

GRADUATE COUNCIL MINUTES

APPROVED

682nd Meeting

March 4th, 2024

MEMBERS PRESENT: Clark, Chen, Falkoff, Floyd, Gaillard, Garver, Hill, Hunt, Klis, Neal, Notebaert, Ricklefs, Rohl, Swingley, Torkinejad-Ziarati, Van Dijk, A. Wu, K. Wu, Xia

MEMBERS ABSENT: Bedeau, Contreras, Finley, Gordon, Lundstrum, Scherer

OTHERS PRESENT: Doane, Gawron, Gonzalez, Laudick, Matuszewich, Reyman, Wilks

Called to Order

- Dean Wilks calls the meeting to order at 10:03 am.

Approval of Minutes

- The minutes from the February 5th, 2024, meeting was approved electronically.

Committee Reports

- Standards Report by Dean Wilks
 - Graduate School Front of the Catalogue Changes
 - Vote to approve the proposal motion by Floyd, Second by Garver. Passed unanimously.
 - Admissions Language Changes
 - Discussion and questions follow.
 - Vote to approve changes made to admissions language part of the catalogue. Motion to approve by Floyd, Second by Klis. Passed unanimously.
- Criminal Disclosure: Report by Executive Director Laudick
- Graduate Faculty Awards Committee: Report by Dean Wilks

New Business

- Curriculum Agenda led by Graduate Council Executive Committee Chair Garver.
 - Garver Summarizes Curriculum changes proposed by each college.
 - Motion to pass with a friendly amendment to 3.2 GPA by Floyd second by Swingley
 - Motion passed with Xia Abstention
- Electronic Minutes Approval
 - Gonzalez recommends research, Open Meeting Act and how it impacts Graduate Council.
 - Falkoff comments on Roberts Rules
 - Table until research is conducted
- Graduate Program Director Professional Development
 - Wilks gives update on a roll out of training for graduate program directors. A team's site will roll out in fall with materials to help program directors with the various aspects of their role. Lunches with grad program directors will continue into fall, with the topic focusing on retention (university goals).

Old Business

- University Goals
 - Wilks highlights a variety of items within the goals (recruitment plans; retention; benchmarking)

- Associate Dean Reyman gives update on Graduate Student Orientation with full roll out expected by Fall 2025. Dean Wilks discusses stop gap measure is partnering with ISSS to invite all graduate students to a resource fair in Fall 2024.
- Discussion of these goals and the way to implement them took place among council members.
- Slate Implementation Update from Executive Director Laudick.
 - Highlights the future ability of slate, automation of communications with graduate students/faculty/staff, and training series being offered moving forward.
 - Slate is live for Spring 2025 and Summer 2025 graduate admission term.

Announcements

- Associate Dean Reyman: Graduate Student Appreciation Week, April 1-5.
- Floyd: announces: “Booked and Blessed or Bust” a comedy theatre performance that opens on Friday April 5th.

Adjournment

- Adjourned at 11:35a.m.

Next Meeting

- Next meeting is scheduled for April 1st, 2024, 10:00 am.

Minutes

- Minutes respectfully submitted: Kayla Doane, The Graduate School



NORTHERN ILLINOIS UNIVERSITY

The Graduate School

February 12th, 2024

To: Graduate Council Members

From: Standards Committee

Re: Committee Report

The standards committee met on Monday February 12^h, 2024, via teams. The standards committee discussed Graduate catalog admissions changes and in a vote the changes were approved. The document will be presented at Graduate Council on March 4th for a final vote.

Your Future. Our Focus.

Williston Hall 100 • DeKalb, Illinois 60115-2828 • 815-753-0395 • Fax 815-753-6366 • niu.edu/grad

NORTHERN ILLINOIS UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION.

General Requirements for Graduate Admission

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.
- ~~Applicants 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, students must~~ Have at least a 3.20 GPA in all graduate work taken to **be admitted to** a program beyond the master's degree.

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. Applicants whose GPA is below the required level(s) may, at the discretion of the **major academic** department, be recommended for admission if they satisfy one of the following criteria.

- Demonstrated ability to conduct graduate work at an accredited college or university
- Exceptional performance on required graduate-level admission tests (GRE or GMAT)
- Presentation of other relevant evidence acceptable to the department, such as a portfolio in art or an audition in music of notably high quality

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, therefore, transcripts are not required for work done at such institutions. 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.

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.

Admission to the Graduate School is contingent on admission to a particular degree program.

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 program-specific admission 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.

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 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 rescinded immediately.

NIU holds the right to make mid-admission cycle changes related to admission requirements as a part of the graduate catalog revision cycle.

Exceptions to the Admission Requirements

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

To pursue a graduate degree, one must apply, be recommended for admission by the faculty of the academic program, and be admitted to the Graduate School, ~~as well as be accepted for admission by the faculty of the program one wishes to pursue.~~ Students who wish to take graduate coursework ~~but not pursue~~ without pursuing a degree program should refer to the section "~~Enrollment for Graduate Study as a~~ Graduate Student-at-Large Admission" in this catalog.

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.

The online application for graduate admission is accessible from the Graduate School web site:

<https://grad.niu.edu/grad/admissions/apply-now.shtml>

~~Applications are available online at <http://niu.edu/grad/admissions/index.shtml>.~~

Application Deadlines & Admit Terms

~~Graduate School and program deadlines for the completion of the application dossier are available online at www.niu.edu/grad.~~ The completed application dossier, *with the required application fee*, must be

received by the Graduate School no later than **the following application deadlines:**

- July 15 for admission to the fall semester
- December 10 for the spring semester
- June 1 for the summer session

For international applicants, all application materials 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 semester. 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 is a lawful permanent resident in the U.S. may meet the application deadlines specified for domestic students and may be considered for admission for the summer semester.

Academic programs have the ability to set program-specific application deadlines that may be earlier in the admission cycle than the Graduate School deadlines. The program-specific deadlines cannot be past the Graduate School deadlines. Applicants should check with the academic department for program-specific application deadlines.

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.

Application Fee

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~~

2024-2025 NIU Graduate Catalog
Graduate Admission Changes
GC Meeting 3.4.24

- McNair Scholars
- Qualified veterans under the Illinois Veterans' Grant (IVG) Program
- Individuals who also received a GRE or GMAT fee reduction or fee waiver.

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

~~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. 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 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 rescinded immediately.~~

~~Admission Requirements for Graduate Assistants~~

~~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.~~

~~For international students, all application materials 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 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.~~

~~An applicant whose native language is not English must demonstrate proficiency in English by achieving the minimum score on a standardized English proficiency test. Applicants 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.~~

English Proficiency Requirements for International Applicants

An applicant whose native language is not English must **demonstrate proficiency in English by achieving the minimum score on a standardized English proficiency test. As such, applicants must** present one of the following:

- an IELTS score of 6.5 or alternatively,
- 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). 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.

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 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.~~

Admission Decisions & Notifications

Upon submission and completion, applications for admission are reviewed by the Graduate School and then provided to the academic department for review and recommendation for admission decision.

~~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 until some time 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 by the Graduate School. Correspondence from individual departments or programs does not constitute official notice of admission. Admission decision notifications are released as quickly as possible, though can take up to a few weeks following the receipt of all materials. 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 sent until sometime after the formal deadline for applications has passed.

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.

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.

Regular Graduate Admission

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

~~A regularly admitted student, who has not yet completed must complete a baccalaureate or a master's degree prior to matriculation as a graduate student at NIU, but 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 Graduate 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. **Common situations where conditional admission is present include the following:**

- **An admitted student, who has not yet completed a baccalaureate or a master's degree prior to matriculation as a graduate student at NIU, and as such who has not yet provided an official transcript verifying completion of that degree.**
- **An admitted student who has not yet provided official exam scores verifying the English proficiency requirement has been met**
- **An admitted student who may be required to complete undergraduate deficiency courses. Graduate students enrolled in undergraduate classes must be aware of potential consequences upon their eligibility to receive financial aid.**
- **Programs may impose other terms of conditional admission that admitted students must meet, including completion of undergraduate course work at a specified level of competency. Programs must inform both the student and the Graduate School in writing of any such requirements. Responsibility for enforcing additional requirements resides solely with programs.**

Unless specified otherwise by the academic department, students must fulfill all terms of the conditional admission status within the first **semester of enrollment** ~~nine hours of course work enrolled~~ **to be fully admitted** at NIU as a graduate student. Failure to do so will result in a rescinded admission notice from ~~the program and~~ the Graduate School; **and the student will not be able to continue in the program. It is**

the responsibility of the academic department to monitor and notify the Graduate School of any terms beyond the first semester of enrollment.

~~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 **fully** 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~~ **rescinded**.

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 rescinded** 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.

Criminal Disclosure Procedures

Northern Illinois University (NIU) is committed to maintaining a safe environment for all members of the University community. As part of this commitment, NIU requires admitted students to disclose information regarding past conduct prior to confirming enrollment. While a previous conviction or current indictment does not bar admission to the university, a review of individual circumstances by a university committee may lead to admission with specific enrollment restrictions or rescission of admission. Admitted students seeking to confirm enrollment who are under current indictment, have been convicted of a crime (other than a routine traffic offense or in a juvenile proceeding), or have been dismissed or expelled from an academic institution for reasons other than academic performance are required to disclose information related to past conduct as a mandatory step in the enrollment process.

Matriculation; ~~Deferral of Admission~~

In order to establish their admission, graduate students must accept and confirm the graduate admission offer and then enroll in the semester ~~or summer session~~ for which they are admitted, indicated in the letter of admission from the Graduate School.

Deferral of Admission

At the discretion of the office of the dean of the Graduate School and with permission of the ~~major~~ **academic** 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~~ **Conditional** admission may not be deferred; the student should instead arrange **to meet the conditional admission terms and apply for** ~~provide the missing credentials to permit consideration for~~ unconditional admission in a subsequent term.

Change of Major/Specialization Program

An admitted ~~matriculated~~ student ~~in good standing~~ who wishes to change degree programs must submit a new application for admission, ~~including a new application fee payment and the appropriate application materials~~, within established application deadlines ~~for that new program~~. The student must inform the Graduate School if they wish to ~~withdrawal their application, decline their offer of admission and/or cancel enrollment in the degree program to which previously admitted. Likewise, the student must inform the Graduate School that they desire previously submitted supporting materials to be forwarded to the admissions committee of the new degree program.~~

A student who wishes to change degree level within a given ~~program~~ ~~major~~ or from one specialization to another within the same ~~program~~ ~~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.

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 **within 12 months of the term for which they were admitted**, they must submit a reentry **application request form** 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 a **new** application for admission. A degree-seeking student who does not register for course work in a 12-month period must submit a **reentry new application for admission** ~~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, they should apply as a student-at-large. **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

~~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 Admission

The following individuals are eligible to apply as a graduate student-at-large:

- ~~• Persons who have not applied for admission to the Graduate School,~~
- Individuals who have interest in completing a certificate of graduate study
- Individuals who have interest in completing a graduate-level course at NIU for a particular semester, without being admitted to nor completing an academic program
- Individuals who have applied as a graduate degree-seeking student but have not yet been admitted
- ~~• Individuals who were previously admitted but who did not matriculate so admission lapsed or was terminated prior to the completion of a degree~~
- Individuals who have been denied admission to an academic program may be permitted to register for graduate work as students at large.

In order to ~~receive permission to register~~ enroll as a student-at-large, an individual must submit the application for admission 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~~ that show the completion of a baccalaureate or higher degree from an accredited institution (or the equivalent from a recognized institution outside the United States).

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 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.

2024-2025 NIU Graduate Catalog
Graduate Admission Changes
GC Meeting 3.4.24

The **graduate** 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.

~~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 student 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.~~

Catalogue changes:

In various places in the catalogue (both frontal materials and within program descriptions), there are instances where specific names are listed. For example, some programs list the faculty in their department.

Examples of the pages where the changes will occur:

Anthropology Department Catalog Page:

https://catalog.niu.edu/preview_entity.php?catoid=58&ent_oid=4224&returnto=3012

Other Academic Units Section – University Libraries:

https://catalog.niu.edu/preview_entity.php?catoid=58&ent_oid=4257&returnto=3016

Rationale:

This information is typically listed on a website and the Graduate School is not often notified when changes occur with faculty. To facilitate needed updates each year, and to ensure accuracy in the catalogue, we will remove all instances where names are listed. The exception to this will be the Graduate School's leadership names at the front of the catalogue. This change will also lead to less proposals needing to be submitted and should reduce volume on committees, which frees up time for review of more substantive changes to the catalog (programs/courses).



NORTHERN ILLINOIS UNIVERSITY

The Graduate School

February 19th, 2024

To: Graduate Council Members

From: Criminal Disclosure Committee

Re: Committee Report

The criminal disclosure committee met on Monday February 19th, 2024; Executive Director Laudick led the committee's discussion of the one case with the committee. The committee voted to allow the student continue in the admissions review process at NIU.

Final edits are being made to the Criminal Disclosure Committee Standard Operating Procedure and will be finalized next meeting.

Your Future. Our Focus.

Williston Hall 100 • DeKalb, Illinois 60115-2828 • 815-753-0395 • Fax 815-753-6366 • niu.edu/grad

NORTHERN ILLINOIS UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION.



NORTHERN ILLINOIS UNIVERSITY

The Graduate School

February 26th, 2024

To: Graduate Council Members From: Graduate School Faculty Awards Committee

Re: Report from the February 22nd, 2024, Meeting

The Faculty Awards Committee met on Thursday, February 22nd, 2024, to discuss nominations for this year's Great Journey Fellowship. There were 17 proposals submitted this year. The committee agreed to award 7 recipients and decided on 2 runner ups. Award letters will be sent to the recipients in the upcoming weeks.

Your Future. Our Focus.

Williston Hall 100 • DeKalb, Illinois 60115-2828 • 815-753-0395 • Fax 815-753-6366 • niu.edu/grad

NORTHERN ILLINOIS UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION.

AGENDA

Graduate Council Meeting 5th Meeting / Academic year 2023-24

TEAMS ONLY

10:00-12:00 p.m., Monday, March 4, 2024

I. ANNOUNCEMENTS

- Section E Expedited Curricular Changes – *No Curricular Items*

II. DISCUSSION AGENDA

- **Section A – *For inclusion in the 2024-2025 Catalog***. Dates listed after items are when the items were approved at the College level.
 1. **College of Business** – *No Curricular Items*
 2. **College of Education** – *No Curricular Items*
 3. **College of Engineering** –
 - *MS in Mechanical Engineering - Admissions*
 - *PhD in Mechanical Engineering - Admissions*
 4. **College of Health and Human Sciences** – *No Curricular Items*
 5. **College of Liberal Arts and Sciences** – *No Curricular Items*
 6. **College of Visual and Performing Arts** – *No Curricular Items*

III. UNFINISHED BUSINESS

Section A –

For 24-25 catalog
CEET



NORTHERN ILLINOIS UNIVERSITY

College of Engineering and Engineering Technology

Where Theory Meets Practice

COLLEGE CURRICULUM COMMITTEE

OTHER CATALOG CHANGES (other than course changes)

Department:	Mechanical Engineering	Date:	
Course No:			
Title:			

Undergraduate:		Catalog Year	2024 - 2025
Graduate:	x	Catalog Year	

Other Catalog Change

2023-2024 Graduate Catalog [Link](#)

Master of Science in Mechanical Engineering

The Department of Mechanical Engineering offers a program leading to the M.S. in mechanical engineering. The program is designed to stimulate creativity, to provide an in-depth understanding of the basic physical phenomena involved in mechanical systems, and to provide the student with the ability to use modern techniques in the analysis and design of mechanical components and systems.

~~Admission to the graduate program in mechanical engineering requires a baccalaureate degree in mechanical engineering or related areas such as physics, mathematical sciences, chemistry, computer science, and engineering disciplines. NIU undergraduate majors in mechanical engineering can, however, be admitted to the accelerated B.S./M.S. sequence after finishing 90 semester hours with a GPA of at least 3.00. University Honors students who are actively accumulating points through honors course work or Engage PLUS are guaranteed admission.~~

Educational Objectives

↓

Program Outcomes

Program graduates should attain the following outcomes by the time of graduation: design a system, component, or process to meet desired needs in one of the specialty areas (applied mechanics, computer-aided design and computer-aided manufacturing, design of thermal-fluid systems, vibrations, dynamics and control systems); identify, formulate, and solve engineering problems and to conduct research in one of the specialty areas; communicate effectively; understand professional and ethical responsibility; use of modern engineering tools.

Admission

Admission to the master's program in mechanical engineering requires a baccalaureate degree in mechanical engineering or related areas such as physics, mathematical sciences, chemistry, computer science, and engineering disciplines. Applicants must submit the following:

- Transcripts showing their GPA for their undergraduate work. A minimum GPA of 3.0 is required.
- GRE Scores.
- Resume.
- Statement of purpose.
- Two letters of recommendation.

↓

Requirements for Accelerated B.S./M.S. Sequence

The department also offers an accelerated B.S./M.S. sequence that leads to an M.S. in Mechanical Engineering after students received a B.S. in Mechanical Engineering, Mechatronics Engineering, Biomedical Engineering, Electrical Engineering, or Industrial and Systems Engineering from NIU. This accelerated sequence leads to both the B.S. degree and M.S. degrees in mechanical engineering and mechatronics engineering and is available to undergraduate majors in the programs listed above who have finished at least 90 semester hours of undergraduate work with a GPA of at least 3.00. A minimum GPA of 3.00 must be maintained during the course of study. Failure to meet the requirements of the accelerated

sequence may lead to a B.S. degree only, but only after all the requirements for that degree have been met.

Students must complete all undergraduate required courses, including 9 semester hours of technical electives. Only those technical electives or required courses taken for graduate credit ~~during the student's final undergraduate term~~ while enrolled in the program will be credited toward the M.S. program, up to a maximum of 9 semester hours.

Students are required to fulfill all requirements for thesis option, project option, or course option mentioned in the previous section.

With this program, a student can take B.S. and M.S. courses simultaneously, up to three semesters before earning the undergraduate degree. Depending on the undergraduate major, one can have up to 18 semester hours count towards both the undergraduate and graduate degrees. Students coming from programs other than Mechanical Engineering may also have to take additional foundational mechanical engineering undergraduate courses as described in the Graduate Catalog.

~~A GRE is not required. Students must meet Graduate School application deadlines. Interested students should talk with an advisor as early as possible and are encouraged to apply during the spring semester of their junior year. Students wishing to take part in this program should be aware of all the regulations and restrictions of accelerated baccalaureate/master's degree programs as outlined in the NIU Graduate School Catalog under the heading of Early Admission of NIU Undergraduates, and Admission to Accelerated Baccalaureate/Master's Degree Programs.~~ All students enrolled in this sequence must have their schedules approved by their faculty advisors each semester. Any deviation from an approved course schedule may delay graduation.

~~All students enrolled in this sequence must have their schedules approved by their faculty advisors each semester. Any deviation from an approved course schedule may delay graduation.~~

~~University Honors students in Mechanical Engineering who are actively accumulating points through honors course work or EngagePLUS are guaranteed admission to the B.S./M.S. program.~~

Admission to the B.S./M.S. Program

Interested students should talk with an advisor as early as possible and are encouraged to apply three semesters prior to completing their B.S. degree. Applicants must submit the following:

- NIU Transcript showing their GPA for their undergraduate work. A minimum GPA of 3.0 is required.
- Resume.
- Statement of purpose.
- Two letters of recommendation.

NIU University Honors students in Mechanical Engineering who are actively accumulating points through honors course work or EngagePLUS are guaranteed admission to the B.S./M.S. program.

Rationale: Application requirements for the program are now stated in the catalog. Multiple formatting changes. Incorporation of changes requested after previous submission.

COLLEGE CURRICULUM COMMITTEE

OTHER CATALOG CHANGES (other than course changes)

Department:	Mechanical Engineering	Date:	
Course No:			
Title:			

Undergraduate:		Catalog Year	2024 - 2025
Graduate:	x	Catalog Year	

Other Catalog Change

2023-2024 Graduate Catalog [Link](#)

Doctor of Philosophy in Mechanical Engineering

↓

Admission Requirement

Students seeking admission to the Ph.D. program in Mechanical Engineering must meet all requirements for admission to the Graduate School and shall have earned a baccalaureate degree in mechanical engineering or related area such as physics, mathematical sciences, chemistry, computer science, or another engineering discipline at the time of enrollment. Applicants must submit the following:

- Transcripts showing their GPA for their prior academic work. A minimum GPA of 3.0 is required for the previous degree.
- GRE Scores.
- Resume.
- Statement of purpose.
- Three letters of recommendation.

Master's students who desire to continue on to the Ph.D. must apply for admission.

Current master's students at NIU must apply for the Ph.D. program. Successful completion of a master's does not guarantee admission.

~~shall have satisfied the requirements (or equivalent) for the B.S. in Mechanical Engineering at NIU. Students with backgrounds in fields other than mechanical engineering are encouraged to apply, but may be required to take a sequence of core mechanical engineering courses as part of the doctoral program. Students seeking admission who possess a master's degree will also be expected to have met the above requirements. In addition, the department asks for a personal statement along with three letters of recommendation. Admission to the Ph.D. program is not automatic for students completing their M.S. degree in the department. Master's students who desire to continue on to the Ph.D. must apply for admission. Nondegree applicants may be admitted for no more than 8 semester hours.~~

Rationale: Application requirements for the program are now to be stated in the catalog. As requested, we are removing language about students with backgrounds in other technical areas. At a later date, we may add language that addresses the issues.