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 60,000 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.

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Undergraduate Academics
The Driehaus College of Business offers undergraduate, graduate, doctorate and combined degree programs that integrate theory and practice. Its Kellstadt Graduate School of Business helps students develop real-world business skills for accelerating or redirecting their careers.

Programs include:

- Bachelor of Science in Business degrees, with a range of majors, minors and honors programs available.
- The DePaul MBA offered in multiple formats. DePaul also partners with corporations to offer onsite MBA degrees for employees.
- Master of Science degrees that focus on specific business expertise.
- Doctorate in Business Administration for executives who seek to deepen their research acumen or enter academia.

Combined and dual degrees:

- Combined Bachelor’s and Master’s 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).

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 composed of study in several areas of required coursework:

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 is a set of requirements in which a student is exposed to liberal studies education through classes taken from departments and programs across the university. Students pursuing the BSB complete required courses in business ethics, business calculus, and business statistics through Liberal Studies requirements.

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.

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.

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.

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.

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.

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 below:

Honors Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HON 110</td>
<td>HONORS DISCOVER CHICAGO</td>
<td>4</td>
</tr>
<tr>
<td>or HON 111</td>
<td>HONORS EXPLORE CHICAGO</td>
<td></td>
</tr>
<tr>
<td>HON 100</td>
<td>RHETORIC AND CRITICAL INQUIRY</td>
<td>4</td>
</tr>
<tr>
<td>HON 101</td>
<td>WORLD LITERATURE</td>
<td>4</td>
</tr>
<tr>
<td>HON 102</td>
<td>HISTORY IN GLOBAL CONTEXTS</td>
<td>4</td>
</tr>
<tr>
<td>HON 104</td>
<td>RELIGIOUS WORLDVIEWS AND ETHICAL PERSPECTIVES</td>
<td>4</td>
</tr>
<tr>
<td>HON 105</td>
<td>PHILOSOPHICAL INQUIRY</td>
<td>4</td>
</tr>
<tr>
<td>HON 201</td>
<td>STATES, MARKETS, AND SOCIETIES</td>
<td>4</td>
</tr>
<tr>
<td>HON 207</td>
<td>TOPICS IN COGNITIVE STUDIES</td>
<td>4</td>
</tr>
</tbody>
</table>

Business majors are not required to take HON 180.

Science
• HON 225

Arts
• HON 205
• One applied, performance, or studio course from approved list.
• For Hospitality majors, HSP 303 and HSP 304 replace the Fine Arts Elective and fulfill the Experiential Learning requirement.

Language
• Three courses of intermediate or advanced language study.

Students who meet the proficiency requirement by placing at the 200-level of a language may consult with an Honors advisor for an alternative 3-course option for fulfilling the language requirement.

Junior Seminar
• HON 301

The Honors Program is committed to developing students’ knowledge and cultural awareness so they may respect and learn from difference. Honors students meet the multicultural requirement by completing HON 301, the Junior Seminar in Multiculturalism.

Senior Capstone
Choose one from below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HON 350</td>
<td>HONORS SENIOR SEMINAR</td>
<td>4</td>
</tr>
<tr>
<td>HON 351</td>
<td>HONORS SENIOR SEMINAR IN SERVICE LEARNING</td>
<td>4</td>
</tr>
<tr>
<td>HON 395</td>
<td>HONORS SENIOR THESIS</td>
<td>4</td>
</tr>
</tbody>
</table>

Students who choose to complete an Honors Senior Thesis must have their project approved at least one term prior to executing the project. To gain approval for a senior thesis, students must complete an application, including a project proposal signed by two faculty advisors. In keeping with the interdisciplinary nature of the program, the thesis should attempt to move outside the boundaries normally associated with one particular discipline and should be supervised by two readers from different academic fields. While the final product must be a substantial piece of work building on the student’s accumulated knowledge and new research, specific requirements for each thesis will depend on the nature of the project. See the Director or Associate Director for an application and thesis materials. Students may opt to enroll in HON 300: Honors Research Seminar (a two-credit elective) to receive dedicated guidance as they prepare the thesis project.

Business Ethics
Choose one from below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL/MGT 248</td>
<td>BUSINESS ETHICS</td>
<td>4</td>
</tr>
<tr>
<td>MGT 228</td>
<td>BUSINESS, ETHICS, AND SOCIETY</td>
<td>4</td>
</tr>
<tr>
<td>MGT 248</td>
<td>BUSINESS ETHICS</td>
<td>4</td>
</tr>
<tr>
<td>REL 228</td>
<td>BUSINESS, ETHICS AND SOCIETY</td>
<td>4</td>
</tr>
</tbody>
</table>

Honors Approved Elective
Business majors in the Honors Program are allotted one Honors Approved Elective. This course, selected in consultation with an Honors advisor to achieve specific academic or professional goals, will allow students to explore an area of study at the 200-300 level outside of the major. Students in the Hospitality major may request a waiver from this requirement.

Experiential Learning
Honors students fulfill the university’s requirement for Experiential Learning (EL) through completion of an internship course, a service learning course, or a mentoring course, or through participation in a study abroad program. The course will verify completion of the EL requirement and be placed where appropriate in the student’s academic program – either as a major requirement, open elective, Honors Approved Elective, or (in the case of HON 351) an Honors core requirement.

Grade Requirements
A grade of C- or higher in HON 100 and HON 110 or HON 111 is required to remain in the Honors Program.
A grade of C- or higher is required to pass the following courses: HON 100, HON 350, HON 351, and HON 395.

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, ECO 105, ECO 106, MAT 135, MAT 136, 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 (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.

Pass/Fail Option

The purpose of the pass/fail option is to encourage students to seek educational experiences in courses which are not required in the student’s program.

In conformity with the university policy on the pass/fail option, students in the Driehaus College of Business may take only Open Electives pass/fail and then only in courses outside of the student’s major or minor program. Only one pass/fail per discipline is allowed.

Degree seeking students in the college must enroll for a letter grade in all parts of the Liberal Studies Program, the Business Core, and in all major or minor program courses. Students must be in good standing with a GPA above 2.000 in order to apply for pass/fail and may take a maximum of one pass/fail class per quarter. Grades of A to D are considered passing grades.

Please refer to the Undergraduate Student Handbook for the complete university policy on the pass/fail option.

A student must complete a pass/fail application in the Undergraduate Programs office for each course taken on a pass/fail basis by the application deadline published by the university in the Academic Calendar.

Test, Credit and Placement

Driehaus College of Business students are subject to the university’s policy on transfer credit and credit by examination:

A maximum of 132 transfer hours (quarter hours) will be applicable to any undergraduate degree at DePaul. This includes transfer courses taken at both community colleges and other four-year institutions. Of the 132 quarter hours, a maximum of 99 quarter hours earned at a community college may be applied to a DePaul University degree. CLEP, International Baccalaureate and/or AP credits combined with transfer credits from two-year institutions will total no more than 99 hours and combined with credits from four-year institutions will total no more than 132 hours.

More detail about DePaul policies on transfer credit and credit by examination may be found in the Undergraduate Student Handbook.

 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.

 Majors

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.

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

**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.

**Minor Policies and Requirements**

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

• All requirements for the minor must be completed as specified by the minor department at the time the student declares the minor
• 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:
  • All courses completed from the minor department whether taken for a requirement or for another purpose
  • All courses used toward completion of the minor
• A minimum grade point average of 2.000 including all minor field courses taken for a requirement or for another purpose

**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.

**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.

**Programs include:**

• The DePaul MBA offered in multiple formats. DePaul also partners with corporations to offer onsite MBA degrees for employees.
• Master of Science degrees that focus on specific business expertise.
• Doctorate in Business Administration for executives who seek to deepen their research acumen or enter academia.

**Combined and dual degrees:**

• Combined Bachelor’s and Master’s 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.

**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.

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). The DePaul Graduate Student Handbook (https://catalog.depaul.edu/student-handbooks/graduate/) contains additional policies for all graduate students at DePaul.

Questions? Contact us:
Kellstadt Graduate School of Business
1 E. Jackson Blvd., Suite 5300
Chicago, Illinois 60604
(312) 362-8810
kgsb@depaul.edu

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.
• 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 12 credit hours earned at institutions accredited by the Association to Advance Collegiate Schools of Business may be applied toward your KGSB MBA or MS degree. 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.
• 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.

Credit for 300-Level Courses
• You may receive graduate credit for one 300-level undergraduate business course completed at KGSB with prior written approval from the department chair or school director of your program.
• You must earn a final grade of B or higher in the 300-level course to be able to apply its credits toward your graduate degree.

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.
Incomplete (IN) Grades
- If you receive more than two grades of Incomplete (IN), your registration will be blocked until you have met with an advisor and submitted this form (https://business.depaul.edu/student-resources/Documents/Incomplete%20Grade%20Form%20-%20Driehaus.pdf).

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 nine of your MBA courses, or 36 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 nine 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 14 credits if your undergraduate major or minor was in the same discipline of these core courses and you earned a grade of C or better.
- MGT 500 and GSB 599 are required of all MBA students and may not be waived or substituted.
- You need a cumulative 2.0 GPA (grade of C) in your concentration courses and any electives associated with your concentration to qualify for graduation.
- For core MBA courses, grades A through D earn credit.
- For concentration or concentration related courses, a grade of C- or higher is required to receive credit. Any grade lower than C- in a concentration course does not count as credit toward your degree and you will need to repeat the course or an approved substitute.
- Written prior permission from your department chair or school director is required to take an advanced course in place of a required one.

Second Concentrations or Degrees
If you seek to add an MBA concentrations to one you have already earned at KGSB, or seek to add an MS degree to any previously earned KGSB degree:

- You are subject to the academic policies and concentration requirements effective at the time of readmission.
- A minimum of 50% of the requirements for the second concentration or degree must be completed as new coursework not applied to any previous degree or concentration.
- Your successful completion of additional concentration(s) or degree(s) will be noted on your official transcript with the completion date(s). For MBAs, you can earn more than one concentration but only one MBA.
- For students returning to earn additional MBA concentrations, your GPA for your original MBA concentration will remain unchanged. If you earned a “With Distinction” with your first MBA concentration, the additional coursework will not change that designation.

- The six-year course expiration rule may be extended or waived in some cases for students returning for second degrees or MBA concentrations.

Auditing Courses
- To audit a KGSB course, you must first receive permission from the academic director of the program that offers the course.
- You will be charged tuition and fees at the rates set for that course, and the full, nonrefundable payment must be made at registration.
- You will not receive credit for audited courses.
- Requests to change auditor status must be made in writing to KGSB and be granted before the end of the third week of class. You may not change to or from auditor status after the third week of class.

Admission & Aid
To succeed in the study of business, students must possess a number of academic qualities. Specifically, students must be able to think analytically and reason to valid conclusions relying on both quantitative and qualitative information. Particular attention is therefore given to the mathematical and verbal abilities of candidates.

Undergraduate candidates interested in admission to the Driehaus College of Business should direct all inquiries to:
Office of Admission
DePaul University
1 E. Jackson Boulevard
Chicago, Illinois, 60604
admission@depaul.edu or (312) 362-8300.

For general information about admission and financial aid please visit: http://www.depaul.edu/admission-and-aid/Pages/default.aspx

For information about graduate admission, or to apply online, please visit: http://www.depaul.edu/admission-and-aid/types-of-admission/Pages/graduate-student.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. 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).
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
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.

Special Programs

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 course selection, degree planning, and major and minor selection.
- Records Auditing: Assists students with determining degree progress and remaining requirements.
- Degree Conferral: Verifies students are eligible to receive their DePaul degree.
- Declaration Maintenance: Oversees 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.

The Undergraduate Programs office is located in DePaul Center 5200 and may be contacted by telephone at (312) 362-5358.

Academic Advising
All undergraduate degree seeking students in the Driehaus College of Business may receive academic advising in the Undergraduate Programs office.

Academic advisors are available to provide information concerning degree progress, curriculum, course selection, registration, academic regulations, and university policies and procedures. Academic advisors will also make appropriate referrals to help students in the use of college and university resources according to individual needs. 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.

Advising Staff
Catherine Gill, MEd
Director

Monika K. Gunty, MEd
Director

Rhonda Bartosik, MEd
Senior Academic Advisor

Ryan Hopper
Academic Advisor

Diane Hu, MEd
Academic Advisor

Jason Majchrzak, MS
Academic Advisor

Ariel Preston

Kim Ryza, MA
Academic Advisor

Katherine Tomlinson, MSW
Academic Advisor