



HANDBOOK FOR
UNDERGRADUATE
STUDIES

HANDBOOK FOR UNDERGRADUATE STUDIES

THE UNIVERSITY

CAMPUSES

LIBRARIES

ACADEMIC COMPUTING SERVICES

CAREER DEVELOPMENT CENTER

STUDENT AFFAIRS

STUDENT LIFE

RESIDENCE LIFE

ACCREDITATION

BOARD OF TRUSTEES

GENERAL ADMINISTRATION

ADMISSION

NEW STUDENT ASSESSMENT

TUITION AND FEES

FINANCIAL AID

REGULATIONS AND GENERAL INFORMATION

STUDENTS RIGHTS AND RESPONSIBILITIES

REGISTRATION

EVALUATION OF CREDIT

GENERAL INFORMATION

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 offer day and evening programs leading to undergraduate degrees.

The Lake Forest 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 at eight different locations: the John T. Richardson Library in Lincoln Park, the Loop Campus Library, the Barat Campus Library in Lake Forest, the Naperville Campus Library, the O'Hare Campus Library, the Rolling Meadows Campus Library, the Oak Forest Campus Library and the Vincent G. Rinn Law Library. Electronic access to periodical articles, indexes, and other information resources in the social sciences, business, law, humanities, arts and sciences is readily available in all libraries and remotely.

Access to materials in all the DePaul libraries is provided through ILLINET Online, the Libraries' online catalog and circulation system. The combined collection of the DePaul University Libraries includes 876,538 print volumes; 286,034 microform volumes; 12,350 current serial subscriptions; 13,879 electronic books; 14,339 electronic serials; 191 databases; and a diverse audiovisual collection. The Libraries' digital image collections are expanding daily to support the priorities set by faculty for classroom instruction and study. Currently, more than 29,000 images of artistic, geographic or historical interest are available.

In addition to serving as a central catalog for DePaul's library resources, ILLINET Online (IO) also allows users to identify books from 64 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 other libraries' materials for delivery through the IO system. 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 eight locations and through the libraries' web site at: <http://www.lib.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 Curriculum Materials Center to support elementary and secondary school teaching, a digital images collection, a career information collection, and a collection of music recordings and scores. Rare book collections include the Napoleon Collection, the Dickens Collection, as well as numerous titles dealing with nineteenth century literature and book illustration. Vincentian collections include the DeAndreis Rosati Memorial Archives, the Ladies of Charity Archives, and Vincentian postcards digital collection. The University Archives houses materials documenting the growth and development of DePaul University.

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. A large career information collection is also offered at this library.

The **Vincent G. Rinn Law Library** in the College of Law has an extensive collection of Anglo-American legal materials which provides both basic and advanced resources needed to support the College of Law 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 libraries at the **Naperville, O'Hare, Oak Forest, Rolling Meadows, and Lake Forest (Barat) Campuses** offer access to the Libraries' extensive networked electronic information resources. In addition to ILLINET Online, these include resources providing access to periodical articles, business reports, indexes, and encyclopedia and other reference sources. As at the campuses in the city of Chicago, 191 databases, 13,879 electronic books, and 14,339 electronic journals are available. The Naperville, O'Hare, Oak Forest, and Rolling Meadows Campus libraries have small, select print reference collections; the Barat Campus Library has a larger collection of reference and circulating books and journals. Books and other journal articles needed by students and faculty are delivered to all campus libraries 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 their academic careers. A selection of these technology services is introduced below. For detailed information regarding locations, hours, and applicable fees, please visit: <http://is.depaul.edu>. New students are encouraged to review information found in the "Are you new to DePaul?" section of the site.

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, student e-mail accounts, and Campus Connection login and password information. 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.

RESNET HIGH-SPEED INTERNET CONNECTIONS

In conjunction with Student Affairs, Information Services offers all residence hall

students a free, high-speed Internet connection. Campus residents who bring their own 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. For details about the ResNet service including technical requirements, go to <http://is.depaul.edu/computers/residence/resnet.asp>

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. For more information about student e-mail, go to <http://is.depaul.edu/communication/email/student.asp> To login and use the account, go to <http://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. For additional information about telephone services for students, please visit: <http://is.depaul.edu/communication/telephone/student.asp>

WIRELESS NETWORK

Students with a laptop computer can take advantage of the university's wireless network. This service is an extension to the traditional hard-wired networking ports available in offices, classrooms, residence halls, labs, libraries and other areas. Wireless connectivity makes it easy for people with laptops to move around campus while staying connected to the network. For additional information and technical specifications, please visit: <http://communication/network/wireless.asp>

THE CAREER CENTER

The Career Center provides students with the skills and resources needed to choose the major and career path that best suits their interests. The Career Center provides thousands of employment connections both on and off-campus to help students earn money, build their experience, and achieve their career goals. The programs and services that help students sharpen their job search knowledge, build relevant work experience, and make the right employment connection include:

SHARPEN CAREER KNOWLEDGE & SKILLS

Career Advising. Meet one-on-one with a career specialist that focuses on your program of study. Peer Career Advisors provide students with free resume critiques and basic career advice on a walk-in basis. Advanced Career Advisors help students identify the jobs and internships that best match their interests, schedule, skill level and experience.

Career Workshops. Develop skills and learn to make well-informed career choices through more than 20 different workshops each quarter including *Resumes & Cover Letters*, *Interviewing*, *Negotiation*, *Effective Self-Marketing*, *Networking Skills*, *Job Search Strategies*, *How to Find an Internship*, *Portfolio Development*, and *Managing Career Transitions*.

Career Assessments. Myers-Briggs Type Indicator, Strong Interest Inventory and Work Values Work Skills.

EARN MONEY & GAIN VALUABLE EXPERIENCE

On-Campus Employment. Students not only earn a paycheck through on-campus Student Employment, they build progressive and career-relevant experience through an array of part-time on-campus jobs.

University Internship Program. Students who want to combine work experience with the fulfillment of their Experiential Learning Requirement can do so with an internship through the University Internship Program.

FIND FULL-TIME WORK & INTERNSHIPS

Job & Internship Fairs. Three large-scale recruiting events give students the opportunity to connect with hundreds of hiring employers in one day.

On-Campus Recruiting allows students to interview with Chicago's top companies right on DePaul's Loop campus.

Job & Internship Listings. Students can search online for thousands of jobs and internships through erecruiting.depaul.edu, and they can also post their resumes to industry-specific Online Resume Books which employers peruse for qualified candidates.

BUILD YOUR NETWORK OF PROFESSIONAL CONTACTS

ASK. Students can build relationships with working professionals and find career mentors through DePaul's Alumni Sharing Knowledge (ASK) career mentoring and networking program.

Practice Interviews. Meet one-on-one with alumni volunteers for a practice interview and learn how to ask the right questions and have appropriate answers during a job interview.

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.

CAREER CENTER WEBSITE - <http://careercenter.depaul.edu/>

The Career Center website features research tools and links to valuable career information. DePaul graduates have enjoyed a 90% placement rate in 2003 and 2002 with approximately 80% employed and 10% in graduate school six months after graduation. Learn where DePaul students go upon graduation by visiting the Career Center website. Be informed and prepared to 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 Office of Student Life provides students and student leaders with programs and services to connect to the DePaul community. Student Life coordinates commuter resources and programs, registers and advises student organizations, provides funding to clubs, and advises the Student Government Association, the DePaul Activities Board and the fraternities and sororities.

We also serve as a resource for all clubs on campus. There are more than 160 student organizations meeting a wide variety of interests and needs including cultural organizations, academic interest clubs, honoraries, political and activist organizations and community service groups. Throughout the year, the 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/slfe> 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 and Lincoln Park for DePaul students. The residence halls/apartments are staffed with both professional staff and student staff to help residents. All buildings are air-conditioned except for Corcoran and McCabe. Student Housing provides students with a wide range of housing options. For further descriptions regarding housing options, please visit our Web site 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, 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

2004-2005 BOARD OF TRUSTEES

OFFICERS

JOHN B. SIMON, CHAIR
MARY A. DEMPSEY, VICE CHAIR

MEMBERS

WILLIAN L. BAX
WILLIAM E. BENNETT
HON. ANNE M. BURKE
MARTIN R. CASTRO
GERY J. CHICO
FRANK M. CLARK
ROBERT A. CLIFFORD
JAMES W. COMPTON
JAMES B. CORMACK, C.M.
CURTIS J. CRAWFORD
ANNE S. DRENNAN
RICHARD H. DRIEHAUS
SUE L. GIN
ROBERT E. GOLDBERG

PAUL L. GOLDEN, C.M.
HOWARD S. GOSS
JACK M. GREENBERG
RICHARD A. HANSON
WILLIAM E. HAY.
SONDRA A. HEALY
RICHARD A. HEISE, SR
CARRIE J. HIGHTMAN
DENNIS HOLTSCHNEIDER, C.M.
JAMES J. JENNESS
ANNE C. LEONARD, C.N.D.
JOHN W. MARTIN, JR.
MIKE M. MURAD
ERNESTO NIETO
PATRICIA J. PARSON
PETER PESCE
ROGER L. PLUMMER
PRUDENCIO RODRIGUEZ, C.M.
ROBERT E. ROSS
LAWRENCE C. RUSSELL
CHARLES F. SHELBY, C.M.
JOHN C. STALEY
SHEILA A. SMITH
HARRISON I. STEANS
ERROL L. STONE
JAMES E. SWIFT, C.M.
RICHARD E. TERRY
JOHN J. VITANOVEC
JOHN G. WEITHERS

GENERAL ADMINISTRATION 2004-2005

DENNIS H. HOLTSCHNEIDER, C.M.,
President
JOHN T. RICHARDSON, C.M.,
Chancellor
JOHN J. KOZAK,
Executive Vice President for Academic Affairs
SCOTT L. SCARBOROUGH,
Executive Vice President for Operations
EDWARD R. UDOVIC, C.M.
Vice President for Administration and Secretary of the University
BRIDGET K. BUTWIN
Vice-President and General Counsel
DAVID O. DABNEY
Treasurer
JAMES R. DOYLE,
Vice President for Student Affairs
BONNIE HIRSCH,
Controller
ROBERT JANIS,
Vice President for Facility Operations
DAVID O. JUSTICE,
Vice President for Lifelong Learning and Suburban Campuses
DAVID H. KALSBECK,
*Vice President for Enrollment
Management*
VINCENT J. KELLEN,
Vice President for Information Services

ROBERT L. KOZOMAN,
Vice President for Finance
ELIZABETH F. ORTIZ
Senior Executive for Institutional Diversity
WILLIAM SEITHEL,
Vice President for Human Resources
BRENDA WILSON-HALE,
Associate Vice President for Development

ADMISSION

PHILOSOPHY AND POLICY

DePaul University admission decisions are based on a strong academic record as well as personal and occupational achievements, ambition, energy, resourcefulness and leadership. The University recognizes that each individual brings unique abilities to the DePaul community and works with each student to find the best fit for academic success.

DePaul University does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age or handicap in admissions, employment, or the provision of services.

FRESHMAN ADMISSION GUIDELINES

Current high school students may be considered for admission 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 14 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 four 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 14 units of an academic nature as noted above.

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

APPLICATION PROCEDURES FOR FRESHMEN ADMISSION

1. Complete the application for admission*.
 - Apply online at http://www.depaul.edu/admission/freshman_admission.asp
 - Download an application at <http://www.depaul.edu/admission/pdfs/UndrGradApp.pdf>
2. Submit the application fee**.
3. Submit an official transcript of high school grades covering at least six semesters (see section titled *Official Transcripts and Documents*).
4. Submit official scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
5. Have the high school counselor complete and return the recommendation form included in the application for admission.
6. Applicants to the School of Music must complete an audition before an admission decision can be made. Please contact the School of Music at 773/325-7444 or <http://music.depaul.edu> for more information.
7. 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. Please contact The Theatre School at 773/325-7999 or <http://theatreschool.depaul.edu> for more information.

*Students who hold an F-1 or J-1 Visa or have been educated outside of the United States and have international educational credentials **must** complete the International Student Application. 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-1 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. Consult www.depaul.edu/international for the application and more information.

**Applicants who apply on-line are charged an application fee of \$25.00. All applications received via mail are charged \$40.00. The Office of Admission encourages all applicants to apply on-line.

APPLICATION DEADLINES

Students applying for freshmen admission are encouraged to apply for the autumn quarter and meet the Early Action Program deadline of November 15th. DePaul admits applicants on a space available basis until August 15th. Students interested in starting during the winter or spring quarters, will be considered on a case by case basis (see sectioned titled *Application deadlines for applicants seeking undergraduate admission*). The application deadline for Theatre and Music is January 15th.

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 1st of acceptance. Students admitted under this program will receive the strongest consideration for merit based scholarships and receive priority consideration for advising and registration. The Theatre School and the School of Music do not offer an Early Action Program.

HOME SCHOOL APPLICANTS

For students who have been home schooled through high school we also recommend submitting the following optional materials: a personal statement articulating why you have chosen to be home schooled, an academic paper from junior or senior year coursework and a listing of the textbooks used, especially the academic areas of math and science. If you will not receive a high school diploma from an accredited home school program, a GED test should also be submitted.

EARLY GRADUATION

Students who complete the equivalent of a high school degree early, may be considered for admission and attend as full-time, degree-seeking undergraduates. Ordinarily this would be a minimum of four units in English, two in mathematics, two in laboratory science, two in social sciences and four additional units in college preparatory subjects. If you are interested in this opportunity, please contact the Office of Admission at (312) 362-8300 to speak with an admission counselor.

COOPERATIVE HIGH SCHOOL-COLLEGE PROGRAM

Current 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 counselor. Courses may be taken during summer terms or the regular academic year. Students will be required to take necessary placement exams and meet all course prerequisites. Students should complete the Non-Degree application available on-line at <http://depaul.edu/admission/>. Students are encouraged to consult the Office of Admission at 312/362-8300 (in Illinois) or 1-800-4DePaul (outside of Illinois) to discuss their intentions with

an admission counselor prior to applying.

ADVANCED STANDING

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), or College Level Examination Program (CLEP) and International Baccalaureate (IB) Program. Consult the Academic Resource Center at <http://arc.depaul.edu/credit.html> for more information. See the heading *Limitations on Amount of Transfer Credit and Credit By Examination Accepted* for more 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.

CAMPUS TOURS AND VISITS FOR PROSPECTIVE FRESHMAN STUDENTS

Tours and admission information sessions 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. Out-of-state residents call toll free 1-800-4DePaul.

TRANSFER AND ADULT ADMISSION GUIDELINES

DePaul admits transfer and adult students each quarter to all University schools or colleges, with the exception of The Theatre School and the School of Music (autumn admission only). See the heading *Application Deadlines for All Applicants Seeking Undergraduate Admission* for admission application deadlines.

All transfer and adult students applying to DePaul University for undergraduate admission are required to have a minimum cumulative grade point average of 2.0 (based on transferable credit, see the heading *Review of Transfer Credit* for more information). In addition, all students must be in good academic standing at the last college/university attended (good academic standing is determined by one's eligibility to enroll at the last college/university attended). Transfer and adult applicants to the following programs are required to meet these requirements for admission:

College of Commerce—2.5 cumulative grade point average.

Department of Nursing—2.5 cumulative grade point average, *must* be a registered nurse. Students applying to this program are admitted to the College of Liberal Arts & Sciences as undecided majors. Formal admission to this program is granted by the Department of Nursing.

School of Education—2.75 cumulative grade point average (effective for all students applying for Autumn 2004 admission and thereafter).

School of Music—2.5 cumulative grade point average and audition required. Please contact the School of Music at 773/325-7444 or <http://music.depaul.edu/> for more information.

School for New Learning—contact SNL at <http://www.snل.depaul.edu> for specific admission requirements.

The Theatre School—2.0 cumulative grade point average and audition or portfolio review and interview required. Please contact The Theatre School at 773/325-7999 or <http://theatreschool.depaul.edu> for more information.

Transfer students are students who have attended or are attending another college or university prior to enrolling at DePaul. You may be considered for transfer admission if you meet any of the following criteria:

- You have completed 44 quarter (30 semester) hours of transferable credit at another college or university and you meet the minimum grade point average required by the admitting college/school (*see above*).
- You have completed fewer than 44 quarter (30 semester) hours of transferable credit at another college or university and you meet the minimum grade point average required by the admitting college/school (*see above*). You will need to submit an official high school transcript or GED score report and ACT/SAT report to be considered for admission.

DePaul recognizes that **Adult students*** (age 24 and above) face different challenges than traditional students and we believe the motivation and maturity of adult students contributes to their success. If you are age 24 and above, you may be considered for adult admission if you meet any of the following criteria:

- You have never enrolled in college or have earned fewer than 16 quarter (12 semester) hours of college credit and you meet the minimum grade point average required by the admitting college/school (*see above*). You will need to submit an official high school transcript or GED score report. In addition, you will be required to complete a Self-Assessment Questionnaire before an admission decision is rendered.
- You have completed a minimum of 16 quarter (12 semester) hours of transferable credit and you meet the minimum grade point average required by the admitting college/school (*see above*).
- In addition, adult students may choose to apply to DePaul's School for New Learning (SNL). The School for New Learning admits adult learners (at least 24 years of age) who wish to pursue a degree on a part-time or full-time basis, while being eligible to earn credit for college-level learning from previous life experiences and/or institutions. SNL offers undergraduate degree programs for students who wish to take initiative in setting their own educational goals while designing their programs of learning. For additional information about School for New Learning consult <http://www.snl.depaul.edu>.

APPLICATION PROCEDURES FOR TRANSFER AND ADULT ADMISSION

1. Complete the Adult/Transfer Application for Undergraduate Admission*.
 - Apply on-line at <http://www.depaul.edu/admission/admfin/onlineap/welcome.htm>
 - Download an application at <http://www.depaul.edu/admission/pdfs/AdultApp.pdf>
2. Submit the application fee**.
3. Submit official transcripts from all colleges and universities attended (regardless of grades or amount of credit earned or attempted). See section titled *Official Transcripts and Documents*.
4. Submit an official high school transcript or GED score report if you are a Transfer applicant with fewer than 44 quarter (30 semester) hours of transferable credit or if you are an Adult applicant who has never enrolled in college or has earned fewer than 16 quarter (12 semester) hours of transferable credit. *It is recommended that **all** Adult and Transfer applicants submit a high school transcript or GED score report.*
5. Submit the ACT/SAT score report if you are a Transfer applicant with fewer than 44 quarter/30 semester hours of transferable credit.
6. Complete the Self-Assessment Questionnaire if you are an Adult applicant (age 24 and above) with fewer than 16 quarter/ 12 semester hours of transferable credit. Contact the Office of Admission at (312) 362-8300 for questionnaire.

*Students who hold an F-1 or J-1 Visa or have been educated outside of the United States and have international educational credentials **must** complete the International Student Application. Consult www.depaul.edu/international for the application and more information.

**Applicants who apply on-line are charged an application fee of \$25.00. All applications received via mail are charged \$40.00. The Office of Admission encourages all applicants to apply on-line.

REVIEW OF TRANSFER CREDIT

The review of all transfer credit for applicants seeking undergraduate admission is conducted in a two-step process.

- 1) In the first step of the review process, the Office of Admissions reviews the transfer credit of all applicants to determine what is **transferable** to DePaul University. In this step, the Office of Admissions reviews all transfer credit taken at other colleges and universities to determine what courses are acceptable for transfer in order to render an admission decision. Transfer courses taken at a college or university that is accredited by the North Central Association of Colleges and Schools (or hold Candidate for Accreditation status) or other regional accrediting associations will normally be accepted for transfer to DePaul University. If the courses are comparable to courses offered for academic credit at DePaul University (or for courses that would earn academic credit if DePaul offered them, see section titled *Transfer Credit Policies*), then transfer credit is typically granted and these courses are considered **transferable**. The transfer cumulative grade point average is calculated on all courses that are acceptable for transfer (see section titled *Transfer Grade Point Average*). *The transfer cumulative grade point average is used for admission purposes **only** and a student's transfer grades and the transfer cumulative grade point average will not appear on any DePaul University transcript. Only the cumulative total of transferable hours will appear on the DePaul University transcript.*
- 2) In the second step of the review process, the admitting college determines what transferable courses (those courses determined to be *transferable* in step one) are **applicable** to the student's degree requirements (major, minor, Liberal Studies requirements, competence areas in the School for New Learning, etc.). This step takes place after admission to the University is granted. *A maximum of 132 quarter hours of transferable credit will be applicable to any undergraduate degree at DePaul. This includes transfer courses taken at both community colleges and other four-year institutions. A maximum of 99 quarter hours of transferable credit from a community college or two-year school will be applicable to any undergraduate degree at DePaul.*
NOTE: Some transferable courses used to render an admission decision in the first step may not be **applicable** to all degree requirements at DePaul (see section titled *Transfer Credit Policies*). Free electives may be fulfilled by any transferable credit. Remaining course work will be applied as elective credit. Some elective credit posted to a student's record may not be applicable to the student's degree requirements.

Upon admission to the University, a student is provided with the letter of acceptance and all students who were required to submit transfer credit (see section titled *Transfer and Adult Admission Guidelines*) are provided with instructions for accessing a Course History Report indicating what courses are transferable to the University. At the new student orientation or initial advising session, a student is provided with an evaluation prepared by the admitting college indicating what courses are applicable to the student's degree requirements (with the exception of students applying for admission to the School for New Learning which has its own admissions procedure).

OFFICIAL TRANSCRIPTS AND DOCUMENTS

All applicants for undergraduate admission with transfer credit are required to submit *official* transcripts and documents from all colleges and universities attended (regardless of grades or amount of credit earned or attempted) to complete the application process.

This includes *official* documents from all postsecondary institutions (both domestic and

international). In addition, students are *required* to submit final transcripts from the most recent college/university attended no later than the end of the first quarter of enrollment at DePaul. Failure to submit the final transcripts on time could impact one's eligibility to enroll in certain courses at DePaul as well as receive access to other services (such as financial aid) that are determined by the type and amount of transferable credit awarded. If grades on transcripts submitted to DePaul after admission or enrollment at DePaul show a substantial drop or cause the cumulative transfer grade point average to fall below the college requirement the University may rescind admission.

DePaul University considers *official* documents as those mailed directly from a records or registrar's office directly to the Office of Admissions at DePaul. All transcripts and documents must be originals (faxed or unofficial documents cannot be accepted). Transcripts or documents with a designation, "Issued to Student," will be considered official only if they are received in a sealed envelope from that school. Transcripts or documents from all colleges and universities for all coursework attempted and completed prior to enrolling at DePaul must be submitted as part of the official academic record at DePaul. All documents submitted to DePaul for admission purposes become property of the University. They will not be released to students or forwarded to other educational institutions.

Failure to provide all transcripts or documents for all previous college work may result in denial of admission, revocation of admission, dismissal from the University or ineligibility for graduation or the conferral of a degree.

ACADEMIC INTEGRITY

Students on probation or suspended for reasons of academic integrity at a previous institution must have satisfied all stipulations of that institution for a return to good standing before they may be admitted to DePaul. A student dismissed from another institution because of violation for academic integrity may not be admitted to DePaul until three years have elapsed and then only with the concurrence of a college-based Exceptions Committee. DePaul does not readmit students who were dismissed from DePaul because of violating Academic Integrity Policy.

TRANSFER CREDIT POLICIES

1. EVALUATION OF TRANSFER CREDIT

The Office of Admissions reviews transfer credit taken at other colleges and universities only to render an admission decision. Transfer credit that is comparable in content and level to that offered at DePaul is typically accepted for admission purposes. After admission, the transfer credit is then reviewed by the admitting college to determine its applicability to the student's degree program.

2. TYPES OF TRANSFER CREDIT ACCEPTED BY DEPAUL UNIVERSITY

The following types of transfer credit will be accepted for admission purposes:

- a) Transfer credit taken at colleges and universities that offer degree programs similar in nature to those offered at DePaul.
- b) Transfer credit that is taken at a college or university that is accredited by the North Central Association of Colleges and Schools (or hold Candidate for Accreditation status) or other regional accrediting associations. In determining if transfer credit from colleges and universities that are not regionally accredited is transferable, acceptance practices indicated in the current issue of *Transfer Credit Practices of Designated Educational Institutions* published by the American Association of the Collegiate Registrars and Admission Officers (AACRAO) will be used as a guide.
- c) Transfer credit that is baccalaureate-level. Courses that are remedial, vocational and/or occupational in nature are not accepted.
- d) Credit by examination (see 3 below and the Credit By Examination policy).
- e) All credit taken at foreign institutions will be subject to review by the Office of International Admission for admission purposes to determine what courses are transferable to DePaul University. Students may be required to submit detailed course descriptions and syllabi (translated into English) to determine if credit taken at a foreign institution is transferable to DePaul University. *Failure to indicate attendance at a foreign institution prior to enrolling at DePaul University may result in denial of admission, dismissal*

- from the University or ineligibility for graduation or the conferral of a degree.*
- f) All transfer credit taken at another institution while concurrently enrolled as a DePaul student are subject to approval by the student's college/school before transfer credit will be accepted.
 - g) Any credit earned as part of one's military service will be reviewed by the admitting college to determine applicability to degree requirements.

The review of all transfer credit is subject to limitations in accordance with the educational policies of DePaul University.

3. LIMITATIONS ON AMOUNT OF TRANSFER CREDIT AND CREDIT BY EXAMINATION ACCEPTED

A maximum of 132 transfer hours (quarter hours) will be applicable to any undergraduate degree at DePaul. This includes transfer courses taken at both community colleges and other four-year institutions. Of the 132 quarter hours, a maximum of 99 quarter hours earned at a community college may be applied to a DePaul University degree. At least the last 60 quarter hours must be earned in residency at DePaul University. At least one-half of the major field course work must be DePaul University credit. In the School for New Learning 15 of the 50 competencies must be earned at DePaul.

CLEP, International Baccalaureate and /or AP credits combined with transfer credits from two-year institutions will total no more than 99 hours and combined with credits from four-year institutions will total no more than 132 hours. The senior year residency requirement excludes the application of CLEP, AP or IB credits to the final 60 credit hours of course work.

4. TRANSFER GRADE POINT AVERAGE

The cumulative transfer grade point average is computed by dividing the total number of quality points accumulated by the total number of credit hours attempted in accordance with the transfer institution's grading scale (see guidelines below). A student's transfer cumulative grade point average is not calculated into the DePaul University grade point average. *The transfer cumulative grade point average is used for admission purposes only and a student's transfer grades and the transfer cumulative grade point average will not appear on the DePaul University transcript.*

The following guidelines apply when calculating a transfer cumulative grade point average:

- a) All courses that are accepted for transfer (see section titled *Types of Transfer Credit Accepted by DePaul University*) are calculated into the transfer grade point average.
- b) Courses graded *Fail/No Credit/Not Satisfactory* will be calculated as failing (F) grades when calculating the transfer cumulative grade point average.
- c) Courses with a grade of D or higher are accepted and used to compute the transfer cumulative grade point average for admission purposes only.
 - 1) Only courses with a grade of C- or higher will apply to the student's major area.
 - 2) Students transferring the equivalent of ENG 103 and/or ENG 104 must have received grades of C- or better in these courses in order to fulfill the Liberal Studies requirement.
- d) Courses with a grade of *Incomplete* are **not** calculated into the transfer cumulative grade point average. Any courses that have been changed from Incomplete to a letter grade on the final transcript may be included in a recalculation of the transfer cumulative grade point average. If upon recalculation the student's cumulative grade point is below the requirement for admission the student's admission may be denied or revoked. Once the final transcript has been submitted no remaining incomplete grades may be changed to letter grades for transfer credit.
- e) Grades of W (*Withdrawal*) are not calculated into the transfer grade point average.
- f) Courses graded *Pass/Credit/Satisfactory* will be accepted for transfer credit (see *DePaul's policy titled Pass-Fail Option*).

- g) If a student has repeated a transfer course once, the new grade (most recent) will be used to calculate the transfer cumulative grade point average. If a student has repeated a course more than once, the second and all subsequent grades will be used to calculate the transfer cumulative grade point average.
- h) Students are *required* to submit final transcripts from the most recent college/university attended no later than the end of the first quarter of enrollment at DePaul. Failure to do so could impact one's eligibility to enroll in certain courses at DePaul as well as receive access to other services (such as financial aid) that are determined by the type and amount of transferable credit awarded. The transfer grade point average may be recalculated upon receipt of the final transcript. *Supplemental transcripts with additional grades including changes to the academic record may result in denial or revocation of admission.*

Transfer courses will be identified as repeats if they meet the following:

- 1) The same course (as identified by course title and number) is taken more than once at the same institution.
- 2) Two or more courses taken at different institutions are evaluated as identical in content.

5. CONVERTING CREDIT HOURS

DePaul University's academic calendar is based on the quarter system. College credit is accumulated on the basis of quarter hours. To convert credit hours from the semester system to the quarter system, multiply 1.5 (example: 3 semester hours x 1.5 = 4.5 quarter hours). The minimum number of hours required for graduation with a bachelor's degree is 192 quarter hours.

TRANSFER ARTICULATION

DePaul maintains course-by-course articulation agreements with most community colleges in the Chicago area. Transfer guides specific to your intended major and the community college you attend will assist you in choosing courses that will transfer to DePaul. To obtain a transfer guide, consult http://www.depaul.edu/prospective_students/transfer/tr_articulationlists.asp

ILLINOIS ARTICULATION INITIATIVE (I.A.I.)

DePaul University participates in the General Education Core Curriculum of the Illinois Articulation Agreement (IAI) *only* (DePaul does not participate in Phase Two, the Major Phase). Completion of the General Education Core Curriculum at any participating college or university in Illinois ensures transferring students that the lower-division general education requirements at DePaul have been satisfied. Students who have completed the IAI should consult with their academic advisor in their college prior to registering for classes. Students who have completed the IAI will still have to meet the following mission-specific requirements at DePaul: the Experiential Learning and Senior Year Capstone Courses, two philosophy and two religion courses that fulfill the Liberal Studies requirements.

If students have completed all or a portion of the philosophy and religion requirements, students should talk with their academic advisor in their college about upper-level general education courses to take while in residency. Students not successfully completing the IAI General Education Core Curriculum will have their transfer courses reviewed on a course-by-course basis. Courses that may be accepted as part of a student's major must be completed with a grade of "C-" or better. Students with Advanced Placement or CLEP credit must have official score reports sent directly to the Academic Resource Center for review. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as first time freshmen in the summer of 1998 and thereafter.

CAMPUS TOURS AND VISITS FOR PROSPECTIVE TRANSFER AND ADULT STUDENTS

Experience the energy and excitement of DePaul with a visit to campus. We offer Admission Information Sessions at our Loop Campus that will walk you through the admission process, overview the transfer credit process, highlight academic programs and scholarship opportunities, and give you the opportunity to ask questions to an admission professional.

Additionally, we host regional events for prospective transfer and adult students interested in enrolling at DePaul in the following cities: Naperville, Oak Forest, Rolling Meadows, Des Plaines, and of course, Chicago. The regional events will afford you the opportunity to learn more about transfer opportunities at DePaul without having to travel far from our home. For more information or to register for a session that fits your schedule, (312) 362-5551 or 1-800-4DEPAUL, ext. 5551 (outside Illinois).

If you would like to tour campus, we offer daily tours of our Loop and Lincoln Park campuses. See the facilities and absorb the atmosphere of DePaul's urban campuses. To schedule, simply e-mail us at visitdpu@depaul.edu. Or, call 773-325-7500 to schedule a tour of the Lincoln Park Campus and/or 312-362-8300 to schedule a tour of the Loop Campus.

NON-DEGREE UNDERGRADUATE ADMISSION

Students preparing for graduate school, taking courses for career advancement or personal interest, planning to transfer courses back to another four-year institution, or enrolling in certificate programs or the accounting studies program may be considered for non-degree admission. For more information on applying to DePaul as a non-degree student, consult <http://depaul.edu/admission/> or call the Office of Admission at 312/362-8300 (in Illinois) or 1-800-4DePaul (outside of Illinois). To apply for non-degree student admission, please submit:

- Non-Degree Student application (available on-line at <http://depaul.edu/admission/>)
- Official copy of undergraduate transcript or transcript from last college or school attended. Students must have a minimum cumulative grade point average of 2.0 or higher and be in good academic standing at the last college or university attended (good academic standing is determined by one's eligibility to enroll at the last college/university attended).
- \$25.00 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. In addition, some restrictions apply as to the type and amount of course work that students may take while enrolled as a Non-Degree student. Please contact the Office of Admission at 312/362-8300 (in Illinois) or 1-800-4DePaul (outside of Illinois).

Students interested in DePaul's Institute for Professional Development (certificate programs in Computer Science) should contact the Institute for Professional Development at <http://ipd.cti.depaul.edu/> or (312) 362-6282 for application and further information.

SECOND DEGREE ADMISSION

Students holding a baccalaureate degree may be considered for second degree admission. The type of undergraduate degree awarded and the prior course work completed will determine one's eligibility to pursue a second undergraduate degree at DePaul. 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 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.

To apply for second degree admission, please submit:

- The Adult/Transfer Application for Undergraduate Admission*. Available on-line at <http://www.depaul.edu/admission/admfin/onlineap/welcome.htm> or Download an application at <http://www.depaul.edu/admission/pdfs/AdultApp.pdf>
- Submit official transcripts from all colleges and universities attended (regardless of grades or amount of credit earned or attempted). See section titled *Official Transcripts and Documents*.

- Submit the application fee**.

*Students who hold an F-1 or J-1 Visa or have been educated outside of the United States and have international educational credentials **must** complete the International Student Application. Consult www.depaul.edu/international for the application and more information.

**Applicants who apply on-line are charged an application fee of \$25.00. All applications received via mail are charged \$40.00.

All students intending to pursue a second baccalaureate degree are encouraged review the graduation requirements for the program they are interested in pursuing prior to applying and to consult the Office of Admission at 312/362-8300 (in Illinois) or 1-800-4DePaul (outside of Illinois) for additional information.

READMIT APPLICANTS

Students who have previously attended DePaul as an undergraduate degree seeking student and who have been absent from the University for three or more consecutive quarters, not including Summer Sessions, are considered readmit applicants and must reapply for admission. Students applying for readmission should contact the Office of Admission at 312/362-8300 (in Illinois) or 1-800-4-DePaul (outside of Illinois) to obtain an Application for Readmission and for guidelines regarding the readmission process. School for New Learning students should call 312/362-8001 for assistance in reapplying.

STUDENTS APPLYING FOR SUMMER SCHOOL

Students wishing to take undergraduate courses during summer only should fill out a Non-Degree Student application, available on-line at <http://depaul.edu/admission/>. Or, call the Office of Admission at 312/362-8300 (in Illinois) or 1-8004DePaul (outside of Illinois) for more information.

APPLICATION DEADLINES FOR APPLICANTS SEEKING UNDERGRADUATE ADMISSION*

The following are the priority application deadlines for admission. Applicants submitting an application after the priority dates will be considered for admission on a space available basis.

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

* Students who hold an F-1 or J-1 Visa or have been educated outside of the United States and have international educational credentials **must** complete the International Student Application. All applicants submitting the International Student Application **must** submit the application and **all** supporting documents two months prior to the deadline dates stated above.

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 online 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 online. 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 online before the stated 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 before the deadline.

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

Exemptions from Online 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 online placement assessment for incoming freshmen and transfer students and specific requirements for your school or college: <http://arc.depaul.edu> If you have additional questions, please email arctest@depaul.edu.

Brief Overview of the Placement Tests

Writing: You will write 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/>

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. in college.

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.

DePaul University Institutional Learning Goals

These ten institutional learning goals do not exhaust the learning goals at DePaul University. Notably, they do not explicitly refer to the expectations specific to the various colleges/schools and departments. Nor will they be pursued in neither the same manner nor the same degree in every unit. Nevertheless, the education of all recipients of a DePaul degree should be characterized by these goals, along with the goals specific to the student's unit. Since graduate and professional schools encounter students at different stages of their education and at different levels of maturity, their approaches to these goals and their methods of measuring will have to be adjusted accordingly.

1. Mastery of Content

A DePaul graduate will establish mastery of a body of knowledge and skills in depth and breadth.

2. Articulate Communication

A DePaul graduate will be able to communicate articulately in both the spoken and written word, being able to read and listen critically in order to understand the conversation in progress, and to adjust diction and style to the anticipated audience, to the subject matter, and to the purpose of the communication. This goal recognizes the necessity that a student's ability to communicate keep pace with the increasing subtlety, precision and depth of the student's knowledge, sensibilities, and deliberative powers.

3. Accomplishment of Goal

A DePaul graduate will have the capacity to engage in inquiry, being self-directed in one's work, as well as being able to cooperate toward group accomplishment as a member of a team.

4. Knowledge of and Respect for Diversity

A DePaul graduate will learn to recognize the importance of multicultural and global approaches to teaching and learning as core strands in a curriculum and that that the study and examination of differences and diversity are integral to and interwoven throughout one's education at DePaul University.

5. Development of a Service-oriented, Socially Responsible Value and Ethical Framework

A DePaul graduate will develop or enhance his/her value and ethical framework and respect the religious and ethical foundations that are central to DePaul's mission. This goal requires the university to provide opportunities, incentives, and resources to help students appreciate their responsibilities to others and to society.

6. Critical and Creative Thinking

A DePaul graduate will be capable of thinking critically and creatively, integrating knowledge and ways of knowing; making reflective judgments; identifying significant ideas and their underlying assumptions, biases, and presuppositions.

7. Development of Multiple Literacies

A DePaul graduate will develop literacy in multiple areas, including computer literacy, information literacy, math literacy, linguistic literacy, visual literacy, and scientific literacy.

8. Personal Arts and Literature Aesthetic

A DePaul graduate will form a personal arts and literature aesthetic as a component of keen judgment, flexible imagination, self-expression, and moral sensibility.

9. Self-reflection and Life Skills

A DePaul graduate will be able to apply their DePaul education to life and learning, to reflect on learning and experiences, and discover what choices are available to them and how to make life's choices wisely.

10. Historical Consciousness

A DePaul graduate will develop knowledge and appreciation of the past and its role in shaping the present and the future.

ACADEMIC ADVISING STATEMENT OF ADVISING AT DEPAUL

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 PROCESS

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 career objectives for themselves upon graduation.

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

- Admission to DePaul University
- Placement testing online, followed by advising and registration at orientation
- For Freshmen entering in autumn, First year faculty teaching Discover or Explore Chicago course will be the student's advisor *until* an advisor is assigned from the student's home college or school.

Transfer students should

- Consult the Transfer policy and procedures online at <http://arc.depaul.edu/ict.html>
- Know that depending on the number and level of accumulated credit at the time of transfer, transfer students may not need to take placement tests. Please refer to the above policy for details, and then if you are still unsure, call the Academic Resource Center at 773-325-4525.
- Contact their college or school for advising and registration as soon as they have completed the placement tests online.
- Students entering 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, 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.

TUITION RATES

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.....	\$369.00
Music.....	448.00
Theatre.....	515.00

Full-Time (12-18 hours) Tuition*

Commerce, Computer Science, Telecommunications & Information Systems, Education, Liberal Arts & Sciences	
entered DePaul prior to Autumn 2002.....	18,730.00
(Package Rate-2002 Class).....	19,290.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2002.....	19,515.00
(Package rate-2003 Class).....	19,500.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2003.....	19,725.00
(Package rate-2004 Class).....	19,700.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2004.....	19,925.00

School of Music

Full-Time 12-18 hours (Guaranteed)

Autumn 2001 Music Students.....	20,000.00
Autumn 2002 Music Students.....	21,100.00
Autumn 2003 Music Students.....	22,150.00
Autumn 2004 Music Students.....	23,250.00

The Theatre School

Full-Time (12+ hours)

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
Autumn 2004 Theatre Class (guaranteed 4 years).....	23,500.00

School for New Learning

Tuition Per Credit Hour.....	\$369.00
Learning Assessment Seminar.....	320.00

Graduate Division

Full and Part-Time Tuition Per Credit Hour

Liberal Arts & Sciences, Education, and School for New Learning.....	\$407.00
Computer Science, Telecommunications & Information Systems.....	535.00
Music.....	525.00
Kellstadt Graduate School of Business Evening & Weekend Programs.....	650.00
 Kellstadt IMF Day Program for New Autumn 2003 students.....	 650.00

General Fees

Application (Undergraduate).....	\$40.00
Athletic Fee-----	-----

\$25.00	
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..	

COMPUTER FEES

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

Biology

Each course with laboratory.....40.00

Chemistry

Each course with laboratory.....70.00

Education

Physical Education Students

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

 Activities Accident Policy-each quarter.....4.50

Liberal Studies

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

Nursing

Each course with laboratory.....20.00

Physics

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.

TUITION PAYMENT POLICY

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 2004 is June 11, 2004., Fall Quarter 2004-2005 September 3, 2004, Graduate December Intersession is November 22, 2004, December Session , December 1, 2004., Winter Quarter, December 3, 2004, and Spring Quarter, March 11, 2005.

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 at the Payment Centers. 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 may 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 federal financial aid, the student may have 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. Upon approval of the refund request 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	Application Deadline Dates	Extended
Payment Due Dates		
Fall, Winter, Spring	August 27, 2004	See Each Term
(Annual application)		
Fall Quarter	August 27, 2004	
Winter Quarter	January 7, 2005	
Spring Quarter	November 26, 2004	April 11, 2005
Summer Session I	March 4, 2005	July 5, 2005
Summer Session II	June 3, 2005	August 14, 2005
SNL Summer Sessions	July 8, 2005	September 18, 2005
Law Fall & Spring	June 3, 2005	September 18, 2005
(Annual application)	August 6, 2004	See Each Term
Law Fall Semester	August 6, 2004	January 14, 2005
Law Spring Semester	November 26, 2004	June 13, 2005

Law Summer Semester
Weekend MBA Summer

May 6, 2005
June 3, 2005

August 22, 2005
September 16, 2005

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 Employer Reimbursement Plan, 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 \$70.00 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 (one time application)	Friday, August 27, 2004	see each term
Fall quarter,	August 27, 2004	January 7, 2005
Winter quarter	November 26, 2004	April 11, 2005
Spring quarter	March 4, 2005	July 5, 2005
Summer Session I	June 6, 2005	August 14, 2005
Summer Session II	July 8, 2005	September 18, 2005

See the Student Accounts website “ studentscounts.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 catalog 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. Please contact your college office for information regarding scheduling and fees.

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, date of birth, college of enrollment, enrollment status, 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>) FERPA/Directory Restrictions.

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. It is the student's responsibility to verify that the transaction has been processed.
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 (for a 10-week class) . Further, students are to be guided by individual college regulations regarding changes in registration.
7. No withdrawal from registration can be made after the seventh week of class (for a ten week 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 system, 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:

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.

ACADEMIC CALENDAR FORMULAS

Academic calendar deadline dates are based on the following formulas. These formulas are particularly important for classes that meet outside the standard (10 week term plus finals week) start and end dates for a term. Please consult your college office for specific dates relevant to your class.

- Students may not add classes after 10% of the scheduled class has elapsed.
- Students may not drop classes without penalty (100% tuition assessed, W grade assigned) after 20% of the scheduled class has elapsed.
- Students may not select a Pass/Fail grading option after 20% of the scheduled class has elapsed.
- Students may not select Audit (non-credit) grading option after 30% of the scheduled class has elapsed.
- Students may not withdraw from classes after 70% of the scheduled class has elapsed.

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 students to receive 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.
- ING** Permanent grade assigned to a degree recipient who chooses not to resolve a grade of "IN" awarded during the last two terms prior to graduation. The grade of "ING" (Incomplete, Graduated) is final, and cannot be changed or lapsed to "F" once the degree is posted.
- 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.
- RG** Permanent grade assigned to a degree recipient who chooses not to resolve a grade of "R" awarded during the last two terms prior to graduation. The grade of "RG" (Research, Graduated) is final, and cannot be changed or lapsed to "F" once the degree is posted.
- 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 amend an FX grade. An FX grade may not be changed to a W if it has remained on the student's record beyond twelve months except in extraordinary circumstances.
- M** Final grade not submitted.
- AU** Auditor status, not for credit.

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 the number of 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)
AU,W,IN,PA,R, ING, RG (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
AU,W,IN,PA,R,ING,RG	Quality Points not assigned.				

Transfer, advanced standing, and credit-by-examination credits do not carry quality points.

GRADE POINT AVERAGE

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 beginning of 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 Connection. 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 Connection 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 earn 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 junior year and/or senior year in high school. Incoming freshmen who have taken Advanced Placement should have their score reports sent to the Office of Admission, 1 East Jackson Blvd, Chicago, IL 60604 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 Office of Admission, 1 East Jackson Blvd, Chicago, IL 60604.

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 the 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/READMISSION

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 Admissions 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. Course 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.

Credits and grades earned during previous enrollment at DePaul will remain a part of the student's records.

FORGIVENESS POLICY

A student on probation or dismissed for academic reasons who has fewer than 49 earned quarter hours (or in SNL 13 or fewer graded competencies) is eligible for the Forgiveness Policy. Such a student, if the petition is accepted by the Dean of the College, a.) is not eligible for readmission until a full year has elapsed, b.) must complete 18 or more quarter hours of credit in course work approved by the college office at a different institution, c.) must compete *all* coursework with a grade of "C" or better, and with a combined GPA of 3.0 or above.

If readmission is approved, the following academic policy applies: (1) the previous grade point average will revert to zero, and (2) the previous DePaul credits attempted and earned will be identified as forgiven grades and will be added to attempted and earned transfer credit. If a student chooses to repeat a course for which a grade was forgiven, all forgiven grades for that course will be counted as previous attempts. The original grade earned in a course must be a C- or above for the credit to be applied to major requirements or ENG 103 or ENG 104.

Alternately, after three full years have elapsed a student dismissed for academic reasons could apply to the School for New Learning. If the student is accepted, the procedures and policies of assessing and accepting transfer credit toward School for New Learning requirements would be followed.

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 residency 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 residency 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 honors 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.