

COLLEGE OF BUSINESS

All University Section

WI Other catalog change 2019-20 Online Undergraduate Catalog [LINK](#)

University Graduation Requirements

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Writing Infused Courses

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List of Writing Infused Courses

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EPS 430 - Becoming Adult in Postmodern Contexts Credits: 3

This is a creativity and critical analysis general education course for the Social Justice and Diversity Pathway.

FINA 391 - Business Career Planning I Credits: 1

FINA 395 - Career Planning in Finance Credits: 3

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DEPARTMENT OF FINANCE

New course 2019-20 Online Undergraduate Catalog

CIP: 52.08

FINA 391 - Business Career Planning I

Preparation of resume and cover letters. Review and development of business writing techniques.

Prerequisites & Notes

PRQ: Declared Finance majors only.

Credits: 1

New course 2019-20 Online Undergraduate Catalog

CIP: 5208

FINA 392 - Business Career Planning II

Resume and cover letter revision and updating. Development of team-building and interview skills. Basic business technology training.

Prerequisites & Notes

PRQ: Declared Finance majors only and FINA 391 or consent of department.

Credits: 1

New course 2019-20 Online Undergraduate Catalog

CIP: 5208

FINA 393 - Business Professional Development I

Resume and cover letter revision and updating. Introduction to networking tools and development of networking skills. Advanced business technology training.

Prerequisites & Notes

PRQ: Declared Finance majors only and FINA 392 or consent of department.

Credits: 1

New course 2019-20 Online Undergraduate Catalog

CIP: 5208

FINA 394 - Business Professional Development II

Resume and cover letter revision and updating. Development of networking skills. Advanced business technology training and certification.

Prerequisites & Notes

PRQ: Declared Finance majors only and FINA 393 or consent of department.

Credits: 1

Other catalog change 2019-20 Undergraduate Catalog [LINK](#)

Finance (B.S.)

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Requirements in Department ~~(21)~~ (22)

- FINA 330 - Corporate Finance Credits: 3
- FINA 340 - Investments Credits: 3
- FINA 350 - Financial Markets and Institutions Credits: 3
- **FINA 391 - Business Career Planning I Credits: 1**
Finance 391 is a writing infused course.
- **FINA 392 - Business Career Planning II Credits 1**
- **FINA 393 - Business Professional Development I Credits: 1**
- **FINA 394 – Business Professional Development II Credits: 1**
- ~~FINA 395 – Career Planning in Finance Credits: 3~~
~~FINA 395 is a writing infused course.~~
- ~~FINA 485 – Cases in Financial Decision Making Credits: 3~~
~~FINA 485 is a writing infused course~~

Course work from the following ~~(6)~~ (9)

- FINA 430 - Treasury and Credit Management Credits: 3
- FINA 440 - Security Analysis and Portfolio Management Credits: 3
- FINA 445 - Security Analysis Practicum Credits: 3
- FINA 446 - Portfolio Management Practicum Credits: 3
- FINA 450 - Commercial Bank Management Credits: 3
- FINA 455 - Analysis of Derivative Securities Credits: 3
- FINA 460 - Analysis of Fixed Income Securities Credits: 3
- FINA 465 - Internal Review for Financial Institutions Credits: 3
- FINA 470 - International Finance Credits: 3
- FINA 475 - Financial Modeling Credits: 3
- **FINA 485 - Cases in Financial Decision Making Credits: 3**
FINA 485 is a writing infused course.
- FINA 490 - Finance Research Seminar Credits: 3

Requirements outside Department (6)

- ACCY 306 - Financial Accounting Information for Business Decisions Credits: 3
- ACCY 307 - Managerial Accounting Information for Decisions and Control Credits: 3

Total Hours for a Major in Finance: ~~74-77~~ 75-78

COLLEGE OF HEALTH AND HUMAN SCIENCES

School of Health Studies

Course Revision

CHHS19.20.SM.01

20-21 Preview Catalog [LINK](#), Undergraduate Catalog

AHLS 335. MEDICAL DIAGNOSTIC MYCOLOGY AND PARASITOLOGY

Theory and application of general principles and laboratory techniques for the identification of pathogenic fungi and parasites in the clinical laboratory. Clinical specimens will be used in the laboratory.

Prerequisites & Notes

PRQ: BIOS 208/210, BIOS 209/ 210, BIOS 213 or 313

Credits: 2

Course Revision

CHHS19.20.SM.02

20-21 Preview Catalog [LINK](#), Undergraduate Catalog

AHLS 450. LABORATORY MANAGEMENT PRINCIPLES AND PROCESSES

Presentation of the skills needed by laboratory professionals to take on management and supervisory roles. Principles used by laboratory managers on issues related to communication, personnel, financial and regulatory compliance for a diverse healthcare workforce covered. Includes an introduction to management principles and related topics in human resources, finances, and laboratory operations.

Prerequisites & Notes

PRQ: Admission to MLS program

Credits: 3

Add/Drop/Withdrawal Summary

N.B. Items in bold type are proposed policy changes

The term Semester Withdrawal is proposed to replace the term University Withdrawal to eliminate student confusion. Course Drop (first two weeks of semester) will remain the same = student does not receive a "W" on the transcript and Course Withdrawal (rest of semester) will remain the same = student will receive a "W" on the transcript.

Course Drop Refers to the process of un-enrolling from one or more courses in the first two weeks of the semester, but remaining enrolled for credit in at least one course.

Course Withdrawal Refers to the process of un-enrolling from one or more courses beginning the 3rd week of the semester, but remaining enrolled for credit in at least one course.

Semester Withdrawal	Refers to the process of un-enrolling from all courses for the semester in question, regardless of when it occurs in the semester.
Week 1	<ul style="list-style-type: none"> • Student can add or drop classes without prior permission. • Student can withdraw from all courses for the semester in question without permission. A withdrawal information window will pop-up when the student initiates the process. • Dropped/withdrawn courses will be removed from the student's academic record.
Week 2	<ul style="list-style-type: none"> • Student needs permission of the offering department to add a course. • The college advising office (or Academic Advising Center if the student has no college affiliation) will process all course drops or a semester withdrawal. • Dropped/withdrawn courses will be removed from the student's academic record.
Week 3 to day 5 of week 10	<ul style="list-style-type: none"> • The college advising office (or Academic Advising Center if the student has no college affiliation) will process all course withdrawals or a semester withdrawal. • A "W" will permanently appear on the student's academic record for all courses from which the student has withdrawn.
Week 11 to Advising Day 5 of week 15	<ul style="list-style-type: none"> • Student needs permission from their major college advising office (or Academic Center if the student has no college affiliation) to withdraw from a course(s) <u>or</u> withdraw for the semester from all courses during the semester in question. • Withdrawals requested beginning in week 11 will be granted only in exceptional cases for circumstances <u>beyond the student's control</u> (medical reasons, military reasons, or hardship).

- If the withdrawal is granted by the college office (or Academic Advising Center if the student has no college affiliation), a “W” will permanently appear on the student’s academic record for all courses from which the student has withdrawn.

- If the advising office (or Academic Advising Center if the student has no college affiliation) denies the course or semester withdrawal, the student will receive the grade assigned by the course instructor.

**Appeal
Process**

- The student may appeal this decision to the Curricular Dean of the student’s major college (or to the Office of the Vice Provost for Undergraduate Studies if the student has no college affiliation). If the Curricular Dean also serves as Advising Director in the college, the Dean shall make the final decision.

NIU Withdrawal Checklist

When a student attempts to drop to “0” hours, a pop-up window will appear in MyNIU. Some version of the following information will appear in that window and the student will have to indicate that they have seen/read the information. This action will be tracked in MyNIU.

- ✓ If you are withdrawing from **ALL** of your courses after week one, you must contact your [major college or the Academic Advising Center](#) if you are not affiliated with a college.
- ✓ International students are required to comply with SEVIS Rules and Regulations by providing documentation to the [International Student and Faculty Office](#). 815-753-1346 or isfo@niu.edu
- ✓ Cancel your housing contract with the [contract release request](#). 815-753-1525 or housing@niu.edu
- ✓ [Financial Aid and Scholarship Office](#). You may be required to repay all or part of your financial aid, including scholarships, grants, loans, etc. 815-753-1395 or finaid@niu.edu
- ✓ Check on your [student insurance](#) coverage. 815-753-0122 or studentInsurance@niu.edu
- ✓ Contact [Military and Post-Traditional Student Services](#) if you are receiving veterans’ benefits. 815-753-0691 or mss@niu.edu
- ✓ Return any books, keys, equipment or materials on loan from the University.
- ✓ Notify your on-campus employer.
- ✓ Update your address and phone number in [myNIU](#)
- ✓ Pay remaining tuition, fees and other charges on your student account. If a student has a [past due balance](#), a hold prohibiting future registration and/or receipt of transcripts will be placed on his/her account until the balance is paid. 815-753-1885 or bursar@niu.edu
- ✓ If you have money in a Huskie Bucks account contact the OneCard office regarding a refund. 815-753-9569 or onecard@niu.edu
- ✓ [Order your transcript](#). If you need to have your NIU transcript sent to another institution you can place your order in person, by mail, fax or online. 815-753-0681 or regrec@niu.edu
- ✓ Plan for the future. If you plan to return to NIU, you should contact your [academic advisor](#). You may need to re-apply for admission.
- ✓ Tell us why you are withdrawing. Shortly after you have withdrawn from classes, you will receive a short survey to your NIU email account. This survey will allow you to tell us why you are leaving and let you provide feedback on your NIU experience.

Semester withdrawal and course drop tuition and fees refund schedules

Semester Withdrawal Tuition & Fees Refund Schedule	
<i>16 Week</i>	<i>Refund Percent</i>
Week 1	100%
Week 2	100%
Week 3	80%
Week 4	70%
Week 5	70%
Week 6	60%
Week 7	60%
Week 8	50%
Week 9	40%
Week 10	40%
Week 11	0%

Course Drop Tuition & Fees Refund Schedule	
<i>16 Week</i>	<i>Refund Percent</i>
Week 1	100%
Week 2	100%
Week 3	0%
Week 4	0%
Week 5	0%
Week 6	0%
Week 7	0%
Week 8	0%

Impact of Course Drops and Withdrawals on Financial Aid

Course Drop prior to end of add/drop period

Courses dropped prior to the end of drop/add that have a 100% tuition refund and will not appear on a transcript as withdrawn will not be reflected in financial aid eligibility for the semester. Aid is adjusted and credited to student accounts after the add/drop period.

Course Withdrawal after end of add/drop period

After the add/drop period has ended, students who withdraw from a course or courses they have attended, but do not withdraw from all courses for a semester, generally have no change in financial aid previously awarded/disbursed for the respective semester. These are courses that will appear on the transcript as withdrawn and will be used in the tuition and fee calculation for the semester.

If aid is awarded/disbursed after the course is withdrawn from, the course cannot be used to calculate Pell Grant eligibility. Most other aid will be based on enrollment level at the end of the add/drop period. Likewise, students who withdraw from a course never attended are not eligible for some aid based on that course.

Any courses withdrawn from that reflect a grade of W may impact future aid eligibility. Students must have a 67% successful completion rate of courses attempted, including courses with a grade of W or F, to maintain eligibility for federal and state aid.

Semester Withdrawal

Students who are recipients of federal aid and withdraw from all courses for a semester before the 60% point of their enrollment dates for the term (period of enrollment), are subject to federal return-of-Title IV funds rules. Federal programs assume attendance for the entire period of enrollment and are not considered "earned" by regulation if the student ceases attendance. NIU is required to return, to federal programs, a percent of the federal funds received based on the percent of the period of enrollment not attended.

The funds returned will reduce prior credits on the student account and may result in the student owing funds to NIU. In some cases, but not all, the funds returned may be offset by a reduction/refund of tuition and fee charges. Frequently the funds are returned to federal loan programs and reduce the student's outstanding loan balance.

Students whose tuition and fees was paid by a resource other than federal aid, such as NIU scholarships or state aid, and receive a credit balance refund of federal aid, will have to repay part or all of that refund.

Refund Policies (from undergraduate catalog page 83-84)

In the following discussion of policies governing refunds of tuition and fees, it should be understood that “refund” refers to a “reduction or adjustment of tuition and fee charges,” and may or may not result in the return of funds to the student. Where payment in full has not been made, an equivalent adjustment may occur on the total amount due. If only a partial reduction in tuition or fee charges occurs, a student who had a balance due may still owe an additional amount beyond what has already been paid. If no reduction in charges occur, not only will funds not be returned to the student, but the student will be responsible for the unpaid balance.

Tuition and fees, due by the established university due date, include tuition, general student fee, material fees, academic program enhancement fee, outreach delivery fees, regional course fees, health insurance fees, and any other required fees associated with enrollment at the university.

A student that has registered and officially withdraws from all courses for the semester, possibly can receive a refund of tuition and fees, which may or may not result in the return of funds according to the following withdrawal schedule.

Withdrawal Schedule:

Withdrawal prior to the first regularly scheduled class day	All tuition and fees refunded
Withdrawal is prior to the end of the add/drop period for the courses in which the student is registered	All tuition and fees refunded
Withdrawal is within the dates following add/drop period and before 60% point in time of the period of enrollment	A pro-rated refund will be provided to the student. Refund schedule can be found by visiting https://www.niu.edu/bursar/account/withdrawals/index.shtml
Withdrawal is after the 60% point in time of the period of enrollment	No refund shall be issued

The university may designate shorter refund periods for special courses, short courses, and other enrollments of a limited nature.

Students may receive a refund of tuition and fees if the university declares them ineligible for enrolled status prior to the first day of regularly scheduled classes.

Students who reduce the number of semester hours carried prior to the end of the add/drop period may receive a refund of tuition and all fees not applicable to their new status, excluding student

medical insurance. If the number of semester hours is reduced to fewer than 6, the student medical insurance may be refunded.

Students who reduce the number of semester hours carried (but remain enrolled in some course work) after the end of the add/drop period day will no longer be eligible for a course refund. If the number of semester hours is reduced to fewer than 6, the student medical insurance may be refunded.

Part or all of a student's tuition and fees may be refunded because of a student's death, disability, extreme hardship, or being called to active military service. The student, or in the event of a student's death, his or her family, must contact the office of the Vice Provost for Undergraduate Studies to request an adjustment of charges for tuition and fees and to receive a partial or full return of funds paid when semester withdrawal is the consequence of one of the aforementioned circumstances. The student or his or her family will be required to provide documentation supporting the request. In the event of disability, medical documentation is to be sent to [Health Services](#). In the event of being called to active military service, a student's death, or extreme hardship, documentation should accompany the request sent to the office of the Vice Provost for Undergraduate Studies. A semester withdrawal (i.e., withdrawal from all courses in a given semester) is an academic procedure that must be completed by the student's college advising office, or Academic Advising Center if the student has no college affiliation. Contact with the office of the Vice Provost for Undergraduate Studies should be only for the purpose of seeking an adjustment of tuition and fee charges.

Students enrolled in foreign study programs must adhere to the refund regulations stipulated by the [Division of International Affairs](#).

Financial Aid Recipients

Students who receive federal financial assistance and withdraw from the University before the 60 percent point in time of the period of enrollment will be subject to the federal return-of-funds rules. Credits previously applied to charges may be reduced and students may be required to repay a portion of any credit balance refund previously received that included federal aid such as student loans. The exact amount to be return and potentially repaid will be determined by the amount of aid received, the educational costs incurred, and the length of time attended during the semester.

Course Drop prior to end of add/drop period

Courses dropped prior to the end of drop/add that have a 100% tuition refund and will not appear on a transcript as withdrawn will not be reflected in financial aid eligibility for the semester. Aid is adjusted and credited to student accounts after the add/drop period.

Course Drop after end of add/drop period

After the add/drop period has ended, students who drop a course or courses they have attended, but do not drop all courses for a semester, generally have no change in financial aid previously awarded for the respective semester. These are courses that will appear on the transcript as withdrawn and will be used in the tuition and fee calculation for the semester.

**BACCALAUREATE COUNCIL
Seventh Meeting/2019-2020 Academic Year
March 19, 2020**

SECTION A – Recorded for inclusion in the 2020-21 Undergraduate Catalog p. 11 of 11

If aid is awarded after the course is dropped, the course cannot be used to calculate Pell Grant eligibility. Most other aid will be based on enrollment level at the end of the add/drop period. Likewise, students who drop a course never attended are not eligible for some aid based on that course.

Any courses dropped that reflect a grade of W may impact future aid eligibility. Students must have a 67% successful completion rate of courses attempted, including courses with a grade of W or F, to maintain eligibility for federal and state aid.

Semester Withdrawal

Students who receive federal aid and withdraw from all courses for a semester before the 60% point of their enrollment dates for the term (period of enrollment), are subject to federal return-of-funds rules. Federal programs assume attendance for the entire period of enrollment and are not considered “earned” by regulation if the student ceases to attend. NIU is required to return to federal programs a percent of the federal funds received based on the percent of the period of enrollment not attended.

The funds returned will reduce prior credits on the student account and may result in the student owing funds to NIU. In some cases, but not all, the funds returned may be offset by a reduction/refund of tuition and fee charges. Frequently, the funds are returned to federal loan programs and reduce the student’s outstanding loan balance.

Students whose tuition and fees was paid by a resource other than federal aid, such as NIU scholarships or state aid, and receive a credit balance refund of federal aid, will have to repay part or all of that refund.

For answers to questions on the refund policies, please contact the Office of the Bursar at 815- 753-1885 or email, bursar@niu.edu.

The above refund policies are subject to change.