

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 1 of 9

**All University Section**

**Academic Regulations**

Other Catalog Change Undergraduate Catalog

Regulations in this catalog represent the policies adopted by the faculty and administration of NIU. Students who **have questions about policies and regulations in the catalog** ~~believe that their situation warrants an exception to one of these regulations~~ should consult with the advising director of their college or with the [Academic Advising Center](#), if the student has no college affiliation.

Other Catalog Change Undergraduate Catalog

**Advisement and Registration**

~~**Advisement System**~~

~~**College Offices**~~

~~Advisement, information, and other academic assistance are available in the advising offices of the six colleges with undergraduate programs. Each college also provides student services such as policies on and forms for overloads, withdrawals from the university, and petitions for requirement waivers. Questions concerning retention, dismissal, and reinstatement should be directed to the office of the college in which the student's major department is located.~~

**Students are responsible for checking with their academic adviser to determine that they will have met all university and departmental requirements by the time they expect to graduate.**

~~The [College of Liberal Arts and Sciences](#) Advising Office advises all students who have declared a major or are planning to declare a major in a department in the College of Liberal Arts and Sciences. College advisers work in parallel with departmental advisers who advise students regarding major courses, curriculum, engaged learning and careers.~~

**College of Business**

**Barsema Hall 201**

All [College of Business](#) students who have not enrolled in upper-level business courses are advised in the **advising office Undergraduate Advising and Student Resources** ~~college's undergraduate studies office~~. Once enrolled in upper-level business courses, students are advised in the department in which they have a declared major.

**College of Education**

**Early Childhood Elementary and Special Education – Gabel Hall 161**

**Elementary Education – Gabel Hall 152**

**Kinesiology and Physical Education – Anderson Hall 214**

Individual departments in the [College of Education](#) provide academic advisement for students majoring in those departments, as well as information about admission to educator licensure for students in early

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 2 of 9

childhood, elementary, and special teacher education programs.

**College of Engineering and Engineering Technology  
Engineering Building 331**

All students in the [College of Engineering and Engineering Technology](#) are advised in the department of their intended or declared major or in the Central Advising Office of the College of Engineering. Students majoring in Electrical, Industrial and Systems, or Mechanical Engineering who have not yet passed MATH 230 with a C or better or Technology students who have not passed MATH 110 with a C or better will be advised by the Central Advising Office. All other students will be advised in the department of their intended or declared majors.

**College of Health and Human Sciences  
Wirtz Hall 227**

All students in the [College of Health and Human Sciences](#) are initially advised in the college advising office. Some majors will be assigned a program or faculty adviser in their school as juniors or seniors. departments in which they have declared majors. Undeclared majors in the College of Health and Human Sciences are advised in the college advising office.

**College of Liberal Arts and Sciences  
Zulauf 201**

The [College of Liberal Arts and Sciences](#) Advising Office advises all students who have declared a major in a department in the College of Liberal Arts and Sciences. College advisers work in parallel with departmental advisers who advise students regarding major courses, curriculum, engaged learning and careers.

**College of Visual and Performing Arts  
Music Building 303**

Students in the [College of Visual and Performing Arts](#) receive academic advisement in their major departments. Students whose advisement needs cannot be met in their major departments are referred to the college advising office.

**Academic Advising Center  
Academic Advising Center Building**

The [Academic Advising Center](#) advises all students who have no college affiliation. The Academic Advising Center is staffed by academic advisers and supports the distinct nature of students who are undecided and exploring majors advising within the colleges and academic departments at Northern Illinois University. The Academic Advising Center will not, under any circumstances, initiate or approve exemptions to curricular requirements or requests for waivers to university graduation requirements.

~~Locations of college advising offices and the Academic Advising Center are as follows:~~

~~Business-Barsema Hall 201~~

~~Education-early childhood and special education: Gabel Hall 161~~

~~Education-elementary education: Gabel Hall 152~~

~~Education-kinesiology and physical education: Anderson Hall 214~~

~~Engineering and Engineering Technology-Engineering Building 331~~

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 3 of 9

~~Health and Human Sciences - Wirtz Hall 227  
Liberal Arts and Sciences - Zulauf Hall 201  
Visual and Performing Arts - Music Building 303  
Academic Advising Center - Academic Advising Center Building~~

**Major Departments**

~~Each department has faculty advisers who help students plan their programs of study and schedules for each semester and advise them on academic problems.~~

~~Students are responsible for checking with their major department and adviser to determine that they will have met all university and departmental requirements by the time they expect to graduate.~~

Other Catalog Change Undergraduate Catalog

**Declaration of Major, Minor, and Degree**

**Applicants for Admission**

The university requires both freshman and transfer students to declare their major at the time they apply for admission. **Students who are undecided and desire no college affiliation, should choose “Undecided-Any College” as their major.** This information is needed for purposes of academic advisement and for institutional planning. It is understood that experience in university courses and further consultation with academic advisers may lead to changes in the student's academic interests.

**Change of Major or Declaration of Minor**

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Many majors have course requirements outside the department. Students, through consultation with an adviser, should ensure that these requirements are taken **in the** at the appropriate program stage **semester.**

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A student may declare **or drop** a minor at any time **by completing a "Minor Request" form in the** in **consultation with an academic adviser in the** office of the department **(or in some cases, the college)** offering the minor. A student may not take a minor offered by the department of his or her major unless this is specifically permitted in the description of the minor.

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Other Catalog Change Undergraduate Catalog

**Grading System**

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**Repeating a Course**

The policy outlined here pertains only to courses taken at and repeated at NIU. Repeating a ... policy. However, students should be cautioned that some limited admissions programs recognize all attempts for admission purposes and that when students apply to professional schools and/or graduate schools, all

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 4 of 9

attempts at courses could be considered in that application process. For repeated courses from other institutions, see the section “Repeated Courses in Transfer” below.

A student may repeat any course once in which a grade of D or F was received. Third or subsequent enrollments (repeats) in a course may be allowed only if students first obtain permission from their major college or Academic Advising Center for students with no college affiliation, then subsequently obtain permission from the department offering the course. The highest grade which the student earns will be used in the GPA calculation, but both all grades will always appear on the student's official transcript. In all cases, the permanent record of a student repeating a course will reflect each enrollment in the course. (A course withdrawal does not count as a repeat.) Credit may be earned only once unless the course description in the catalog states otherwise.

A student may not repeat ... course.

A student who does ... the department in which the course is offered.

~~All grades received in the course will appear on the transcript. Credit may be earned only once unless the course description in the catalog states otherwise. Exceptions to this policy may be granted only by the dean of the student's major college. In all cases, third or subsequent enrollments in a course may be allowed only if the department in which the course is taught agrees to permit enrollment. In approved third or subsequent enrollments the highest grade earned will be used in the GPA calculation.~~

**Change of Grade**

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Other Catalog Change

Undergraduate Catalog

**Freshman Warning, academic Probation and Dismissal**

First-semester freshmen at NIU who earn a cumulative GPA of 1.60 to 1.99 for all work completed at NIU will be placed on freshman warning. A student who does not earn a minimum cumulative 2.00 GPA by the end of their second term enrollment at NIU will be placed on academic probation. First-semester freshmen whose GPA falls below 1.60 for all work attempted at NIU will be placed on probation and all other undergraduate students failing to maintain a minimum cumulative GPA of 2.00 for all work attempted at NIU will also be placed on probation. Students placed on freshman warning or probation are required to schedule an appointment with the dean (or the dean's delegate) of their major college to discuss their academic status. Students placed on freshman warning or probation who have no college affiliation are required to schedule an appointment with the Academic Advising Center Vice Provost (or the Vice Provost's delegate).

Students failing to ... university.

Students failing all of the ... from the university.

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 5 of 9

The academic record of each ... dismissed from the university.

Students retained on academic probation must raise their cumulative GPA in NIU courses to at least 2.00 by the end of the next **term enrollment**. Those failing to do so will again become candidates for academic dismissal from the university and their records will be reviewed as described above. Additional retention on academic probation will be granted only in exceptional cases.

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Other Catalog Change

Undergraduate Catalog

**Credit by Examination**

NIU provides a variety of opportunities for students to obtain college credit by examination. Credit may be awarded through the Advanced Placement (AP) Program, the College-Level Examination Program (CLEP), the Defense Activities for Non-Traditional Educational Support program (DANTES), **International Baccalaureate (IB)**, Standards-Based Measurement of Proficiency (STAMP) for language proficiency, and other NIU proficiency examinations.

**Advanced Placement**

The Advanced Placement (AP) Program is a series ... students' choice. Students with sufficiently high scores on ~~certain~~ AP examinations may be eligible for specific course credit. Specific course credit awarded on the basis of AP is subject to the provisions specified below under "General Provisions."

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**College-Level Examination Program and Defense Activities for Non-Traditional Educational Support**

NIU ....

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Official CLEP and DANTES ... at [www.niu.edu/testing](http://www.niu.edu/testing).

**International Baccalaureate (IB)**

The International Baccalaureate (IB) Program, offers a series of rigorous, two-year high school courses leading to internationally prepared examinations at the conclusion of the program. Students with sufficiently high scores on certain IB examinations may be eligible for NIU course credit. Go to [https://www.niu.edu/testing/pdf/cbe\\_brochure.pdf](https://www.niu.edu/testing/pdf/cbe_brochure.pdf) for more specific course information.

**Standards-Based Measurement of Proficiency**

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Other Catalog Change

Undergraduate Catalog

**Transfer Credit**

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 6 of 9

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**General Provisions**

Northern Illinois University accepts credit in transfer ... provisions.

NIU does not accept credit for intermediate algebra courses. Some other transfer credit may be used to fulfill NIU's general education requirements or may be applied as elective credit. ~~Transfer credit can be applied toward the student's major (or minor) only with the written approval of the NIU department concerned.~~

NIU will accept ... minors and certificates.

If students attend ... semester hours).

~~Correspondence courses from accredited institutions may be accepted. (But students should be aware that NIU will accept a maximum of 30 semester hours of correspondence work toward their desired degrees.)~~

Credit awarded ....

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**Repeated Courses in Transfer**

In those situations where a student has repeated a course for which a grade below a C was previously earned, only the highest grade will be utilized for transfer credit. Once a student earns a grade of C or better in a course, subsequent attempts will not count for transfer credit **unless the transfer course is repeatable for credit as stated in that institution's course catalog.**

The evaluation ....

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**Forfeiture of Credit**

A student may repeat at NIU a course for which credit was earned at another institution. However, doing so causes the student to forfeit any transfer credit granted for the equivalent ~~or substitute~~ course taken at another college or university, **even if a higher grade was earned for the transfer course.**

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**Military Science Courses**

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**Religion Courses**

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**Concurrent Enrollment**

Any student seeking ... degree program.

A student ... requirements for graduation.

A student will ... session in question.

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 7 of 9

Students taking more than two NIU courses in a semester (more than one in a summer session) must obtain prior approval from the dean of their major college, or the Academic Advising Center Vice Provost, if the student has no college affiliation, for any concurrent enrollment. A student not complying with this requirement may not receive transfer credit for work undertaken at another institution.

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Other Catalog Change

Undergraduate Catalog

**Other Academic Policies**

**Classification of Students**

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**Scholastic Load**

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**Course Selection**

This catalog ... course.

Many courses ... disadvantage.

Courses designated ... or corequisites.

Students are ... numbered 100 to 299).

~~Freshmen who want to enroll in 400-level courses must obtain approval from the offering department.~~

**Undergraduates in Graduate Courses for Undergraduate Credit**

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**Graduate Students in Undergraduate Courses**

~~Graduate students and students at large may enroll in undergraduate courses. Tuition for such classes is charged at the same rate as for graduate level classes. While undergraduate course grades are not included in the graduate GPA, they are a part of the permanent record of the graduate student or student at large and appear on the transcript. Undergraduate hours are included in the calculation of academic load. For graduate students and students at large the deadlines and other conditions of enrolling in, dropping, or withdrawing from an undergraduate class are the same as those pertaining to a graduate class, as they are determined by the student's level, not the class level.~~

Graduate students and students-at-large may enroll in undergraduate courses. Students admitted with undergraduate deficiencies are encouraged to remove these deficiencies at the earliest possible date in their course of study. Tuition for such classes is charged at the same rate as for graduate-level classes.

While undergraduate course grades are not included in the GPA, they are a part of the permanent record of the graduate student or student-at-large and appear on the transcript. However, no quality points are assigned to the course. Consequently, graduate students, who plan to pursue licensing or certification by external bodies, should carefully consider the ramifications of completing undergraduate courses to fulfill

BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog

p. 8 of 9

requirements.

Undergraduate hours are included in the calculation of academic load by the university but not by the Department of Education, which establishes regulations for award of federal financial aid. Graduate students and students-at-large, therefore, should understand the potential ramifications on their financial aid before enrolling in undergraduate classes. For graduate students and students-at-large the deadlines and other conditions of enrolling in, dropping, or withdrawing from an undergraduate class are the same as those pertaining to a graduate class, as they are determined by the student's level, not the class level.

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**Attendance**

The university does not use ... work.

If a student will be absent from classes ... provide a written request.

Leaves of absence will be granted for volunteer services related to disaster relief in accordance with applicable Illinois statutes or executive orders issued by the State of Illinois in response to emergency situations. A leave of absence ... and military operations. To initiate a leave of absence, students should contact their College Dean's office, or the Academic Advising Center vice provost (or the vice provost's delegate) for any if the student who has no college affiliation. Following the period of volunteer service, Registration and Records will facilitate reenrollment of the student.

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**COLLEGE OF LIBERAL ARTS AND SCIENCES**

**Department of Foreign Languages and Literatures (or World Languages and Cultures)b**

Course Revisions

Undergraduate Catalog

FLGE 432. GERMAN LITERARY GENRES (3). An in-depth study of genres such as drama, novel, novella, lyric, and film. Taught in German. PRQ: Two 300-level German courses or consent of department.

FLGE 433. GERMAN CINEMA (3). Overview of German cinema through the analysis of films. Films from a variety of periods of German cinematic history will be screened and discussed. Taught in German. PRQ: Two 300-level German courses or consent of department.

FLGE 434. POPULAR LITERATURE IN GERMAN-SPEAKING COUNTRIES (3). Reading and analysis of popular German texts, covering a variety of *Textsorten*. Taught in German. PRQ: Two 300-level German courses or consent of department.

FLGE 435. AUTOBIOGRAPHIES (3). Explorations of different sets of autobiographical forms. Taking inspiration from the readings, autobiographies will be created in German. PRQ: Two 300-level German



BACCALAUREATE COUNCIL  
Seventh Meeting/2017-18 Academic Year  
April 12, 2018

**SECTION A – Recorded for inclusion in the 2018-19 Undergraduate Catalog**

p. 9 of 9

courses or consent of department.

FLGE 437. AUTHORS IN CONTEXT (3). Study of authors within their historical, political, and cultural contexts. Taught in German. May be repeated to a maximum of 6 semester hours. PRQ: Two 300-level German courses or consent of department.