



**HANDBOOK FOR
UNDERGRADUATE
STUDIES**

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THE UNIVERSITY

At DePaul students may pursue undergraduate degree programs on seven campuses: Barat, Lincoln Park, the Loop, Naperville, O'Hare, Oak Forest, or Rolling Meadows. Regular students of any School or College may register for classes on any campus, arranging hours and courses in a manner designed to afford maximum educational advantage.

THE CAMPUSES

The Lincoln Park Campus is situated about three miles north of the Chicago Loop in the vicinity of Webster (2200 N), Halsted (800 W) and Racine (1200 W). On this campus the College of Liberal Arts and Sciences, the School of Music, the School of Education, and The Theatre School offer daytime and some evening programs leading to these undergraduate degrees:

- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music
- Bachelor of Science
- Bachelor of Science in Education

The Loop Campus is located at 1 East Jackson Boulevard, between State, Jackson and Wabash. On this campus the College of Commerce, the College of Liberal Arts and Sciences, the School of Computer Science, Telecommunications and Information Systems, and the School for New Learning.

The Barat campus is located at 500 E. Westleigh Drive in Lake Forest, Illinois. The Naperville Campus is located at 150 W. Warrenville Road, Naperville, Illinois (at I-88 and Naperville Road). The O'Hare Campus is located near O'Hare Airport at 3166 River Road, Des Plaines, Illinois (at the intersection of Devon Avenue and River Road). The Rolling Meadows campus is located at 2550 W. Golf Road in Rolling Meadows, Illinois. The Oak Forest Campus is located at South Suburban Community College's University and College Center, 16333 South Kilbourn Avenue, Oak Forest, Illinois (at I-57 and 167th street). The School of Computer Science, Telecommunications and Information Systems, the Kellstadt Graduate School of Business, the College of Liberal Arts and Sciences, the School of Education, and the School for New Learning offer courses at a number of these sites.

THE UNIVERSITY LIBRARIES

The University Libraries provide resources and services to students, faculty, and staff through nine different units: The Barat Campus Library, the Lincoln Park Library, the Loop Campus Library, the Naperville Campus Library, the O'Hare Campus Library, and the Oak Forest Campus Library. The delivery of information and materials is increasingly linked to computer and networking technologies. Electronic access to periodical articles, indexes, and other information resources in the social sciences, business, law, humanities, and sciences is readily available in all libraries.

Access to materials in all the DePaul Libraries is provided through ILLINET Online, the Libraries' online catalog and circulation systems. The combined collection of the DePaul University Libraries includes over 812,000 volumes, 320,000 microform volumes, 10,700 current serial subscriptions, thousands of titles of electronic books and serials, and a diverse microcomputer software and audiovisual collection.

ILLINET Online also allows users to identify books from over 45 other colleges and universities in Illinois, including the University of Illinois. Current DePaul students may choose to borrow directly from these institutions in person or request an interlibrary loan. Materials from other libraries across the United States can also be located and obtained through interlibrary loan. Information, brochures, and bibliographies are available at all nine locations and through the library link from DePaul's World Wide Web site: <http://www.depaul.edu>.

The **John T. Richardson Library** at Lincoln Park supports programs in the College of Liberal Arts and Sciences, the School of Education, the School of Music, and the Theatre School. Facilities include a media area for using audiovisual materials and the Education Resource center with curriculum materials for elementary and secondary school teaching, a digital image collection, a career information collection, and a collection of music recordings and scores. Rare book collections include the Napoleon Collection, the Dickens Collection, and the Sporting

collection, as well as numerous titles dealing with nineteenth century literature and book illustration. The University Archives houses materials documenting the growth and development of DePaul.

The **Loop Campus Library** primarily focuses on materials to support the programs of the College of Commerce and the School of Computer Science, Telecommunications and Information systems, but also has a core collection of reference materials in other areas. Areas of strength in the collections are accounting and finance.

The **College of Law Library** has an extensive collection of Anglo-American legal materials which provides both basic and advanced resources needed to support the law school curriculum. The law collection includes United States federal and state court reports, codes, constitutions, and statutes; materials on health law, tax law and international human rights law; and legal periodicals. Designated an official depository for government publications, the Law Library provides a selective collection of federal documents.

The **Barat, Naperville, O'Hare, Oak Forest, and Rolling Meadows Campus Libraries** offer an innovative approach to library service by providing access to information using computers and telecommunications. The Library's networked electronic information resources include access to ILLINET Online, and also provide access to periodical articles, business reports, indexes, an encyclopedia and other reference sources. The Barat, Lake Forest, O'Hare, Oak Forest, Rolling Meadows Campus libraries have small, select print reference collections; the Naperville Campus Library has a more significant collection of print materials including selected journals and books. Books and other journal articles needed by students and faculty are delivered by a daily intra-university shuttle service.

TECHNOLOGY AND COMPUTER RESOURCES

Students of DePaul University have access to a wide array of technology resources to support all aspects of one's academic career. A selection of these technology services is introduced below. For specific information regarding locations, hours, and applicable fees, please download the Student Technology Handbook: http://is.depaul.edu/student_handbook.pdf

IDENTIFICATION CARD SERVICES

Also known as ID Services, this office is a central distribution point for services and information affecting all DePaul students. ID Services distributes such essentials as ID cards, library bar codes, free student e-mail accounts, Personal Identification Numbers (PINs) and passwords. ID Services also coordinates CTA U-Pass distribution to eligible students at the beginning of each quarter. The main offices for ID Services are located at the Loop and Lincoln Park campuses, with additional locations at the suburban campuses. Call (312) 362-5959 or (773) 325-7466 for details.

COMPUTER LABS

Located on every campus, the computer labs have over 1,000 computers available for students to work on course assignments, check e-mail, and use the Internet. Students can print homework in the computer labs by using the Intelliprint system. Students must have a valid DePaul ID to enter and use the labs and to use Intelliprint. Some labs are reserved for specific purposes and may not be open to all students at all times.

DEPAUL ONLINE (DPO)

DPO is an optional service that provides currently enrolled students with access to the Internet from home via a dial-up computer connection. DPO's low-cost fee is charged directly to the student's tuition bill. Minimal technical requirements apply, and subscriptions are non-refundable. (Residence hall students do not need a DPO connection.) To apply for DePaul Online or for more information, please visit <https://campusconnect.depaul.edu> and click on "Subscribe to DPO II."

DEPAUL RESNET

In conjunction with Student Affairs, Information Services offers all residence hall students a free, high-speed Internet connection. Residence hall students who bring a computer and Network Interface Card to DePaul can plug into the data jack in their rooms. Data connections make e-mail and Internet research convenient because the student's telephone line remains open when connected to the Internet and is approximately 20 times faster than a modem

connection. A concurrent subscription to DePaul Online is not required. For details about the ResNet service including technical requirements, go to <http://resnet.depaul.edu>

STUDENT E-MAIL

Every currently enrolled student at DePaul University has a free, university-provided e-mail address. Features of the account include an address book, calendar, account forwarding, spam filters, and other customizable options. New students are supplied with account details when they pick up their ID cards; the account stays active for as long as a student is enrolled. Accounts are cancelled when courses are not taken for two consecutive terms. Account details are available from ID Services. To login and use the account, go to <https://studentweb.depaul.edu>

SOFTWARE TRAINING

The Instructional Technology Development department offers group, online, and one-on-one training to students on topics such as: creating a presentation, using Campus Connection, creating spreadsheets, and more. For course descriptions and registration procedures, please visit <http://www.itd.depaul.edu>

TELECOMMUNICATIONS SERVICES

Telephone services are offered to each campus resident, including an individual phone number and voicemail box. Students supply their own telephones and are billed monthly for usage. Dial tone service is active when students move in and is included with room fees. Additional features, automatically added at no cost, include call waiting, three-way calling and call forwarding. Students use university-owned telephone lines and equipment; therefore, some regulations apply.

THE CAREER CENTER

The Career Center encourages students to begin exploring career options as soon as they enroll at DePaul. The Career Center is focused on helping students make connections to the world of work throughout their time at DePaul. Four main types of programs and services help students manage the different stages of their career preparations:

SHARPEN CAREER KNOWLEDGE & SKILLS

Workshops are offered to help students make well-informed career choices, improve their career-related skills and better utilize Career Center programs. Peer Career Advising is available to students seeking resume critiques and basic career advice on a walk-in basis. Advanced Career Advising is another resource for students looking for guidance in their career planning. Career information and research tools are also available through the Career Center's website.

GAIN INTERNSHIP & WORK EXPERIENCE

Students can apply for part-time jobs through Student Employment and build progressive and career-relevant experience through an array of jobs right here at DePaul. Students who want to use an internship to fulfill their Junior Year Experiential Learning credit can do so through the University Internship Program.

BUILD YOUR NETWORK

Students can also tap into DePaul's network of working professionals and employers through the Alumni Sharing Knowledge (ASK) career mentoring and networking program by requesting career mentors or contacts. Career Networking Events and Company Presentations also give students a chance to learn from and meet working professionals who are interested in connecting with them.

FIND WORK

Once a student has spent time honing career knowledge and skills, gaining work experience and building a network, the Career Center helps them find work through a number of programs. On-Campus Recruiting allows students to interview with Chicago's top companies recruiting right on DePaul's campus. Job & Internship Fairs, four large-scale recruiting events drawing hundreds of employers, are another way for students to connect with employers. Students can search online for hundreds of Job & Internship Listings, and they can also post their resumes to industry-specific Online Resume Books which employers peruse for qualified candidates.

CAREER CENTER WEBSITE

The Career Center enables students to participate with many programs and services online. In addition to an online system for Student Employment, On-Campus Recruiting and other programs, the website features research tools and links to DePaul libraries' career information collections, and Online Handbooks through which students can inform themselves, prepare themselves and take action to participate in all Career Center services.

ASSOCIATE VICE PRESIDENT FOR STUDENT ADVOCACY/DEAN OF STUDENTS

The Associate Vice President for Student Advocacy and the Dean of Students serve in a three-fold capacity—as an ombudsman for student concerns with the University, as the principle disciplinary office of the University, and as the liaison between the Student Affairs division and the other divisions and departments of the University. The Assistant Dean of Students is located on the Lincoln Park campus and provides additional support to the Dean of Students. Students will find helpful liaison and advocacy services through this office. This office is primarily concerned with improving the quality of student life at DePaul. Central to such improvements is the protection of student rights. The office of the Associate Vice President is located in Lewis 1400 and the Dean of Students is located in the Student Center, Room 307.

STUDENT LIFE

The purpose of the Student Life department is to enhance the holistic development of DePaul University students. Embracing the core values of Vincentian education, DePaul University Student Life designs and delivers high quality programs and services to enhance the holistic development of students through education and entertainment opportunities. Through programs, services, resources and advising,

Student Life helps connect students with a vibrant and active campus community and helps student leaders achieve their goals. Student Life provides leadership development and organizational training opportunities, advising to student organizations, programs and services for commuters, support of the DePaul Activities Board, fraternities and sororities, and Student Government Association.

We also serve as a resource for all clubs on campus. There are more than 150 student organizations meeting a wide variety of interests and needs including ethnic organizations, academic interest clubs, honoraries, and community service clubs. Throughout the year, DePaul Activities Board provides programs for the student body including lectures, concerts, comedy shows and novelty acts.

Students have the opportunity to work with many diverse members of the DePaul University community. Students can learn to work with others, develop into well-rounded individuals and develop leadership skills.

Further information can be found at the website <http://studentaffairs.depaul.edu/slif> or call (773) 325- 7361 for the Lincoln Park campus or (312) 362-5015 for the Loop campus.

UNDERGRADUATE HOUSING

Student Housing strives to provide facilities and services that create the premiere residential experience at DePaul University. The residence halls and apartments combine the convenience of pleasant surroundings with the stimulating atmosphere of an urban community. There are campus housing options in the Loop, Lake Forest and Lincoln Park for DePaul students. The residence halls/apartments are staffed with directors, resident advisors and facilities assistant help residents. All are air conditioned except for Corcoran, McCabe, Merrill and Dougherty.

Student Housing provides students with a wide range of housing options. For further descriptions regarding housing options, please visit our website at <http://housing.depaul.edu>.

Campus housing is not guaranteed so it is recommended that students who wish to reside on campus complete a Housing Agreement prior to February 1.

For additional information write or call Student Housing at, DePaul University, 2345 N. Sheffield Avenue, Suite 301., Chicago, IL 60614, (773) 325-7196 or E-mail at housing@depaul.edu.

ACCREDITATION

DEPAUL UNIVERSITY IS ACCREDITED BY

AACSB — THE INTERNATIONAL ASSOCIATION FOR MANAGEMENT EDUCATION

THE AMERICAN CHEMICAL SOCIETY

THE AMERICAN PSYCHOLOGICAL ASSOCIATION

THE ASSOCIATION OF AMERICAN LAW SCHOOLS

THE COMMISSION OF INSTITUTES OF HIGHER EDUCATION OF THE NORTH CENTRAL ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

THE NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

THE NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

THE NATIONAL LEAGUE FOR NURSING

DEPAUL UNIVERSITY IS ON THE APPROVED LIST OF

THE AMERICAN BAR ASSOCIATION

THE ILLINOIS BOARD OF HIGHER EDUCATION

THE ILLINOIS DEPARTMENT OF REGISTRATION AND EDUCATION

THE ILLINOIS OFFICE OF EDUCATION, STATE TEACHER CERTIFICATION BOARD

THE STATE APPROVING AGENCY FOR VETERANS TRAINING

DEPAUL UNIVERSITY IS A MEMBER OF

THE AMERICAN ASSOCIATION OF COLLEGES OF NURSING

THE AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

THE AMERICAN ASSOCIATION OF HIGHER EDUCATION

THE AMERICAN ASSOCIATION OF THEATRE FOR YOUTH

THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

THE AMERICAN COUNCIL ON EDUCATION

THE ASSOCIATION OF AMERICAN COLLEGES AND UNIVERSITIES

THE ASSOCIATION OF CATHOLIC COLLEGES AND UNIVERSITIES

THE ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES AND COLLEGES

THE CHICAGOLAND ADVOCATES FOR SIGNED THEATRE

THE CONSORTIUM OF CONSERVATORY PROGRAMS

THE COUNCIL FOR ADULT AND EXPERIENTIAL LEARNING
THE COUNCIL OF GRADUATE SCHOOLS
THE FEDERATION OF INDEPENDENT ILLINOIS COLLEGES AND UNIVERSITIES
THE ILLINOIS ARTS ALLIANCE
THE ILLINOIS LEAGUE FOR NURSING
THE INTERNATIONAL ASSOCIATION OF THEATRE FOR CHILDREN AND YOUNG PEOPLE
THE LEAGUE OF CHICAGO THEATRES
THE MIDWEST ALLIANCE IN NURSING
THE NATIONAL ASSOCIATION OF INDEPENDENT COLLEGES AND UNIVERSITIES
THE NATIONAL CATHOLIC EDUCATION ASSOCIATION
THE NATIONAL COUNCIL OF EDUCATIONAL OPPORTUNITY ASSOCIATIONS
THE NATIONAL COUNCIL ON REHABILITATION EDUCATION

HONOR SOCIETIES

ALPHA LAMBA DELTA
BETA ALPHA PSI
BETA GAMMA SIGMA
DELTA MU DELTA
DELTA SIGMA PI
GOLDEN KEY NATIONAL HONOR SOCIETY
OMNICRON DELTA EPSILON
ORDER OF THE COIF
PHI ALPHA DELTA
PHI ALPHA THETA
PHI BETA DELTA
PHI DELTA KAPPA
PHI KAPPA DELTA
PHI KAPPA PHI
PI KAPPA LAMBDA
PI SIGMA ALPHA
PSI CHI

SIGMA DELTA PI

SIGMA PI SIGMA

SIGMA THETA TAU

SIGMA XI

THETA ALPHA KAPPA

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ADMISSION

PHILOSOPHY AND POLICY

The admission philosophy and policy of DePaul University reflect concern for the worth and talents of the individual. DePaul considers the overall achievements of the candidate; admission decisions are not based solely on one particular factor or competence. The University recognizes that each individual brings unique abilities to the DePaul community and consequently tailors its programs so that each new student will be placed most advantageously for academic success. In addition to standard, required academic credentials, candidates for admission are encouraged to provide evidence indicative of current or potential academic and intellectual performance. Consideration is given to such additional factors as personal and occupational achievements, high ambition and diligence, creativity and qualities associated with leadership. Incoming degree-seeking students are required to complete placement tests in writing and mathematics. Aligned to the demands of DePaul's curriculum, these test results provide a useful tool for admission, academic advisement and registration. Students should consult the section of the Catalog on placement testing for information concerning policies and procedures.

DePaul has a nondiscriminatory admission policy; it makes no distinctions on the basis of age, race, religion, gender, sexual orientation, creed, color, handicap or national origin.

FRESHMAN ADMISSION

Adults 24 years of age or older should contact the Office of Adult Admission for an Adult Application. Records and test scores from high school are not required of adults 24 or older. For more information, please refer to the Adult Admission section for adult admission policies.

Applicants who have studied outside the United States should complete the International Admission Application, regardless of their immigration status.

Current high school students may be considered for admission to the freshman class on the basis of six or more semesters of high school work. However, by the time of enrollment the student must have graduated from an approved secondary school with a minimum of sixteen high school units, including 12 of an academic nature. Ordinarily this would be a minimum of four units in English, two in mathematics, two in laboratory science, two in social sciences and additional units in college preparatory subjects.

Recent high school graduates from an approved secondary school can be considered for admission on the basis of eight semesters of high school work including 12 units of an academic nature as noted above.

Applicants for unqualified admission based on high school records should have a strong grade point average in academic courses, rank in at least the upper half of their class, and demonstrate involvement in extracurricular, community or work activities. Applicants must present a high school counselor recommendation and acceptable scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).

APPLICATION PROCEDURES

1. Complete and return the application for admission and the \$40 fee.
2. Provide an official transcript of high school grades covering at least six semesters.
3. Provide official scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
4. Have the high school counselor complete and return the recommendation form included in the application for admission.
5. Applicants to the School of Music must complete an audition before an admission decision can be made.
6. Applicants to The Theatre School must complete an audition or portfolio review and submit three letters of recommendation before an admission decision can be made. In some instances additional letters of recommendation and a personal interview may be required of an applicant.

APPLICATION DEADLINES

The following are the application deadlines for admission. Candidates will be considered for admission on a space available basis. Fall Quarter—August 1st
Winter Quarter—December 1st (November 1st for adult students)
Spring Quarter—February 1st
Summer Sessions—May 1st

EARLY ACTION PROGRAM

High school seniors who wish to be considered for the Early Action Program must apply to DePaul prior to November 15th. Students who meet entrance requirements will be notified by January 4th of acceptance. Early Action Program applicants have the benefit of completing the Financial Aid Early Award Form and are notified of their projected financial aid by January 15th. If desiring University housing and submitting the housing prepayment at that time, they receive priority in the residence hall assignment process. They are provided with priority academic advising and registration and are invited to selected DePaul events and programs during the academic year. The Theatre School and the School of Music do not offer an Early Action Program.

EARLY ATTENDANCE BY HIGH SCHOOL STUDENTS

Gifted, mature students may apply for admission and attend as full-time, degree-seeking undergraduates after three years of high school if they have met the diploma requirements of their high school. Recommendations are required from their parents, their principal and their high school counselor. The application should be submitted directly to the Director of Undergraduate Admission.

COOPERATIVE HIGH SCHOOL-COLLEGE PROGRAM

Gifted high school students may enroll at the University as part-time students taking courses for college credit in addition to their normal high school work. A recommendation indicating course areas in which the student is proficient is required from the high school principal or guidance director. Students in this program are not required to submit the regular application materials and test data. Students submit the Adult/Special Application. Courses may be taken during summer terms or the regular academic year. The application should be submitted directly to the Director of Undergraduate Admission.

TRANSFER ADMISSION

Adults 24 years of age or older should contact the Office of Adult Admission for an Adult Application. Records and test scores from high school are not required of adults 24 or older. For more information, please refer to page 424 about adult admission policies.

Applicants who have studied outside the United States should complete the International Admission Application.

Candidates who have completed at least 12 semester or 16 quarter hours of transferable college credit are considered transfer students. An applicant with fewer than 30 semester or 44 quarter hours of transferable college credit must provide both college transcripts and freshman application documents and be qualified to meet freshman admission standards.

To be considered for admission, a transfer applicant must be in good standing at the last college attended and must have at least a cumulative 2.00 (C) GPA. Transfer applicants to the College of Commerce should have an overall 2.5 GPA. Transfers to the Department of Nursing must be registered nurses and should have an overall 2.5 GPA.

APPLICATION PROCEDURES

1. Complete and return the application for admission and the \$40.00 fee.
2. Submit official transcripts from all colleges attended. If less than 30 semester or 44 quarter hours have been completed, official high school transcripts and scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) are required.
3. Official transcripts received from previously attended colleges and universities become the property of DePaul University and are not returnable to the student.

EVALUATION OF CREDIT

Admission counselors will prepare a preliminary evaluation of transfer credit as a service to inquiring transfer students. Interested students should call the Office of Admission at (312) 362-8300 to arrange an appointment. Adults 24 years of age or older should call the Office of Adult Admission at

(312) 362-6709.

Generally all academic credit earned at regionally accredited colleges is accepted in areas comparable to those offered at DePaul. Courses are accepted with grades of 'C' or better in the major area and 'D' or better in all other areas. Please note that any transfer credit from institutions not included on a student's application for admission may not be accepted, and omission or misinformation on the application is grounds for dismissal. A maximum of 66 semester (99 quarter) hours may be transferred from a community college. A maximum of 88 semester (132 quarter) hours may be transferred from a four-year college or university. If both a community college and a four-year school have been attended, a maximum of 66 semester (99 quarter) hours may be transferred from a community college and the remainder of credit—up to 88 semester (132 quarter) hours may be transferred from a four-year school. This policy is applicable to new transfer students. Current students considering transferring in credit from another school need to consult with an academic advisor within their college office regarding whether or not the college office will allow the course(s) to be taken and the credit transferred to DePaul. Students must complete at DePaul the senior residency requirement of 60 quarter hours and the minimum major requirement of one-half of the credit required in the major. If a student completes hours over one of the maximums noted above, the best transfer courses to fit the student's major are accepted. Semester credit is converted to quarter hours by multiplying the semester hours by 1.5.

Thus, 3 semester hours become 4.5 quarter hours, 50 semester hours become 75 quarter hours in DePaul's quarter system. A preliminary evaluation of transfer credit from the Office of Admission is sent with the letter of acceptance. This evaluation shows where the transfer credit applies to the student's major program. The student's college office may make changes to this evaluation. The college office evaluation is considered the official copy.

TRANSFER ARTICULATION

DePaul maintains articulation agreements with local community colleges. For a current listing of those agreements, please refer to transfer articulation page of the DePaul website.

ILLINOIS ARTICULATION AGREEMENT (I.A.I.)

DePaul University is a member of the Illinois Articulation Agreement (I.A.I.) for the general education core curriculum, effective September 1998. Students wishing to obtain the benefits of I.A.I. must submit an official transcript from the sending community college verifying that the I.A.I. has been completed. Students not successfully completing the I.A.I. will have their transfer courses reviewed on a course-by-course basis. Students will still need to complete DePaul's Experiential Learning and Senior Year Capstone courses. Additionally, students must complete two appropriate philosophy and two religion courses as part of DePaul's mission-based classes. If students have completed all or a portion of the philosophy and religion requirements, students should talk with their DePaul college office about upper-level general education courses to take while in residency. Courses that may be accepted as part of a student's major must be completed with a "C" or better. Students should also have official Advanced Placement or CLEP score reports sent directly to DePaul's Assessment Center.

ADULT STUDENTS

Students who are at least 24 years of age and students who hold a bachelor's degree may apply for degree or non-degree admission through the Office of Adult Admission. Adult students should contact the Office of Adult Admission at (312) 362-6709 for counseling and information.

Students in the following categories should complete the Adult Application:

Undergraduate degree seeking applicants who are 24 or older

Students-at-Large—students currently pursuing a degree at another institution.

Undergraduate non-degree admission *Adults 24 or older should apply in one of the following categories:*

Applicants who have studied outside the United States should complete the International Admission Application.

UNDERGRADUATE DEGREE SEEKING APPLICANTS WHO ARE 24 OR OLDER SHOULD APPLY IN ONE OF THE FOLLOWING CATEGORIES:

BACCALAUREATE ADMISSION

Baccalaureate admission requires that the student be in good standing at the last college attended. Admission decisions will be based on an evaluation of the candidate readiness to succeed at

DePaul including any previous college or university course work and the DePaul University's placement exams. Applicants must submit the completed application with all supporting documentation by the application deadline. For those who are required to take the university's placement exam, this exam must be complete before an admission decision will be made. The university's placement exam is required of all applicants who have less than 100 hours of applied credit. Applicants must submit transcripts from all previous colleges and a \$40.00 application fee.

APPLICATION DEADLINES

Fall Quarter — August 1st
Winter Quarter — November 1st
Spring Quarter — February 1st
Summer Sessions — May 1st

SPECIAL STUDENT ADMISSION

Special Student status offers adults 24 or over permission to enter DePaul for a maximum of four courses with no more than two courses per quarter. Students must be in good standing at the last school attended or have been out of school for at least two years. Special Students who successfully complete 16 quarter hours of work at DePaul are eligible for baccalaureate admission. Admission decisions will be based on an assessment of the applicant's readiness to succeed at DePaul. Special Students with degree intent may be required to submit transcripts of prior college work and complete university assessment exams before admission. Prior to subsequent registration, students will be required to submit official transcripts from all previous colleges. All students must submit a \$25.00 application fee.

STUDENTS-AT-LARGE

A student enrolled in a college other than DePaul who intends to transfer earned DePaul credit to that other college should complete the adult application. Students are limited to six courses overall at DePaul.

The admission requirement for the student-at-large is evidence of good standing (minimum of 2.0 or above GPA on a scale of 4.0) at the current institution which must be listed on the application and a letter from their current institution stating the purpose of attending DePaul is to transfer the credit to their home institution.

Students-at-Large who decide to transfer to DePaul to earn a degree will be required to submit transcripts of all prior college work before an admission decision is made. All students must submit a \$35.00 application fee.

NON-DEGREE UNDERGRADUATE ADMISSIONS

Students holding a Baccalaureate degree taking undergraduate courses should apply as a non-degree student. Please list degree granting institution and degree awarded on the application. Non-degree students must submit an official transcript demonstrating the completion of an undergraduate degree.

Students not holding a Baccalaureate degree wishing to take undergraduate courses may be eligible to apply as a non-degree student but are limited to two courses. Written documentation demonstrating student's preparedness for success at DePaul will be required prior to an admission decision being made. Additionally, university assessment exams are required prior to registration. All students must submit the \$35.00 application fee.

Please note that while these criteria are listed as overall guidelines for admission, each application will be reviewed on an individual basis to determine the applicant's readiness for DePaul.

STUDENTS WITH INTERNATIONAL CREDENTIALS

Students who hold degrees or have studied outside the United States must complete the International Student Application regardless of their immigration status. The form is available through the Office of Admission, or may be requested via e-mail at intlapp@wppost.depaul.edu. As an alternative, students have the option to apply electronically via the DePaul website at www.depaul.edu. Applicants must meet academic requirements and demonstrate English proficiency with a minimum TOEFL score of 550, or 213 on the computer based test. Applicants requesting I-20 forms (for F/student visa) must demonstrate adequate financial support for the first year of study. A letter of admission and I-20 form will be issued only after a student has been accepted to the University. Students with international credentials are encouraged to apply as far in advance as

possible, deadlines for applicants with international credentials are two months prior to the desired entry term.

STUDENTS APPLYING TO A CERTIFICATE PROGRAM

Students should apply as non-degree but are not limited to two courses per quarter.

Teacher Certification Applicants should contact the School of Education at (773) 325-7740.

Students interested in DePaul's Institute for Professional Development (certificate programs in Computer Science) should contact the Institute for Professional Development at (312) 362-6282 for application and further information.

ADVANCED STANDING

Freshman and transfer applicants who have earned college credit in any of the following Advanced-Standing programs will be awarded credit according to University policies:

1. DePaul University Cooperative High School-College Program.
2. College Board Advanced Placement Exams (AP) and/or College Level Examination Program (CLEP). Refer to the Credit-By-Examination section of this catalog for further information.
3. College Course Work in High School. Students successfully completing college-level course work while in high school are awarded credit for all transferable courses upon receipt of an official college transcript.
4. Military Service Program. Credit is accepted for service school training, USAFI, and DANTES courses following DePaul guidelines.

SECOND BACHELOR'S DEGREES

DePaul does not encourage coursework toward a second bachelor's degree and will not grant another undergraduate degree to students continuing their studies within the same academic field. Students planning to obtain a second bachelor's degree should find out more about alternatives at the undergraduate or graduate levels by contacting the Office of Adult Admission.

READMISSION

Former DePaul students admitted with Special Student status must complete a new Adult Student Application if absent from the university for three quarters, excluding summer sessions. If a student has been absent for more than two years a new application will be required. Former DePaul students originally admitted with Degree or Baccalaureate status must complete a Readmission Application if any of these conditions exist: 1. Absence from DePaul for three or more consecutive quarters, excluding summer sessions. 2. Attendance at another accredited college or university after leaving DePaul. Official transcripts must be received before a readmission decision is made. Please note: A maximum of 99 quarter hours of credit from junior or community colleges and 132 quarter hours of credit from four-year institutions can be transferred to DePaul. 3. Academic dismissal from DePaul (refer to dismissal, page 468). A dismissed student can be considered for readmission after a period of two quarters, excluding summer sessions. A recommendation is required from the Dean of the college which initiated the dismissal. Students are bound by the standards of the catalog in effect at the time of readmission. Applications are available in the Office of Admission.

INTERCOLLEGE TRANSFER

DePaul students with degree status who desire to transfer to another college within DePaul may apply for an inter-college transfer on line via CampusConnection. The following general conditions must be met:

1. The student must be currently enrolled at DePaul or be absent from DePaul for no more than two consecutive quarters, excluding summer sessions, be in good academic standing, and have a minimum 2.00 DePaul GPA.
2. The student must have earned a minimum of 12 quarter hours as a degree-seeking student at DePaul and those hours must be posted on the official DePaul transcript. In addition to the above conditions, students desiring to transfer to The Theatre School or the School of Music must meet the audition or interview requirements of those schools.

CAMPUS TOURS AND INTERVIEWS

Tours and admission interviews for prospective students and their families are strongly recommended and are offered at DePaul's Loop and Lincoln Park campuses. Call the Loop Campus Admission Office at (312) 362-8880 to arrange an interview or a tour of the Loop Campus facilities

including the College of Commerce, the School of Computer Science, Telecommunications and Information Systems. Call the Lincoln Park Admission Office at (773) 325-7500 to arrange an interview or a tour of the College of Liberal Arts and Sciences, the School of Education, the School of Music, The Theatre School and student housing on the Lincoln Park Campus. Out-of-state residents call toll free 1-800-4DePaul.

PLACEMENT TESTING - Writing, Math and Modern Languages

DePaul requires placement tests in writing and math for degree-seeking incoming freshmen and transfer students. In addition, students planning to begin foreign language coursework beyond the introductory level, in German, Spanish, Japanese, French or Italian, will take modern language assessments. Placement tests ensure that all students are placed in courses that best build on each student's current skills. Your advisor will review your placement test scores and work with you to register for the courses that will ensure your academic success at DePaul.

For students attending Premiere DePaul or Transfer Transition orientations:

When you receive your Premiere and Transfer Transition orientation materials from the Office of Academic Enhancement at DePaul, it is important that you follow the assessment guidelines included in your orientation registration materials. *You must complete your placement assessments before the stated orientation deadlines.* You will not be able to register for classes during your orientation meeting with your advisor if you have not completed your required placement tests.

- For more information on the Premiere DePaul and Transfer Transition orientation programs, go to the Office of Academic Enhancement website: <http://studentaffairs.depaul.edu/oae/>.
- For complete information on placement testing, go to <http://www.arc.depaul.edu/placement.html>.
- If you have further questions regarding your placement tests, please email arctest@depaul.edu.

For students who will not attend Premiere or Transfer Transition orientations:

Before meeting with your advisor to register for your first classes at DePaul, you must complete your placement assessments. If these are not completed, you will not be able to register for courses.

- For complete information on placement testing, go to <http://www.arc.depaul.edu/placement.html>.
- If you have further questions regarding your placement tests, please email arctest@depaul.edu.

Exemptions from Placement Assessments: Some incoming freshmen and transfer students are exempted from completing one or more of the placement tests. Please go to the ARC website for complete placement assessment information including guidelines for exemptions from placement assessment for incoming freshmen and transfer students and specific requirements for your school or college: <http://www.arc.depaul.edu/placement.html>. If you have additional questions, please email arctest@depaul.edu.

Brief Overview of the Placement Tests

Writing: An essay responding to a short reading. The essay will be read by two faculty members in the Department of English. Students whose combined ACT English/Reading score is 25 or greater, or whose SAT Verbal score is 590 or greater, are exempt from taking the placement test. Transfer students with 100 hours or less in transfer credit must take the placement exam even if the student has taken college level writing courses elsewhere, unless the student meets the ACT and SAT exemptions above. Your ACT and SAT scores must be received and processed by DePaul in order to claim an exemption.

Math: The mathematics exam has five parts. The first two are Computational Skills and Basic Algebra, and the last three cover advanced mathematics skills in college algebra, pre-calculus and trigonometry. Students who have passed a college calculus course with a C or higher are exempt from the placement exam.

Modern Languages: If your major has a language requirement, and you have previous language study or experience, placement tests are offered in German, French, Italian, Spanish and Japanese. Your score will place you in the appropriate language course building on skills you acquired in high school language study. For more information on modern language studies and requirements at DePaul:

- Modern Language Requirement of the Liberal Studies Program - http://condor.depaul.edu/~firstyr/faculty/advising_manual/mol.html
- “Understanding the Modern Language Option” - <http://condor.depaul.edu/~lstudies/other/mlo0103.htm>
- Department of Modern Languages - <http://condor.depaul.edu/~mol/hrequ.htm>

DEVELOPMENTAL COURSES

WRC and ENG 101, 102 and 200 courses are intended to build a student’s skills in college-level reading, or mathematics. A maximum of 12 hours (depending upon the college or school enrolled) of WRC and ENG 101, 102 and 200 courses may be applied toward the degree as University electives. Students who take more than their maximum of WRC courses will graduate with an academic program in excess of the 192 hours required for the degree. No credit in these courses may be applied toward degree requirements in Liberal Studies. Students are not permitted to take WRC courses on a pass/fail basis. In addition, these courses may not be accepted for transfer to other colleges or universities.

The following course descriptions summarize the content and objectives Students are advised to consult the abstracts in their college office for detailed course descriptions specifying topics, texts and methods of evaluation.

WRITING

- ENG 101 Basic Writing I. An introduction to academic writing; extensive practice in gathering and organizing ideas; attention to correctness in mechanics, grammar, and usage. Students placed in 101 are required to enroll subsequently in 102.
- ENG 102 Basic Writing II. Continuation of 101, with emphasis on practice in the forms of written exposition. Students with demonstrated proficiency may be permitted to enroll in 102 without taking 101. Some sections of 102 are designated for students for whom English is a second language (ESL).
- ENG 200 Writing in the Disciplines. Preparation for writing in academic disciplines. Special attention to forms, conventions, and expectations in university writing at the intermediate level.

READING

- WRC 107 Beginning College Reading I. Emphasis on vocabulary development, inferential and literal comprehension techniques, and study skills necessary for successful work in college. Students placed in 107 are required to enroll subsequently in 108.
- WRC 108 Beginning College Reading II. Continuation of 107, with emphasis on development of vocabulary and comprehension skills through reading of a variety of texts. Students with demonstrated proficiency may be permitted to enroll in 108 without taking 107. Some sections of 108 are designated for students for whom English is a second language (ESL).

COMPUTATION AND MATHEMATICS

- WRC 104 Computational Skills. The objective of this course is to increase students' competence in working with the numbers of ordinary arithmetic using a larger variety of practical problems and situations from basic sciences as motivation.
- WRC 204 Basic Applied Algebra. An introduction to basic algebra (concepts of variable, manipulation of simple algebraic expressions, linear equalities and inequalities, and graphical analysis) with continued emphasis on problem-solving.
NOTE: Non-degree students who wish to take tests for placement recommendations in writing or mathematics should call the Assessment Center.
Students who have earned a grade of C- or better in either a mathematics course numbered 130 or higher or in any business mathematics course at DePaul are not permitted to enroll in WRC 104 or 204.

ACADEMIC ADVISING

Academic Advising at DePaul helps students achieve their educational, personal, and career goals by providing guidance and assistance in the decision-making process. Academic Advising is most effective when all participants anticipate their future needs, commit to the process, do their part, and then reflect on their results. Students should work closely with their advisors to plan workable educational goals, to understand the degree options and requirements, to understand the financial implications of their decisions, to assess their strengths and challenges as scholars, and to clarify realistic career objectives for themselves upon graduation.

Students bear ultimate responsibility for decisions and actions that determine their academic success at DePaul University.

- Students will make informed decisions and register for classes on time.
- Students will obtain the necessary information for course selection and planning in their individualized programs.
- Students will make and keep appointments with their advisors.
- Students will communicate honestly and fully in these advising discussions.
- Students will regularly reflect on the consequences, both academic and financial, of their decisions as they progress in their academic careers toward life choices.

Advisors are responsible for helping students improve their decision-making skills. Advisors guide students through this learning process during regular interactions at key points during their academic careers.

- Advisors will be available on a regular basis for consultation and encourage students to make and keep regular advising appointments.
- Advisors will monitor their advisees' academic progress.
- Advisors will encourage students to consult available material related to their program and career choice.
- Advisors will encourage students to reflect on the academic and financial consequences of their decisions about degree programs and course-taking plans.
- Advisors will assist students to set realistic career goals that extend beyond their time at DePaul.
- Advisors will encourage students to incorporate their basic values and beliefs into their decision making process.

The university is responsible for providing the infrastructure for students, faculty, and staff to support effective advising.

- The university will provide the information that students and their advisors need to make informed and timely decisions.
- The university will provide adequate resources of personnel, funding and facilities to support the advising process.
- The university will clearly communicate to advisors and students the policies and options regarding student financial aid.

- The university will regularly evaluate the policies and procedures surrounding advising to improve the advising process on an ongoing basis.
- The university will provide training to help both advisors and students work more effectively together.
- The university will acknowledge the important contribution advisors make by recognizing advising within the institutional reward system.

ACADEMIC ADVISING

At DePaul, academic advising is organized within each college or school. Students should work closely with their college advisors to plan workable educational programs according to their interests and goals, to understand degree options and requirements, to assess their strengths and challenges as students, and to develop realistic objectives for themselves upon graduation.

For **Entering Freshmen**, the *initial* advising process is as follows:

- Admission to DePaul University
- Placement testing, advising and registration through summer orientation
- First year faculty advisor will be the student's Discover or Explore Chicago course teacher *until* an advisor is assigned from the student's home college or school.

Transfer students should contact their college or school for advising and registration as soon as they have completed the University placement tests with the Academic Resource Center. Students in the School for New Learning start to work with an advisor at the point of application to DePaul.

All students are responsible for planning their own programs and fulfilling University degree requirements, as outlined in the Bulletin. Equally, they are responsible for scheduling regular appointments with their advisor, preparing for those appointments, and keeping abreast of academic policies and procedures. For more information on advising, contact the appropriate college office or the Academic Resource Center.

VETERANS EDUCATIONAL ASSISTANCE

New veteran students must file an application for GI benefits with the Veteran Coordinator, Student Financial Services Office, DePaul Center, Room 9000, 312/362-8091.

Those veterans desiring to know their payment status should contact the Veteran Coordinator. Changes in an academic program that will change VA certification status (e.g. from full-time to half-time attendance) must be reported to the Veterans Coordinator immediately. Failure to do so could result in cancellation of benefits.

TUITION AND FEES

All financial payments can be made to the Cashier's Office in Room 9900, DePaul Center, or in Room 151, Schmitt Academic Center, Old Main 2nd Floor at the Barat Campus or online through Campus Connection. Departmental fees other than those listed below are shown with the class listing, or in University Bulletins, or are available through the department offices.

The tuition rates below apply to the Autumn, Winter and Spring Quarters of 2003-2004.

Undergraduate Division

Part-Time (1-11 hours) Tuition Per Credit Hour

Commerce, Computer Science, Telecommunications & Information Systems, Education, Liberal Arts & Sciences.....	\$348.00
Music.....	426.00
Theatre.....	490.00

Commerce, Computer Science, Telecommunications &

Information Systems, Education, Liberal Arts & Sciences (Package Rate-Pre-2001).....	\$17,600.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul prior to Autumn 2001.....	17,810.00
(Package Rate-2001 Class).....	18,000.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2001.....	18,210.00
(Package Rate-2002 Class).....	18,510.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2002.....	18,720.00
(Package rate-2003 Class).....	18,750.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2003.....	18,960.00
 Full-Time 12-18 hours (Guaranteed)	
Autumn 2000 Music Students.....	\$18,700.00
Autumn 2001 Music Students.....	20,000.00
Autumn 2002 Music Students.....	21,100.00
Autumn 2003 Music Students.....	22,150.00
 Full-Time (12+ hours)	
Autumn 2000 Theatre Class (guaranteed 4 years).....	\$19,600.00
Autumn 2001 Theatre Class (guaranteed 4 years).....	20,500.00
Autumn 2002 Theatre Class (guaranteed 4 years).....	21,500.00
Autumn 2003 Theatre Class (guaranteed 4 years).....	22,360.00
 Tuition Per Credit Hour.....	\$348.00
Learning Assessment Seminar.....	320.00
 Graduate Division	
Full and Part-Time Tuition Per Credit Hour	
Liberal Arts & Sciences, Education, and School for New Learning.....	\$395.00
Computer Science, Telecommunications & Information Systems.....	535.00
Music.....	500.00
Kellstadt Graduate School of Business Evening & Weekend Programs.....	650.00
 Kellstadt IMF Day Program for New Autumn 2002 students.....	591.00
Kellstadt IMF Day Program for New Autumn 2003 students.....	650.00
 Theatre Part-Time (1-11 hours) for Current students.....	\$520.00
Theatre Full-Time (12+hours) for New Autumn 2002 students (guaranteed).....	21,600.00
Theatre Full-Time (12+hours) for New Autumn 2003 students (guaranteed).....	22,500.00
 Application (Undergraduate).....	\$40.00
Deferred Examination	
On Designated Date.....	10.00
At Time Not Designate.....	20.00
Delinquency.....	100.00
Dissertation Binding.....	75.00
Premiere DePaul Orientation.....	100.00
Registration-each term.....	20.00
Service, Each Returned Check.....	25.00
Thesis Binding (per copy).....	10.00
Fee for each transcript of credits.....	5.00

Transfer Transition Orientation.....45.00
 Note: Fees are subject to change without prior notice.

Students enrolling in classes that require computer resources may be assessed one or more computing fees. Revenues from these fees support the maintenance and upgrade of academic computing systems and facilities. Classes requiring these fees are noted in the class schedule. For some classes, instructors may require computer fees that are not shown in the schedule. These fees will be billed to the student's tuition account, as appropriate.

Student Internet Fee: DePaul students can purchase internet access accounts for a non-refundable charge of \$30.00 per term or \$90.00 per year. Only active DePaul students are eligible to participate in this service. Faculty may require students to have internet access for their classes. Students can sign up for internet access through the Lincoln Park Campus and Loop Campus I.D. office. The internet fee will be billed directly to the student's tuition account.

Student Computing Fee: Students enrolled in classes requiring student accounts on the UNIX or IBM system will be assessed \$25.00 fee per course.

PC Classroom Fee: Students enrolled in classes that meet for five or more sessions in one of the PC classrooms will be assessed a \$25.00 fee per class.

DEPARTMENT FEES

Art

Each course with materials fee.....\$15-145.00

Each course with laboratory.....40.00

Each course with laboratory.....70.00

Physical Education Students

Equipment Fee for each activity course.....7.50

Activities Accident Policy-each quarter.....4.00

Each Scientific Inquiry course with laboratory.....\$20-70.00

Each course with laboratory.....20.00

Each course with laboratory.....30.00

General Notes:

- a) Fees are not refundable.
- b) Certain Fees other than those listed above are shown with the course listing.

All tuition and fees are due at the time of registration. All charges must be paid in-full by the payment date. The payment dates are as follows for undergraduate and graduate students; Summer Sessions 2003 is June 13, 2003., Fall Quarter 2003-2004 September 5, 2003, Graduate December Intersession 2003 is November 24, 2003, December Session 2003, December 5, 2003., Winter Quarter 2004 December 5, 2003, and Spring 2004 March 12, 2004.

Tuition charges for any class registrations after the payment date must be paid in-full within 48 hours of the time of registration.

Tuition is due by the payment date whether or not a bill has been received. If you have not received a bill, you may call the Accounts Receivable Office at 312/362-8480 any time during business hours to determine the amount you are required to pay or **sign up for ViewBill/Pay on Campus Connect.**

Payment must be received in the Cashier's Office or one of its depositories by the payment dates as indicated. Students may pay by check, money order, or credit card (Visa, MasterCard, or Discover). Payments may be made on line via Campus Connection, by phone (1-866-344-0216) using a credit card, by mail Lockbox 71770, Chicago, Illinois 60694-71770 or in person to the Cashier's Office. Please note: If paying by mail, the university does not accept responsibility for delays in the U.S. Postal Service.

Students whose accounts show a balance due after the date payment is required will be assessed a \$100.00 delinquency fee and prohibited from future registration and receiving transcripts. Any requests appealing assessment of delinquency fees must be submitted in writing to the Student Accounts Office.

BILLING

Bills will be printed and mailed when your registration is recorded. Payment must be made by the published payment date to avoid delinquency fee assessment, regardless of whether or not a bill is received. If a bill is not received you may **view the bill online via Campus Connection** or contact the Accounts Receivable Office at 312/362-6628 for information relative to charges due. Revised bills will be issued for enrollment changes made after the initial registration.

For registration and enrollment changes made after the payment date for a term, payment is due immediately. Although bills will be issued, to make timely payment you any contact the above referenced office for information if you have questions about your tuition charges.

If you lose or misplace your bill and need a copy of your tuition account for your records or for employer reimbursement, you may obtain a copy of your bill through Campus Connection under **View Bill/Pay Bill**.

WITHDRAWAL FROM CLASSES

Students who must withdraw from a class or from the university may do so in person in their college office, by letter addressed to the college by using the university’s web system when appropriate. Withdrawals processed on the Web or in person are effective the day on which they are made. Withdrawals processed as a result of a letter are effective at the discretion of the college office. Simply ceasing to attend classes or notifying the instructor does not constitute an authorized withdrawal. Upon processing the withdrawal, the tuition charge will be reduced according to the following schedule, where the effective date is:

Ten business days from the first day of class.....	100%
After that.....	0%

For classes of four weeks or less but more than two weeks duration, no refund will be granted after the first week of the term. For workshops or classes of two weeks or less duration, no refund will be granted after the workshop or session begins.

Note: Students receiving financial aid are advised to contact a Financial Aid counselor to discuss the consequences of a withdrawal effecting academic progress and eligibility at DePaul University or any other schools to which they may transfer.

REFUNDS

Should an account result in a credit balance which is refundable to the student and not the result of Title IV financial aid, the student has the option of leaving the credit on the account to be applied toward future term expenses; or, apply for a refund through the Cashier’s Office or the Student Accounts office.

Application for a refund may be made to the Cashier’s Office by a telephone request, email to Studentaccounts@depaul.edu or in person. Refund checks will be made payable to the student and mailed to the address the student has on file with the university or deposited to the bank account of the student’s choice. Refunds resulting from a credit card payment will be issued back to the credit card.

Students who receive Title IV financial aid are required to submit a Refund Preference Form to the Cashier’s office. If an account results in a credit balance which is refundable, as a result of the receipt of Title IV payments. A refund will be generated according to the preference on the file.

Please note: Financial Aid awards (grants and scholarships) cannot be considered for refunds until the course add/refundable drop period is closed.

DePaul Payment Plan for Employer Reimbursement (DEPEPER)

The Payment Plan for Employer Reimbursement is a payment option for students who receive tuition reimbursement from their employers. It is administered through the Student Accounts office. The payment plan is designed to view coverage by an employer tuition reimbursement program as pending payment. Since employer reimbursement is generally issued at the end of the term, this payment plan allows the students covered by such an employer reimbursement plan to receive an extended payment due date for their tuition charges. Regardless of when the employer reimburses the student, the tuition due dates are not negotiable. Bills and grades will be issued to the students only and not to the employer. It is the responsibility of the student to provide their employer with copies of any documents they may require.

Eligibility Requirements: Students must submit the application and related fee by the application deadline. If there is a doubtful account history, past due balance, or insufficient employer documentation, the student will not be accepted into the program. If at any time the student falls delinquent in payment, the payment plan privilege is no longer available.

Eligible Classes: To be eligible to participate in this program, students must be enrolled in the traditional quarterly classes which are 10 weeks in duration (5 week summer classes). Special seminars, extended classes, workshops, classes which require pre-payment, audits and zero credit classes are not covered in this program.

Financial Aid: Students cannot apply for this program if they have also applied for financial aid. This program is designed to assist students who do not receive financial aid. External scholarships and grants are allowed.

Payment: Regardless of when the employer reimburses the student, it is the student's responsibility to pay the balance in full on or before the tuition due date. Students who experience this delay from their employers typically pay accounts in full by the date whether they have completed the work for their courses whether or not they have received reimbursement from their employer. Tuition due dates are not negotiable and delinquent fees will apply to students who do not meet the tuition due date deadlines. Failure to meet the application agreement will jeopardize future participation in the program and may prevent future enrollment.

How to Apply: Applications are available in the Student Financial Services Office of Student Accounts and Student Aid, the college offices, and suburban campuses. Submit the completed application and fee to the Payment Center by the required deadline. You will be notified only if your application has been denied. Do not return the application and fee to the college office this will delay processing and acceptance into the program.

APPLICATION AND PAYMENT DATES

Term Due Dates	Application Deadline Dates	Extended Payment
Fall, Winter, Spring	August 29, 2003	See Each Term
(Annual application)		
Fall Quarter	August 29, 2003	January 9, 2004
Winter Quarter	November 28, 2003	April 19, 2004
Spring Quarter	March 5, 2004	July 12, 2004
Summer Session I	June 4, 2004	August 16, 2004
Summer Session II	July 9, 2004	September 20, 2004
SNL Summer Sessions	June 4, 2004	September 20, 2004
Law Fall & Spring	August 8, 2003	
(Annual application)		
Law Fall Semester	August 8, 2003	January 18, 2004
Law Spring Semester	November 28, 2003	June 14, 2004
Law Summer Semester	May 7, 2004	August 23, 2004
Weekend MBA Summer	June 4, 2004	September 17, 2004

If mailing the application, remember to include the fee. The university does not accept responsibility for delays in the U.S. Postal System.

For information about the Payment Plan for Employer Reimbursement, call Student Accounts office at 312/362-6628.

GENERAL NOTES

1. Registration cannot be accepted from a student with an unpaid balance from a prior term. Registrations attempted under these circumstances are subject to cancellation.

2. Tuition and fees for classes audited are charged at the regular tuition rates, must be paid at the time of registration and are not refundable.
3. If a student gives the university a check that is returned by the bank upon which it was drawn marked "Not Sufficient Funds", "Payment Stopped", "Refer to Maker", or "Account Closed", a \$25.00 charge will be assessed for each such occurrence. The university reserves the right to refuse acceptance of a personal check without prior notice.

FINANCIAL AID

Undergraduate students at DePaul University received over **193** million dollars in financial aid, from all sources, during the 2001-02 academic year in the form of scholarships, grants, student loans, and employment. This assistance is provided through DePaul University in partnership with federal and state agencies, lending institutions, corporations, and foundations. All students who are citizens or permanent residents of the United States or its territories are eligible for consideration for financial assistance. Inquiries should be directed to the Office of Financial Aid, 9th Floor, DePaul Center, Loop Campus, or Room 118, Schmitt Academic Center, Lincoln Park Campus. Telephone inquiries can be made by calling (312) 362-8091 (**punch 5 to speak with a counselor.**)

WHERE TO GET FINANCIAL AID APPLICATIONS

Financial aid applications are available from high school counselors or the Office of Financial Aid. A student applying for aid administered by DePaul University's Office of Financial Aid should use the Free Application for Federal Student Aid (FAFSA). The FAFSA will also serve as applications for the Illinois State Monetary Award, the Federal Pell Grant, and the Federal Direct Loan.

Students and parents are encouraged to contact the Office of Financial Aid with any questions they may have concerning application requirements. Students are advised NOT to wait for an admission decision before applying for financial aid. Both application procedures can take place simultaneously, although a student must be admitted before an aid award will be offered.

FINANCIAL AID APPLICATION PROCEDURES

- Apply for admission to a degree or eligible certificate program.
- Complete the Free Application for Federal Student Aid (FAFSA), and either mail it to the Federal Student Aid Processing Center or transmit it electronically via the Internet (instructions can be found on the Office of Financial Aid website). Students should submit the FAFSA as soon as possible after January 1 to ensure timely processing.
- Students whose applications are selected for verification by the U.S. Department of Education, as well as those students whose applications may need further clarification, will be required to submit their federal income tax returns at a later date in order to receive a financial aid award. Students will be notified in writing if student and/or parent tax returns are required.
- New students will be considered for institutional assistance on a first-come, first-served basis. Returning students receiving institutional assistance must have their FAFSA on file with the University by May 1 in order to be considered for renewal of that assistance.

APPLICATION DEADLINE

All students are advised to file forms early. Forms are available in January, for funds for the upcoming school year. In order to receive priority consideration for University aid, ALL students must complete their financial aid file as soon after January 1 as possible. New students will be evaluated and packaged on a first-come, first-served basis up to May 1, based upon the availability of funds. RETURNING students will be considered for financial aid if they have completed the filing requirements by May 1, based upon the availability of funds.

AID PROGRAMS AND SCHOLARSHIPS

FEDERAL

FEDERAL PELL GRANT

Degree-seeking undergraduate students who are enrolled or plan to enroll on at least a half-

time basis (6 hours per quarter) are eligible to apply for this grant assistance. Students who are applying for financial aid administered by DePaul University can also apply for the Pell Grant by completing the Free Application for Federal Student Aid (FAFSA). This form is available from high school counselors or the Financial Aid Office. **Dollar amounts for this award are authorized annually by the federal government and eligibility is determined by the FAFSA results.**

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This program is for undergraduate students demonstrating exceptional financial need. The number and amount of these awards will depend on an annual appropriation from Congress.

FEDERAL PERKINS LOAN

Co-sponsored by DePaul University and the federal government, Federal Perkins Loans are awarded to degree-seeking students who demonstrate financial need. The simple interest is 5% and the repayment period begins six months after the borrower ceases half-time enrollment. Due to the scarcity of Federal Perkins Loan funds, they are awarded only to exceptionally needy students. Award amounts vary according to financial need.

FEDERAL WORK STUDY (FWS)

Funded jointly by DePaul University and the federal government, this program provides jobs on-campus and off-campus for students demonstrating financial need. Students are normally employed for 15-20 hours per week. The hourly wage depends on the job and student’s qualifications. Initial interviews for FWS positions are through the Career Center. Student job listings are available via the Career Center website.

FEDERAL DIRECT LOAN PROGRAM

There are two types of Federal Direct Loans—subsidized and unsubsidized. Subsidized Federal Direct Loans are based on financial need. Repayment is deferred until after you graduate or cease to be enrolled at least half-time, and the interest is paid by the government while you are enrolled in school. Unsubsidized Federal Direct Loans are not based on need. You may borrow the cost of education minus all other financial aid received, including any subsidized Federal Direct Loan, up to the maximums in the tables below. However, the interest must be paid by you while you are enrolled, or it may be accrued and capitalized. Repayment of the principal is deferred until after you graduate or cease to be enrolled at least half-time.

Federal Direct Loan maximums vary according to academic level. Please see the tables below.

Dependent Undergraduate Students

Dependent Undergraduates	Direct Loan Maximums
Freshmen	\$2625
Sophomores	\$3500
Juniors	\$5500
Seniors	\$5500

Dependent undergraduate students may borrow the Federal Direct maximums (unsubsidized, or a combination) listed above.

Independent Undergraduate Students

Independent Undergraduates	Subsidized Direct Loan Maximums	Total Direct Loan Eligibility (Subsidized and Unsubsidized)
Freshmen	\$2625	\$6625
Sophomores	\$3500	\$7500
Juniors	\$5500	\$10,500
Seniors	\$5500	\$10,500

Independent undergraduate borrowers may borrow the subsidized Federal Direct Loan up to the maximums indicated above, but may supplement their Federal Direct Loan borrowing with the unsubsidized Federal Direct Loan up to the amounts indicated (provided their cost of education minus other resources supports these amounts.)

For new borrowers, repayment of this loan begins six months after the borrower ceases half-time enrollment. The interest rate is variable, but cannot exceed 8.25%. Students who have

borrowed previously through the Federal Direct Loan program should review their promissory notes for information regarding repayment terms.

STATE OF ILLINOIS

ILLINOIS STATE MONETARY AWARD

This program of gift assistance is administered by the Illinois Student Assistance Commission (ISAC). Undergraduate students who are residents of Illinois are eligible to apply for awards. The awards are based on financial need, and may be used for tuition and fees only. Both full and half-time students are eligible.

DEPAUL UNIVERSITY

DEPAUL UNIVERSITY GRANTS

DePaul University grants are awarded to students enrolled in a first undergraduate degree program who demonstrate financial need. Award amounts vary according to financial need and availability of funds.

DEPAUL UNIVERSITY SCHOLARSHIPS

DePaul University offers a variety of scholarships for entering full-time freshmen **and transfer students**, the funds for which are provided by both the University itself and generous alumni and friends of DePaul University. All scholarships are renewable **if the academic and progress toward degree requirements are met**. Unless otherwise indicated, all students who apply for admission by **November 15 (with supporting documentation showing the student has met all scholarship criteria) will be** automatically considered for the **Presidential and Centennial** scholarships.

Art Scholarship

Art Scholarships are awarded to declared Art Majors in the College of Liberal Arts and Sciences based on demonstrated artistic ability and promise. Candidates must submit a portfolio **by February 1st** to be considered. **The portfolio must contain 8-10 slides accompanied by a cover sheet listing the titles, media and sizes of the pieces.**

Arthur J. Schmitt and Fritz A. Bauer Scholarships

Select winners of the Presidential and Centennial Scholarships will be invited to interview for the Schmitt and Bauer Scholarships.

Centennial Scholarship

Ethnic minority candidates for this scholarship must meet all of the following requirements to be considered: application for admission with all supporting documentation by November 15th and *rank in the upper 1/3 of graduating class, *score 1070 or more on the SAT or 23 or higher on the ACT *have a 3.00 grade point average on a 4.0 scale. Priority given to first generation college students. Consideration does not guarantee award.

DePaul University Community Service Scholarship

Candidates must have an exceptional record of community service and wish to pursue a minor in Community Services Studies. A separate application is required to be submitted by February 1st. Select applicants will be invited to interview on-campus in March.

DePaul Debate Scholarship

For debate qualifiers and champions at the state or national level. **The DePaul Debate Coach will contact candidates for an interview.**

Ledger & Quill Scholarship

The Ledger & Quill Scholarships are awarded to declared Accounting majors in the College of Commerce who demonstrate academic achievement and leadership qualities. **A School of Accountancy faculty or staff will contact qualified candidates for an interview.**

Mayor's Leadership Scholarship/ Monsignor John Egan Hope Scholarship

Candidates for these scholarship must be residents of the City of Chicago who have demonstrated exceptional service to their high school, church, home communities or civic

organizations and who **exhibit financial need as determined by the Free Application for Federal Student Aid. A separate application is required and must be submitted by February 1st. Select applicants will be invited to campus for an interview in March.**

Presidential Scholarship

Candidates for this scholarship must meet all of the following requirements to be considered: application for admission with all supporting documentation by November 15th and *rank in the upper 10% of graduating class, *score 1220 or more on the SAT or 27 or higher on the ACT *have a 3.50 grade point average on a 4.0 scale. Consideration does not guarantee award.

Specialized Scholarships

A number of scholarships are awarded directly by University departments. These include the School of Music, The Theatre School, and the Athletic Department. Information is available **by contacting the School of Music, The Theatre School and the Athletic Department directly.**

Transfer Scholarship

Candidates for the Transfer Scholarship must be entering transfer students with at least 44 quarter hours (30 semester hours) of transferable credit from a two-year Illinois college. The last school attended must be a community college. Students currently attending a four-year public or private college/university are not eligible. Candidates must also have a 3.5 transferable grade point average. Transfer students who are members of Phi Theta Kappa honor society will also be considered if they meet the above requirements. **A separate application is required and must be submitted by April 1st. Consideration does not guarantee award.**

ALTERNATIVE FINANCING

DEPAUL UNIVERSITY

The DePaul University Payment Plan (DePUPP) is a budget payment option which allows students to pay their tuition, fees, and room and board in monthly installments over a 12, 10, 9, 8 or 7 month period. This service is available to all DePaul University students. It is not a loan program, there are no interest or finance charges, or credit or financial need requirements.

The student determines the budget amount for the plan. DePUPP requires a minimum budget amount of \$750.00. The budgeted amount is the student's total estimated **annual** charges (tuition, fees, room and board) less the total estimated financial aid awards (annual scholarships, grants, loans). Books and personal expenses are not covered by this budget. The total amount budgeted under the plan will be divided equally over the number of months remaining in the plan at the time you apply.

The plan period is from April to April with payments due the 25th of each month. The student may pay by check, money order, credit card (VISA, Master Card, or Discover), or Electronic Funds Transfer.

Monthly billing statements will be sent to the student in advance of each payment due date. The statement will reflect any payments or credits received since the last bill, the payment plan amount due by the 25th, and the current outstanding balance.

Students are urged to apply early. To participate in the 12-month program, applications must be received by the Accounts Receivable Office no later than April 26th.

Applications received after September 26th but prior to October 26th will be processed for Winter/Spring term registrations only. Payments for the budgeted amount will be over a six month period with the first payment due November 25th, and the last payment due March 25th.

Students who wish to participate in DePUPP should complete and submit a plan application to the Accounts Receivable Office with the application fee by the appropriate due date. An annual non-refundable fee of \$35.00 is required with each application.

The application is valid for one academic year only. For each year a student wishes to participate in this program a new application must be submitted.

More detailed information regarding this program and plan applications are available from the Student Accounts Department and the Financial Aid Office.

Any questions regarding DePUPP should be directed to the Accounts Receivable Office (312) 362-8480, or you may write to: Accounts Receivable Office, DePaul University, 1 E. Jackson Blvd., Chicago, IL 60604.

The Payment Plan for Employer Reimbursement (DePePer) is a payment option for

students who receive tuition reimbursement from their employers. It is administered through the Student Accounts office of Student Financial Services. The payment plan is designed to view coverage by an employer tuition reimbursement program as pending payment. Since employer reimbursement is generally issued at the end of a term, this payment plan allows the students covered by such an employer reimbursement plan to receive an extended payment due date for their tuition charges. **Regardless of when the employer reimburses the student, the tuition due dates are not negotiable. Bills and grades will be issued to the students only and not to the employers. It is the responsibility of the student to provide their employers with copies of any documents their employer may require.**

ELIGIBILITY REQUIREMENTS

Students must submit the application and related fee by the application deadline. If there is a doubtful account history, past due balance, or insufficient employer documentation, the student will not be accepted into the program. If at any time the student falls delinquent in payment, the payment plan privilege is no longer available.

COURSES

To be eligible to participate in this program, students must be enrolled in the traditional quarterly courses which are 10 weeks in duration (5 week Summer courses). Special seminars, extended courses, workshops, courses which require prepayment, audits and zero credit courses are not covered in this program.

FINANCIAL AID

A student is not eligible for this program if he or she has also applied for financial aid. This program is designed to assist students who do not receive financial aid. There are no exceptions to this policy.

PAYMENT POLICY

Regardless of when the employer reimburses the student, it is the student’s responsibility to pay the balance in full on or before the tuition due date. Students who experience this delay from their employers typically pay tuition using a credit card. Students are responsible for paying their tuition accounts in full by the date whether they have completed the work for their courses and whether or not they have received reimbursement from their employer. Tuition due dates are not negotiable and delinquent fees will apply to students who do not meet the tuition due date deadlines. **Failure to meet the application agreement will jeopardize future participation in the program and may prevent future enrollment.**

APPLICATIONS

Applications are available in the Student Financial Services Offices of Student Accounts and Student Aid, the college offices, and suburban campuses. Submit the completed application and fee to the Payment Center by the required deadline. You will be notified **only** if your application has been denied. Do not return the application and fee to the college—this will delay processing and acceptance into the program.

FEES/APPLICATIONS

<i>Term</i>	<i>Fee</i>	<i>Application/Information</i>
Fall, Winter and Spring terms	\$125.00	One time application for 3 quarters
Fall term only	50.00	Quarterly application
Winter term only	50.00	Quarterly application
Spring term only	50.00	Quarterly application
Summer Session I term	50.00	Quarterly application
Summer Session II term	50.00	Quarterly application

All fees are non-refundable.

<i>Term</i>	<i>Application Deadline Date</i>	<i>Tuition Payment Due Date</i>
Fall, Winter, Spring	Friday, August 29, 2003	(one time application)
Fall quarter,	August 29, 2003	January 12, 2004
Winter quarter	November 28, 2003	April 19, 2004
Spring quarter	March 5, 2004	July 12, 2004
Summer Session I	June 4, 2004	August 16, 2004

See the Student Accounts website “ studentsaccounts.depaul.edu” for dates for the current academic year.

If mailing the applications, remember to include the fee. The University does not accept responsibility for delays in the U.S. Postal System.

For information about the Payment Plan for Employer Reimbursement, call the Accounts Receivable office at (312) 362-8379.

PRIVATE SCHOLARSHIPS AND GRANTS

Many incoming and current DePaul University students are awarded scholarships and grants by private agencies and organizations for use in attending DePaul.

Students seeking scholarship assistance are also advised to inquire of local community organizations, fraternal organizations, and the company where they or their parents are employed. Libraries carry reference books which list numerous scholarships and application procedures. The Office of Financial Aid has a bibliography of reference materials available in DePaul University’s libraries which provide this type of information, and maintains links to several scholarship search databases on its Internet website.

GENERAL INFORMATION

This catalog does not constitute a contract between the student and the University. Every effort has been made to provide students with complete and accurate and firm information. However, the University reserves the right to change programs, courses and requirements, and to modify, amend or revoke any rules, regulations or financial schedules. The student will fulfill the graduation requirements listed in the college bulletin in effect at the time of acceptance as a degree-seeking student. A readmitted student will fulfill the requirements in the bulletin in effect at the time of readmission.

STUDENT RIGHTS AND RESPONSIBILITIES

PROGRAM REQUIREMENTS

Students are responsible for planning their own programs and for completing course sequences and degree requirements. In planning each quarter’s course of studies, the student should remember that required courses take precedence over elective and advanced courses. Students should be guided by their interests or needs where electives are indicated. A student regularly employed is advised to discuss his or her course load for each quarter with a faculty advisor prior to registration. Advisors and counselors are available to assist students in planning programs and schedules.

CLASS ATTENDANCE

The University requires certification of the attendance of students in classes to fulfill requirements established by several governmental agencies. To satisfy these requirements it is University policy that attendance will be monitored in all classes. Each school or college maintains additional specific policies concerning attendance. Students should become familiar with these policies.

Promptness is expected of a student for all regular class sessions. Tardiness of more than ten minutes is generally to be considered by the instructor as an absence.

EXAMINATIONS

All courses require periodic evaluations of the student’s performance. At approximately the mid-point of a course the instructor is to inform students formally of their academic progress in the course. Most courses will have a final examination.

Make-up examinations are scheduled through the student’s school or college. Applications for make-up examinations must be filed in the student’s College or School office. A fee of \$10.00 is charged for each scheduled make-up examination. A fee of \$20.00 is charged for an examination taken at any time other than the scheduled dates. The instructor has the option of accepting or rejecting the application for a make-up examination.

PLAGIARISM

Plagiarism is a serious form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following:

The direct copying of any source, such as written and verbal material, computer files, audio disks, video programs or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgement that it is someone else's.

Copying of any source in whole or in part with only minor changes in wording or syntax even with acknowledgement.

Submitting as one's own work a report, examination paper, computer file, lab report or other assignment, which has been prepared by someone else. This includes research papers purchased from any other person or agency.

The paraphrasing of another's work or ideas without proper acknowledgement. Plagiarism, like other forms of academic dishonesty, is always a serious matter. If an instructor finds that a student has plagiarized, the appropriate penalty is at the instructor's discretion. Actions taken by the instructor do not preclude the College or the University taking further punitive action including dismissal from the University.

For further information about the University's policies on academic integrity please consult the Student Handbook.

ACCESS TO EDUCATIONAL RECORDS

The University follows the requirements of the Family Educational Rights and Privacy Act of 1974 which permits all students to review their educational records. The procedures for such review and the rights of the students in this regard are set forth in detail in the Student Handbook.

Certain student information, known as "Directory Information," may be disclosed by the institution to outside parties, unless the student has specifically requested that this information not be released. DePaul University considers the following to be Directory Information: name, address, telephone number, college of enrollment, class, major field of study, dates of attendance, degrees and awards received, the most recent educational agency or institution attended by the student, and participation in officially recognized activities and sports. Students who do not want Directory Information released should update their Campus Connection (<https://campusconnect.depaul.edu>) demographic information. The hold is found under the FERPA tab.

DISCIPLINARY ACTION

The University expects its students to maintain the standards of conduct and good citizenship as found in the DePaul University Code of Student Responsibility in the Student Handbook. This document, available to all students, describes the disciplinary regulations of the University and sets down procedures for students to follow if they believe that their rights are being violated.

REGISTRATION CLASSIFICATIONS

College credit is accumulated on the basis of quarter hours earned. Degree-seeking students are classified for administrative purposes as follows: freshmen (less than 44 quarter hours), sophomores (at least 44 but less than 88 quarter hours), juniors (at least 88 but less than 132 quarter hours), seniors (at least 132 quarter hours).

FULL-TIME STUDENT

A 12 quarter hour course load is sufficient for a student to maintain full-time status for purposes of financial aid. Enrollment certification is provided through the Academic Resource Center.

GENERAL REGULATIONS

1. Each student is required to register at the time and in the manner prescribed by the University.
2. Each student is required to obtain a DePaul University Student Photo Identification Card (I.D.) to be carried while on campus. The student may be required to show this I.D. card at any time to authorized personnel of the University. The I.D. card must be presented to cash a check at the cashier's office, pay by check at the bookstore and to use the library and computer lab facilities. Photo I.D. cards are available through the Identification Card Services

- Offices.
3. A student will receive credit only for courses taken in a section for which the student has been duly registered.
 4. Changes in registration (courses dropped or added) must be made via the web registration systems.
 5. Should a student's name not appear on the class roster, it is the student's responsibility, not the faculty member's, to resolve the problem. The student is advised to contact the college office to verify enrollment status.
 6. No addition in registration for the current quarter may be made by any student after the first week of class. Further, students are to be guided by individual college regulations regarding changes in registration.
 8. No withdrawal from registration can be made after the seventh week of class.

COLLEGE/SCHOOL REGULATIONS

- A student may audit a course only with permission of his or her advisor or college or school office. A student may not change from the status of credit to that of an auditor or vice-versa after the third week of class.
- To receive credit applicable to a degree from DePaul University for courses taken in another institution after becoming a DePaul degree-seeking student, a student must obtain approval and written permission from his or her college or school office prior to registration at the institution.
- Extension courses taught through other accredited institutions are accepted only when the sponsoring institution itself conducts the courses and certifies the grade and credit through an official transcript. A DePaul degree-seeking student must obtain the written permission of his dean before enrolling in an extension course.

WITHDRAWAL

Students who must withdraw either from a course or from the University may do so by using the University's web registration systems, in person at their home college, or by letter addressed to the college. Withdrawals processed via the web, or in person are effective the day on which they are made. Withdrawals processed as a result of a letter are effective at the discretion of the college office. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute a withdrawal of record, and will result in academic as well as financial penalty.

When the withdrawal request has been processed, the tuition charge for courses during the regular academic year will be reduced according to the following schedule. Where the effective date is:

Until ten business days after the beginning of the term100%
 After that date0%

For courses of more than two weeks, but four weeks or less duration, no reduction will be granted after the first week of the term. For workshops or courses of two weeks or less duration, no reductions will be granted after the workshop or sessions begin.

For the Summer sessions, consult the schedule of tuition, fees and refunds listed in the Summer classes booklet.

Fees are not refundable.

NOTE: Students receiving financial aid are advised to contact a Financial Counselor to discuss the consequences of a withdrawal effecting academic progress and eligibility at DePaul University or any other school to which they may transfer.

EVALUATION AND CREDIT

COLLEGE CREDIT

One of the University's requirements for graduation with a bachelor's degree is that a student successfully complete a minimum of 192 quarter hours of college credit. College credit is accumulated on the basis of quarter hours. The unit of credit is one quarter hour granted for 45 minutes of classroom work a week. The normal class extends over a ten-week period. An undergraduate course carries 4 quarter hours of credit unless otherwise specified. College credit is earned if a student receives an A through D, or PA grade. College credit can also be earned through transfer, advanced standing, and credit-by-examination credits.

GRADES

Following is the key to the system of evaluating the academic achievement by the student of

the educational objectives specified by the instructor in the course syllabus. These definitions apply to the straight letter grade. A plus grade represents slightly higher achievement than the straight letter grade. A minus grade represents slightly lower achievement than the straight letter grade.

- A** The instructor judged the student to have accomplished the stated objectives of the course in an EXCELLENT manner.
- B** The instructor judged the student to have accomplished the stated objectives of the course in a VERY GOOD manner.
- C** The instructor judged the student to have accomplished the stated objectives of the course in a SATISFACTORY manner.
- D** The instructor judged the student to have accomplished the stated objectives of the course in a POOR manner. (A grade of D will not fulfill the requirements in a major field of concentration.)
- F** The instructor judged the student NOT to have accomplished the stated objectives of the course.
- IN** Temporary grade indicating that the student has a satisfactory record in work completed, but for unusual or unforeseeable circumstances not encountered by other students in the class and acceptable to the instructor is prevented from completing the course requirements by the end of the term. An incomplete grade may not be assigned unless the student has formally requested it from the instructor, and the instructor has given his or her permission for the student's receiving an incomplete grade. At the end of the second quarter (excluding summer) following the term in which the incomplete grade was assigned, remaining incompletes will automatically convert to "F" grades. Ordinarily no incomplete grade may be completed after the grace period has expired. Instructors may not change incomplete grades after the end of the grace period without the permission of a college-based Exceptions Committee.
- PA** Passing achievement in a pass/fail course. (Grades A through D represent passing performance.)
- R** Student is making satisfactory progress in a course that extends beyond the end of the term or in a project extending over more than one quarter. A grade of "R" for an undergraduate course must be removed within one calendar year. Grades not changed with one year will be reduced to the grade of F.
- W** Automatically recorded when the student's withdrawal is processed after the deadline to withdraw without penalty.
- FX** Student stopped attending course. This is an apparent withdrawal. The grade can be changed to a grade of W by the college administration without consulting the instructor if it is determined that the student attempted to withdraw but followed incorrect procedures, or on other administrative grounds. If not administratively removed, it is scored in the grade point average the same as an F. Students are advised to contact their college office to initiate the request to correct an FX grade. An FX grade may not be changed if it has remained on the student's record beyond twelve months except in extraordinary circumstances.

QUALITY POINTS

Quality points are awarded to a student in relation to the grade given and the number of quarter hours of credit attempted in the course. Quality points are awarded according to the following schedule:

- A** 4 times as many quality points as the credit hours assigned to the course.
- A-** 3.7 times the number of credit hours.
- B+** 3.3 times the number of credit hours.
- B** 3 times the number of credit hours.
- B-** 2.7 times the number of credit hours.
- C+** 2.3 times the number of credit hours.
- C** 2 times the number of credit hours.
- C-** 1.7 times the number of credit hours.
- D+** 1.3 times the number of credit hours.
- D** 1 quality point for each credit hour in the course.
- F,FX** (no quality points awarded)
- W, INC, PA, R** (quality points not assigned)

ILLUSTRATION

Grade	Quality Points Per Credit Hour		Credit Hours Attempted	=	Quality Points Merited
A	4.0	X	4	=	16.0
A-	3.7	X	4	=	14.8
B+	3.3	X	4	=	13.2
B	3.0	X	4	=	12.0
B-	2.7	X	4	=	10.8
C+	2.3	X	4	=	9.2
C	2.0	X	4	=	8.0
C-	1.7	X	4	=	6.8
D+	1.3	X	4	=	5.2
D	1.0	X	4	=	4.0
F,FX	0.0	X	4	=	0.0
W,IN,PA,R	Quality Points not assigned.				

Transfer, advanced standing, and credit-by-examination credits do not carry quality points. These credits must be added to DePaul earned hours to obtain total hours earned.

GRADE POINT AVERAGE

A student's grade point average is computed by dividing the total number of quality points accumulated by the total number of credit hours attempted with quality points assigned. The grade point average is calculated only upon grades earned at DePaul University.

REPEATING

Undergraduate students may have the need to repeat courses. When that occurs, all grades achieved are recorded on the academic record. The first time the course is repeated, only the new grade will be used to determine cumulative credit and to calculate the GPA. If a student repeats that course again, the second and all subsequent grades will be used to calculate the GPA. Credit earned is based on the final attempt. A course must be repeated at DePaul in order for this policy to apply. Note: A C- grade is acceptable in a student's major providing the overall GPA in the major is 2.0.

Students may retake a course in transfer that was originally completed at DePaul. The DePaul grade remains in the GPA, but credit is only accumulated once.

PASS-FAIL OPTION

Sophomore standing is required before a student may use the pass/fail option.

Written permission to use this option must be obtained from the student's academic advisor or from his or her college or school office prior to the third week of the quarter. Approval to use the pass/fail option, for courses of four weeks or less in duration, must be obtained before the second class meeting of the course. Under the pass/fail option a student who is not on academic probation may register for one pass/fail course each term. A maximum of 20 quarter hours may be taken under the pass/fail option. Grades A through D represent passing performance.

The option is limited to no more than one course in any one department. Courses taken to meet Liberal Studies requirements as well as courses taken to meet the requirements of a student's major, minor or allied fields of concentration may not be taken pass/fail. In addition, courses offered through the Writing, Reading and Computation department may not be taken pass/fail. Competencies awarded for prior learning or in the Lifelong Learning Domain or area to students in the School for New Learning do not count towards the twenty credit hours limit on the pass/fail option. If the course is passed, the credit hours earned are entered on the student's record; the grade is not included in computing the student's grade point average. If the course is failed, the F grade is recorded on the student's record and the credit hours attempted are included in computing the student's grade point average. A student must apply for the elective option through his or her home college or school office.

GRADE REPORTS

Grades are updated and posted nightly and can be accessed online via Campus Connect. Grades can be viewed and printed using the Course History Report under Advising Reports for Students. This comprehensive report can be used for Corporate tuition reimbursement. Some

companies may allow the student to log onto Campus Connect with a company representative present to verify grades for an individual term. If a company requires written verification, a printed grade report may be requested in person at any Academic Resource Center location.

CREDIT-BY-EXAMINATION

DePaul offers students the opportunity to gain credit by examination in two ways: through Advanced Placement or CLEP. Through either of these programs, credit may be obtained for liberal studies courses, major field courses and electives. However, it is important to understand that AP or CLEP credit recognized by other colleges may not necessarily be accepted at DePaul. For more information about any of these programs, please contact the Academic Resource Center or your college office.

ADVANCED PLACEMENT PROGRAM (AP)

University credit for Advanced Placement is limited to incoming undergraduate students. These tests are administered by the College Entrance Examination Board, during the senior year in high school. Incoming freshmen who have taken Advanced Placement should have their score reports sent to the Academic Resource Center prior to their enrollment at DePaul. Further information about Advanced Placement policies at DePaul may be obtained from the Academic Resource Center.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) offers examinations, administered by The College Board, that allow students to demonstrate their knowledge, and gain college credit, in a variety of areas. Incoming degree-seeking students who took CLEP before admission to the University should have their official score reports sent to the Academic Resource Center.

Currently enrolled students may take CLEP tests based on the approval of their college office. For more information about CLEP programs and policies, please contact the Academic Resource Center.

STANDARDS

DEAN'S LIST

Eligibility for the Dean's List will be determined by a G.P.A. of 3.5 for the academic term based on a minimum of 12 graded hours (8 hours for SNL students), excluding the grades of "P" and "W." Students who have received any grades of "IN," "M" or "R" for the term are not eligible for the Dean's list until these grades have been resolved, at which time the term G.P.A. will be computed.

PROBATION

Any student who fails to maintain a 2.00 (C) cumulative grade point average is on academic probation. A student is removed from academic probation when his cumulative grade point average reaches the required minimum of 2.00 (C). Ordinarily the student will not be permitted to be on academic probation for longer than two consecutive quarters. Academic disciplinary action will be taken by the dean of the student's home college or school in accordance with the degree of the student's academic deficiency.

DISMISSAL

A student dismissed for academic reasons shall not be eligible for readmission to any division of DePaul University for a period of two quarters, excluding Summer session, subsequent to such dismissal. The re-admission decision is made by the Office of Admission in consultation with the college office. See Readmission Section.

A dismissed student with serious deficiency may be required to demonstrate acceptable academic achievement at another accredited college or university before readmission is approved. Courses to be taken elsewhere must be approved by the College office as acceptable, and a grade of C or better must be earned in all such coursework. If readmission is approved, the following academic policy applies to dismissed students who have demonstrated this achievement by earning 18 or more quarter hours of credit: (1) the previous grade point average will revert to zero, and (2) the previous DePaul credits attempted and earned will be added to attempted and earned transfer credit. This

policy permits the student to resume a program of studies without the penalty of a previously deficient grade point average.

GRADUATION REQUIREMENTS

1. The student must have completed a minimum of 192 quarter hours. The total quality points must equal twice the number of quarter hours attempted.
2. The student must have a minimum of 2.00 cumulative grade point average. The calculation of the grade point average is described under the heading: "Evaluation and Credit" in this Catalog.
3. The student must have satisfied all the regulations of the individual college or school granting the degree.
4. The student must complete the residential requirement, i.e., he or she must complete the following work at DePaul University: the final 60 quarter hours of credit; one-half of the credit earned in his major area of concentration; all courses in the senior year. There is not a residency requirement for the minor. Exemptions to the residential requirement may be made by the Dean in individual cases.
5. A formal application for graduation must be filed by a candidate. Application for graduation may be made only by classified degree seeking students. The student should contact his or her college office for information regarding deadline dates.

DOUBLE MAJORS

Double majors are permitted across different colleges as well as within a college. The following stipulations apply to all double majors.

1. When declaring more than one major, the student will designate one major as the primary major. This major determines the college within which the student is matriculating and the degree which will be conferred when all graduation requirements for the primary major have been met.
2. All admission requirements for each college within which the declared majors are located must be met. This includes audition requirements where applicable.
3. All graduation requirements for each major must be met when completing a double major. This includes particular Liberal Studies courses specified by each major and allied field requirements.
4. All normal stipulations regarding coursework completed in residence and regarding completion of applicable major coursework at "C-" level or above apply to both majors. A C-grade is acceptable in a student's major providing the overall GPA in each major is at least 2.00.
5. No more than one half of the major field requirements of the second major may also have been counted toward the major field requirements of the primary major.
6. Courses taken as either an allied field or liberal studies requirement in the primary major may also be used to satisfy major field requirements of the second major.

SECOND BACHELOR'S DEGREE

A student who has received one bachelor's degree from DePaul University or another institution may receive a second bachelor's degree provided that:

- a) All normal graduation requirements as listed above are met.
- b) A minimum of 60 quarter hours of credit beyond those applied to the first degree are earned in residence at DePaul.
- c) At least one-half of the credits required by the second area of concentration are completed in residence at DePaul.

GRADUATION WITH HONORS

The distinction "with highest honor" is conferred upon students who have demonstrated rare scholastic ability by obtaining a 3.85 grade point average.

The distinction "with high honor" is conferred upon students who have demonstrated

definitely superior ability by obtaining a 3.7 grade point average.

The distinction “with honor” is conferred upon students who have maintained a 3.5 grade point average.

An undergraduate student who has entered DePaul with previous academic credit will be considered for graduation with honor if the following conditions are met:

1. The student must first have earned the minimum of a 3.5 cumulative grade point average for course work taken at DePaul and;
2. a. Students who have taken at DePaul one-half or more of the credits required for their degree will have their graduation with honors determined by their DePaul course work alone
- b. Students who have taken at DePaul less than one-half of the credits required for their degree will have their graduation with honors determined by the cumulative grade point average of all course work taken at DePaul and all course work accepted for transfer credit.

UNIVERSITY ANNUAL COMMENCEMENT

The University’s annual commencement exercises are conducted in June. A baccalaureate mass is included in the commencement program, and a reception follows each graduation exercise. Attendance at the graduation exercise is optional, however, graduates must notify their college office of their intention four weeks before the ceremony. Graduates will receive detailed instructions concerning the commencement exercise from the college office.

TRANSCRIPTS

Requests for transcripts should be presented to the Academic Resource Center in writing at least two weeks in advance of the time needed. Requests will not be taken over the phone. Transcripts are sent directly to the institution designated by the student. Students may also request transcripts for their personal use. A fee will be charged for each transcript requested, and will be issued only after the student has fulfilled all his financial obligations to the University.

Official transcripts of credit earned at other institutions are a part of the student’s file at DePaul University and are not reissued or copied for distribution. If needed, they must be obtained directly from the institution in question.

GRADUATE STUDY

DePaul University provides a number of programs in graduate education through its graduate divisions. A student planning to complete a graduate program should inquire of his faculty advisor how an undergraduate junior and senior can, in most major concentrations, begin studies in the Graduate School applicable toward a master’s degree.

Master’s degree programs are offered through the College of Liberal Arts and Sciences, the School of Computer Science, Telecommunications and Information Systems, the Kellstadt Graduate School of Business, School of Music, the School of Education, the School for New Learning; or the Theatre School. Please consult the on-line graduate catalog for program information.

Doctoral Degree programs are offered through the College of Liberal Arts and Sciences in Philosophy, and Psychology, through the School of Education and through the School of Computer Science, Telecommunications and Information Systems in Computer Science.