



GET TO KNOW  
**NORTHEASTERN  
ILLINOIS UNIVERSITY**

**WELCOME HOME**

**N** Northeastern  
ILLINOIS UNIVERSITY

# Welcome to Northeastern Illinois University

## Who Are We

- Founded in 1867: Cook County's 1<sup>st</sup> teacher training institute
- Locations: Campuses on the North and Southside of Chicago
- State University: One of 12 state universities

## Why Northeastern

- Affordability
- Flexibility
- Faculty
- Diversity
- Housing
- Various locations

# Academic Programs

Over 80 Undergraduate & Graduate Programs

## Four Academic Colleges

(Each offer scholarship opportunities)

- College of Arts & Sciences
- College of Business and Management
- College of Education
- Graduate College

## Top 10 Undergraduate Majors

- Biology
- Communication, Media and Theatre
- Computer Science
- Justice Studies
- Psychology
- Social Work
- Elementary Education
- Accounting
- General Business Administration
- Management



# Freshman Admissions!

## Requirements:

- Graduated or will graduate from high school
- Test Optional but recommended to send ACT/SAT for scholarship and placement test opportunities
- Minimum GPA 2.5
- Minimum Subject Requirements (For graduating from an Illinois high school):
  - 4 years of Math
  - 4 years of Language Arts (Writing, Literature)
  - 3 years of Science
  - 3 years of Social Science
  - 1 year of Electives in Art, Music, Foreign Language, or Vocational Education



## Application Process:

- 1<sup>st</sup>: Complete an application for admission
- 2<sup>nd</sup>: Submit the \$30 application fee\*
- 3<sup>rd</sup>: Send/Submit official high school transcripts
- 4<sup>th</sup>: Send official SAT or ACT scores (optional)

- \*\* Fee Waivers are available
- \*\* Can be on your transcripts

# Transfer Students

## Admission Requirements:

- ✓ Cumulative GPA of 2.0 or higher (ALL coursework attempted)
- ✓ Good academic standing at last school attended
- ✓ IF less than 24 semester hours earned, must also meet freshman admission requirements.

## Application Process:

- ✓ Submit application for admission
- ✓ \$30 application fee required
- ✓ Official transcripts for ALL colleges/universities attended
- ✓ IF less than 24 semester hours, students must arrange for official HS transcripts to be sent



# Northeastern Illinois University

**Learn more:**

[Take a Virtual Tour](#)

[Create your own Viewbook](#)

[Admission Requirements](#)

[Academic Majors](#)

[Financial Aid & Scholarships](#)

[Housing at The Nest](#)

Questions about admissions? [admrec@neiu.edu](mailto:admrec@neiu.edu)



# Disability Services

**Name of Office:** Student Disability Services

**Location:** 5500 N. St Louis Avenue, Chicago, IL 60625

- We are located in D104

**Website:** [neiu.edu/sds](https://neiu.edu/sds)

**Contact us:** 773-442-4595  
(phone) and/or at [sds@neiu.edu](mailto:sds@neiu.edu)



# Application Process for Students with Disabilities

**Step 1:** Be admitted to the university. You must be admitted to the university to apply for accommodations.

**Step 2:** Obtain your application forms for accommodations by following the instructions:

- Go to our website: [neiu.edu/sds](http://neiu.edu/sds)
- Select the tab "How to Get Services" (on the left side of our website)
- In this tab, read over Step 1 and Step 2.
- Under Step 2, you can find the documents for application for accommodations. Please read over the description of the documents.
- Download the application forms





# Application Forms to be filled out by the student



**Northeastern** Student Disability Services  
5500 North St. Louis Avenue  
Chicago, IL 60625 - O'Neil  
773-442-4368

**STUDENT REQUEST FOR ACCOMMODATIONS**

First, Middle and Last Name (Please print) \_\_\_\_\_

NEU Student ID Number \_\_\_\_\_ Program \_\_\_\_\_

Your Phone Number \_\_\_\_\_ Your Email Address \_\_\_\_\_

Your Local Street Address & Apartment Number \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Gender \_\_\_\_\_ Demographic (i.e. Caucasian) \_\_\_\_\_

1) Please list the accommodations you are requesting at NEU:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Have you ever used any of the above accommodations before? If so please list the accommodations used before, and the name of the institution where they were used. If you were approved for accommodations for the SAT or ACT please provide a copy of the letter informing you of those accommodations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form #1: Student Request  
for Accommodations**



**Northeastern** Student Disability Services  
5500 North St. Louis Avenue  
Chicago, IL 60625  
773-442-4368

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize my physicians, psychiatrists/psychologists, other health care professionals, hospitals, clinics, agencies to release copies of my medical and service records having to do with my condition to Douglas A. Lawson, Director for Student Disability Services, or his designee, at Northeastern Illinois University, 5500 North St. Louis Avenue, Chicago, IL 60625.

I authorize those parties to respond to questions regarding these records or my condition or treatment asked by Mr. Lawson, his designee or the consultant. I understand that such questions are asked for the purpose of evaluating my condition to provide University officials with sufficient information to determine accommodations, if any, may be reasonable and appropriate under the circumstances.

I also authorize Mr. Lawson, his designee, or the consultant to make a report of and discuss the findings with appropriate University officials who are involved in determining what accommodations, if any, to my condition may be reasonable under the circumstances. Such officials may include, but are not limited to, individuals in Student Affairs and the Office of the Provost.

This authorization shall be valid until the evaluation process and determination are fully and finally completed or until I revoke this authorization in writing. I understand that if I am unwilling to provide this release of information, it may not be possible to evaluate my condition accurately or to determine any reasonable accommodations to my condition.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Student's signature

Print: \_\_\_\_\_  
Student's name

**Form #2: Authorization  
for Release of  
Information**

# Application Forms: Supporting documentation

The image shows a screenshot of a form titled "Provider Report for Accommodation Request" from Northeastern University. The form includes the university's logo and contact information for Student Disability Services. It asks for the student's name and date of birth. Below that, it lists five questions for the provider to answer regarding the student's diagnosis, the nature of the impairment, and its impact on academic performance.

**Northeastern** Student Disability Services  
2000 South St. Lomb-Aurum  
Chicago, IL 60607 - (773) 442-4388

**Provider Report for Accommodation Request**

Student First, Middle and Last Name (Please print)  
\_\_\_\_\_  
Student's Date of Birth  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
As the student's treating medical/psychological care provider, please answer the following questions:

1. Please describe the student's impairment giving a specific diagnosis. Include the date of diagnosis and date of last clinical contact with student.
2. Is the impairment you described permanent or temporary?
3. Provide a description of the functional impact of the diagnosis or medical condition. Describe the current functional impact on physical, personal or cognitive disabilities.
4. How does the impairment specifically impact the student's ability to perform in an educational setting?
5. Can you quantify the nature of the impact of the impairment? What assessment tools did you use? Please attach any assessments to this form.

1. This form **should not** be filled out by students. This should be filled out by a qualified healthcare professional, such as a psychotherapist, psychiatrist, etc.
2. Supporting documentation should not be older than 3 years old. However, students may still qualify for temporary accommodations.

## Examples of Supporting Documentation include:

- Provider Report (you can download a Provider Report from our website) which would be completed by a healthcare provider **or**,
- IEP/504 paperwork **with** a psychological evaluation embedded within the report **or**,
- Psychological evaluation from a licensed clinician detailing how your disability affects your academic performance, and daily life **or**,
- A letter of approval for accommodations from the College Board

## Form #3: Provider Report

# Application Process for Students with Disabilities (continued)

**Step 3:** Submit a completed application by emailing us at [sds@neiu.edu](mailto:sds@neiu.edu)

- You will receive an email notifying you that we have received your application.



**Step 4:** We will review your completed application. It may take us up to 10 business days to review your application.

- After 3-10 business days, you will get an email inviting you for an intake/orientation with our department!



# Common Accommodations at Student Disability Services

- Note Taking services
- Document Conversion for Accessible Documents
- Test taking accommodations
- Use of a Digital Recorder for class lectures.
- Use of a Smart Phone with recording app.
- Use of electronic recording device for note taking.
- Enlarged copies of class materials.
- Elevator access.
- Additional time for class arrival due to disability.
- Reader/Scribe.
- Priority in class seating.
- Use of a Computer/Laptop for exams and lectures.
- Testing in the SDS Office.
- Use of “Dictation Software.”



# What are some of the reasons why an accommodation I requested gets “denied”?

1. Provide modifications that would result in an administrative burden.
2. Changes the curriculum or fundamental nature of the course or program
3. Undue hardship: if the accommodation costs too much or if the organization does not have the resources to respond to the request.
4. Pose a direct threat to self or to other individuals.

# Examples of unreasonable accommodations

- Requesting for a personal aide
- Requesting a new wheelchair
- Requesting a new elevator to be built
- Requesting new glasses
- Rehabilitation services
- Mental health services
- Independent living services
- Tutors



# When should students request services?

- The sooner the better.
- Students can request accommodations at any time, but it is highly recommended to request them as soon as possible.
- Accommodations are not retroactive. This means the students accommodations do not become active until the day students complete their intake/orientation.
- It is the student's responsibility to use and request their accommodations. However, accommodations are not retroactive. This means if a student chooses not to use their extra time on exams/quizzes, and they fail their exam, we cannot request professors to allow the student to retake their exam with their accommodation.

