SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

The School of Continuing and Professional Studies offers innovative undergraduate and graduate degrees and certificates that are recognized for their high quality and applicability in an ever-changing professional world. We also provide extensive continuing education and workplace learning opportunities through our seminars, workshops and customized corporate training programs.

Our school is designed to offer personalized academic and career guidance, credit for prior learning, and flexible learning structures that meet the schedules and demands of busy adult lives. We extend learning through online, hybrid, and on-campus offerings, as well as through cohort programs delivered onsite at our corporate and college partners.

Whether pursuing degree completion, accelerated, customizable, and/or highly-structured programs, our students develop skills in collaboration, persuasion, critical-thinking, inquiry, technology, creativity, adaptability and specialized fields that meet the requirements for success in the 21st century workplace.

Contact Us

The School of Continuing and Professional Studies office is located in suite 1400 of the Daley Building at 14 E. Jackson Blvd. in Chicago. Website: https://scps.depaul.edu/ (https://scps.depaul.edu/Pages/default.aspx)

Office hours are 9:00 am - 5:00 pm, Monday-Friday. Telephone: 312-362-8001. Fax: 312-476-3220. General Email: scps@depaul.edu

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Undergraduate Academics
An internationally recognized leader in education for adults, the School of Continuing and Professional Studies offers degrees and certificates at both the undergraduate and graduate levels.

The undergraduate Bachelor of Arts programs include professional studies majors in Business Administration (BAPSBA) and Computing
The SCPS Professional Studies Core is not included as part of this calculation.

• University policy dictates that no more than half of the major can be completed as transfer credit. This policy would apply to both the primary and secondary major.

• Courses for the secondary major can be placed as electives or additional credit to the 192 minimum cumulative credit conferral requirement.

• No SCPS Degree Completion Major (DCM) programs can be paired with other majors.

• No BAPSC Concentrations can be paired with the BADA Computing Concentration.

SCPS students interested in completing a secondary major from a non-SCPS college should contact their SCPS advisor to discuss their options. Requirements for the secondary major would be determined by the college offering the major.

Students enrolled in a Non-SCPS college that are interested in adding a secondary major from SCPS can send their request to scpsadvising@depaul.edu. Students from a Non-SCPS college would need to complete the Professional Studies Core, the Major Core and the Major Elective requirements to complete the SCPS major.

The requirements for a double major are represented on the student’s Degree Progress Report (DPR) and the second major would be listed on the final transcript.

SCPS Undergraduate Academic Policies

All SCPS undergraduate students assume responsibility to know and meet both the general and particular regulations, procedures, policies and deadlines set forth in the academic catalog. In addition, all SCPS undergraduate students are expected to adhere to the Student Code of Responsibility (available in the DePaul University Undergraduate Student Handbook (https://catalog.depaul.edu/student-handbooks/undergraduate/)) to follow the policies, procedures and regulations of the University. Failure to do so may be grounds for dismissal from the applicable degree program. Additional program information and regulations applicable to specific programs can be found on the SCPS website (https://scps.depaul.edu/student-resources/undergraduate-resources/Pages/default.aspx).

Dean’s List, Honors and Honor Societies

Students in the following SCPS undergraduate programs are eligible to receive graduation honors, BAPBSA, BAPSC, BAHSA, BADA, BANM, BALS, BARSM, and BAABS. These honors are based on the student’s final cumulative GPA, at least 3.85 for summa cum laude, 3.7 for magna cum laude, and 3.5 for cum laude. To qualify for honors, students must complete at least 60 credit hours at DePaul of credit posted with letter grades, grades recorded as a pass are not included in the calculations. Students in SCPS competence-based programs do not qualify for these graduation distinctions.

Invitation-only honor societies such as Alpha Sigma Lambda may offer graduation honors to eligible undergraduate students per each honor society’s criteria. SCPS also offers a quarterly SCPS Dean’s List designation for undergraduate students who earn a GPA of 3.5 for the quarter based on a minimum of 8 graded credit hours in DePaul courses, excluding grades of Pass and W. Students who received IN, M, or R grades for the quarter are not eligible.
Grades

SCPS degree programs with majors (BAPSBA, BAPSC, BAHA, BADA, BANM, BALS and BARSM) require a grade of C- or better in courses taken at DePaul or transfer work applied to course requirements in the Major and in the LL 261: Essay Writing course in the College Core. All other course requirements in these programs can be completed with a grade of D or better. R grades are only permitted for the following courses: LL 301, LL 302, LL 303, Guided Independent Studies, and SCPS Study Abroad courses applied to these programs. SCPS degree completion major programs (BAABS and BALS) require a C- or better in all courses taken at DePaul applied to those programs.

SCPS competence-based programs (BAIFA, BAC, BAGB and BAECE) require a D or better in courses taken at DePaul or transfer work applied to competence requirements in those programs except for course requirements from non-SCPS colleges in joint degree programs which require a C- or better. However, courses taken before the Fall 2020 quarter must meet the C- or better standard that was in place at that time to be accepted for any competence requirements in those programs. R grades are only permitted for the following courses: LL250, LL 300, LL 390, FA 303, FA 304, Guided Independent Studies, and SCPS Study Abroad courses.

Grades are not changed because of a reassessment of course work, the submission of extra work or by the retaking of an examination. In cases of administrative error, an instructor may request for a change of grade with the approval of the SCPS Exceptions Committee. The SCPS Exceptions Committee will entertain grade change requests from instructors when either the student or the instructor has made a compelling case with adequate written supporting documentation that a grade change is warranted for equitable considerations. If a student's IN or R grade has reverts to an F grade due to missed deadlines, this is not sufficient grounds to warrant such an exception. If a grade change is deemed appropriate by the Exceptions Committee or through an Incomplete Contract, faculty enter the grade change directly in Campus Connect.

A minimum grade point average (GPA) of 2.0 is required to graduate in all SCPS undergraduate programs.

Pass/Fail Grades

Most undergraduate courses at SCPS are graded on the A/F grading scale unless otherwise specified. Students can request to take courses from any university department on a pass/fail (P/F) grading basis by contacting their academic advisor for approval.

The following university guidelines can be found in the Grades, Pass/Fail (https://catalog.depaul.edu/student-handbooks/undergraduate/undergraduate-academic-policies/grades-pass-fail/) entry in the university student handbook to qualify for the P/F option. For more information about how P/F grades are recorded and implications for student records, please see the student handbook explanation.

- Sophomore Standing (at least 44 quarter hours)
- A minimum cumulative GPA of 2.0 or higher
- One P/F course can be taken per quarter
- Only one course can be taken P/F from any department
- A maximum of 20 credit hours can be taken as P/F
- Courses in the major/minor or certificates are not eligible for P/F option

A grade of pass in SCPS courses represents the university standard of D or better. Pass grades recorded for Prior Learning Assessment (PLA) credits are excluded from the maximum 20 credit hour limit on P/F grades. LL 261: Essay Writing requires needs C- or better and does not qualify to be taken P/F. SCPS courses considered to be in the major include those in the Professional Studies Core, the Major Core and the Major Electives whether taken through SCPS or from other colleges.

Courses taken for P/F grades using the D or better standard can be applied to any competence program requirement including Focus Area requirements but excluding course requirements from non-SCPS colleges in competence based joint degree programs. Courses taken in competence programs for Lifelong Learning requirements do not count toward the 20 credit hour P/F limit.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) allows students to earn credit toward degree requirements based on demonstration of college-level learning that may have been accomplished prior to or during studies at DePaul. Students may apply PLA credit in a variety of ways depending on the type of the learning being demonstrated through professional development in the workplace, courses and workshops in non-accredited programs and other types of independent learning. The maximum amount of PLA credit that can be applied to a SCPS degree is 48 credits of the 192 credit program or 12 competence requirements in a competence-based program. PLA credits are not eligible for Financial Aid, do not count for purposes of determining enrollment status, and do not count as residency requirements. Students interested in pursuing PLA credit should contact the Office of Prior Learning Assessment (SCPSPLA@depaul.edu).

Repeating Courses

SCPS follows the University policy (https://catalog.depaul.edu/student-handbooks/undergraduate/undergraduate-academic-policies/grades-repeating-classes/) for repeating courses for its credit based programs (BAPSBA, BAPSC, BAHA, BADA, BANM, BALS, BARSM and BAABS).

The following policy applies to students in SCPS's competence-based programs (BAIFA, BAC, BAGB and BAECE). SCPS students can improve the grade for a particular competence by retaking the same course for the same competence or by taking a different course for the same competence. In either case, the University policy stipulates that the second attempt is the one which determines the cumulative credit and GPA. A student may not repeat a SCPS class if the registration is for a different competence from the original registration for that course.

When SCPS undergraduate students repeat a competence, all grades achieved are recorded on their academic records. Recalculations of the GPA will be made according to the following guidelines:

- Upon the initial repeat, only the second grade will be used to calculate the GPA.
- Upon further repeats, the second and all subsequent grades will be used to calculate the GPA.

These guidelines apply whether students took the competence for pass/fail or A/F grades. GPA recalculations for a repeated competence are made on an ad-hoc basis only. Recalculations are initiated at the request of students, faculty, and advisors and performed by the SCPS Student Records office.
Residency Requirements
SCPS residency requirements (courses taken at DePaul) vary by program as defined below:

- SCPS degree programs with majors (BAPSBA, BAPS, BAH, BANM, BALS, BARSM and BADA): Students in these programs must complete at least 20 credit hours from the College Core in residence and at least 40 credit hours from the Major Requirements in residence. In addition to these requirements, students in the BAPS joint degree program with the College of Computing and Digital Media (CDM) at DePaul need to complete at least 20 credit hours in the major from CDM.
- SCPS degree completion major programs (BAABS and BALS): Students in these programs must complete at least complete 94 credit hours in residence.
- SCPS competence-based programs (BAIFSA, BAC, BAGB and BAECE): Students in these programs must complete at least 25% of competence requirements through SCPS courses. In addition, students in the BAC program must also complete at least 5 courses through the College of Computing and Digital Media. Students in the BAECE program must also complete at least 9 courses through the College of Education.

Active Student Status
Students who complete a term and do not enroll for the following term at DePaul remain active and eligible to enroll until they are formally discontinued. The student does not register for three consecutive quarters (or for Law two semesters), excluding summers. In these cases students must seek readmission.

Once discontinued, students wishing to resume their studies are required to reapply for admission to the school, and, upon readmission, proceed in accordance with program specifications in place from that point forward, as well as any special directives provided at the point of readmission.

Competence Limits (in Competence-Based Programs)
In undergraduate courses offered for competence requirements at SCPS, students may enroll for a maximum of two competence requirements. Most competence requirements are worth 2 credit hours, although there are some exceptions to this rule. Students may enroll in one or two competence requirements in a course but may only complete one FX competence per course. Exceptions to this policy are:

- In travel courses, students can enroll in three or four competence requirements if two of them are L10 and L11.
- Certain four-credit hour courses offer only one competence requirement; these include Writing for Competence (L4), Critical Thinking (L5), and Quantitative Reasoning (L6).
- Two-credit hour courses, including Guided Independent Studies, five-week courses, and most December Term courses, may be taken for only one competence.
- In University Internship Program courses offered for two FX competence requirements, students are enrolled for both FX competence requirements.

Graduate Academics
An internationally recognized leader in education for adults, the School of Continuing and Professional Studies offers degrees and certificates at both the undergraduate and graduate levels. The graduate programs include master's degrees in Applied Professional Studies (MAAPS), and Educating Adults (MAEA), and Applied Technology (MSAT).

- Applied Professional Studies (MAAPS) (https://catalog.depaul.edu/programs/applied-professional-studies-ma/)
- Applied Technology (MSAT) (https://catalog.depaul.edu/programs/applied-technology-ms/)
- Educating Adults (MAEA) (https://catalog.depaul.edu/programs/educating-adults-ma/)

Graduate Admission Application Steps
The following process and components apply to all of the School of Continuing and Professional Studies (SCPS) graduate programs and certificates. Additional program information can be found at the SCPS Graduate Programs page (https://scps.depaul.edu/academics/graduate/programs/Pages/default.aspx).

1. Application and Required Materials
Applicant submits required application materials including:

- a completed Application form and Application fee¹;
- a current resume;
- an Application Essay² (writing sample) that addresses key questions pertinent to assessing the ‘fit’ of the particular program to the student and vice versa; and,
- official, sealed transcripts documenting all prior college/university coursework including demonstration of a completed undergraduate degree from a regionally accredited institution. A cumulative GPA of 3.0 is required for all prior coursework.

1 The application fee is waived for DePaul alumni.
² Application Essay is waived for certificate applicants.

2. Interview
Upon initial review of application materials, a representative of the SCPS Graduate Admissions Committee invites qualified applicants to an admissions interview. The purpose of this interview is to enable both the particular program and the applicant to further ascertain the match or alignment between what the particular graduate program/certificate offers and what the applicant is seeking in terms of his/her graduate-learning or certificate-learning experience.

3. Review
Information gleaned from each applicant’s materials and interview is reviewed and assessed by the SCPS Graduate Admissions Committee in accordance with the particular program’s admission considerations. See admissions considerations below.

4. Decision
An admission decision is rendered and communicated to the applicant in writing. As necessary, SCPS Graduate Programs reserve the right to admit particular applicants conditionally. In such cases, the terms (conditions and timeline) of the conditional status are noted in the student’s acceptance letter. Failure to satisfactorily adhere to or fulfill these terms may result in academic dismissal/withdrawal from the particular program.

Admission Considerations
The following areas are considered in making admission decisions:

- applicant’s professional background including, for MAAPS program applicants, his/her possession of at least three years of direct or
interrelated experience, or equivalent, relevant to the particular SCPS graduate program/certificate under consideration;

- applicant’s possession of a practice-site (worksite or relevant application setting in which to apply learning from the particular SCPS graduate/certificate program) is preferred;
- applicant’s educational goals/objectives and the congruence between those goals and the graduate/certificate program under consideration;
- applicant’s learning values and skills (willingness and ability to conduct self-managed/independent learning; participate positively in peer-group learning; engage in self-assessment; engage in reflection to increase understanding and improve practice; and, organize areas of knowledge and skill into themes and describe evidence in support of such)
- applicant’s undergraduate cumulative GPA of no less than 3.0.

Admission Status
Students are to matriculate in the quarter for which they are admitted. Students failing to do so (and who later wish to start) are responsible to update their admissions materials and, if necessary—depending on changes to those materials—reapply. The Graduate Programs Office maintains an admission file/status for one year from the date of admission.

After three consecutive quarters, excluding summer, of no registration activity (no credit hours or the minimal Continuing Activity Status), the University deems graduate students to be discontinued. Once discontinued, graduate students wishing to resume their graduate studies are required to reapply for admission to their respective graduate programs and, upon readmission, proceed in accordance with program specifications in place from that point forward, as well as any special directives provided at the point of readmission. These contingencies of reapplication / readmission also apply to graduate students who are not able to complete their graduate programs within the allotted six years from point of first enrollment.

International Admission
In addition to the Admissions Requirements above, International Students must also submit the following:

- Proof of English Language Proficiency.
- English Proficiency Test. Applicants educated outside of the U.S., at an institution where English is not the primary language, must present proof of English proficiency to be considered for admission. DePaul University accepts the TOEFL, IELTS, or Pearson Test of English. Most scores are valid for two years only. Expired test scores will not be accepted.

The minimum scores considered for graduate admission to SCPS are:
- 80 on the iBT of the TOEFL with a minimum score of 17 on each section
- 550 on the paper-based TOEFL test
- 213 on the computer-based TOEFL test
- 6.5 on the IELTS test
- 53 on the Pearson Test of English
- Credential Evaluation. DePaul University requires that applicants educated outside of the U.S. submit official educational credentials and evaluation fee directly to one of the following companies:
  - One Earth International Credit Evaluation
  - Educational Credential Evaluators, Inc. (ECE)
  
- Applicants must request a course-by-course evaluation. Please direct any questions about required credentials to the evaluation company. DePaul University will not accept evaluations from any evaluation company not listed here.

Upon admission, regarding student visa information, please click here (http://international.depaul.edu).

SCPS Graduate Academic Student Handbook
All SCPS graduate students assume responsibility to know and meet both the general and particular regulations, procedures, policies and deadlines set forth in these materials. In addition, all SCPS graduate students are expected to adhere to the Student Code of Responsibility (available in the DePaul University Graduate Student Handbook) to follow the policies, procedures and regulations of the University, and to fulfill any particular stipulations which the School of Continuing and Professional Studies Graduate Programs may have made in individual cases at the time of admission or, subsequently, through official action. Failure to do so may be grounds for dismissal from the applicable graduate program.

Additional program information and regulations applicable to specific graduate programs can be found in each Program Guidebook and student resources on the SCPS website (https://scps.depaul.edu/student-resources/graduate-resources/Pages/guidebooks.aspx).

Acceptable Grades
Grades of “A” through “C” are acceptable for registrations (courses or competencies) applied to SCPS graduate programs. Grades of “C-” or lower require re-registering and re-completing course/competence. “Pass/No Pass” is only applicable to specified program components as explicitly designated within each graduate program’s Curriculum Guidebook (https://scps.depaul.edu/student-resources/graduate-resources/Pages/guidebooks.aspx).

Combined Degree Programs
SCPS offers two combined Bachelor’s + Master’s degree programs that allow students across the university to complete 12 graduate credit hours while completing their undergraduate programs at the undergraduate tuition rate. These 12 graduate credit hours will count towards both the undergraduate and graduate degree programs. Combined degree program students are also eligible for DePaul’s Double Demon Scholarship which provides a 25% reduction in the graduate tuition rate.

- MA in Applied Professional Studies (https://catalog.depaul.edu/programs/applied-professional-studies-ma/applied-professional-studies-ma-combined-bachelors-masters-degree/)
- MA in Educating Adults (https://catalog.depaul.edu/programs/educating-adults-ma/educating-adults-ma-combined-bachelors-masters-degree/)

Double Demon Scholarship
Alumni from any of DePaul’s colleges who are admitted into any graduate degree program at the university automatically qualify for the Double Demon Scholarship which provides a 25% reduction in the graduate tuition rate. Combined degree program students are eligible. Both full-time and part-time students are eligible. No scholarship application is required.
Cumulative GPA
SCPS graduate programs require a cumulative GPA of no less than 3.0 to remain in good standing and at the point of graduation in order to complete the respective degree and enable degree conferral.

Earning a Second School of Continuing and Professional Studies Graduate Degree
Alumni from any SCPS graduate program (MAAPS, MAEA or MSAT) may apply to a second different SCPS graduate degree, provided the first program is completed. Concurrent matriculation in two degree programs is not permitted. Those who wish to pursue a second degree are required to follow the second program’s admission process. Students admitted to the second program may apply up to 18 credit hours of graduate liberal learning seminars, previously completed within the first program, in partial fulfillment of the second program’s requirements, provided no more than 10 years has lapsed between the seminar's completion quarter and the quarter in which the second degree is conferred. Application of credit hours and degree requirements into a third SCPS graduate program is prohibited.

Graduation Steps
A detailed list of Graduation Steps is provided for all SCPS graduating graduate students on the SCPS website (https://scps.depaul.edu/student-resources/graduate-resources/Pages/graduation-information.aspx).

Probation (Special Review) & Dismissal
Students whose performance jeopardizes their satisfactory academic progress as outlined in program materials are subject to being placed on “special review status” (academic probation) by the Graduate Student Program Review Committee (GSPRC). In such cases, the student’s Faculty Mentor develops a draft of the concerns and conditions for review. Upon GSPRC deliberation and decision, the GSPRC Chair prepares and distributes the special-review letter outlining issues/concerns as well as conditions/ deadlines that need to be met for Special Review Status to be lifted. The Faculty Mentor monitors the student’s progress in meeting the conditions of the special review/probation.

Failure to comply with any of the terms of “special review” will result in academic dismissal from the applicable graduate program. A student who has been dismissed for academic/special-review reasons may, after a period of time not less than two quarters, reapply for readmission.

Readmission
After three consecutive quarters, excluding summer, of no registration activity (no credit hours or the minimal Continuing Activity Status), the University deems graduate students to be discontinued. Once discontinued, graduate students wishing to resume their graduate studies are required to reapply for admission to their respective graduate programs and, upon readmission, proceed in accordance with program specifications in place from that point forward, as well as any special directives provided at the point of readmission. These contingencies of reapplication / readmission also apply to graduate students who are not able to complete their graduate programs within the allotted six years from point of first enrollment.

Six-Year Time Limit
All graduate degree requirements must be satisfied within six years commencing with the term of initial enrollment. Students who fail to complete their graduate program/certificate requirements within the six-year limit must reapply and be readmitted. In such cases, readmission may require students to re-enroll and re-complete portions of their respective program/certificate in order to ensure currency of the knowledge-base/skill-base.

Transfer Coursework
Up to eight credit hours of graduate study may be “transferred” from other programs/universities in partial fulfillment of approved portions of SCPS’s graduate programs’ requirements. Such coursework must have received a grade of “C” or better, been from an regionally-accredited university, and been completed no longer than six years prior to SCPS graduate degree conferral.

Admission & Aid
The School of Continuing and Professional Studies offers both undergraduate and graduate degree programs and certificates at the graduate level. Admission requirements vary by program.

Undergraduate Admission
Candidates interested in admission to the School of Continuing and Professional Studies should direct all inquiries to the:

Office of Admission
DePaul University
1 E. Jackson Boulevard
Chicago, Illinois 60604
admission@depaul.edu, or
312-362-8300

Applicants must have a GPA of 2.0 from the last school attended. This requirement may be waived for a transcript more than three years old. See further information and online application here (https://scps.depaul.edu/admission-and-aid/undergraduate/Pages/default.aspx). Information on applying for financial aid is available here (http://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx).

Combined Degree Programs
Undergraduate students from any major at DePaul University are eligible to apply for admission in one of the two combined degree programs. Admission is conditional until the conferred bachelor's degree is posted on the DePaul transcript. The M.A. programs in Applied Professional Studies and Educating Adults offer an accelerated master's degree that begins in an undergraduate's senior year and may be completed in one subsequent year.

Further information about these combined degree programs can be found within specific program descriptions in this Catalog and on the College website (https://scps.depaul.edu/academics/Pages/combined-degree-programs.aspx). For more information on SCPS combined degree programs, contact scpsgrad@depaul.edu or 312-362-5744.

Graduate Admission
Candidates interested in admission to SCPS graduate programs should direct all inquiries to the college graduate office at 312-362-5744, or email: scpsgrad@depaul.edu. The admissions staff can assist you in explaining the program options and deciding on next steps. Students can apply for admission at any time of the year.

For more information about SCPS graduate programs and the admissions process (p. 4) please go to the SCPS graduate program information site at this Link (https://scps.depaul.edu/academics/graduate/programs/Pages/default.aspx). Or, you are welcome to complete
an Application (https://grad.depaul.edu/apply/) for admission at this time.

**Scholarships and Financial Aid**

SCPS has scholarship opportunities for undergraduate and graduate students. To be considered for SCPS scholarships, please apply at DePaul Scholarship Connect (https://depaul.academicworks.com/). Please complete the Free Application for Federal Student Aid (https://fafsa.ed.gov/) before applying for scholarships.

See also more information about financial aid (http://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx).