COLLEGE OF BUSINESS

Located in the heart of Chicago’s financial and business center, DePaul’s Driehaus College of Business (http://business.depaul.edu/) offers highly respected, practical and innovative programs of business study that empower graduates to achieve more. The college encompasses an undergraduate business program and the Kellstadt Graduate School of Business (https://business.depaul.edu/academics/graduate/Pages/default.aspx), which offers the DePaul MBA, specialized master’s degrees and a Doctorate in Business Administration. The college’s faculty of scholars and experienced business professionals provide a real-world business education, and the college leverages its connections to Chicago’s business community to provide students with hands-on learning experiences and extensive career opportunities. Graduates join a DePaul business alumni network that is more than 70,000 strong. The college is accredited by the AACSB International—The Association to Advance Collegiate Schools of Business, a distinction indicating academic excellence that is earned by less than five percent of business schools worldwide.

Contact Us

Driehaus College of Business
Undergraduate
DePaul University
Driehaus College of Business
1 East Jackson Boulevard
DePaul Center Suite 5200
Chicago, IL 60604
312-362-5358
driehaus@depaul.edu

Graduate
DePaul University
Kellstadt Graduate School of Business
1 East Jackson Boulevard
DePaul Center Suite 5300
Chicago, IL 60604
312-362-8810
kgsb@depaul.edu

Administration & Faculty

Administration
Office of the Dean
Driehaus College of Business
DePaul Center
1 E. Jackson Blvd.
Suite 5100

Tom Donley
Interim Dean
(312) 362-6781
tdonley@depaul.edu

Kathy Hillegonds
Executive Assistant to the Dean
(312) 362-5180
khillego@depaul.edu

Jaclyn Jensen
Associate Dean for Student Success
(312) 362-6852
jjense10@depaul.edu

Willie Reddic
Associate Dean for Academic Programs and Curricula
(312) 362-5847
wreddic@depaul.edu

Bob Rubin
Associate Dean, Graduate and Professional Education
(312) 362-6145
rrubin@depaul.edu

Michael Miller
Associate Dean for Academic Quality and Compliance
(312) 362-7324
mmiller@depaul.edu

DePaul Undergraduate Programs Office
DePaul Center Suite 5200
(312) 362-5358
driehaus@depaul.edu

Karen Burgard
Assistant Dean
(312) 362-5358
kburgard@depaul.edu

Kellstadt Graduate School of Business
DePaul Center Suite 5300
(312) 362-8810
KGSB@depaul.edu

Christa Hinton
Assistant Dean and Director
(312) 362-8810
chinton@depaul.edu

School of Accountancy and MIS
DePaul Center Suite 6000
Ray Whittington
Director
(312)-362-8770
rwhittin@depaul.edu

Department of Economics
DePaul Center Suite 6200
Anthony Krautmann
Chair
(312) 362-6176
akrautma@depaul.edu (AKRAUTMA@depaul.edu)

Department of Finance & Real Estate
DePaul Center Suite 5500
Thomas Berry
Chair
(312) 362-8360
tberry@depaul.edu

School of Hospitality Leadership
14 E. Jackson Blvd. Suite 320
Nicholas J. Thomas
Director
(312) 362-6539
nthoma15@depaul.edu

Department of Management
DePaul Center Suite 7000
Lisa Gundry
Chair
(312) 362-8076
lgundry@depaul.edu

Department of Marketing
DePaul Center Suite 7500
Steve Koernig
Chair
(312) 362-5761
skoernig@depaul.edu

Faculty
Experts in the fields they teach, the Driehaus College of Business faculty includes published scholars and experienced business professionals, including executives, accountants, marketing directors, financial analysts, lawyers, economists, hospitality professionals, consultants and entrepreneurs. These individuals are committed to teaching students both theory and practice in a challenging and engaging learning environment.

Undergraduate Academics
The Driehaus College of Business offers undergraduate, graduate, doctorate and combined degree programs that integrate theory and practice.

Bachelor of Science in Business
The Bachelor of Science in Business (BSB) is the undergraduate business degree offered by the Driehaus College of Business. The degree is based upon the following learning goals and is composed of study in several areas of required coursework.

Learning Goals
The Learning Goals for the Driehaus College of Business undergraduate program are:

- Communication - Driehaus students will be able to communicate effectively both orally and in writing.
- Global Business Perspective - Driehaus students will understand business within a global context.
- Ethical and Legal Awareness - Driehaus students will be able to recognize ethical and legal issues confronting them.
- Decision-making - Driehaus students will be able to use analytical and reflective skills in making decisions.
- Teamwork - Driehaus students will be able to understand group and individual dynamics within a business setting.
- Mastery of Content - Driehaus students will acquire knowledge of the functional areas of business and the interrelationships among the functional areas within a business.

Business Core
The Business Core is a group of requirements focusing on professional business preparation to be completed by all students seeking the BSB degree. The specific classes a student takes for Core completion can vary according to selection of major or minor.

Liberal Studies Program
The Liberal Studies Program (LSP) is the common curriculum taken by all students enrolled in the traditional undergraduate colleges at DePaul University. The LSP is designed to enhance writing abilities, mathematical and technological proficiencies, and critical and creative thinking skills, while broadening students’ knowledge base beyond their chosen major. LSP courses foster an appreciation of different religious and philosophical worldviews, promote application of ethical reasoning, and realize new understanding of concepts and theories through multiple methods of inquiry and disciplinary perspective. In LSP seminars, students read primary texts, write research papers, and communicate their ideas orally. Business students also take Business Ethics in their Liberal Studies Program.

Major
In the major program, a student pursues specialized coursework in a business area. Some majors in the college require selection of a concentration to further focus the field of study. Majors can be declared at time of admission. A major must be declared prior to graduation. In addition to the primary major in business, a Driehaus student may choose to complete a secondary major, additional concentrations or a minor within the college or from another college at the university.

Open Electives
Open Electives allow a student to explore additional areas of interest or work toward a minor or second major. The selection of major or minor determines the number of open elective hours needed.

Additional Credentials
While not required for completion of the degree, students in the college are able to pursue additional opportunities for study such as minors, modern languages, study abroad programs, and internship-based courses.

Credit Hour Requirement
A minimum of 192 quarter hours of degree applicable credit is required for completion of the BSB. A student’s degree plan and factors such as course selection, transfer credit, and major and minor requirements may result in a student exceeding the hours minimum. In addition to college and departmental requirements, all students pursuing the BSB are subject to university policies on degree conferral (https://catalog.depaul.edu/student-handbooks/undergraduate/undergraduate-academic-policies/graduation-degree-conferral-policy/).

Additional Undergraduate Policies and Requirements
Detailed requirements and policies for the BSB degree can be found below, in the section pertaining to each Driehaus College of Business major or minor, and the Student Handbook (https://catalog.depaul.edu/student-handbooks/undergraduate/undergraduate-academic-policies/) of this catalog.

Course Prerequisites
A student in the Driehaus College of Business is expected to observe and adhere to course prerequisites. Prerequisites for courses are noted in Campus Connection and can include requirements for class standing, course completion and placement testing.
Given the sequential nature of coursework in business and the structure of major and minor programs in the college, consideration of course prerequisites is essential to successful planning and degree completion.

**Graduation/Degree Completion**

Graduation/degree completion is the official granting of a degree by DePaul University upon successful completion of all degree requirements.

Degrees are awarded at the end of each quarter. In order to have the degree awarded, all requirements must be satisfied, including:

- Submission of an Application for Graduation in Campus Connection
- Declaration of the major (and minor, if applicable) prior to graduation
- Completion of ACC 101, ACC 102, BUS 102, ECO 105, ECO 106, MAT 137, WRD 103*, WRD 104*, the Professional Writing requirement and ICS 392* with a minimum grade of C- in each class
- Completion of all courses in the major field (and minor, if applicable) field with a minimum grade of C- in each class (even if Global Business Perspective, extra or open elective)
- A minimum grade point average of 2.000 within the major (and minor, if applicable)
- A minimum cumulative grade point average of 2.000 for DePaul coursework
- A minimum of 192.0 degree applicable hours
- Completion of the last 60.0 hours of coursework for the degree at DePaul
- Posting of all of grades in Campus Connection by the end of the grading period (five business days after the quarter ends)

*Students in the University Honors Program do not take WRD 103, WRD 104 or ICS 392.

A student who is nearing the completion of the degree should consult with his or her academic advisor in the Undergraduate Programs Office regarding the graduation/degree completion process.

**Majors and Minors**

For a student to earn the Bachelor of Science in Business, completion of at least one major in the Driehaus College of Business is required. In addition to the primary major in business, a Driehaus student may choose to complete a secondary major, additional concentrations or a minor within the college or from another college at the university.

Non-business students are welcome to complement their areas of study by completing a major or minor in the Driehaus College of Business. They should meet with an academic advisor in the Driehaus Undergraduate Programs Office to review relevant policies and course requirements.

**Major Declaration**

Upon matriculation into the university, a student may declare a Driehaus major. A student will complete the major requirements in place at the time the student declares the major. Some majors require declaration of a concentration, which is added to the record at the time of major declaration. A major must be declared prior to graduation/degree completion.

**Major Policies and Requirements**

For all students pursuing a Driehaus major, the following policies and requirements are in effect:

- All requirements for the major including concentration must be completed as specified by the major department at the time the student declares the major
- The number of hours required for completion of a major varies
- At least one half of the major field coursework must be completed at DePaul
- The following courses must be completed with a minimum grade of C- unless otherwise noted for a specific major:
  - All courses completed from the major department whether taken for a requirement or for another purpose
  - All courses used toward completion of the major
  - A minimum grade point average of 2.000 including all major field courses taken for a requirement or for another purpose

**Secondary Majors and Concentrations**

For all students pursuing a secondary Driehaus major or additional concentrations for a Driehaus major, the following policies and requirements are in effect:

- Some combinations of secondary majors, additional concentrations and minors are prohibited as noted in the requirements section for the major, concentration or minor
- At least 50% of the courses used for the completion of a second major must be unique to the completion of that major
- At least 50% of the courses used for the completion of a second concentration must be unique to the completion of that concentration
- A course taken as part of an secondary major or additional concentration may be used toward another purpose in the degree plan, such as an Open Elective or Liberal Studies requirement.

**Majors outside the Driehaus College of Business**

A student pursuing the Bachelor of Science in Business is allowed to complete non-business majors in addition to the required Driehaus major. A student interested in completing a major outside of the college should meet with an academic advisor in the Driehaus Undergraduate Programs Office to review relevant policies and procedures. In addition, the student should contact the undergraduate program office for the college offering the non-Driehaus major for advising on requirements for completion of the major.

**Minors Declaration**

Upon matriculation into the university, a student may declare a Driehaus minor. A student will complete the minor requirements in place at the time the student declares the minor. If pursuing a minor, it must be declared prior to graduation/degree completion.

**Minor Policies and Requirements**

For all students pursuing a Driehaus minor, the following requirements must be observed:

- Some combinations of secondary majors, additional concentrations and minors are prohibited as noted in the requirements section for the major, concentration or minor
- At least one half of the minor field coursework must be completed at DePaul
- The following courses must be completed with a minimum grade of C- unless otherwise noted for a specific minor:
The MBA degree program is available in three formats: Full-time Day, Combined and dual degrees:

- MBA/Master of Public Health
- MBA/MA in Health Communication
- MBA/JD
- MFA in Creative Producing (offered by Kellstadt and the School of Cinematic Arts in the College of Computing and Digital Media).

The Master of Business Administration

The DePaul MBA focuses on both theory and practice for career advancement. Skills acquired include an ability to: analyze and take action to perform, inspire others and drive results in the real world. The MBA degree program is available in three formats: Full-time Day, Weekend and Part-time Evening.

Minors outside the Driehaus College of Business

A student pursuing the Bachelor of Science in Business is allowed to complete non-business minors. A student interested in completing a minor outside of the college should meet with an academic advisor in the Driehaus Undergraduate Programs Office to review relevant policies and procedures.

Honors Program

Most students follow the Liberal Studies Program to meet their general education requirements. However, students accepted into the Honors Program fulfill general education requirements through an alternative set of courses. A student in the Honors Program pursuing a primary major in the Driehaus College of Business follows the requirements listed in the Honors Program (https://catalog.depaul.edu/undergraduate-core/honors-program/) with the following stipulations:

- Business majors are not required to take HON 180.
- Business majors must take one Business Ethics course (REL 228 or MGT 228 or PHL 248 or MGT 248) in the Honors Program
- Hospitality Leadership majors take HSP 303 HOSPITALITY INTERNSHIP I and HSP 304 HOSPITALITY INTERNSHIP II in place of the Fine Arts Elective

Graduate Academics

The Driehaus College of Business offers undergraduate, graduate, doctorate and combined degree programs that integrate theory and practice. The Kellstadt Graduate School of Business is a nationally known business school dedicated to developing the real-world business sense needed to take leadership capabilities to the next level.

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Graduate Business Student Handbook

This handbook outlines academic policies for successfully completing your education at the Kellstadt Graduate School of Business (KGSB). If you are a Doctorate in Business Administration (DBA) student, go to the DBA Student Handbook (https://catalog.depaul.edu/programs/business-administration-dba/#studenthandbooktext).

Courses and Credits

- KGSB operates on a quarter system, with courses offered in the fall, winter, spring and summer quarters. The DBA program runs on a residency calendar (https://business.depaul.edu/academics/doctoral/dba/Pages/residency-calendar.aspx).
- Most courses are worth four credit hours and run for 10 weeks plus an 11th week for exams. Exceptions include some MBA core courses that are two credits and special courses that span more than one quarter.
- The unit of credit for quarter hours is defined as one hour granted for 45 minutes of classroom work per week during a quarter.

Master of Science Programs

Master of Science degrees are designed for professionals with a specific and focused career path who are looking to enhance and expand their expertise.

Doctorate in Business Administration

The Doctorate in Business Administration (DBA) is designed for highly experienced professionals who seek to take their career to the highest level. The three-year program is designed for working professionals with a previous master's degree in a business or business-related discipline. The ideal candidate will enter the program with significant business acumen gained through eight to 10 years of managerial or consultative experience. Candidates for the DBA will learn to frame complex business problems in a manner that enables an applied, evidence-based analysis of all available data and rigorous evaluation of potential solutions.

A fundamental component of the DBA experience is the personal working relationship with the research-active faculty of the Driehaus College of Business and Kellstadt Graduate School of Business. These ongoing mentor-student relationships support the doctoral candidates' professional development in the tools and methods of data analysis and business intelligence. In addition, DBA candidates will advance through their program as members of a cohort of about 15 students. The program's small group format is designed to build a strong network of like-minded, high-potential professionals to support each other both during the program and after graduation.

Each year of the program, candidates will participate in nine three-day residencies led by Kellstadt faculty. DePaul's DBA program begins with a strong emphasis on research methodology and disciplinary coursework that features the most current developments from both academia and professional practice. Coursework simultaneously builds candidates' interdisciplinary business knowledge and applied research skills. In the second year, DBA candidates will work as part of a small research team, with a faculty mentor, to take a research idea from conception to completion in one year. By the end of the second year, candidates will be expected to have framed and formally proposed their dissertation research. In the third year of the program, candidates will be personally supervised by one of Kellstadt's research faculty as they pursue their dissertation research. Throughout the program, DBA candidates are exposed to emerging industry and disciplinary developments through a series of doctoral seminars on current topics in business.

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- The unit of credit for quarter hours is defined as one hour granted for 45 minutes of classroom work per week during a quarter.
Grades

- Total credit hours required to graduate depend on your program. See the DePaul University Catalog for your program's credit-hour requirements.
- Duplication of courses or coursework is not permitted unless you are advised to repeat a course because you received an unacceptable grade per the grade requirements for your program. Double credit is not given for duplicated courses.
- All degree requirements must be satisfied within six years, beginning with the quarter you enrolled. Exceptions may be granted by your academic program director or KGSB.

Transferring Credits

- Up to half of the credit hours required for the KGSB MBA or MS may be applied from credits earned at institutions accredited by the Association to Advance Collegiate Schools of Business. A grade of C or higher is required to receive credit from KGSB. In most cases, a course must be worth four credit hours to be transferred. Applied credit is at the discretion of KGSB.
- The actual number of transfer courses accepted may vary at the discretion of KGSB.
- Submit your credit transfer requests in writing to KGSB with a course description and syllabus for each course. In some cases, you also may be asked to provide a bulletin, catalog and/or statement of academic regulations pertaining to the courses.
- Courses taken six or more years prior to enrollment generally are not transferrable. Exceptions may be made by your academic program director or KGSB.
- No more than two courses in the same field are acceptable for transfer without written permission from the academic director of your KGSB degree program.
- Transfer credits do not count toward your cumulative grade point average (GPA) at KGSB.

MS Economics and Policy Analysis Waiver Policy

- Students who enter the MSEPA after completing their undergraduate degree in economics may waive a maximum of two electives (8 credit hours) in the MSEPA program by earning a grade of B+ or better in the following courses:
  - Upper level undergraduate economic electives that have a prerequisite of Intermediate Microeconomics
  - Upper level economics electives that have a prerequisite of Econometrics

Combined Degree students are not eligible for waivers in the MSEPA.

Grades

- KGSB faculty members will explain how your coursework will be evaluated at the beginning of each course. The method for evaluating your progress in the course is at the discretion of the faculty member, providing the method is fair, uniformly applied and made known to the class.
- Your letter grades and GPA will follow DePaul's system of evaluating academic achievement (https://catalog.depaul.edu/student-handbooks/graduate/graduate-academic-policies/grades/).

- GPA is determined by averaging the grades from all courses taken at KGSB, including repeated courses. Your GPA will not be rounded.
- You will graduate "With Distinction" if you earn an overall GPA of 3.6 or higher. For students pursuing more than one degree, all courses taken at KGSB are considered in the calculation of the GPA.
- You must have a cumulative GPA of at least 2.0 (a grade of C) to qualify for graduation from KGSB. (Also see Additional Requirements by Program).
- Grade challenges can be initiated by submitting the Grade Challenge Form (https://business.depaul.edu/student-resources/undergraduate/Documents/grade-challenge-form-v3.pdf).

Probation, Dismissal and Reinstatement

- If your GPA falls below 2.0, you will be placed on probation, which will extend through the next three courses you take. If your cumulative GPA has not increased to 2.0 after you complete the third course, but you have increased your GPA, you will be placed on final academic probation. During final academic probation, you will be required to meet with an advisor in order to register for classes. Additionally, KGSB will review your academic history and will determine the best course of action. Decisions are final.
- During your probationary period, you will only be allowed to enroll in (1-2) classes per quarter until your GPA is 2.0 or higher. During the final probationary period, the number of courses and timing of the courses will be determined on a case-by-case basis by KGSB. Decisions are final.
- If you have been dismissed from the program, you may petition the assistant dean of KGSB for reinstatement no earlier than one quarter after your dismissal. Your request must include conclusive evidence of changes in your situation that indicate you are prepared to successfully meet the requirements of your program. The assistant dean considers each request individually and sets the terms and conditions for reinstatement. Decisions are final.

Additional Requirements by Program

MS Students

- If you seek to apply previously earned credit toward your degree, please be aware that you must complete at KGSB a minimum of 50 percent of the maximum number of your MS program's required courses to qualify for an MS degree from KGSB. Some MS programs require more than 50 percent. Check with your academic program director for the exact requirements that apply to your MS program.
- You must maintain a cumulative 2.0 GPA (grade of C) for your courses and at least a C- to gain credit for an individual course.

MBA Students

- If you seek to apply previously earned credit toward your degree, please be aware that you must complete at KGSB a minimum of eight of your MBA courses, or 30 credit hours, to qualify for an MBA degree from KGSB. Depending on the requirements for your concentration, at least two and as many as three of these five KGSB courses must be in your MBA concentration. Check with your academic program director for the exact requirements that apply to your concentration.
- KGSB may waive MBA core course requirements worth up to 8 credits if your undergraduate major was in the same discipline of these core courses and you earned a grade of C or better.
For general information about undergraduate admission and financial aid please visit: http://www.depaul.edu/admission-and-aid/Pages/default.aspx

Graduate Admission
Kellstadt Graduate School of Business
Admission to Kellstadt's Graduate School of Business is based on academic performance, work experience and career progression. GMAT and GRE test scores are required for certain degrees. Learn more about our MBA and Master of Science degree program requirements, formats and timelines (http://business.depaul.edu/academics/graduate/Pages/default.aspx).

Scholarship Opportunities
Please refer to individual academic departments for a listing of available scholarships.

Double Demon Scholarship
The Double Demon Scholarship is awarded to DePaul alumni and covers 25 percent of tuition for degree, non-degree or select certificate coursework taken at the graduate level.1 Both full-time and part-time students are eligible and no application is necessary. To learn more, contact the admission office for your college of interest (see listing below).

1 Please note: The Double Demon Scholarship cannot be used in conjunction with other DePaul scholarships, waivers or awards. University employees are eligible for other tuition benefits and are not eligible. The scholarship does not cover coursework from the Center for Professional Education (CPE), the Institute for Professional Development (IPD), coursework in a doctoral program or a master of fine arts (MFA), School of Music, the Theatre School, College of Law and a few other select programs.

Financial Aid (undergraduate and graduate)
Financial aid and alternative financing programs, as well as scholarships are available to students. Completing a current FAFSA (Free Application for Federal Student Aid) is the first step to determining your overall eligibility for financial aid.

Additional information is available on DePaul's Admission and Aid website (https://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx).

Undergraduate Programs Office
The Undergraduate Programs office supports the mission of the Driehaus College of Business in a variety of ways:

- Academic Advising: Provides students with guidance on curriculum, course selection, registration, degree planning, degree progress, and major and minor selection.
- Student Advocacy: Supports students in navigating DePaul's academic regulations, university policies and procedures. Advisors make appropriate referrals to help students in the use of college and university resources according to individual needs.
- Records Auditing: Assists students with determining degree progress and remaining requirements.
- Degree Conferral: Verifies students are eligible to receive their DePaul degree.
• **Declaration Maintenance**: Oversee the accurate application of major and minor plans on students' records.

• **Orientation**: Introduces new business students to the college through Premiere DePaul, Transition DePaul, and Inter-College Transfer programs.

• **Special Programs**: Enhances the student experience through opportunities and events like Beta Gamma Sigma, Honors Convocation, and the annual Commencement Ceremony.

Students are encouraged to consult their advisor periodically throughout the year.

In addition, faculty can assist in the selection of major electives and business electives which will best complement a student's major and career orientation.

The Undergraduate Programs office is located in DePaul Center 5200 and may be contacted by telephone at (312) 362-5358 or please visit: https://business.depaul.edu/student-resources/undergraduate/Pages/default.aspx.

**Advising Staff**

Catherine A. Gill, MEd  
Director

Monika K. Gunty, MEd  
Director

Rhonda Bartosik, MEd  
Assistant Director

Diane Hu, MEd  
Assistant Director

Ryan Hopper  
Senior Academic Advisor

Linda Pastorello, MA  
Academic Advisor

Ariel Preston  
Academic Advisor

Kim Ryza, MA  
Academic Advisor

Katherine Tomlinson, MSW  
Academic Advisor

**Kellstadt Graduate School of Business**

Each of our Kellstadt Graduate School of Business academic advisors offers advising services that meet the needs of your specific industry or degree program. To contact your academic advisor, please visit https://business.depaul.edu/student-resources/graduate/Pages/Kellstadt-Academic-Advisors.aspx.