws and are subject to change without notice.
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Assistants and fellows who are U.S. citizens or lawful permanent residents and who hold assistantships during a fall or spring semester should carry 9 semester hours of course work throughout the semester. In the summer term, assistants should carry 6 semester hours.

Reduction of up to 3 semester hours in the expected course load requires that the assistant consult with his or her degree program coordinator and adhere to program policy on enrollment. Failure to adhere to program policy on enrollment may result in termination of the assistant and/or dismissal from the program. Any reduction greater than 3 semester hours must be approved in advance, in writing, by the appointee’s department chair and the office of the dean of the Graduate School. An e-form for requesting an under load can be found on the Graduate School webpage.

International assistants and fellows, except as previously described, must be registered for at least 9 semester hours of course work throughout the semester. If they are appointed to an assistantship or fellowship in summer, international assistants and fellows should be enrolled in 6 semester hours of course work; in the summer, international assistants and fellows are eligible for a reduction of up to 3 semester hours upon consultation with their program coordinator and eligible for a further reduction with prior approval, in writing, by the appointee’s department chair and the office of the dean of the Graduate School.

Maximum enrollment limits are established by the Graduate School. A student in good academic standing may register for up to 16 semester hours in the fall and spring semester and 13 semester hours in the summer session. Enrollment in more than the established maximum—an overload—may be granted in unusual circumstances on a case-by-case basis or when a student is planning to enroll in courses with staggered start and end dates so that the student is not actively engaged in excessive hours simultaneously. For a graduate student in a degree program, this approval must be obtained, in advance, from the student’s major department and the Graduate School; for a student-at-large, the prior written approval of the dean of the Graduate School is required. An e-form for requesting permission to enroll in excessive hours can be found on the Graduate School web page.

A graduate student or student-at-large on probation is urged not to attempt more than 9 semester hours in the fall or spring semesters or 6 semester hours in the summer term. Normally, requests for overloads for students on probation will not be approved.

Requirements for Graduate Degrees

Other Catalog Change

Requirements for the Degrees:

Composition of Examination and Thesis Committees
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All members of the comprehensive examination and thesis committee must hold the status of full, senior, or provisional member of the graduate faculty or serve as graduate faculty scholars. The majority of the voting members of the comprehensive examination and thesis committee must be tenured or tenure-track faculty members at Northern Illinois University; at least one-half of the voting members and the committee chair must be full or senior members of the graduate faculty; and voting members must be members of the graduate faculty in the student’s program or a closely related one as determined by the department chair. A provisional member of the graduate faculty or a graduate faculty scholar may, with a full or senior member of the graduate faculty, co-chair a comprehensive examination or thesis committee. With regard to the voting members of the comprehensive examination and thesis committee:

- A majority must be tenured or tenure-track faculty members at Northern Illinois University.
- At least one-half of the members must be full or senior members of the graduate faculty at Northern Illinois University.
- All members must belong to the graduate faculty in the student’s program or a closely related one as determined by the department chair (or designee).

A provisional member of the graduate faculty may, with a full or senior member of the graduate faculty, co-chair a comprehensive examination or thesis committee.

REQUIREMENTS FOR THE DEGREES
DOCTOR OF EDUCATION
DOCTOR OF PHILOSOPHY

Composition of Committees

Committees to conduct the candidacy examination and the oral defense of the dissertation will be nominated by the chair of the student's department, approved by the college, and appointed by the dean of the Graduate School. Candidacy examination committees must be appointed no later than the conclusion of the semester or term preceding the semester or term in which the student will take the examination; dissertation committees must be formed before or soon after the student passes the candidacy examination. Membership of candidacy and dissertation examining committees will include representatives of major and minor fields. The number of voting members on such committees normally will be three to five, and at least three are required. All members of the committee must hold the status of full, senior, or provisional member of the graduate faculty or serve as graduate faculty scholars. The majority of the voting members of the committee must be tenured or tenure-track faculty members at Northern Illinois University; at least one-half of the voting members must be senior members of the graduate faculty; and all voting members must be graduate faculty members in the student's program or a closely related one as determined by the department chair. A graduate faculty scholar or a full member of the graduate faculty may, with a senior member of the graduate faculty, co-chair a dissertation committee. In addition, the dean of the Graduate School will serve as an ex officio, nonvoting member of all committees to conduct the oral defense of the dissertation. The dean or a dean's designee is to participate in both parts of the defense. With regard to the voting members of the comprehensive examination and thesis committee:
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- A majority must be tenured or tenure-track faculty members at Northern Illinois University.
- At least one-half of the members must be senior members of the graduate faculty at Northern Illinois University.
- All members must belong to the graduate faculty in the student’s program or a closely related one as determined by the department chair (or designee). A graduate faculty scholar or a full member of the graduate faculty may, with a senior member of the graduate faculty, co-chair a dissertation committee. In addition, the dean of the Graduate School or the dean’s designee will serve as an ex officio, nonvoting member of all committees to conduct the oral defense of the dissertation. The dean or a dean’s designee is to participate in both parts of the defense.

Tuition and Fees

Other Catalog Change

General Student Fees - Tuition
Graduate student tuition covers a portion of the cost of instruction and operation of the university. Generally, the tuition that graduate students enrolled in face-to-face programs pay provides access to activity and athletic fees may be used to support services and privileges such as the use of the University Health Service; use of gymnasium recreational facilities and participation in intramural activities; admission to the Huskie Bus service, athletic events, concerts, dramatic productions, lectures, and speeches; and subscriptions to certain student publications. Additional charges for such services and privileges may be imposed as necessary.

Special Fees

Degree-seeking application fee U.S. citizens (nonrefundable): $40.00 $60.00
Application fee international (nonrefundable): $60.00
Non-degree seeking [student-at-large] (nonrefundable): $10.00
Enrollment certification fee: $3.50
Examination fees
   Miller Analogies Test: $75.00
   Foreign language translation examinations
      Average proficiency: $45.00
      High proficiency: $65.00
Graduation fee (nonrefundable): $35.00
(If a student fails to graduate at the close of the term for which the application for graduation has been submitted and the fee paid, the application can be transferred to a subsequent term. See section entitled “Graduation” elsewhere in this catalog.)
New international student fee: $125.00
Regional site course delivery fee: $50.00-$321.00 per semester hour
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Replacement identification card (after the first is issued): $25.00
Transcript fee: $5.00

The following fees are established by outside agencies; in the case of microfilming fees or examinations administered through NIU, the fee is collected by NIU for transmission to the agency.

Examination fees

Graduate Record Examinations
- General Test (computer-based): $200.00
- Subject Test (paper and pencil): $130.00
- Writing Assessment (computer-based): $50.00

Graduate Management Admission Test (computer-based): $200.00

Class material fees, where applicable, will be billed as part of the total billing.

Regional Courses

Courses taught at regional sites are included in the calculation of tuition charges, but are excluded from total hours in the assessment of general student fees. Tuition charges are applicable to the total enrolled hours, with an additional delivery fee for each regional course. (See "Special Fees."