

GRADUATE COUNCIL MINUTES  
APPROVED  
676<sup>th</sup> Meeting  
May 1, 2023

MEMBERS PRESENT: Arado, Barnes, Clark, Crowley, Garver, Gordon, Groves, Hunt, Klonoski, Mantzke, Moghimi, Pitney, Swingley, VandeCreek, Werderich, Wu, Xia, Yadav, Zheng

MEMBERS ABSENT: Ahles, Duffrin, Glesner, Saiyed, Scherer, Shulman, Wasonga

OTHERS PRESENT: Cox, Matuszewich, McFarland McKee, Reyman, Doane, Smith, Wilks

Dean Wilks called the Teams meeting to order at 10:02 am.

Approval of Minutes

The minutes from the April 3, 2023, meeting were approved electronically. Wilks reminded the Council that minutes need to be approved expeditiously to keep curriculum changes moving forward.

Committee Reports

***Standards Committee.*** Revisions to Admissions language in the catalog were introduced.

- 2024-2025 catalog: Catalog language has been struck so that the Graduate School requirements are the minimum admission requirements (e.g. bachelors from an accredited university; English proficiency; etc.). Other requirements (statement of purpose; letters of recommendation; standardized tests; etc.) will be determined at the program level.
- Messaging will go to programs so that they can utilize the curriculum process in the coming academic year to implement admission requirements that are relevant to each specific program. Motion to approve, **Mantzke and 2<sup>nd</sup> Pitney: Approved Unanimously**

***Tuition Waiver Review Committee.*** The report was included in the meeting materials.

- 1<sup>st</sup> round of tuition waivers are completed.

New Business

**Curriculum Changes from Section A.**

**College of BUS #10.** Motion: Garver; 2<sup>nd</sup> Pitney. TO APPROVE CHANGES FROM THE COLLEGE OF BUSINESS #10. Mantzke summarized the changes. **The motion passed unanimously.**

**College of BUS #11.** Motion Pitney; 2<sup>nd</sup> Hunt, TO APPROVE THE CHANGES FROM THE COLLEGE OF BUSINESS #10. Mantzke summarized the changes. **The motion passed unanimously.**

**College of EDU #12.** Motion Garver, 2<sup>nd</sup> Hunt, TO APPROVE THE CHANGES FROM THE COLLEGE OF EDUCATION #12. Mantzke summarized the changes. **The motion passed unanimously.**

**Curriculum Changes from Section B.**

**College of HHS #19.** Motion Hunt, 2nd Garver, TO APPROVE THE CHANGES FROM THE COLLEGE OF HEALTH AND HUMAN SCIENCES #19, SECTION B. Mantzke summarized the changes. **The motion passed unanimously.**

**Curriculum Changes from Section E.** These changes do not need the Graduate Council's approval. Mantzke summarized the changes.

### **Graduate Assistantship Policy.-Kerry Wilks**

- Wilks Summarizes proposal and changes to the Graduate Council.
  - Clarified Introduction to policy.
  - Section 1: 1c Change to the language on applied learning experience, based on best practices. Also, within Board of Trustees Policy.
  - Under bullet point 4: Opening up Graduate Assistantships to students on Probation.
  - Conditions of Employment Section
    - Types of Appointments Summary.
    - Length of contracts and hours determined.
      - Discussion on hiring and pay day start date amongst members and process was thoroughly discussed.
  - Tuition Waivers, Fees, and Student Health Insurance
    - Section 2: Trying to find a happy medium to fund these tuition waivers. Dean Wilks summarized proposal changes. Received feedback from council.
      - Graduate Council would rather see this change rather than Graduate Assistantships be cut.
      - 9 support tentative/proposed changes, does not support: 2 Abstain: 3
    - Termination: Updated process with a few changes to clarify.
    - Changes to summer enrollment levels and changes to hiring for summer levels as well.
- Dean Wilks is open to feedback.

### **Listening Sessions Update- Jessica Reyman**

- Reyman went over key takeaways with Graduate council, contact Reyman for full report and questions.

### **Old Business**

#### **Graduate Student Appreciation Week.**

- Thank you to Jessica Reyman for the efforts and planning.
  - The Graduate School hosted events for NIU's first Graduate Student Appreciation Week April 3-7.
  - ~150 students participated in the week's events.
  - 56 notes of appreciation for graduate students were shared via the online platform.

Announcements:

***Thank you to those that will not be returning to the Graduate Council.***

Kate Mantzke made a motion at 11:30 am TO ADJOURN. The motion was approved by acclamation.

Next meeting is scheduled for September 11, 2023, 10:00 am.

Minutes respectfully submitted: Kayla Doane, Graduate School.

**Curricular Submissions Agenda**  
**GRADUATE COUNCIL**  
**AY 2022-2023**  
**Meeting 8**

**Altgeld 315/TEAMS Option**  
**May 1, 2023**

**COLLEGE MINUTE ITEMS – Section A. Action Items**

**1. College of Business**

CBUS 10 (AY 2022-2023)

- CBUS22.23.10.01 / Other Catalog Change to MBA Phase 2 adding comprehensive exam language
- CBUS22.23.10.02 / New Course FINA 635
- CBUS22.23.10.03 / New Course FINA 642
- CBUS22.23.10.04 / Other Catalog Change to MS in Finance adding 5 and removing 1 from list of course electives
- CBUS22.23.10.05 / Other Catalog Change to Finance Certificate of Graduate Study, adding 2 new courses to required course options
- CBUS22.23.10.06 / Other Catalog Change to FinTech Certificate of Graduate Study, adding 2 new courses to required course options, removing 4 courses.

CBUS 11 (AY 2022-2023)

- CBUS22.23.11.01 / Other Catalog Change to Admission to Graduate Programs in Business – adding Duolingo English Test

**2. College of Education**

CEDU 12 (AY 2022-2023)

- CEDU22.23.12.02 / Other Catalog Change adding MSEREA to GRE exempt programs
- CEDU22.23.12.03 / Other Catalog Change to MSEREA admissions making GRE or GMAT scores optional
- CEDU22.23.12.07 / Course Revision SEEC 509 adding S/U grading language
- CEDU22.23.12.08 / Course Revision SESE 409 adding S/U grading language

**3. College of Engineering and Engineering Technology – None**

**4. College of Health and Human Sciences – None**

**5. College of Liberal Arts and Sciences – None**

**6. College of Visual and Performing Arts – None**

## **COLLEGE MINUTE ITEMS – Section B. Beyond GC Items**

### **1. College of Health and Human Sciences**

#### CHHS 19 (AY 2022-2023)

- CHHS22.23.19.01 / Other Catalog Change to Doctor of Nursing Practice - deleting two (2) specializations as Adult Gerontology Clinical Nurse Specialist and Adult Gerontology Primary Care Nurse Practitioner; adding courses to Specialization as Family Nurse Practitioner
- CHHS22.23.19.02 / Other Catalog Change to Master of Science in Nursing - deleting two (2) specializations as Adult Gerontology Clinical Nurse Specialist and as Adult Gerontology Primary Care Nurse Practitioner

## **COLLEGE MINUTE ITEMS – Section E. Expedited Items**

### **1. College of Business**

### **2. College of Education**

#### CEDU 12 (AY 2022-2023)

- CEDU22.23.12.09 / Course Revision SEVI 596 changing PRQs to "or"

### **3. College of Engineering and Engineering Technology - *None***

### **4. College of Health and Human Sciences - *None***

### **5. College of Liberal Arts and Sciences - *None***

### **6. College of Visual and Performing Arts - *None***

## COLLEGE OF BUSINESS

Other catalog change

**CBUS22.23.10.01**

2023-24 Grad Catalog [LINK](#)

### **Master of Business Administration**

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#### Phase Two Requirements

Phase Two consists of a total of 30 semester hours. Students are required to take a minimum of 21 semester hours of Phase Two course work in classes reserved exclusively for admitted graduate students.

Attendance in three College of Business colloquia as designated by the Office of M.B.A. Programs is required prior to graduation. Exception to this requirement may be approved by the Office of M.B.A. Programs.

All MBA students are required to complete a comprehensive exam prior to graduation. This exam will be used for program assessment purposes only. Students are required to take the exam to graduate, but there is no individual scoring (grades or pass/fail) associated with the exam.

#### Course Requirements

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*Rationale: AACSB, the accrediting agency for the College of Business, requires assessment of all programs. A comprehensive exam with no individual scoring given in the last semester prior to graduation allows the college to determine where any necessary action should be taken to improve student retention of course content. The exam will consist of 30 multiple choice questions related to courses which have been mapped to MBA program competencies and a situational judgment assessment.*

## DEPARTMENT OF FINANCE

New course

**CBUS22.23.10.02**

2023-24 Grad Catalog [LINK](#)

CIP: 27.0305

Component: Lecture

### **FINA 635 - Financial Analysis and Visualization**

Introduce various concepts, tools, and techniques of data visualization. Apply data visualization techniques for financial analysis, portfolio management, financial statement analysis, and risk management. A student may not receive credit for both FINA 481 and FINA 635.

#### Prerequisites & Notes

FINA 680, or the consent of the department.

Credits: 3

*Rationale: The world of finance and accounting is awash in data, structured or unstructured. To extract information from big data, one must clean, organize, and present data in a way that enables us to interpret and analyze data. One of the best ways to do that is visually. Effective visualization of complex data allows for useful insights, effective communication, and quick decision-making. This course aims to 1) equip the students with various concepts, tools, and techniques of data visualization, and 2) provide students with hands-on experience in applying data visualization techniques for financial analysis, portfolio management, financial statement analysis, and risk management.*

*Note on Duplication: The chairs of the Department of Operations Management and Information Systems (Chang Liu) and the Department of Computer Science (Nick Karonis) were contacted and replied that there is no significant overlap between this course and a course within their department.*

New course                      **CBUS22.23.10.03**                      2023-24 Grad Catalog [LINK](#)

CIP: 27.0305                      Component: Lecture

**FINA 642 - Machine Learning in Finance**

Introduce fundamentals of machine learning with applications to finance. Focus on analyzing financial data and forecasting financial time series. Apply machine learning techniques to develop and backtest investment strategies. A student may not receive credit for both FINA 482 and FINA 642.

Prerequisites & Notes

FINA 680, or the consent of the department.

Credits: 3

*Rationale: The global financial markets and institutions are increasingly disrupted by new technologies and advances in computing power. Machine learning in finance is now considered a key aspect of several financial services and applications, including asset management, risk management, credit analysis, and robo-advising. With large volumes of data, machine learning has the potential to draw better insights and make accurate predictions. Leading fintech and financial services companies are increasingly incorporating machine learning into their operations, resulting in a better-streamlined process, reduced risks, and better-optimized portfolios. Employers looking for students with skill sets in this area include banks, consulting firms, financial technology, and investment firms. The proposed course introduces students to the fundamentals of machine learning and its applications to finance.*

*Note on Duplication: The chairs of the Department of Operations Management and Information Systems (Chang Liu) and the Department of Computer Science (Nick Karonis) were contacted and replied that there is no significant overlap between this course and a course within their department.*

Other catalog change:

**CBUS22.23.10.04**

2023-24 Grad Catalog [LINK](#)

### **Master of Science in Finance**

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Three of the following electives (9)

To be selected from the following courses or from among relevant graduate offerings elsewhere in the university with approval of the academic program coordinator.

- ~~FINA 515 - Personal Investing and Finance Credits: 3~~
- FINA 526 - Insurance Principles Credits: 3
- **FINA 530 - Treasury and Credit Management Credits: 3**
- FINA 555 - Analysis of Derivative Securities Credits: 3
- ↓
- FINA 629 - Financial Planning Case Studies Credits: 3
- **FINA 635 - Financial Analysis and Visualization Credits: 3**
- **FINA 640 - Introduction to FinTech Credits: 3**
- **FINA 642 - Machine Learning in Finance Credits: 3**
- FINA 645 - Security Analysis Practicum Credits: 3
- FINA 646 - Portfolio Management Practicum Credits: 3
- FINA 662 - Financial Management Strategies Credits: 3
- FINA 680 - Programming for Finance Credits: 3
- **FINA 685 - International Business Finance Credits: 3**
- FINA 688 - Financial Risk Management II Credits: 3
- FINA 695 - Seminar in Finance Topics Credits: 3

*Rationale: FINA 635 and FINA 642 are currently proposed new courses. FINA 530, FINA 640, and FINA 685 are added to the elective list to increase student options and choices. FINA 515 is a specialized class for the Graduate Certificate of Financial Planning. It has limited appeal to students in the MS Finance program.*

Other catalog change:

**CBUS22.23.10.05**

2023-24 Grad Catalog [LINK](#)

### **Finance (12)**

Certificate of Graduate Study

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Requirements

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One of the following (3)

- FINA 630 - Analysis of Fixed Income Securities Credits: 3
- **FINA 635 - Financial Analysis and Visualization Credits: 3**
- **FINA 642 - Machine learning in Finance Credits: 3**
- FINA 640 - Introduction to FinTech Credits: 3
- ↓
- FINA 695 - Seminar in Finance Topics Credits: 3

*Rationale: FINA 635 and FINA 642 are currently proposed new courses that we would like*



added to the list of electives for the Certificate in Finance. Effective visualization of complex data allows for useful insights, effective communication, and quick decision-making, taught in FINA 635. Leading fintech and financial services companies are increasingly incorporating machine learning, taught in FINA 642.

Other catalog change: **CBUS22.23.10.06**

2023-24 Grad Catalog [LINK](#)

## **FinTech (12)**

Certificate of Graduate Study

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Requirements

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Six semester credit hours (6)

Selected from the following courses or from among relevant graduate offerings elsewhere in the university with approval of the academic program coordinator.

- CSCI 600 - Big Ideas in Computer Science Credits: 1
- CSCI 601 - Theory of Computation Credits: 3
- CSCI 602 - Design and Analysis of Algorithms Credits: 3
- CSCI 607 - Principles of Computer Security Credits: 3
- ~~CSCI 627 - Data Visualization Credits: 3~~
  - ~~OR MSDA 673 - Business Data Visualization Credits: 3~~
  - ~~OR OMIS 673 - Business Data Visualization Credits: 3~~
- CSCI 641 - Big Data Analytics Credits: 3
  - OR MSDA 665X - Big Data Analytics for Business Credits: 3
- CSCI 656 - Artificial Intelligence Credits: 3
- **FINA 635 - Financial Analysis and Visualization Credits: 3**
- **FINA 642 - Machine Learning in Finance Credits: 3**
- FINA 680 - Programming for Finance Credits: 3
  - OR CSCI 501 - Programming Principles in C++ Credits: 3
  - OR CSCI 502 - Programming Principles in Java Credits: 3
  - OR CSCI 503 - Programming Principles in Python Credits: 3
- FINA 695 - Seminar in Finance Topics Credits: 3
- MSDA 649 - Data Analytics Programming Credits: 3
- ~~MSDA 681 - Machine Learning and Advanced Predictive Analytics Credits: 3~~
- MSDA 683X - Business Applications of Text Mining Credits: 3
- OMIS 645 - Applied Business Analytics Using SAS Credits: 3

*Rationale: FINA 635 and FINA 642 are currently proposed new courses that better meet the needs of students in the FinTech program. Effective visualization of complex data allows for useful insights, effective communication, and quick decision-making, taught in FINA 635. Leading fintech and financial services companies are increasingly incorporating machine learning, taught in FINA 642. CSC1 627, MSDA 673, OMIS 673, and MSDA 681 have been deleted as their course content is now covered by the two new Finance courses.*

## COLLEGE OF BUSINESS

Other catalog change      **CBUS22.23.11.01** 2022-2023 Graduate Catalog [LINK](#)

Admission to Graduate Programs in Business

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Admission to the various graduate programs in business is competitive and limited to those candidates who can demonstrate high promise of success in a graduate business degree program. In addition to compliance with the policies of the Graduate School, the College of Business considers several indicators of potential for success in graduate business studies including, but not limited to, the following.

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- Submission of results on the Test of English as a Foreign Language (TOEFL), the International English Language Testing Services (IETS) (IELTS), ~~or the Pearson Test of English Academic (PET)~~ English Language Test Academic (PTE), or the Duolingo English Test (DET) for all applicants whose native language is not English.

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*Rationale: During Fall 2022 the Graduate Council revised admission procedures for international students to add the Duolingo English Test (DET) as an alternate test to the TOEFL, IELTS, or PTE tests. This revision to the College of Business section includes the addition of the DET.*

## COLLEGE OF EDUCATION

### DEPARTMENT OF EDUCATIONAL TECHNOLOGY, RESEARCH, AND ASSESSMENT

Other Catalog Change      **CEDU22.23.12.02**      [2023-24 Graduate Catalog](#)

Admission to Graduate study

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Examinations Required for Admission

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Graduate Record Examination (GRE)

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Master of Science in Education in Special Education (exempt)

Master of Science in Educational Research, Evaluation, and Assessment (exempt)

*Rationale: The GRE will no longer be required for admission to the Master of Science in Educational Research, Evaluation, and Assessment (MSEREA) program.*

Other Catalog Change      **CEDU22.23.12.03**      [2023-24 Graduate Catalog](#)

Graduate Programs

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Master of Science in Educational Research, Evaluation, and Assessment



Admissions



An applicant must submit GRE or GMAT scores. GRE or GMAT test scores are not required but may be submitted to supplement the academic record if GPA does not fully demonstrate academic ability.

*Rationale: The GRE/GMAT requirements may pose a financial barrier to attainments of a graduate degree for some students. We often waive the GRE/GMAT requirement because traditional sources of evidence (transcripts, letters of recommendation, personal statement, resume) can be sufficient for rendering admissions decisions.*

## DEPARTMENT OF SPECIAL AND EARLY EDUCATION

Course Revision

**CEDU22.23.12.07**

[2023-24 Graduate Catalog](#)

### **SEEC 509 - Prior Learning Experiences Portfolio Assessment: Early Childhood Education**

Development of a standards-based portfolio with evidence of prior learning aligned with professional teaching standards, instructional theory, and high-leverage practices in early childhood education. Evidence of learning includes documentation of experiences from settings such as workplace, community agencies, service organizations, and public and private schools. Up to 11 credit hours may be awarded by a faculty committee in the early childhood education licensure program based on quality and type of evidence, and equivalent teaching standards aligned with evidence. May be repeated for up to 2 credit hours. **S/U grading**

Prerequisites & Notes

PRQ: Consent of department.

Credits: 1

*Rationale: S/U grading should have been included in the original New Course proposal, and this proposal fixes that error.*

Course Revision

**CEDU22.23.12.08**

[2023-24 Graduate Catalog](#)

### **SESE 509 - Prior Learning Experiences Portfolio Assessment: Special Education**

Development of a standards-based portfolio with evidence of prior learning aligned with professional teaching standards, instructional theory, and high-leverage practices in special education. Evidence of learning includes documentation of experiences from settings such as workplace, community agencies, service organizations, and public and private schools. Up to 9 credit hours may be awarded by a faculty committee in the special education licensure program based on quality and type of evidence, and

equivalent teaching standards aligned with the evidence. May be repeated for up to 2 credit hours. **S/U grading.**

Prerequisites & Notes

PRQ: Consent of department.

Credits: 1

*Rationale: S/U grading should have been included in the original New Course proposal, and this proposal fixes that error.*

# COLLEGE OF HEALTH AND HUMAN SCIENCES

## SCHOOL OF NURSING

Other Catalog Change

**CHHS22.23.19.01**

[LINK](#) 2023-24 Grad Catalog

### **Doctor of Nursing Practice (Post Bachelors)**

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The Doctor of Nursing Practice (D.N.P.) is a doctoral degree that prepares nurses a) to practice in an advanced nursing role in a specialization and b) to lead innovative, evidence-based practice initiatives that positively impact quality improvements and outcomes in healthcare systems.

The program of study requires a minimum of 1,000 **post-baccalaureate** hours of supervised clinical practice in an advanced nursing role and in the leadership component of the D.N.P. program.

Check departmental information for additional requirements.

The student learning outcomes for this degree are located at <http://www.niu.edu/assessment/clearinghouse/outcomes/>.

### **Admission**

Admission to the D.N.P. **program** is limited and competitive. To apply to the D.N.P. program, prospective students must submit completed application materials to the Graduate School no later than the application deadline as posted on the D.N.P. program website. Admission decisions will be made within two months from the application deadline.

Prospective students may apply to either the post-bachelor's D.N.P. degree or the post-master's D.N.P. degree program. Study in the post-bachelor's degree D.N.P. program may be full or part time and will focus on education to practice in an advanced nursing role in a particular specialization (i.e., the advanced role component) as well as to lead innovative practice initiatives. Study in the post-master's degree D.N.P. program will be part time for 6 semesters and will focus on education to lead innovative practice initiatives in healthcare systems (i.e., the D.N.P. leadership component).

Students are admitted to the nursing program provisionally until they have provided proof of meeting the clinical requirements outlined in the Nursing Student Handbook. Full admission to the nursing program is required to enroll in nursing courses.

### **Post-Bachelor's Degree D.N.P.:**

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Course Requirements (~~74-79~~) **(73-76)**

Post-bachelor's degree D.N.P. students must complete the curriculum for an advanced role as an ~~Adult Gerontology Clinical Nurse Specialist, Adult~~

Gerontology Primary Care Nurse Practitioner, or Family Nurse Practitioner in addition to completing the 35 **33** credits of D.N.P. courses.

### **Core Courses Required for all Post-Bachelor's D.N.P. Students (17)**

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#### **One of the following specializations (22-24)**

#### **Advanced Practice Nursing (APN) Core Courses Requirements for all APN Students (4)**

- [NURS 608—Diagnostic Reasoning Credits: 2](#)
  - [NURS 650—Primary Care: Women across the Lifespan Credits: 1](#) Two of the following (1)
- [NURS 681—X-ray Interpretation Credits: .5](#)
- [NURS 682—Suturing Credits: .5](#)
- [NURS 684—Electrocardiogram Interpretation Credits: .5](#)
- [NURS 685—Orthopedic Skills and Office Procedures Credits: .5](#)
  - [NURS 686—Billing and Coding Processes Credits: .5](#)

#### **Specialization as an Adult Gerontology Clinical Nurse Specialist (20)**

- [NURS 661—Adult Gerontology Primary Care I: Adults across the Lifespan Credits: 3](#)
- [NURS 662—Adult Gerontology Primary Care II: Adults across the Lifespan Credits: 3](#)
- [NURS 664—Tertiary Care Practice of the Adult Gerontology Clinical Nurse Specialist Credits: 2](#)
- [NURS 673—Internship: Adults Across the Lifespan Credits: 1-4](#)
- Students must take 12 semester hours in this course.

#### **Specialization as an Adult Gerontology Primary Care Nurse Practitioner (18)**

- [NURS 661—Adult Gerontology Primary Care I: Adults across the Lifespan Credits: 3](#)
- [NURS 662—Adult Gerontology Primary Care II: Adults across the Lifespan Credits: 3](#)
- [NURS 673—Internship: Adults Across the Lifespan Credits: 1-4](#)
- If students take NURS 673 only, they must take for 12 semester hours.
- [OR NURS 663—Internship: Adults Across the Lifespan with an Emphasis on Women Credits: 1-4](#)
- [AND NURS 673—Internship: Adults Across the Lifespan Credits: 8.](#)

#### **Specialization as a Family Nurse Practitioner (19 **23**)**

- [NURS 608 - Diagnostic Reasoning Credits: 2](#)
- [NURS 650 - Primary Care: Women across the Lifespan Credits: 1](#)
- [NURS 651 - Primary Care: Infant, Child, and Adolescent Credits: 3](#)
- [NURS 652 - Primary Care: Adult Credits: 3](#)
- [NURS 653 - Internship: Infant, Child, and Adolescent Credits: 1-4](#)
- [NURS 654 - Primary Care: Women during Reproduction Credits: 1](#)
- [NURS 663 - Internship: Adults Across the Lifespan with an Emphasis on Women Credits: 1-4](#)
- [NURS 673 - Internship: Adults Across the Lifespan Credits: 1-4](#)

Two of the following 1)

- [NURS 681 - X-ray Interpretation Credits: .5](#)
- [NURS 682 - Suturing Credits: .5](#)
- [NURS 684 - Electrocardiogram Interpretation Credits: .5](#)
- [NURS 685 - Orthopedic Skills and Office Procedures Credits: .5](#)
- [NURS 686 - Billing and Coding Processes Credits: .5](#)

*RATIONALE: The changes to the catalog reflect the courses that are currently offered by the School of Nursing. The School of Nursing no longer offers specializations in Adult-Gerontology Clinical Nurse Specialist or Adult-Gerontology Primary Care Nurse Practitioner. These specializations have not been offered in more than 5 years and there aren't any students enrolled. The APN course requirements that were listed as requirements for "All APN students" were moved under the Specialization as a Family Nurse Practitioner section. Credit Hours were updated to clean up the catalog. See Credit hour spreadsheet for details.*

Other Catalog Change      **CHHS22.23.19.02**      [LINK](#) 2023-24 Grad Catalog

### Master of Science in Nursing

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~~Specialization as an Adult-Gerontology Clinical Nurse Specialist~~ ~~Specialization as an Adult-Gerontology Clinical Nurse Specialist~~ ~~Specialization as an Family Nurse Practitioner~~

### Specialization in Nursing Education

Check departmental information for any additional requirements. For application links and additional information visit the [college page](#) or the [NIU Online page](#). A minimum of five semesters is required for completion of the M.S. in nursing program. Study in the M.S. program may be full or part time. Graduates are prepared for the nurse educator role or for an advanced practice role as either a nurse practitioner or a clinical nurse specialist in a population focused area. Students in the advanced practice specializations are qualified to take national examinations for certification as a family nurse practitioner, an adult-gerontology

clinical nurse specialist by completing the program for the specialization to which admitted.

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Admission

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Eligibility to Apply

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Application Components

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Requirements

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Core Courses Required for all Nursing M.S. Students (26)

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Advanced Practice Nursing (APN) Core Course Requirements for all APN Students (5)

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~~**Specialization as an Adult Gerontology Clinical Nurse Specialist (20)**~~

~~NURS 661—Adult Gerontology Primary Care I: Adults across the Lifespan~~

~~Credits: 3 NURS 662—Adult Gerontology Primary Care II: Adults across the Lifespan Credits: 3~~

~~NURS 664—Tertiary Care Practice of the Adult Gerontology Clinical Nurse~~

~~Specialist Credits: 2 NURS 673—Internship: Adults Across the Lifespan Credits: 1~~

~~4~~

~~Students must take 12 semester hours in this course.~~

~~**Specialization as an Adult Gerontology Primary Care Nurse Practitioner (18)**~~

~~NURS 661—Adult Gerontology Primary Care I: Adults across the Lifespan~~

~~Credits: 3 NURS 662—Adult Gerontology Primary Care II: Adults across the Lifespan Credits: 3 NURS 673—Internship: Adults Across the Lifespan~~

~~Credits: 1-4~~

~~If students take NURS 673 only, they must take for 12 semester hours.~~

~~OR NURS 663—Internship: Adults Across the Lifespan with an Emphasis on Women Credits: 1-4~~

~~AND NURS 673—Internship: Adults across the Lifespan Credits: 8~~

*RATIONALE: The changes to the catalog reflect the courses that are currently offered by the School of Nursing. The School of Nursing no longer offers specializations in Adult- Gerontology Clinical Nurse Specialist or Adult-Gerontology Primary Care Nurse Practitioner. These specializations have not been offered in more than 5 years and there aren't any students enrolled.*



## COLLEGE OF EDUCATION

### DEPARTMENT OF SPECIAL AND EARLY EDUCATION

Course Revision

**CEDU22.23.12.09**

[2023-24 Grad Catalog](#)

#### **SEVI 596 - Seminar in Assistive Technology for the Workforce Readiness of Persons with Visual Impairments**

Addresses the technologies persons with visual impairments use to secure employment. Examines commercially available tools, including specialized hardware and crowdsourcing tools. Emphasis on exploration and problem solving involved in emergent assistive technology solutions.

#### **Prerequisites & Notes**

PRQ: SEVI 550 ~~and~~ **OR** consent of department.

Credits: 3

*Rationale: The rationale for the change is that this was actually a typo in the original version of the submission of this course pre-req. There is no need to have the pre-req course and the department's consent. It should have always been an "or" instead of an "and" there.*

## Policies Pertaining to Graduate Assistantships

POLICIES TO DELETE (incorporated here): Offering an assistantship; Extra employment policy; Termination of an Assistantship

Northern Illinois University employs graduate assistants to provide them with enriched learning experiences. Through their assistantships, graduate assistants help the university achieve its mission. They educate undergraduates and the public and contribute to the achievement of the university's mission to provide significant service to the institution and the region.

Graduate assistants are first and foremost students. Assistants perform conscientiously and professionally the tasks assigned to them. At the same time, their supervisors respect graduate assistants' conjoined roles as students and mentees and ensure that assistantship assignments provide enriched opportunities to learn and to hone their craft; and they provide appropriate training, supervision and direction to assistants.

Northern Illinois University subscribes to the Resolution adopted by the Council of Graduate Schools, which, among other provisions, states that once an assistantship is accepted, the prospective student has until April 15 to accept an assistantship or fellowship offered by another institution. After April 15, the prospective student should secure written permission from the offering unit at NIU prior to accepting an assistantship or fellowship offered by another institution.

## Graduate Assistant Classifications and Regulations

1. Graduate assistants are designated as:
  - a. Teaching Assistants. Teaching Assistants aid in the instructional functions of the university. Their duties include providing direct instruction for courses; , supervising laboratory discussion sections, or studio sections and sessions; tutoring students; mentoring engaged learning experiences for students; grading tests and assignments; developing instructional materials; accompanying or coaching artistic performances; and proctoring examinations. When their duties include any form of oral instruction, assistants hired into this category must meet English proficiency requirements.
  - b. Research Assistants. Research assistants apply research and artistry concepts, practices, or methods of scholarship and artistry by conducting experiments, creating new works, analyzing data, presenting findings, collaborating with others in preparing publications or exhibitions, presenting at conferences or performances, or conducting institutional research or artistry for an academic or administrative unit.
  - c. Staff Assistants. Staff Assistants assist in roles other than teaching or research. While duties might vary, these jobs must provide an applied learning experience that is integral to their specific field of study.
2. The Dean of the Graduate School will have final authority over the designation of each graduate assistant classification based on the duties assigned.
3. Graduate students admitted by the Graduate School to a degree-granting program on a regular or conditional basis are eligible for appointment to a graduate assistantship. If a conditionally admitted student fails to meet the conditions designated, admission to the

Graduate School is subject to termination, which would result in the termination of any assistantship.

4. Graduate assistants should be graduate students in good standing on the effective dates of their appointment. Students on academic probation may hold an assistantship with an approved exception.
5. Appointment as a graduate assistant does not give faculty status; an assistant's status is that of a graduate student. As such, the assistant is expected to abide by regulations pertaining to students.
6. No student holding a faculty, administrative, or civil service position at Northern Illinois University may concurrently hold a graduate assistantship.
7. Based on Illinois law, a student whose native language is not English must demonstrate competence in spoken English to be appointed a graduate teaching assistant engaging in oral instruction (unless the language of instruction is not English). A minimum score of 50 on the Speaking Proficiency English Assessment Kit (SPEAK) administered at NIU has been set by the university for this purpose. Alternatively, a speaking subset score of 24 on the TOEFL or 7 on the IELTS may establish competency. Departments desiring to require higher scores are free to do so.

## Conditions of Employment

1. Graduate students may not begin employment as a graduate assistant before the start of the term in which they begin their studies.
2. Full-time graduate assistants are hired at 20 hours per week (.50 FTE). Part-time appointments are possible for 10 or 15 hours per week. The Graduate School may allow an appointment of more than 20 hours per week with an approved exception.
  - a. The following types of appointments may be offered: One semester positions for Fall semester, August 16<sup>th</sup> - December 31<sup>st</sup> One semester positions for Spring semester, January 1<sup>st</sup> - May 15<sup>th</sup> Academic year positions (9 months), August 16<sup>th</sup> - May 15<sup>th</sup> Time frames for summer as appropriate (e.g., 4-week courses would be different than 8 weeks)
  - b. Time frames as specified within grants

Exceptions to this policy must be approved by the Dean of the Graduate School prior to offering the position. No exceptions will be granted that do not comply with state or federal policy.

3. The United States Citizenship and Immigration Services (USCIS) strictly limits foreign students entering the United States on a non-immigrant visa to 20 hours of total employment per week while the University is in session. During the summer and while the university is not in session, students are not limited to 20 hours. International Student and Scholar Services (ISSS) will have the ultimate authority to determine a student's eligibility to ensure compliance with visa regulations.
4. Assistants should not begin work before the hiring process is finalized.

## Tuition Waivers, Fees, and Student Health Insurance

1. The Graduate Council will make a recommendation to the President and Executive Vice President and Provost as to the minimum monthly assistantship stipends or hourly rate for the following academic year. The President or Executive Vice President and Provost retain authority to set the minimum stipend and hourly rate for graduate assistants.
2. During their appointment, graduate assistants receive a tuition waiver for the instructional tuition charge (other charges are the student's responsibility). These tuition waivers are pro-rated to the percentage of appointment. Full time appointments (.5 FTE or 20 hours) receive a full tuition waiver, while half time appointments (.25 FTE or 10 hours) receive a waiver equivalent to 50% of the instructional charge. Those who are appointed for 15 hours will receive a waiver equivalent to 75% of the instructional charge.
3. A graduate assistant holding an assistantship (or multiple appointments for a combination of  $\frac{1}{2}$  full weeks) between the date of spring semester graduation exercises and August 15 is eligible for an instructional tuition charge waiver during the summer term.
4. Graduate students holding assistantships during a spring semester receive a comparable tuition waiver for the summer session immediately following their term of appointment. Assistants are eligible for this waiver even if they are not employed during the summer.
5. Tuition waivers cannot be used for study-abroad courses and are not applicable to contract courses.

## Enrollment Requirements for Graduate Assistants

1. Graduate students holding assistantships during a fall or spring semester must enroll in at least 6 credit hours of course work by the end of the first week of classes. This policy does not supersede any enrollment policies that a program may have (i.e., cohort-based programs with a set curriculum may have different guidelines).
2. In the summer session, graduate assistants must enroll at least 1 credit hour. Assistants who held an appointment in either the Fall or Spring semester of the previous academic year and remain degree-seeking students are not required to enroll in the following summer term to maintain their assistantship, though they must submit an underload petition. Failure to register as described; failure to remain enrolled for the prescribed number of hours; or failure to secure permission to enroll in fewer hours may result in termination of the appointment upon recommendation by the Graduate School.
3. Reduction in the required enrollment hours must be approved in advance by the assistant's major department chair and the Graduate School.
4. International graduate students on an F1 or J1 visa must also complete an immigration approved underload with International Student and Scholar Services (ISSS) as the Graduate School's underload permission form does not provide permission according to federal regulation. To remain in good standing, permission will only be granted in circumstances permitted by federal regulations.

## Termination

1. A graduate assistantship may be terminated according to the following circumstances:
  - Failure to report for work on the reporting date specified in the offering letter constitutes grounds for termination of the assistantship, with no remuneration, at the

discretion of the head of the employing unit. Notification of such termination is to be sent, immediately, to Human Resource Services.

- The assistant is ineligible by virtue of noncompliance with Board of Trustees or University regulations or with federal and state laws and regulations.
  - If, in the opinion of the supervisor or the head of the employing unit, continuation of the assistant in that assignment poses a threat to the safety or well-being (physically, academically, or otherwise) of the assistant or of others. In such a case, the assistant may be reassigned, at the discretion of the head of the employing unit, to other duties if another appropriate assignment exists within the unit, or if not, may be given notice of immediate termination. The grounds for the immediate termination shall be provided to the student in the notice. The student shall be given a chance to appeal the decision, by asking the head of the employing unit for reconsideration of the termination action. During this time, the student may be removed from employment and the workplace.
2. An employing-unit may request that a graduate assistant may be terminated after (1) notice of the proposed termination and the grounds for such action are communicated to the student and (2) the student is allowed the opportunity to state why they should not be terminated. The Graduate School and Human Resource Services must approve the termination.

## Legal Declarations

1. The Federal Immigration Reform and Control Act (IRCA) of 1986 mandates that any graduate assistant employed by Northern Illinois University after November 6, 1986 must either be a U.S. citizen or possess current employment authorization from the United States Citizenship and Immigration Services (USCIS). According to federal law, the assistant must present original documentation within three days of the effective date of hire (first day of pay) or risk cancellation of the assistantship.
2. The State of Illinois mandates that no state agency (including a state university) may initially employ or retain in employment any individual who is in default on an educational loan for a period of six months or more and in the amount of \$600 or more unless a satisfactory loan repayment arrangement is made no later than six months after the start of employment. As defined in Public Act 85-827 (paragraph 3552a), an educational loan includes any student loan made possible through funding from the State of Illinois or any other loan from public funds from Illinois or elsewhere, made for the purpose of financing an individual's attendance at an institution of higher education. In order to comply with the Act, every university employee must sign a written statement declaring whether ~~he or she is~~ they are in default as described above. The statement is contained on the Personal Data Form. If in default, the student must, in order to retain the assistantship for more than six months, make a "satisfactory repayment arrangement" with the lender/guarantor. The act specifies that a "satisfactory" repayment arrangement may not exceed 20 percent of the gross monthly income of the borrower.

NB: For inclusion in 2024-2025 catalog (programs will need time to adjust their individual admission requirements)

<https://catalog.niu.edu/content.php?catoid=58&navoid=3000&hl=%22admission%22&returnto=search>

## General Requirements for Admission to the Graduate

To be admitted as a graduate student, an applicant must have obtained a baccalaureate or higher degree, prior to the start of the NIU term for which the student is admitted, from an accredited U.S. college or university or the equivalent degree from a recognized foreign institution. (See “Definitions of Terms Used in This Catalog” for definitions of “accredited institution” and “recognized institution.”) Applicants ~~must have the approval of the department in which they plan to major and either~~ must have a minimum 2.75 overall grade point average (GPA), based on a 4.00 system, in their baccalaureate program or must have completed 15 or more semester hours of graduate work at an accredited institution with a GPA of 3.20 or higher. The overall baccalaureate GPA is here defined as the GPA as reflected on the official transcript of the institution granting the baccalaureate degree; if the institution specifies none, or uses other than a 4.00 system, NIU will compute the GPA for course work at that institution, when possible. To be admitted to a program beyond the master’s degree, students must have at least a 3.20 GPA in all graduate work taken.

The above are minimum academic requirements for admission to the Graduate School. The applicant’s character, integrity, and general fitness to practice a particular profession may also be considered in the admissions process. Departments reserve the right, in consultation with the Graduate School, to establish additional standards and criteria for admission. It is the responsibility of the applicant to ascertain the nature and extent of these requirements. In addition, limited resources may indicate a need for limited enrollments, requiring departments to restrict admissions and to entertain special admissions only under exceptional circumstances. Admission of any student failing to meet admissions criteria as set forth in the *Graduate Catalog* requires the approval of the office of the dean of the Graduate School.

A student-at-large must be in good academic standing to be admitted to the Graduate School; see “Enrollment for Graduate Study as a Student-at-Large.”

## Application for Admission

~~In order to~~ To pursue a graduate degree, one must apply and be admitted to the Graduate School, as well as be accepted for admission by the faculty of the ~~particular~~ program one wishes to pursue.

Students who wish to take graduate course work but not pursue a degree program should refer to the section “Enrollment for Graduate Study as a Student-at-Large” in this catalog.

~~The Graduate School requires degree-seeking applicants to submit the following materials:~~

- the application and application fee,
- letters of recommendation,
- official test scores (GRE, MAT, or GMAT scores as appropriate; international students must also submit TOEFL, IELTS, or PTE Academic scores),
- a statement of purpose, and
- official transcripts from all institutions attended.

Departments and programs may require additional supporting materials. Consult the appropriate departmental section of the catalog.

Applications are available online at <http://niu.edu/grad/admissions/index.shtml>. Graduate School and program deadlines for the completion of the application dossier are available online at [www.niu.edu/grad](http://www.niu.edu/grad). The completed application dossier, *with the required application fee*, must be received by the Graduate School no later than July 15 for admission to the fall semester, December 10 for the spring semester, and June 1 for the summer session. These application deadlines are waived for a student already enrolled in a graduate program at NIU who wishes to apply for admission to another graduate program, or an NIU undergraduate seeking early admission to the Graduate School. See also “International Students” for application deadlines applicable to such students. For any of these dates occurring on a Saturday, Sunday, or university holiday, the deadline becomes the next day on which university offices are open.

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:

- individuals who received a GRE or GMAT fee reduction or fee waiver
- McNair Scholars
- qualified veterans under the Illinois Veterans’ Grant (IVG) Program.

Exempt applicants should contact the Graduate School ([gradsch@niu.edu](mailto:gradsch@niu.edu)) to learn how to receive a fee-waiver code.

The applicant must arrange to have letters of recommendation submitted directly to the Graduate School in support of the application. At least three such letters are required for applicants to doctoral programs, at least two for applicants to all other programs. Some departments require additional letters, as indicated in the corresponding departmental section of this catalog. Care should be exercised in selecting persons to write letters of recommendation. These should be persons in a position to write analytically about the applicant’s academic qualifications to pursue graduate studies, and/or professional competence and ability to benefit from advanced study. For an applicant currently pursuing a graduate program, at least one of the letters should be from a faculty member in the department in which the student is enrolled. Applicants uncertain of the suitability of particular individuals as writers of recommendations should consult with the head of the department or program to which they are applying.

Applicants must submit a Statement of Purpose. The statement should be a concise essay that describes the applicant’s interest in the proposed field of study and their reasons for wishing to undertake graduate study at NIU. Specific advice about constructing a Statement of Purpose



~~can be obtained on the Graduate School webpage and through consultation with faculty in the department or program to which the applicant seeks admission.~~

An applicant who holds a baccalaureate degree from a college or university other than Northern Illinois University, or who has engaged in graduate study elsewhere, must submit official transcripts showing each such degree and all graduate work as part of the application materials. The applicant should request that the appropriate institution(s) send one official copy of each required transcript directly to the Graduate School. Degree transcripts must be from the institution conferring each degree; transcripts of graduate work must be from the institution(s) at which the student was enrolled for such work. Graduate credit is not accepted in transfer from U.S. institutions that are not accredited or from foreign institutions that are not recognized (see “Definitions of Terms Used in This Catalog” for definitions of “accredited institution” and “recognized institution”); therefore, transcripts are not required for work done at such institutions. Some graduate programs may require additional transcripts (such as for associate’s degrees), as indicated in the departmental sections of this catalog.

Students submitting credentials written in languages other than English are also required to submit an official English translation. Copies of either originals or translations, even if notarized, are not considered official.

~~An applicant whose native language is not English must present a satisfactory score for either the *International English Language Testing System (IELTS)* or the *Test of English as a Foreign Language (TOEFL)*, or the *Pearson Test of English Academic (PTE Academic)*, as indicated below under “Examinations Required for Admission.”~~

The Graduate School scrutinizes application materials to determine their authenticity and legitimacy. Any applicant who provides information either on the application or in supporting materials that misrepresents his/her **their** previous experience or ability to succeed in graduate school will be denied admission. **If** the student is enrolled when such a discovery is made, the student’s admission will be terminated immediately.

~~Graduate assistantships are normally awarded to begin in the fall semester. This application should be submitted directly to the department or other unit in which the applicant wants to work, and not to the Graduate School.~~

Applicants for admission to the Graduate School assume all responsibility for the completion of their admission files; the Graduate School assumes no obligation to inform them about erroneous or missing credentials.

A student whose application for admission to a graduate program is denied may request reconsideration at any time prior to the close of admissions for the term for which application was made. If the admission deadline for that term is past, the student must submit a new application form by the deadline applicable to the next term for which admission is sought. At the discretion of the department or program to which the student desires admission, additional materials may be required in support of a reapplication or reconsideration request, and such a request will not normally be considered unless the student presents additional academic information not previously available to the faculty.



# Admission Procedures for International Students

For international students, all application materials ~~the application for admission, letters of recommendation, diplomas, mark sheets, and test scores~~ must be received by the Graduate School no later than May 1 for admission for the fall semester or October 1 for the spring semester. Normally, new international students will not be admitted to begin a degree program in the summer session. The application deadlines are waived for a student already enrolled in a graduate degree program at NIU who wishes to apply for admission to another graduate program. An international student residing in the U.S. may meet the application deadlines specified for domestic students. An international student who is enrolled as an undergraduate at NIU or who ~~has permanent resident alien status~~ is a Lawful Permanent Resident in the U.S. is required to meet only the application deadlines specified for domestic students, and may be considered for admission for the summer session. For any deadline date occurring on a Saturday, Sunday, or university holiday, the deadline becomes the next day on which university offices are open. A permanent resident must provide their alien registration number on the application form; an international student residing in the U.S. may be required to provide verification of this status.

~~A student seeking an F-1 or J-1 visa must also submit the financial statement and demonstrate adequate financial resources before an I-20 or DS-2019 form will be issued.~~

An applicant whose native language is not English must demonstrate proficiency in English by achieving the minimum score on a standardized English proficiency test. ~~International students~~ ~~Students~~ must submit either IELTS (International English Language Testing Services), TOEFL (Test of English as a Foreign Language), PTE (Pearson English Language Test), or DET (Duolingo English Test) test scores. ~~Students must achieve an IELTS score of 6.5; a PTE Academic score of at least 53; a TOEFL score of at least 80; or a DET score of at least 115. The score must be for an examination administered no more than 24 months prior to the beginning of the academic term for which admission is sought. Possession of a baccalaureate or higher degree from an accredited institution in the U.S., the U.K., Ireland, Canada, Australia, New Zealand, and a number of other countries serves as evidence of sufficient English proficiency for admission purposes. (A list of those other countries is maintained at [www.grad.niu.edu](http://www.grad.niu.edu).) Submission of English language proficiency scores is unnecessary for a student already enrolled and in good academic standing at NIU. In special circumstances, a department may seek a waiver of this requirement for a student who has demonstrated success in graduate course work but not completed a degree at an accredited institution in the U.S.~~

~~For information regarding the IELTS, applicants should visit [www.ielts.org/](http://www.ielts.org/).~~

~~Information about PTE Academic is available at: <https://pearsonpte.com/>. TOEFL information can be found at: [www.ets.org/toefl](http://www.ets.org/toefl). Information regarding the DET can be found at: [englishtest.duolingo.com](http://englishtest.duolingo.com).~~

~~A student seeking an F-1 or J-1 visa must also submit the financial statement and demonstrate adequate financial resources before an I-20 or DS-2019 form will be issued.~~

A comprehensive orientation program is provided by the ~~International Student and Faculty Office~~ International Students and Scholar Services Office for new international students. This begins when the student is granted admission to the university, and continues after the student's arrival on campus. The program includes dissemination of information and materials concerning the university, the university community, and U.S. immigration rules and regulations. A one-time orientation fee is charged for this program.

## ~~Examinations Required for Admission~~

~~An applicant should plan to take the required tests early enough so that scores can reach the Graduate School before the final application deadline for a given term. Up to eight weeks may be required for the Graduate School to receive scores after the administration of the tests.~~

### ~~Graduate Record Examination (GRE)~~

~~In order to be considered for admission to the Graduate School, all applicants, other than those applying to programs listed below, must provide official scores on all sections of the General Test of the Graduate Record Examinations (GRE) to the Graduate School.~~

~~Applicants to the following programs are exempt from the GRE:~~

- ~~• Accelerated B.S. Mechanical Engineering / M.S. Mechanical Engineering~~
- ~~• Master of Accountancy (see Graduate Management Admission Test below)~~
- ~~• Master of Accounting Science (see Graduate Management Admission Test below)~~
- ~~• Master of Arts, Anthropology (exempt)~~
- ~~• Master of Arts, Communication Studies (waiver available through the department for applicants with GPA of 3.0 or higher)~~
- ~~• Master of Arts, Communicative Disorders (exempt)~~
- ~~• Master of Arts, English (exempt)~~
- ~~• Master of Arts, Philosophy (exempt)~~
- ~~• Master of Arts, Political Science (exempt)~~
- ~~• Master of Arts, Psychology (exempt)~~
- ~~• Master of Arts, Sociology (exempt)~~
- ~~• Master of Arts, Specialization in Studio Art (exempt)~~
- ~~• Master of Arts in Teaching (exempt)~~
- ~~• Master of Business Administration (see Graduate Management Admission Test below)~~
- ~~• Master of Fine Arts in School of Art and Design (exempt)~~
- ~~• Master of Fine Arts in School of Theatre and Dance (exempt)~~
- ~~• Master of Music (exempt)~~
- ~~• Master of Public Administration (exempt)~~
- ~~• Master of Public Health (exempt)~~
- ~~• Master of Science in Applied Human Development and Family Sciences (exempt)~~
- ~~• Master of Science in Art and Design Education (exempt)~~
- ~~• Master of Science in Athletic Training (exempt)~~

- ~~Master of Science in Biological Sciences (exempt)~~
- ~~Master of Science in Data Analytics (see Graduate Management Admission Test below)~~
- ~~Master of Science in Digital Marketing (see Graduate Management Admission Test below)~~
- ~~Master of Science in Education in Counseling (exempt)~~
- ~~Master of Science in Education in Curriculum and Instruction (exempt)~~
- ~~Master of Science in Education in Early Childhood Education (exempt)~~
- ~~Master of Science in Education in Educational Administration~~
- ~~Master of Science in Education in Higher Education and Student Affairs (exempt)~~
- ~~Master of Science in Education in Kinesiology and Physical Education (exempt)~~
- ~~Master of Science in Education in Literacy Education (exempt)~~
- ~~Master of Science in Education in School Business Management~~
- ~~Master of Science in Education in Special Education (exempt)~~
- ~~Master of Science in Finance (see Graduate Management Admission Test below)~~
- ~~Master of Science in Geography (exempt)~~
- ~~Master of Science in Geology (exempt)~~
- ~~Master of Science in Management Information Systems (see Graduate Management Admission Test below)~~
- ~~Master of Science in Nursing (exempt)~~
- ~~Master of Science in Nutrition and Dietetics (exempt)~~
- ~~Master of Science in Rehabilitation Counseling~~
- ~~Master of Science in Taxation (see Graduate Management Admission Test below)~~
- ~~Performer's Certificate (exempt)~~
- ~~Doctor of Nursing Practice~~
- ~~Ed.D. in Educational Administration Superintendent Preparation (exempt)~~
- ~~Ed.D. in Educational Leadership and Policy Studies~~
- ~~Ed.D. in Higher Education (exempt)~~
- ~~Ph.D. in Counselor Education and Supervision (exempt)~~
- ~~Ph.D. in Biological Sciences (exempt)~~
- ~~Ph.D. in English (exempt)~~
- ~~Ph.D. in Geography (exempt)~~
- ~~Ph.D. in Geology (exempt)~~
- ~~Ph.D. in Health Science (applicants who have earned a graduate degree with a 3.50 or higher GPA from an accredited institution are exempt)~~
- ~~Ph.D. in History (exempt)~~
- ~~Ph.D. in Instructional Technology (GRE waived with U.S. master's degree)~~
- ~~Ph.D. in Political Science (exempt)~~
- ~~Ph.D. in Physics (exempt)~~
- ~~Ph.D. in Psychology (exempt)~~
- ~~Specialist in School Psychology (exempt)~~

Applicants to graduate programs in curriculum and instruction, early childhood education, educational psychology, instructional technology, and literacy education may submit Miller Analogies Test (MAT) scores in lieu of GRE scores. Applicants to the graduate program in

school business management may submit Graduate Management Admission Test (GMAT) scores in lieu of GRE scores. With approval of the Department of Technology, the GRE scores requirement may be waived for applicants to the M.S. in industrial management on the basis of significant work experience. Applicants to the M.S. in sport management or management information systems may submit either the GRE or the GMAT scores to the Graduate School.

Occasionally an applicant's prospective major department may approve waiving the requirement to submit official scores on the GRE for an applicant who has already earned a graduate degree from an accredited institution or for an applicant who is pursuing or has completed a baccalaureate degree at NIU with a major in that department with a cumulative NIU undergraduate GPA of at least 3.00. In special cases, if an applicant who has already taken the Graduate Management Admission Test (GMAT) is applying for admission to a program that requires the GRE, the department may agree to accept the scores on the GMAT.

The Educational Testing Service (ETS), which administers the Graduate Record Examinations program on behalf of the Graduate Record Examinations Board, does not normally report scores more than five years old. Students who are unable to obtain their GRE scores from ETS because of this policy should contact the Graduate School about possible alternative means to satisfy the GRE requirement.

For GRE information, testing dates, and locations, contact [www.gre.org](http://www.gre.org). For MAT, contact [www.MillerAnalogies.com](http://www.MillerAnalogies.com).

## **Graduate Management Admission Test (GMAT)**

Applicants for graduate study in the College of Business must submit official scores on the GMAT to the Graduate School, with exception to applicants who intend to pursue the Executive M.B.A. or One-Year M.B.A. No GMAT is required for these formats. With the approval of the applicant's prospective major department, the requirement to submit official scores on the GMAT may be waived if:

- an applicant has already earned a graduate degree from an accredited institution;
- an applicant to the Global M.B.A. format or to the M.S. in Digital Marketing program who is an NIU University Honors graduate with a B.S. or B.A.;
- an applicant to the M.S.T. program presents satisfactory scores on the LSAT or provides evidence of passing all parts of the C.P.A. examination;
- an applicant to the M.A.S, MAC, or M.S. in Digital Marketing program has earned a baccalaureate degree from an accredited US college or university;
- an applicant to the M.S. in Management Information Systems may submit GRE scores in lieu of GMAT scores.

Applicants to programs in the College of Business are not required to take the General Test of the GRE. In special cases, however, if an applicant who has already taken the Graduate Record Examinations (GRE) is applying for admission to a program that requires the GMAT, the department may agree to accept the scores on the GRE. The M.S. in sport management will accept the GMAT or the GRE scores.

For GMAT information, contact the Graduate Management Admission Council at [www.gmac.com](http://www.gmac.com).

## Language Test Requirements (IELTS, TOEFL, PTE)

An applicant whose native language is not English must present an IELTS score of 6.5 or alternatively, a PTE Academic score of at least 53 or a TOEFL score of at least 80. The score must be for an examination administered no more than 24 months prior to the beginning of the academic term for which admission is sought. Possession of a baccalaureate or higher degree from an accredited institution in the U.S., the U.K., Ireland, Canada, Australia, New Zealand and a number of other countries serves as evidence of sufficient English proficiency for admission purposes. (A list of those other countries is maintained at [www.grad.niu.edu](http://www.grad.niu.edu)). Submission of English language proficiency scores is unnecessary for a student already enrolled and in good academic standing at NIU. In special circumstances, a department may seek a waiver of this requirement for a student who has demonstrated success in graduate course work but not completed a degree at an accredited institution in the U.S.

For IELTS information, contact [www.ielts.org](http://www.ielts.org). For TOEFL information, contact [www.toefl.org](http://www.toefl.org). For PTE Academic information, contact <https://pearsonpte.com/>.

## Admission

Admission decisions may be made within a few weeks following the receipt of all credentials. For programs in which space is limited, however, admission decisions may be made only at certain times during the academic year. Accordingly, notification of decisions may not be mailed **sent** until **sometime** after the formal deadline for applications has passed.

Individual programs and departments make admission recommendations to the Graduate School; the Graduate School makes the admission decision. The official notification of admission is a letter sent to the applicant **sent** by the Graduate School. Correspondence from individual departments or programs does not constitute official notice of admission.

A student must be admitted by the close of the first week of an academic term in order for the admission to be effective for that term.

## Regular Admission

Regularly admitted graduate students meet all program-level and Graduate School requirements for admission.

A regularly-admitted student, who must complete a baccalaureate or a master's degree prior to matriculation as a graduate student at NIU, but who has not yet provided an official transcript verifying completion of that degree, shall do so within one month of matriculation. Students who fail to provide an official transcript proving receipt of the prior degree will have their admission terminated and their enrollment cancelled.

## Conditional Admission

Students are admitted conditionally either because they lack the academic background to ensure completion of a program or because they do not meet program-level or Graduate School admission requirements. Conditional admission can be awarded only by the dean of the Graduate School upon the recommendation of the program.

Students must complete all requirements to remove the conditional admission within the first nine hours of course work enrolled at NIU as a graduate student. Failure to do so will result in termination from the program and the Graduate School.

While classified as conditionally-admitted, master's students must achieve a minimum 3.00 grade point average in graduate course work; specialists students must achieve a minimum 3.25 GPA in graduate course work; and doctoral students must achieve a 3.50 GPA in graduate course work.

Programs may impose other requirements that conditionally-admitted students must meet, including completion of undergraduate course work at a specified level of competency. Programs must inform the student and the Graduate School in writing of any such requirements. Responsibility for enforcing additional requirements resides solely with programs.

Conditionally-admitted students may be required to complete undergraduate deficiency courses. Deficiency courses may be taken only at NIU. Graduate students enrolled in undergraduate classes must be aware of potential consequences upon their eligibility to receive financial aid.

Once a conditionally-admitted student meets requirements to lift the condition of their enrollment, the Graduate School will reclassify the student as regularly admitted.

Conditionally-admitted students may not ordinarily receive an assistantship. No student can complete requirements to graduate while admitted conditionally.

Conditionally-admitted students must meet the same requirement for providing official transcripts for previously awarded degrees as those admitted regularly (see above).

## Early Admission of NIU Undergraduates

Early admission to the Graduate School is available to seniors in their final term of undergraduate enrollment at NIU. Students who apply for and receive early admission may take courses for graduate credit. The student granted early admission must be enrolled for all courses necessary to complete the baccalaureate degree (as determined by the undergraduate graduation-evaluations area in the Office of Registration and Records).

Application for early admission is made through the Graduate School. A student applying for early admission must have applied to graduate from the baccalaureate program at the end of the term for which early admission is sought. No student may enroll in more than one term under early-admission status. If a student is granted early admission and fails to graduate from the baccalaureate program at the end of the term for which early admission was granted, admission to the Graduate School will be terminated.



Students receiving early admission are ineligible to receive graduate assistantships or graduate tuition waivers. Their eligibility to receive financial aid and scholarships may be adversely affected by early admission. Students admitted early are admonished to consult a financial aid or scholarship counselor prior to enrolling in graduate level courses.

## Admission to Accelerated Baccalaureate/ Master's Degree Programs

Accelerated baccalaureate/master's degree programs allow advanced undergraduate students at NIU to enroll in up to 18 credits of graduate course work, some or all of which may be applied to a baccalaureate degree with the consent of the student's undergraduate advisor. NIU undergraduate students may apply to enter an accelerated program once they have achieved 90 hours of credit and a 3.00 GPA. Check with individual departments for specific requirements.

Application for early admission is made through the Graduate School. No student may enroll more than three terms in an accelerated program without completing all requirements for the baccalaureate degree. If a student is granted early admission and fails to graduate from the baccalaureate program at the end of the third term, admission to the Graduate School will be terminated until baccalaureate degree requirements are met.

Students receiving admission to accelerated programs are ineligible to receive graduate assistantships or graduate tuition waivers until they have received a baccalaureate degree. Their eligibility to receive financial aid and scholarships may be adversely affected by early admission. Students admitted to an accelerated program are admonished to consult a financial aid or scholarship counselor prior to enrolling in graduate level courses.

Accelerated baccalaureate/master's degree programs are available in the following majors:

- Biomedical Engineering/Electrical Engineering
- Biomedical Engineering/Industrial and Systems Engineering
- Business Administration/Law
- Economics
- Electrical Engineering
- Finance
- Industrial and Systems Engineering
- Kinesiology/Athletic Training
- Management/Law
- Marketing/Digital Marketing
- Mathematical Sciences
- Mechanical Engineering
- Mechatronics Engineering/Industrial and Systems Engineering
- Mechatronics Engineering/Mechanical Engineering
- Operations and Information Management (O.I.M.)/Management Information Systems (MIS)
- Political Science

- Political Science/Public Administration
- Public Health
- Rehabilitation and Disability Services/Rehabilitation Counseling
- Sociology
- Sport Management

Descriptions of program and admission requirements for these programs are available in the Undergraduate Catalog.

## Matriculation; Deferral of Admission

In order to establish their admission, graduate students must enroll in the semester or summer session for which they are admitted, indicated in the letter of admission from the Graduate School. At the discretion of the office of the dean of the Graduate School and with permission of the major department, matriculation may be deferred up to but not beyond one calendar year. The request for deferral of admission must be submitted to the Graduate School, in writing, no later than the end of the academic term for which admission has been granted. If students do not request a deferral of admission, and fail to matriculate (enroll in the term of admission) as required, their admission to that program is canceled. If the student was not already admitted to another graduate program, admission to the Graduate School is also canceled as a result. Provisional admission may not be deferred; the student should instead arrange to provide the missing credentials to permit consideration for unconditional admission in a subsequent term.

## Change of Major/Specialization

A student who wishes to change degree level within a given major or from one specialization to another within the same major must submit a change of major/specialization form to the Graduate School. The faculty of the new degree level or specialization will be given the opportunity to approve the specialization or level change requested. The Graduate School will grant a request once it is approved by the department, provided that the student is in good academic standing.

A matriculated student in good standing who wishes to change degree programs must submit a new application for admission within established application deadlines. The student must inform the Graduate School if they wish to cancel enrollment in the degree program to which previously admitted. Likewise, the student must inform the Graduate School that he or she desires previously submitted supporting materials to be forwarded to the admissions committee of the new degree program.

## Concurrent Pursuit of Multiple Graduate Programs

A student may be admitted to two (or more) degree programs concurrently. A new application form must be completed for each degree program to which the student desires admission. Each intended program may review the student's existing Graduate School academic file and may require letters of recommendation pertinent to the particular program. A graduate student must be in good academic standing in order to be admitted to an additional graduate degree




program. When a student already enrolled in the Graduate School is admitted to an additional graduate degree program, the department(s) to which the student is already admitted will be notified of the new admission. A student admitted to more than one degree program is considered to be pursuing each one independently in the sense that each degree can be awarded as all requirements for it are satisfied. See also “Dual Credit for Graduate Course Work.”

## Termination of Admission; Retention

A student failing to maintain good academic standing may be academically dismissed from the Graduate School, as described under “Academic Standing” in the “General Regulations” section of this catalog. Graduate students who are academically dismissed lose their status as graduate students. In addition, a student in good academic standing may be dismissed from a graduate program for various academic reasons, including falsification of application materials, failure to satisfy stipulations imposed upon admission to the program, and failure to satisfy other program or Graduate School requirements in timely fashion according to established policies.

A student previously enrolled in a graduate degree program at NIU who did not graduate from that program, and who has not been enrolled for 12 consecutive months, will have that admission canceled. See “Readmission/Reentry.”

If a student has been admitted to a graduate degree program, and does not complete any course work applicable to that program for 12 consecutive months, then, at the discretion of the department, the student’s admission to that program may be terminated. Similarly, if a student is enrolled in a given term, but not in any course work applicable to their degree program, then, at the discretion of the department, the student’s admission to their program may be terminated.

Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program; failure to maintain these standards will, on recommendation of the student’s department, result in termination of the student’s admission to the program. 

Admission to the Graduate School is contingent on admission to a particular degree program. Therefore, when admission to a program is terminated, the student’s admission to the Graduate School is also terminated (unless the student was already admitted to another graduate degree program). A student whose admission to the Graduate School is terminated because of dismissal from or termination of admission to a program may apply for admission to another degree program (if in good academic standing overall), or may apply for permission to register as a student-at-large, in order to continue graduate-level study.

A student who has been academically dismissed while a graduate student or student-at-large at NIU is not eligible for admission or reentry but must petition the Graduate Council Appeals Committee for academic reinstatement.

## Readmission/Reentry

If a student who was previously enrolled in a graduate degree program at NIU but whose admission has been canceled wishes to resume study in the same degree program, they must submit a reentry application to the Graduate School and secure permission from the program to re-enter. A previously enrolled degree-seeking student who wishes to change programs must submit an application for admission. A degree-seeking student who does not register for course work in a 12-month period must submit a reentry application and obtain permission from the program to reenter. If the student no longer wishes to pursue a degree, but does wish to undertake further graduate course work, she or he should apply as a student-at-large.

Students-at-large who interrupt their studies for 12 consecutive months must submit a reentry application to the Graduate School prior to registration. The reentry application serves as a notice of the student's intention to resume registration, so that institutional records can be brought up to date.

Graduate students and students-at-large who have been academically dismissed are not eligible for admission or reentry; they should see the section entitled "Academic Reinstatement" elsewhere in this catalog.

## Enrollment for Graduate Study as a Student-at-Large

Persons who have not applied for admission to the Graduate School, who have applied but have not yet been admitted, who were previously admitted but whose admission lapsed or was terminated prior to the completion of a degree, or who have been denied admission may be permitted to register for graduate work as students-at-large. In order to receive permission to register as a student-at-large, an individual must

- submit to the Graduate School a completed application for permission to register as a student-at-large (<http://www.grad.niu.edu/grad/apply/atlarge.shtml>), and
- provide documentation (e.g., unofficial transcripts) that the applicant holds a baccalaureate or higher degree from an accredited institution (or the equivalent from a recognized institution outside the United States).

A graduate student who has been academically dismissed from the Graduate School may not enroll as a student-at-large unless granted academic reinstatement for this purpose by the Graduate Council Appeals Committee.

The student-at-large classification is primarily for the purpose of taking graduate-level classes; persons with a baccalaureate degree wishing to take only undergraduate classes or to pursue another baccalaureate degree at NIU should do so through one of the student categories designed for that specific purpose (e.g., the "postgraduate" classification). Information about such categories is available from the Undergraduate Admissions Office.

Permission to register as a student-at-large should not be confused with admission to the Graduate School. Students-at-large are not considered to be admitted to a degree program until they have been formally admitted by the Graduate School and relevant department. A person seriously considering pursuing an advanced degree should apply for admission to the Graduate School as early as possible. Advice should be sought through the appropriate academic department or the Graduate School.

A student-at-large is not eligible for appointment to a graduate assistantship. A student-at-large must complete a re-entry application to the Graduate School if registration is discontinued for more than one year.

A student-at-large may apply for admission to the Graduate School. However, even if admission is achieved, the graduate credit accumulated as a student-at-large will not necessarily be counted toward an advanced degree at this university, and certain programs have limits on the number of student-at-large hours that can be applied toward a specific degree. Therefore, a student at-large who intends to pursue a graduate degree should apply for admission as soon as possible. Students-at-large are normally prohibited from registering for graduate business courses.

Students-at-large are under the administrative jurisdiction of the office of the dean of the Graduate School. Inquiries concerning regulations and policies and requests for waivers or exceptions should be addressed to that office.

Unless otherwise indicated, the general provisions of the Graduate Catalog apply to students-at-large. In particular, a student-at-large is subject to the same regulations governing probation and dismissal as a student admitted to the Graduate School. These regulations, described under the heading "Academic Standing," include the requirement that a student-at-large must maintain a minimum 3.00 GPA in all graduate-level work undertaken at NIU in order to remain in good standing. Students-at-large who are placed on academic probation and fail to regain good standing within the prescribed period of further enrollment, or who accumulate 6 or more semester hours of D, F, or U in graduate-level work, are subject to academic dismissal.

A student-at-large who is on academic probation or has been academically dismissed shall not be considered for admission to the Graduate School. Also, if a student-at-large is admitted to the Graduate School but is placed on academic probation prior to matriculation as a graduate student, then that student's admission to the Graduate School is canceled and good academic standing must be regained before the student can again be considered for admission to the Graduate School.

## Postbaccalaureate Classification

A postbaccalaureate is a student who has an earned baccalaureate degree and wishes to take additional undergraduate courses or to pursue a second undergraduate degree. Admission as a postbaccalaureate student is granted through the Undergraduate Admissions Office.

A postbaccalaureate is not eligible to enroll in any course for graduate credit. However, postbaccalaureate students may enroll in a limited number of graduate-level courses for undergraduate credit; see "Undergraduates in Graduate Courses for Undergraduate Credit."

Credit earned while a postbaccalaureate is undergraduate credit and, therefore, may not be applied later toward a graduate degree. Conversely, graduate credit earned as a graduate-level student may not be applicable toward an undergraduate degree; the evaluations staff of the Office of Registration and Records should be contacted for further information.

Whether postbaccalaureate or a graduate-level (graduate student or student-at-large) classification is the more appropriate will depend on the student's educational objectives, and students are encouraged to consult with appropriate departmental or other academic advisors

in making their choice. The student's classification may also affect eligibility for certain types of financial assistance; students should contact a financial aid counselor in the Student Financial Aid Office for more information. A student wishing to change from postbaccalaureate to a graduate-level classification, or vice versa, must formally resign the original classification before the new classification is granted, and must have the approval of both the appropriate undergraduate college office (determined by the postgraduate major) and the office of the dean of the Graduate School. The change of classification must be requested not later than the first regularly scheduled class day of the academic term for which it is to be effective.

<https://catalog.niu.edu/content.php?catoid=58&navoid=3002&hl=%22admission%22&returnto=search>

## Requirements for Graduate Degrees

### **Admission**

The Graduate School admission requirements for all of the abovelisted master's degrees except for those in the College of Business are indicated in the section on "General Requirements for Admission to the Graduate School." The admission requirements for graduate programs in the College of Business are described in that college's section of this catalog. There are additional admission requirements and earlier application dates for several programs; the catalog sections for individual programs should be consulted.



**Northern Illinois  
University**

The Graduate School

April 24, 2023

To: Graduate Council Members

From: Tuition Waiver Review Committee

Re: Report of Round 1 & 2--Fall 2023 Tuition Waivers

The Tuition Waiver Review Committee received 110 nominations for Round 1--Fall 2023 tuition waivers. Thirty-eight nominees were offered tuition waivers (31 recruitment and seven underrepresented minority).

Round 2--Fall 2023 tuition waiver process is in progress. Decisions will be made after May 12.

**Your Future. Our Focus.**