

# College of Graduate Studies and Research

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## College of Graduate Studies and Research

Michael J. Stern, Ph.D., Dean and Professor of Biology

Northeastern Illinois University, through its College of Graduate Studies and Research (CGSR), and in collaboration with the other colleges and faculty, provides the resources, facilities, and academic environment to advance learning, to foster creativity, and to nurture intellectual independence in graduate education. Graduate students pursue advanced studies and join the faculty in extending knowledge through research, scholarly and creative activities.

The College of Graduate Studies and Research offers the majority of its coursework during the late afternoon and evening hours to accommodate individuals who work during the day. Students should consult with their Graduate Program Advisor/Coordinator to plan an appropriate schedule of courses.

The College of Graduate Studies and Research offers master's degrees in 40 academic concentrations, as well as a variety of graduate certificate, licensure, endorsement, and FOCUS programs. All students engaged in graduate work at Northeastern Illinois University are admitted to the College of Graduate Studies and Research and are governed by its policies and procedures. Graduate students, therefore, have different tuition rates and grievance procedures. They are eligible to apply for graduate assistantships and tuition scholarships available through the College and departments.

Applications for admission are accepted for the academic terms as per the schedule provided with the application materials. Applicants are advised to check the College of Graduate Studies and Research website for any changes or special situations.

## Organization of The College

The Dean is responsible for the implementation of institutional policies related to graduate education at Northeastern Illinois University. Such policies are established in collaboration with the Graduate College Advisory Committee, a group elected by and from the faculty of the University. The Dean's Office handles petitions for any exceptions to University policy related to graduate studies, and addresses graduate student issues, including complaints and graduate grade appeals. The Dean's Office also oversees the processes involved in the appointment of Graduate Assistants. The Graduate Admissions handles all matters related to admissions and the Graduate Records Office handles matters related to graduation and the student's graduate records. Applications for graduation are accepted for each academic term, as per the schedule published in the Schedule of Classes.

Each graduate program has a Graduate Program Advisor/Coordinator who serves as an important link with the College of Graduate Studies and Research in overseeing graduate education at Northeastern Illinois University. The Graduate Program Advisor/Coordinator evaluates applications for admission to their program, advises on programs of study, informs students of departmental regulations and procedures, monitors students' academic progress, and reviews and approves applications for graduation. Students are urged to keep in contact with their advisors and to visit the CGSR website ([www.neiu.edu/graduatestudies](http://www.neiu.edu/graduatestudies)) periodically for important information updates.

The Dean is also responsible for overseeing the administration of research at the University. In this capacity, the Dean works closely with the Research and Creative Activities Advisory Group to support and enhance research and creative activities throughout the university community.

### Mailing Addresses and Office Hours:

#### College of Graduate Studies and Research Dean's Office (LWH-0041)

Northeastern Illinois University  
5500 N. St. Louis Avenue  
Chicago, Illinois 60625-4699

#### Graduate Admissions Office (D-101D)

#### Graduate Records Office (D-101D)

Northeastern Illinois University  
5500 N. St. Louis Avenue  
Chicago, Illinois 60625-4799

The CGSR Dean's Office is open Monday through Friday, from 8:30 a.m. to 4:30 p.m., and can be reached at [graduatestudies@neiu.edu](mailto:graduatestudies@neiu.edu) or (773) 442-6012. Both the Graduate Admissions and Graduate Records offices are typically open between 8:30 a.m. and 4:30 p.m. on Monday and Friday, and 8:30 a.m. to 6:00 p.m. on Tuesday through Thursday. You may reach the Graduate Admissions Office at [graduateadmissions@neiu.edu](mailto:graduateadmissions@neiu.edu) or (773) 442-6001, and the Graduate Records Office at [graduate-records@neiu.edu](mailto:graduate-records@neiu.edu) or (773) 442-6001.

### Graduate student funding

The University provides a limited number of graduate merit and need-based tuition scholarships to qualified students in good academic standing upon the recommendation of their program faculty.

Students interested in an appointment as a graduate assistant may fill out the form available on the College of Graduate Studies and Research website at [www.neiu.edu/graduatestudies](http://www.neiu.edu/graduatestudies). A student's skills will be matched to available positions, and interviews will be arranged if an assistantship opportunity becomes available.

Graduate students should also contact the Financial Aid Office for the availability of various fellowships and other forms of financial assistance: <http://www.neiu.edu/financial-aid/>