

DEPAUL  
UNIVERSITY

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## **Course Catalog**

**Handbook for Undergraduate Studies**

**Winter/Spring 2006-2007**

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# Handbook for Undergraduate Studies

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies

## 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 university graduation requirements listed in the catalog in effect at the time of acceptance as a degree-seeking student. The student will fulfill the colleges major field requirements in effect at the time of the students first enrollment term within that program, that is the term (excluding summer) following the declaration of the major. A readmitted student will fulfill the requirements in the catalog in effect at the time of readmission.

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ The University

## The University

At DePaul students may pursue degree programs on seven campuses: Lincoln Park, the Loop, Naperville, OHare, Oak Forest, Rolling Meadows, and University Center of Lake County. 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 University Libraries

Technology and Computer Resources

The Career Center

Associate Vice President for Student Advocacy/Dean of Students

Student Life

Undergraduate Housing

Accreditation & Honor Societies

General Information

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ The Campuses

## 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 degrees:

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 degrees.

1. The Naperville Campus is located at 150 W. Warrenville Road, Naperville, Illinois (at I-88 and Naperville Road).
2. The OHare Campus is located near OHare Airport at 3166 River Road, Des Plaines, Illinois (at the intersection of Devon Avenue and River Road).
3. The Rolling Meadows campus is located at 2550 W. Golf Road in Rolling Meadows, Illinois.
4. The Oak Forest Campus is located at South Suburban Community Colleges University and College Center, 16333 South Kilbourn Avenue, Oak Forest, Illinois (at I-57 and 167th street).
5. The University Center of Lake County is located in Grayslake at 1200 University Center Drive (at University Center Drive and Lancer Lane).

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.

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ The University Libraries

## The University Libraries

The University Libraries provide resources and services to students, faculty, and staff at seven different locations: the John T. Richardson Library in Lincoln Park, the Loop Campus Library, 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, electronic books and other information resources in the humanities, business, social sciences, computer science and other sciences, and law is readily available in all libraries and remotely.

Access to materials in all the DePaul libraries is provided through I-Share, the Libraries' online catalog and circulation system. The combined collection of the DePaul University Libraries includes 884,118 print volumes; 277,800 microform volumes; 12,430 current serial subscriptions; 16,675 electronic books; 16,214 electronic serials; over 200 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 35,500 images of artistic, geographic or historical interest are available.

In addition to serving as a central catalog for DePauls library resources, I-Share 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 I-Share 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 website. ([www.lib.depaul.edu](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 subject 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, and Rolling Meadows Campuses** offer quiet study space and access to the Libraries' extensive networked electronic information resources. In addition to the I-Share online catalog, 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, over 200 databases, 16,675 electronic books; and 16,214 electronic journals are available. The suburban campus libraries have small, select print reference collections. Books and other journal articles needed by students and faculty are delivered to all campus libraries by a daily intra-university shuttle service.

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Technology and Computer Resources

## **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 the [information services website](#). 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 DePaul Cards, 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, or visit the [ID services page](#) 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 Card 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 students 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 the [resnet website](#).

### **E-MAIL**

Every currently enrolled student at DePaul University has a free, university-provided e-mail address. New students are supplied with account details when they pick up their DePaul 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 e-mail, visit the [Student E-mail page](#) of the IS website or to go to [DePaul Student web mail](#) to login and use your account.

### **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 information about software training, visit the [Student Training page](#) on the ITD website.

### **TELECOMMUNICATIONS SERVICES**

Telephone services are offered to each campus resident, including an individual phone number and voicemail box. Students supply their own telephones and receive an allotment of free minutes; if students exceed their allotment of free minutes they will be charged. 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 more information about telephone services for students, visit the [Student Telephones page](#).

## 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 more information, go to the [wireless Network info page](#).

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ The Career Center

## 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. Thousands of employment connections both on and off-campus help students earn money, build their experience, and achieve their career goals.

More than 93% of students move into professional jobs or graduate school within six months of graduation. Career Center programs and services include:

### PLAN YOUR CAREER

**Career Advising:** Meet one-on-one with a career specialist that focuses on your program of study. Peer Career Advisors provide resume critiques and basic career advice on a walk-in basis. Professional 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 numerous different workshops each quarter including *Resumes & Cover Letters*, *Interviewing Skills*, *Negotiation Skills*, *Networking Skills*, *Job Search Strategies*, *How to Find an Internship*, *Portfolio Development*, and *Managing Career Transitions*.

**Career Assessments:** Identify personality strengths and career possibilities using Choices Career Planner, the Myers-Briggs Type Indicator or Strong Interest Explorer assessment tools.

### GAIN EXPERIENCE AND ACADEMIC CREDIT

**University Internship Program (UIP) and Cooperative Education (Co-op):** Get academic credit and income in career-related jobs during sophomore, junior or senior year with an internship or co-op.

### FIND JOBS & INTERNSHIPS

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

**Job & Internship Fairs:** Large-scale recruiting events provide students the opportunity to connect with hundreds of hiring employers in one day.

**On-Campus Recruiting (OCR) and Company Presentations:** allow students to meet and interview with Chicago's top organizations on campus each quarter.

**Job & Internship Listings:** Employers post thousands of jobs and internships annually through DePaul's web-based recruiting system, *eRecruiting*. Through *eRecruiting*, students can not only search for jobs, they can also post their resumes to industry-specific Online Resume Books which employers peruse for qualified candidates.

### CONNECT WITH ALUMNI

**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:** allow students an opportunity to learn from and meet with alumni and professionals, working in a wide variety of functions and organizations.

## **CAREER CENTER WEBSITE**

The Career Center website features information, connections, research tools and links to valuable career information. Learn where DePaul University students go upon graduation, get salary statistics and more, by visiting the Career Center website.

[Handbook for Undergraduate Studies- UGRD](#) □ [Handbook for Undergraduate Studies](#) □ [Associate Vice President for Student Advocacy/Dean of Students](#)

## **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. Additionally, the Assistant Dean in the Loop campus is available to assist students who are primarily located in that location. 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.

[Handbook for Undergraduate Studies- UGRD](#) □ [Handbook for Undergraduate Studies](#) □ [Student Life](#)

## **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 [Student Life website](#) or call (773) 325-7361 for the Lincoln Park campus or (312) 362-5015 for the Loop campus.

[Handbook for Undergraduate Studies- UGRD](#) □ [Handbook for Undergraduate Studies](#) □ [Undergraduate Housing](#)

## **Undergraduate Housing**

DePaul University provides exceptional student housing facilities and services to create a premiere residential experience. The residence halls and apartments combine the convenience of pleasant surroundings with the stimulating atmosphere of urban community. All buildings feature high-speed internet, cable television and recently updated furniture.

There are housing options in the Loop and in Lincoln Park for DePaul students. The residence halls/ apartments offer both professional staff and student staff on call 24-hours-per-day to assist with student issues. Visit the Department of Housing Services website for more information.

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 the Department of Housing Services, Depaul University, 2345 N. Sheffield Avenue, Suite 301, Chicago, IL 60614; call 773-325-7196; or send an e-mail to [housing@depaul.edu](mailto:housing@depaul.edu) .

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Accreditation & Honor Societies

## **Accreditation & Honor Societies**

### **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  
The National Association of Schools of Public Affairs and Administration

### **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  
The Nonprofit Academic Centers Council

## **Honor Societies**

Alpha Lambda Delta  
Beta Alpha Psi  
Beta Gamma Sigma  
Delta Mu Delta  
Delta Sigma Pi  
Golden Key National Honor Society  
Omicron 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

## **2006-2007 BOARD OF TRUSTEES**

*Chair* Mr. John B. Simon

*Vice Chair* Ms. Mary A. Dempsey

*Trustees* Mr. William L. Baxmr. William E. Bennett

Ms. Anne M. Burke Mr. Martin R. Castro Mr. Gery J. Chico Mr. Frank M. Clark Mr. James W.

Compton Mr. Curtis J. Crawford

Ms. Sue L. Gin Rev. Paul L. Golden, C.M. Mr. Jack M. Greenbergmr. Richard A. Hansonmr.

William E. Hay Mr. Richard A. Heise, Sr. Ms. Carrie J. Hightman Rev. Dennis H. Holtschneider,

C.M. Mr. James M. Jenness Sr. Anne C. Leonard, C.N.D. Dr. Arthur Levine Rev. Robert Maloney,

C.M. Mr. John W. Martin, Jr. Ms. Patricia J. Parson Mr. Peter Pesce Mr. Roger L. Plummer Rev.

Prudencio Rodriguez, C.M. Mr. Lawrence C. Russell Mr. Bertram L. Scott Mr. John C. Staley Mr.

Harrison I. Steans Mr. Errol L. Stone Rev. James E. Swift, C.M. Mr. Richard E. Terry Mr. John J.

Vitanovec

## **GENERAL ADMINISTRATION 2005-2006**

DENNIS H. HOLTSCHNEIDER, C.M.,

***President***

JOHN T. RICHARDSON, C.M.,

***Chancellor***

HELMUT EPP

***Executive Vice President for Academic Affairs***

SCOTT L. SCARBOROUGH,

***Executive Vice President for Operations***

EDWARD R. UDOVIC, C.M.

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***Vice President for Student Affairs***

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***Senior Vice President for Advancement***

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***Senior Vice President for Enrollment Management & Marketing***

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***Vice President for Information Services***

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***Senior Executive for Institutional Diversity***

JOSE PADILLA  
***Vice-President and General Counsel***

WILLIAM SEITHEL,  
***Vice President for Human Resources***

**BRENDA WILSON-HALE,**  
***Associate Vice President for Development***

## Admission

[Handbook for Undergraduate Studies- UGRD](#) [Handbook for Undergraduate Studies](#) [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 Information](#)

[Transfer and Adult Admission Guidelines](#)

[Handbook for Undergraduate Studies- UGRD](#) [Handbook for Undergraduate Studies](#) [Admission](#) [Freshman Information](#)

### **Freshman Information**

## 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, three in mathematics, three in laboratory science (two of which must be lab 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, 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 FRESHMAN ADMISSION

1. Complete the application for admission\*.

#### **Apply online or download an application**

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 or call (773)325-7444.

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 or call (773)325-7999 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 the International Student Office 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 online.

### OFFICIAL TRANSCRIPTS AND DOCUMENTS

All applicants for freshman admission are required to submit *official* transcripts and documents from all secondary institutions attended as well as any college work attempted or completed. In addition, enrolling freshmen are *required* to submit final high school transcripts upon graduation. If grades on transcripts submitted to DePaul after admission or enrollment show a substantial drop, the University may rescind admission.

DePaul University considers *official* documents as those mailed directly from your high school to the Office of Admission. 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. 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.

### APPLICATION DEADLINES

Students applying for freshman admission are encouraged to apply for the autumn quarter. Students interested in starting during the winter (apply by November 1<sup>st</sup>) or spring (apply by February 1<sup>st</sup>) quarters, will be considered on a case by case basis. Please contact the Office of Admission for additional information at (312) 362-8300.

### EARLY ACTION PROGRAM

DePaul's Early Action Program (EAP) is designed for high school seniors who have application materials submitted no later than November 15. To receive strongest consideration for academic merit scholarships, apply by this date. Scholarships may be awarded after this date on a funds-available basis. If you are admitted under this program you will receive acceptance by January 1 and

priority consideration for advising and registration. ( Theatre School and Music applicants are not eligible to participate in EAP.)

### **PRIORITY/REGULAR APPLICATION**

The recommended application date is February 1. After this date, applications are considered on a space-available basis until August 15. If you submit your application materials by February 1 and file your Free Application for Federal Student Aid (FAFSA) by early February, you will have an admission decision and, if admitted to DePaul, a financial aid proposal by the National Candidates Reply Date of May 1.

### **SCHOOL OF MUSIC**

All application materials must be received by January 15. An entrance audition will be scheduled prior to rendering an admission decision. Notification of admission decision will be made by April 1.

### **THE THEATRE SCHOOL**

All application materials must be received by January 15 and sent directly to The Theatre School at 2135 N. Kenmore Ave , Chicago , Illinois , 60614 . An entrance audition will be scheduled prior to rendering an admission decision. Notification of admission decision will be made in late March.

### **HOME SCHOOL APPLICANTS**

For students who have been home schooled through high school we recommend submitting a listing of the textbooks used, especially the academic areas of math and science in addition to an official transcript showing courses taken and grades earned.

### **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, three in mathematics, three in science (two of which must be lab 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 [online Non-Degree application](#) . Students are encouraged to consult the Office of Admission at (312)362-8300 (in Illinois ) or (800)4-DePaul (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), College Level Examination Program (CLEP) or International Baccalaureate (IB) Program. Consult the [Academic Resource Center](#) 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 DePauls Loop and Lincoln Park campuses. Call the Lincoln Park Admission Office at (773)325-7500 to arrange an information session and/or a tour. Out-of-state residents call toll-free (800)4 DePaul (ext 57500).

## **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 ones eligibility to enroll at the last college/university attended). Transfer and adult applicants to the following programs are required to meet these additional 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* 2.5 cumulative grade point average

*School of Music* 2.5 cumulative grade point average and audition required. Please view the [School of Music website](#) or call (773)325-7444 for more information.

*School for New Learning* contact [SNL](#) for specific admission requirements.

*The Theatre School* 2.0 cumulative grade point average and audition or portfolio review and interview required. Please view [The Theatre School website](#) or call (773)325-7999 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

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 DePauls 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, consult the [School for New Learning website](#).

## APPLICATION PROCEDURES FOR TRANSFER AND ADULT ADMISSION

1. Complete the Adult/Transfer Application for Undergraduate Admission\*.

### Apply on-line or download an application

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.

\*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 the [International Students at DePaul website](#) for 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 Admission reviews the transfer credit of all applicants to determine what is **transferable** to DePaul University . In this step, the Office of Admission 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 third week of classes during your first quarter of enrollment at DePaul University. Failure to submit the final transcripts on time may result in an administrative withdrawal of courses. If grades on transcripts submitted to DePaul after admission or enrollment 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 Admission. 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 Admission 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 students college/school before transfer credit will be accepted.
- g) Any credit earned as part of ones 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 institutions grading scale (see guidelines below). A students 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 students 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 students 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 students cumulative grade point is below the requirement for admission the students 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 *DePauls 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 ones 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 bachelors 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.

### PLACEMENT TESTING - Math, Writing and Modern Languages

New degree-seeking DePaul students are required to complete online placement tests in Math, Writing, and Modern Languages. (LINKS) These placement tests ensure students register for courses that best build on their current skills so that they can succeed in their studies at DePaul.

Students should complete the online placement tests prior to registering for orientation or attending an initial advising session in order to have a productive session with an academic advisor. To help students register for appropriate courses, academic advisors discuss the placement test results, prior course history and other standardized test scores with students.

### Exemptions from Online Placement Tests

Some students are exempt from taking tests based on standardized test scores and/or other prior course history. In addition, the mathematics and modern language requirements vary for some degree programs at DePaul. Before taking the placement tests online, please review the test exemptions and specific guidelines for different majors/colleges on the Academic Resource Center website.

### Brief Overview of the Placement Tests

**Math:** The math placement test is made up of 57 questions, and divided into five parts: Computational Skills, Basic Algebra, Math Diagnostic I (College Algebra), Math Diagnostic II (College Algebra and Precalculus) and Math Diagnostic III (Trigonometry and Calculus). Students have 100 minutes to complete the test. Only one problem will come up on the computer screen at a time, and you will not be able to go back to any problem.

**Writing:** The Writing placement test requires students to read a short excerpt and respond with an original essay. Students receive detailed instructions on the specific parameters for the essay. There is a time limit of 96 hours (exactly four days) to submit the essay. This test determines a student's skill level in writing; therefore students should submit a well written, highly organized essay.

**Modern Languages:** The Modern Language placement test evaluates skills in Listening Comprehension and Grammar. The test has a 2 hour time limit and requires a computer that can play streaming audio (mp3 format) and speakers or headphones for the Listening Comprehension portion. Students can complete online Modern Language tests in Spanish, French, Italian, German, Russian and Japanese. To be evaluated in another language, contact the Modern Language Department. Some programs at DePaul require study in a Modern Language; others allow students to take a Modern Language Option. See the Modern Language Requirement to determine which applies to you. All students admitted to the Honors Program must demonstrate proficiency through the intermediate level of a language other than English.

### Accessing the Online Placement Tests

A DePaul UserID and Password is required to access the Math and Writing tests through Campus Connection. Students are sent a DePaul UserID and Password from the Office of Admission.

To activate a modern language test, email [arc@depaul.edu](mailto:arc@depaul.edu). Please include your name, student ID number and the modern language test you wish to take.

NOTE: Non-degree and SNL students must request permission from the Academic Resource Center at [arc@depaul.edu](mailto:arc@depaul.edu) to activate a placement test required as a prerequisite.

If you have any questions about testing, please contact [arc@depaul.edu](mailto:arc@depaul.edu). For additional information on placement tests, visit the Academic Resource Center website.

## DePaul University Institutional Learning Goals

## 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

[Handbook for Undergraduate Studies- UGRD](#) [Handbook for Undergraduate Studies](#) [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 decisionmaking 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

**Academic Advising Process**

Academic advising is coordinated within each college or school. Students should work closely with their college advisors to plan 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

Complete required placement tests online followed by advising and registration at orientation

First-year students entering in the autumn are required to attend Premiere DePaul.

For first-year students entering in autumn, First-Year Program faculty teaching Discover or Explore Chicago course will serve as the students advisor *until* an advisor is assigned in the students

college or school

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

Admission to DePaul University

Access a personal Course History Report to view the courses accepted by the University

Complete required placement tests online followed by advising and registration in the students designated college or school

Transfer students entering in autumn are required to attend Transition DePaul)

Students entering the School for New Learning should consult with and 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 DePaul's Undergraduate Course Catalog. 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 or school office.

## Tuition Fees

[Handbook for Undergraduate Studies- UGRD](#) [Handbook for Undergraduate Studies](#) [Tuition Fees](#)

### Tuition and Fees

All financial payments can be made online through Campus Connection or at the Payment Center located in Suite 9900, DePaul Center and at DePaul Central, Schmitt Academic Center, suite 101 or at the suburban campuses. Departmental fees other than those listed below are shown with the class listing, or in University Bulletins, or are available through the department offices.

Note: DePaul University reserves the right to change tuition, fees, rates and policies without notice.

The tuition rates below apply to the Summer Session 2006, and Autumn, Winter and Spring Quarters 2006-07.

[Undergraduate & Graduate Division](#)

[Graduate Division](#)

[Fees](#)

[Tuition Payment Policy](#)

[DePaul Payment Plan for Employer Reimbursement \(Depeper\)](#)

[Application and Payment Dates](#)

[Handbook for Undergraduate Studies- UGRD](#) [Handbook for Undergraduate Studies](#) [Tuition Fees](#) [Undergraduate & Graduate Division](#)

### Undergraduate & Graduate Division

[Undergraduate Division](#)

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

Commerce, Computer Science, Telecommunications & Information Systems, Education, Liberal Arts & Sciences	\$405.00
Music	\$495.00
Theatre	\$570.00

Full-Time (12-18 hours) Tuition

Commerce, Computer Science, Telecommunications & Information Systems, Education, Liberal Arts & Sciences (Package Rate pre -2002 Class and 2002 cohort )	\$20,800.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul (Package Rate pre-2002 and 2002 cohort)	\$21,055.00
(Package Rate-2003 Cohort)	\$21,000.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2003	\$21,255.00
(Package rate-2004 Cohort)	\$21,215.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2004	\$21,470.00
(Package rate-2005 Cohort)	\$21,045.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2005	\$22,100.00
(Package rate-2006 Incoming Cohort)	\$22,365.00
Commerce and Computer Science students who have Junior/or Senior standing who entered DePaul in 2006	\$22,620.00

School of Music

Full-Time 12-18 hours (Guaranteed)

Autumn 2003 Music Students	\$22,150.00
Autumn 2004 Music Students	\$23,205.00
Autumn 2005 Music Students	\$24,400.00
Autumn 2006 Music Students	\$25,645.00

The Theatre School

Full-Time (12+ hours)

Autumn 2003 Theatre Class (guaranteed 4 years)	\$22,360.00
Autumn 2004 Theatre Class (guaranteed 4 years)	\$23,500.00
Autumn 2005 Theatre Class (guaranteed 4 years)	\$24,700.00
Autumn 2006 Theatre Class (guaranteed 4 years)	\$25,960.00

School for New Learning

Tuition Per Credit Hour	\$405.00
Learning Assessment Seminar	\$350.00

Graduate Division

Full and Part-Time Tuition Per Credit Hour

Liberal Arts & Sciences, Education, School for New Learning	\$455.00
Computer Science, Telecommunications & Information Systems	\$575.00
Music, Theatre	\$580.00
Kellstadt Graduate School of Business Program	\$710.00

## Graduate Division

## Fees

### General Fees

Note: Fees are subject to change without prior notice.

Application (Undergraduate)	\$40.00
Deferred Examination	
<i>On Designated Date</i>	\$10.00
<i>At Time Not Designate</i>	\$20.00
Delinquency	\$100.00
Dissertation Binding	\$75.00
Graduation Fee	\$100.00
Premiere DePaul Orientation	\$170.00
Registration-each term	\$25.00
Service, Each Returned Check	\$25.00
Thesis Binding (per copy)	\$10.00
Transfer Transition Orientation	\$55.00

### COMPUTER FEES

Students enrolling in classes that require computer resources may be assessed one or more computing fees. The 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 students tuition account, as appropriate.

#### 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

<b>Art</b> Each course with materials fee	\$15-145.00
Biology Each course with laboratory	\$40.00
Chemistry Each course with laboratory	\$70.00
<b>Education</b>	
<i>Physical Education Students Equipment Fee for each activity course</i>	\$7.50
<i>Activities Accident Policy-each quarter</i>	\$4.50
<b>Liberal Studies</b>	

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.
- c) DePaul University reserves the right to change tuition, fees, rates and policies without notice

**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 for 2005/2006 are as follows for undergraduate and graduate students:

- Fall Quarter.....September 1, 2006
- Graduate December Intersession.. November 20, 2006
- Undergraduate December Session December 1, 2006
- Winter Quarter.....December 1, 2006
- Spring Quarter.....M arc h 16, 2007

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 **sign up for View E-Bill on Campus Connection** or call the Accounts Receivable Office at 312/362-6648 any time during business hours to determine the amount you are required to pay.

Payment must be received in the Payment Center or one of its depositories by the payment dates as indicated. Students may pay by check, money order, or credit card (Visa, MasterCard, or Discover). Payments may be made on line via Campus Connection, by phone (1-866-344-0216) using a credit card, by mail Lockbox 71770, Chicago, Illinois 60694-71770 or in person to the Payment Center. 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 available through electronic billing (e-bill) when your registration is recorded unless you have requested an exemption from electronic billing. If you enrolled at the University **prior to 2004** a paper bill will be issued unless you are enrolled to receive an electronic bill. 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 enroll in electronic billing (**E-Bill: View**) and **view the bill online via Campus Connection** or contact the Accounts Receivable Office at 312/362-6628 for information relative to charges due. Revised bills will be issued for enrollment changes made after the initial registration.

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

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

**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 universitys 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 account activity result in a credit balance which is refundable to the student and not the result of Title IV financial aid, the student has the option of leaving the credit on the account to be applied toward future term expenses; or, apply for a refund through the Payment Center or the Student Accounts office.

Application for a refund may be made to the Payment Center by telephone, email to [Studentaccounts@depaul.edu](mailto:Studentaccounts@depaul.edu) or in person. After a review of the request, a refund check made payable to the student will be mailed to the address the student has on file with the university or deposited to the bank account of the students choice. Refunds resulting from a credit card payment will be issued back to the credit card.

When a credit balance is created on an account as the result of a Title IV payment to students who receive financial aid from the Title IV programs a refund check will be generated and mailed to the address the student has on file with the university or deposited to the bank account of the students choice. The direct deposit form is available at <http://studentaccounts.depaul.edu/forms/index.asp>

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

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Tuition Fees □ DePaul Payment Plan for Employer Reimbursement (Depeper)

### **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 students 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.

**How to Apply:** Applications are available on-line at <http://studentaccounts.depaul.edu>. 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.

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Tuition Fees □ Application and Payment Dates

## Application and Payment Dates

<b>Term Dates</b>	<b>Application Deadlines</b>	<b>Extended Payment Due Dates</b>
Fall, Winter, Spring (Annual Application)	September 13, 2006	See each Term
Fall Quarter	September 13, 2007	January 5, 2007
Winter Quarter	January 10, 2007	April 12, 2007
Spring Quarter	April 4, 2007	July 5, 2007
Summer Session I	June 20, 2007	August 20, 2007
Summer Session II	July 25, 2007	September 24, 2007
SNL Summer Sessions	June 25, 2007	September 24, 2007
Summer 10 Weeks	June 25, 2007	September 24, 2007
Weekend MBA Summer	June 25, 2007	September 24, 2007
Law Fall & Spring (Annual application)	August 6, 2006	See Each Term
Law Fall Semester	September 6, 2006	January 19, 2007
Law Spring Semester	January 26, 2007	May 30, 2007
Law Summer Semester	June 6, 2007	August 20, 2007

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

For information about the Payment Plan for Employer Reimbursement, contact 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.
4. DePaul University reserves the right to change tuition, fees, rates and policies without notice.

## Veterans Educational Assistance

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Veterans Educational Assistance

### 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.

## Financial Aid

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Financial Aid

### Financial Aid General Information

Students at DePaul University received over **250** million dollars in financial aid, from all sources, during the 2005-06 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 Financial Aid c/o DePaul Central, Schmitt Academic Center, Lincoln Park Campus. Telephone inquiries can be made by calling (312) 362-8091 (**punch 5 to speak with a counselor**). Email inquiries may be directed to [finaid@depaul.edu](mailto:finaid@depaul.edu).

#### WHERE TO GET FINANCIAL AID APPLICATIONS

Financial aid applications are available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper 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. DePaul's institutional code (required for the FAFSA) is 001671.

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), either on-line or by mailing it to the Federal Student Aid Processing Center. Students should submit the FAFSA as soon as possible after January 1 to ensure timely processing.

Students whose applications are selected for verification, as well as those students whose applications may need further clarification, will be required to submit additional documentation at a later date in order to receive a financial aid award. Students will be notified in writing if additional documents 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 April 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. Funds are awarded based on availability; some funds may be subject to external deadlines.

Aid Programs and Scholarships

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Financial Aid □ Aid Programs and Scholarships

### Aid Programs and Scholarships

#### 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 on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or 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**

Co-sponsored by DePaul University and the federal government, 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. Because Federal Perkins Loan funds are extremely limited, the Perkins loan is 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 students 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 Direct Loan Undergraduates 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***

**Total Direct Loan**

<b>Independent Undergraduates</b>	<b>Subsidized Direct Loan Maximums</b>	<b>Eligibility (Subsidized and Unsubsidized)</b>
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. As of 7/1/2006 the interest rate on this loan is fixed at 6.8%. There is an origination fee charged to the borrower and deducted from the loan proceeds before disbursement. For more information visit [www.ed.gov/directloan](http://www.ed.gov/directloan).

**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 part-time students are eligible; however, the full-time value grant is prorated if enrollment is less than 16 hours per term.

**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 first year students who apply for admission with a complete application (including supporting documentation; high school transcript, counselor recommendation and official test scores) postmarked by November 15 will be given strongest consideration\* for the Presidential, Schmitt, Bauer, and Centennial scholarships. Consideration does not guarantee an award. Applications received by February 1st will be considered for scholarships on a funds available basis. Students awarded a scholarship are notified at the time of admission to DePaul. Recipients of university scholarships are advised in writing of the terms of their scholarships, and scholarships are renewed in accordance with these terms.

\*Historically, academic scholarships are awarded to freshmen admitted for the fall term who demonstrate an outstanding level of achievement as compared to other students in our applicant pool. The selection committee considers a variety of factors including test scores, high school curriculum, first generation status and community or extracurricular activities.

#### **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 documentation of 8-10 pieces of work (slides or on a CD-Rom disc) accompanied by a cover sheet listing the titles, media and sizes of the pieces.**

#### **DePaul University Community Service Scholarship**

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

#### **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.**

#### **DePaul Leadership Scholarship**

Candidates must have an exceptional record of community service within their high school, home or religious community and a demonstrated desire to participate in leadership at the college level. A separate application is required to be submitted by February 1st. Those eligible to apply will be notified at the time of admission to DePaul. Select applicants will be invited to interview on-campus in March.

#### **Monsignor John Egan Hope Scholarship**

Candidates must prove residency within the City of Chicago, graduation from a City of Chicago high school, and demonstrate need as determined by the Free Application for Federal Student Aid (FAFSA)\*. Candidates must have an exceptional record of social activism, leadership and community service. A separate application is required and must be submitted by February 1st. Those eligible to apply will be notified at the time of admission to DePaul. Select applicants will be invited to interview on-campus in March.

\*The FAFSA must be on file with the federal processor no later than February 1, 2007 for your application to be considered for interview selection.

#### **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**

A limited number of transfer scholarships are available to entering transfer students. Application requirements and availability of funds vary. Information and applications are **available at [www.depaul.edu/scholarships](http://www.depaul.edu/scholarships)**

#### **Financial Literacy Program**

The Financial Literacy Program delivers a range of programs, information and support to assist students in learning money management skills that lead to a successful future. Students learn basic skills that will help them plan and manage their money during and after college.

The Financial Literacy Programs services include:

**Financial Literacy Workshops.** Students can learn valuable money management skills through a variety of workshops each quarter. Skills include:

- Budget and spending planning
- Banking
- Credit
- Tuition/education planning
- Saving and investing
- Debt management
- Identity theft protection
- Salary planning
- Employee and work benefits
- Income generation

**Individual Financial Advising.** Individual advising will be provided for students via professional staff, trained peer advisers and alumni volunteers.

**Information and Resources.** Access provided to financial information via worksheets, online, web, books and other tools.

For more information contact:

Brenda James

Associate Director, Financial Literacy Program

[bjames3@depaul.edu](mailto:bjames3@depaul.edu)

## Student Rights and Responsibilities

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Student Rights and Responsibilities

### 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 quarters 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 an advisor prior to registration. Advisors are available to assist students in planning programs and schedules.

#### CLASS ATTENDANCE

The University is required to report enrollment and attendance 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 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 students performance. At approximately the mid-point of a course the instructor is to inform students formally of their academic progress in the course. Courses must have a final examination or exercise.

Make-up examinations are scheduled through the students school or college. Please contact the college office for information regarding scheduling and fees.

### ACADEMIC INTEGRITY

#### A. Preamble

DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. To preserve the quality of education offered to students, the University is responsible for maintaining academic integrity and protecting all those who depend on it, including DePauls community partners and institutional affiliates. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society and to the pursuit of knowledge and the transmission of ideas. All members of the university community share the responsibility for creating conditions where violations of academic integrity are curtailed. In particular:

1. Students must abstain from any violations of academic integrity and set examples for each other by assuming full responsibility for their academic and personal development, including informing themselves about and following the university's academic policy.
2. Faculty members must foster a climate that is conducive to the development of student responsibility--they should provide guidance as to what constitutes violations of the Academic Integrity Policy and educate students about the ethical and educational implications of their actions. Syllabi should call attention to the Academic Integrity Policy.
3. Faculty members, furthermore, have the authority and the responsibility to make the initial judgment regarding violations of academic integrity in the context of the courses that they teach. They may impose sanctions up to and including failure of a course at their own discretion in cases involving a violation of academic integrity policies. In cases such as alleged plagiarism, it is important that faculty members distinguish between an intentional violation of the Academic Integrity Policy and a technical error or careless work.
4. Deans of the various colleges are responsible for ensuring that their faculty, particularly new faculty and part-time faculty, are aware of the university's Academic Integrity Policy and of

their responsibilities in this regard. The deans should monitor periodically the number and disposition of cases involving students in their college to ensure that their faculty members are both fair and rigorous in enforcing the university's Academic Integrity Policy.

These efforts are supported by detailed guidelines and procedures that are designed to deal with violations, to maintain the integrity of the institution and to ensure that university standards are upheld.

## **B. Violations of Academic Integrity**

Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources --alteration or falsification of academic records; academic misconduct; and complicity. This policy applies to all courses, programs, and learning contexts in which academic credit is offered, including experiential and service-learning courses, study abroad programs, internships, student teaching and the like. If an instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor's discretion (cf. Section Q). Actions taken by the instructor do not preclude the college or the university from taking further action, including dismissal from the university. Conduct that is punishable under the Academic Integrity Policy could result in criminal or civil prosecution.

1. **Cheating:** Cheating is any action that violates University norms or instructor's guidelines for the preparation and submission of assignments. This includes but is not limited to unauthorized access to examination materials prior to the examination itself, use or possession of unauthorized materials during the examination or quiz; having someone take an examination in one's place-copying from another student; unauthorized assistance to another student; or acceptance of such assistance.
2. **Plagiarism :** Plagiarism is a major 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:
  - a . 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 part, without proper acknowledgement that it is someone else's.
  - b. Copying of any source in whole or part with only minor changes in wording or syntax, even with acknowledgement.
  - c. Submitting as one's own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency.
  - d. The paraphrasing of another's work or ideas without proper acknowledgement.
3. **Fabrication, Falsification or Sabotage of Research Data :** Fabrication, falsification or sabotage of research data is any action that misrepresents, willfully distorts or alters the process and results of scholarly investigation. This includes but is not limited to making up or fabricating data as part of a laboratory, fieldwork or other scholarly investigation; knowingly distorting, altering or falsifying the data gained by such an investigation-stealing or using without the consent of the instructor data acquired by another student; representing the research conclusions of another as one's own; and undermining or sabotaging the research investigations of another person.
4. **Destruction or Misuse of the University's Academic Resources :** Destruction or misuse of the university's academic resources includes but is not limited to unauthorized access to or use of university resources including equipment and materials; stealing, destroying or deliberately damaging library materials; preventing, in an unauthorized manner, others' access to university equipment, materials or resources; using university equipment, materials or resources to destroy, damage or steal the work of other students or scholars. Given the importance of computers to the academic functioning of the university, computer usage is of particular concern under this general heading. The special rules for computer usage can be found in the Code of Student Responsibility, under the heading Computing Services.
5. **Alteration or Falsification of Academic Records:** Alteration or falsification of academic records includes any action that tampers with official university records or documents. This includes but is not limited to: any alteration through any means whatsoever of an academic transcript, a grade or grade change card; unauthorized use of University documents including letterhead; and misrepresentation of one's academic accomplishments, awards or credentials.
6. **Academic Misconduct:** Academic misconduct is any action that deliberately undermines the free exchange of ideas in the learning environment, threatens the impartial evaluation of the students by the instructor or advisor, or violates standards for ethical or professional behavior established by a course or program. This includes but is not limited to attempts to bribe an instructor or advisor for academic advantage; persistent hostile treatment of, or any

act or threat of violence against, an instructor, advisor or other students; and/or actions or behavior that violate standards for ethical or professional behavior established by a course or program in an off-campus setting and could damage the University's relationship with community partners and affiliated institutions.

7. **Complicity:** Complicity is any intentional attempt to facilitate any of the violations described above. This includes but is not limited to allowing another student to copy from a paper or test document; providing any kind of material including ones research, data, or writing to another student if one believes it might be misrepresented to a teacher or university official; providing information about or answers to test questions.

## **Academic Integrity Disciplinary Procedures**

### **C. The Initial Determination that a Violation Has Occurred**

The initial determination as to whether a violation of the Academic Integrity Policy has occurred and the sanctions that are to be imposed are at the discretion of the faculty member when the violation occurs within the context of a course taught by that faculty member.

Under appropriate circumstances, the faculty member may choose to discuss the alleged violation with the student(s) involved prior to imposition of a sanction. When formal sanctions are imposed, - and these include lowering a grade, failing the assignment or test, failing the course, or refusing to accept a work product - faculty must formally notify the student in writing that a grade has been lowered or a sanction has been imposed because of a violation of the Academic Integrity Policy.

The faculty member shall inform the student in writing that he/she has the right to appeal the sanction to a panel of the Academic Integrity Board and be advised to contact the Office of the Associate Vice President for Academic Affairs for information about the procedures he/she is to follow.

A student who is sanctioned by an instructor before the end of the quarter may remain in the course pending appeal. At the same time, the faculty member must report the sanction to the Associate Vice President for Academic Affairs and the dean of the student's home college and the dean of the faculty member's home college, if different.

### **D. Faculty Responsibilities**

These are printed in the "Faculty Handbook" and the "Code of Student Responsibility." Faculty must formally notify the student in writing as soon as possible when the grade for a course has been lowered or a sanction has been imposed because of a violation of the Academic Integrity Policy.

The notice must include the fact that the sanction has been reported to the Associate Vice President for Academic Affairs or her/his designate and the dean of the student's home college, and that the student has a right to appeal the sanction to the Academic Integrity Board. A copy of the letter sent to the student is forwarded to the Associate Vice President for Academic Affairs and to the dean of the student's home college, which will constitute adequate notification to those authorities.

The faculty member must provide evidence that the notice has been sent. For the purposes of this policy, merely returning a paper to be rewritten for minor or technical violations of the instructor's directions or plagiarism guidelines shall not be construed as imposing a sanction because of a violation of the Academic Integrity Policy.

Faculty may or may not request a hearing to determine whether further sanctions should be imposed. Faculty who wish to initiate a hearing should send a formal request listing reasons and providing relevant material to the Associate Vice President for Academic Affairs or her/his designate with a copy to the dean of the student's home college.

Faculty should keep materials related to a violation of academic integrity policies for three academic years following the violation.

### **E. The Academic Integrity Board**

Violations of the Academic Integrity Policy will be heard by a panel selected from the Academic Integrity Board. The Board will have jurisdiction in all cases of alleged student violations of the Academic Integrity Policy in all colleges of the University with the exception of the College of Law, which maintains an Honor Code.

The Academic Integrity Board is comprised of twelve faculty members serving three-year staggered terms. Ten student members are chosen and trained in consultation with the Student Government Association.

### **F. Role of the Chair**

One of the twelve members of the AIB will be appointed to a three-year term as chair by the Faculty Council. The Chair, who may serve on panels as circumstances warrant, shall work with the Dean of

Students to settle any issue about whether the jurisdiction of a given case belongs to the Academic Integrity Board or the University's Judicial Board.

The decision on the jurisdictional issue of these two individuals is final. The Chair will at his/her own discretion and after reviewing the documents submitted, call the initiating party in for consultation in cases that seem to be frivolous or to lack substance. After this consultation, the Chair may dismiss the case where he/she finds that the case is frivolous or lacks a probability of success on the part of the student in an appeal.

If the Chair dismisses the case on the basis stated in the above paragraph, the student may file an appeal of this decision directly to the Associate Vice President for Academic Affairs.

The Associate Vice President shall review the decision with the Chair and may, under extraordinary circumstances, direct the Chair to convene a panel to hear the student's appeal. The Associate Vice President for Academic Affairs shall overrule the decision of the Chair only where failure to do so shall result in unfairness to the student involved.

After reviewing the documents submitted, and if she/he believes that there may be a violation of the Academic Integrity Policy, the Chair may call in both the accuser and the accused in an alleged violation and attempt to mediate the dispute. (The accused may bring an advisor with him or her to a consultation, but that advisor must be a staff or faculty member of DePaul University or a currently enrolled student.) The Chair may appoint presenters in accordance with this policy but may not serve as a presenter.

The Chair shall communicate in writing all findings of the panel, including the written report of the panel, to the Associate Vice President for Academic Affairs or her/his designate. The report shall be prepared so as to protect the confidentiality of the parties involved.

When necessary but at least once each year, the Chair shall convene the Board to discuss the clarity and effectiveness of the University's policies and procedures regarding the Academic Integrity Policy. The Chair shall forward any criticisms or suggestions to the Faculty Council.

#### **G. Role of the Associate Vice President for Academic Affairs**

All requests for a hearing and the relevant materials are sent to the Associate Vice President for Academic Affairs, or her/his designate who passes them on to the Chair of the Board. The Associate Vice President for Academic Affairs or her/his designate appoints hearing panels, spreading the workload as evenly as possible; maintains a record of the Board's actions; and ensures that the imposed sanctions are carried out.

A copy of each record maintained under this section shall be sent to the dean of the College of the student against whom sanctions have been imposed for informational purposes. The Associate Vice President for Academic Affairs or her/his designate maintains all records of reports of sanctions imposed by faculty for violations of the Academic Integrity Policy. Records maintained shall be kept for seven years from the date the alleged violation is reported.

Annually, the Associate Vice President for Academic Affairs shall circulate to all faculty members and make available to the student newspaper a summary of the status of the violations that had come before panels of the Academic Integrity Board during that academic year and any final sanctions that had been imposed.

#### **H. Role of the Ombudspersons**

Two faculty members one from the Lincoln Park, one from the Loop Campus, will be appointed by the Faculty Council to two year staggered terms, but such faculty may not be presently serving as members of the Academic Integrity Board.

These faculty members will each function as an ombudsperson for any student requesting help in preparing an appeal or a defense. The Student Government Association may also appoint students to help in the preparation, but such students may not be presently serving as student members of the Academic Integrity Board.

#### **I. Role of the College Consultant**

Each College shall designate an individual whose purpose it is to be familiar with the rules and procedures of the Academic Integrity Policy and who may thereby advise faculty in preparing a case that is to go before the Board.

#### **J. Role of the Advisor**

It is a student's and faculty member's right to bring one advisor who is a current DePaul community member (faculty, staff or student) to an Academic Integrity Board hearing. All advisors will be approved by the Chair prior to the hearing. The role of the advisor is to act as a support person for

the student or faculty by conferring quietly with him/her during the adjudicatory process.

The advisor is not to address directly the adjudicatory agents or anyone else present at the meeting or hearing. Under extraordinary circumstances, the Board may allow an advisor to represent either faculty or student in these proceedings.

### **K. Initiation of a Hearing**

Hearings may be initiated by students appealing a sanction for an alleged violation of the Academic Integrity Policy, by the faculty member who initiated the hearing, by the dean of the student's home college, and by the Associate Vice President for Academic Affairs.

#### ***Student Initiated Hearing***

Students who have received written notification of any sanction because of a violation of the Academic Integrity Policy may initiate a hearing of the Academic Integrity Board to review the instructor's decision.

Students are strongly encouraged to discuss the sanction with their instructor before appealing their case to the Academic Integrity Board.

All student appeals regarding sanctions received from an instructor as a result of an alleged violation of the policy must be sent through the Associate Vice President for Academic Affairs or her/his designate to the Academic Integrity Board. Appeals of grades on other grounds must be sent to a Grade Challenge Board.

Appeals must state the student's name, the name of the course and its instructor(s), any grades received in the course, a copy of the written notification from the instructor that a sanction was imposed because of an alleged violation of the Academic Integrity Policy, the originals of relevant material if they are in the student's possession, and a full and detailed statement of the student's grounds for concluding that the student did not violate the policy or that the sanction was unfairly determined or assessed.

This statement should include a description of the evidence that will be introduced to support the student's account.

In very rare circumstances, a sanction that results in failure of a course may be heard immediately, allowing the matter to be decided before the end of a term. This option is available only to students in their final quarter prior to graduation or to international students who can demonstrate that adhering to the typical timeline may result in loss of their legal status in the United States prior to a hearing.

Requests for immediate hearings should be sent to the Associate Vice President for Academic Affairs and should be accompanied by documentation that demonstrates either or both of the conditions above.

The Associate Vice President for Academic Affairs will determine within one week if the case is eligible for an immediate hearing; this decision is final. If grounds for an immediate hearing are upheld, the Chair will be notified and a hearing will be scheduled within two weeks of this decision. While the status of the appeal for an immediate hearing is pending, the appealing student should remain in the course and is responsible for meeting all attendance and assignment requirements. Immediate hearings will be conducted in the same manner as typical hearings.

#### ***Hearing Initiated by Other Parties***

Faculty who believe that the University should apply sanctions for a violation of the Academic Integrity Policy beyond their own authority to lower a grade in a course or assign some sanction may initiate a hearing of the Academic Integrity Board.

A faculty member who has sanctioned a student with a failing grade prior to the end of a quarter may, in unusual circumstances, petition for an immediate hearing. An immediate hearing may be appropriate when a student remains in a course or program pending appeal and in the judgment of the faculty member that decision compromises the educational experience for others and/or reduces the faculty members effectiveness.

Requests for immediate hearings should be sent to the Associate Vice President for Academic Affairs and should convincingly demonstrate the urgency of the situation.

The Associate Vice President for Academic Affairs will determine as quickly as possible if the case is eligible for an immediate hearing; if grounds for an immediate hearing are upheld, the Chair, faculty member, and student will be notified and a hearing will be held within ten days.

The dean of the student's home college at his/her own discretion may initiate a hearing when a copy of the notification sent by the faculty member to the student has been received. The dean also may submit an independent recommendation to the Academic Integrity Board in any case involving a student from his/her college.

Any faculty member, professional staff member, or student may initiate a hearing when they have observed an alleged violation of the Academic Integrity Policy outside of the context of a course.

When a violation of the academic integrity policy is observed within the context of a course by someone other than the instructor, it must be reported to the instructor, who may then take appropriate action, including initiating a hearing of the Academic Integrity Board.

The chair of the Academic Integrity Board must initiate a hearing when records held by the Associate Vice President for Academic Affairs indicate that there has been a previous report of a violation of the Academic Integrity Policy.

The student and faculty member involved in the second violation will be informed by the Associate Vice President for Academic Affairs of a mandatory hearing and will be required to attend and to present their cases to the Board's panel. The panel will first decide as to whether the most recent violation, in fact, occurred.

Prior to the determination about the appropriateness of the sanction imposed, the panel will then determine what sanction will be imposed on the person who has more than once violated the Academic Integrity Policy.

Any allegation must name the offender, specify the policy that has been violated, describe the occurrence, present the grounds for concluding that the offender violated the Academic Integrity Policy and submit originals of relevant materials.

#### **L. Timetable for Initiating a Hearing**

Faculty who apply sanctions to a student because of an alleged violation of the Academic Integrity Policy **must notify those students in writing before the end of the third week of the quarter immediately following the quarter in which the violation occurred** (excluding the summer sessions).

Students who wish to appeal the sanction or others who have the right to initiate a hearing **must do so in writing** to the Associate Vice President for Academic Affairs **by the end of the seventh week of the quarter following the quarter in which the alleged violation occurred** (excluding the summer sessions).

No request for a hearing either changing or appealing a violation of the Academic Integrity Policy received after the seventh week of the quarter following the quarter in which the violation occurred, excluding the summer sessions, will be accepted except in the most unusual circumstances as determined by the chair.

Students against whom a hearing has been initiated will be notified in writing by the Associate Vice President for Academic Affairs no later than the end of the tenth week of the quarter following the quarter in which the alleged violation occurred as will be faculty members whose grades or other penalties assessed because of an alleged violation of the Academic Integrity Policy have resulted in a student request for a hearing. Written notification will include a statement of the charges or appeal and copies of materials submitted with the charge or the appeal. The notification also will tell the student of the availability of an ombudsperson.

#### **M. The Hearing Procedures**

The chair shall select a panel of five members, three faculty members and two students, for each hearing from the membership of the Academic Integrity Board. One faculty member must be chosen who represents the college or area within which the violation occurred. One faculty member will be chosen to convene each panel. Any member of the panel may and should request that he or she be excused from participating on the panel if he or she has a prior history with the alleged violator that precludes an unbiased judgment. The decision as to which members will be excused is the sole discretion of the chair.

In cases other than the immediate hearings described above, the hearing will be held as soon as practical following the completion of the above procedures but no later than the end of the second quarter following the quarter in which the alleged violation occurred. For example, if the alleged violation occurred during the autumn quarter, the hearing on the appeal shall not take place any later than the end of the spring quarter of the same academic year. When a hearing is initiated the student appealing the sanction and the faculty member who imposed the sanction, or the

representative, shall serve as the presenters of their respective positions. The faculty member must, nevertheless, be available to serve as a witness in the proceeding, except under extraordinary circumstances where written testimony will suffice.

When a hearing is initiated by a person other than the instructor and that person does not wish to serve as the presenter, the chair may, if he/she believes that the facts warrant a hearing, appoint a faculty member of the Academic Integrity Board to serve as the presenter. The presenter may not be a member of the panel hearing the case. The person who reported the violation will be expected to appear as a witness, if necessary, for the presentation of the case.

All parties to the case have a right to make an opening statement that includes their accounting of the incident. All parties have a right to make a closing statement that responds to the issues raised in the hearing. In all cases, the student has the right to go last in making opening and closing statements. Either party may present witnesses in support of his/her position. Both parties will be given the opportunity to ask questions of one another and of the witnesses. All questions will be directed through the panel. The giving of false testimony during a hearing is considered a form of academic misconduct. All decisions by a panel are by a simple majority vote of the members. If the student for whom the hearing is being held fails to attend a scheduled hearing, the panel may decide the case based on the information available to it at the time. Any imposed sanctions will be effective immediately unless stipulated otherwise.

#### **N. Alleged Violation Upheld**

If the panel finds that the student who has initiated a hearing to appeal a sanction received from an instructor for a violation of the Academic Integrity Policy has, in fact, violated the policy, then the sanction imposed by the instructor stands unless the student convinces the panel that it is excessive or inappropriate. The panel will recognize that there is a range of appropriate sanctions that different instructors may impose on similar cases and it will generally respect that discretionary authority except where the sanction is deemed excessive or inappropriate.

If the panel determines that the sanction is excessive or inappropriate, the instructor will be notified of the Board's decision and will modify the sanction. When the student is appealing an imposed sanction, the panel may not impose a harsher sanction than that imposed by the instructor, unless the student has previous reported offenses resulting in sanctions or the hearing was initiated by someone other than the faculty member.

If the panel finds that the student has engaged in a violation of the Academic Integrity Policy, it recommends sanctions to the Associate Vice President for Academic Affairs. A finding of a violation of the Academic Integrity Policy must be supported by the preponderance of the evidence presented. All proceedings of the panel are to be held in strictest confidence by all persons involved in any aspect of the proceedings.

#### **O. Alleged Violation Overturned**

If the panel does not find a preponderance of evidence that the student who has initiated a hearing to appeal a sanction has violated guidelines on academic integrity or finds that the student has not violated academic integrity policies, then the sanction imposed by the instructor will not stand. The instructor will be notified by the Associate Vice President for Academic Affairs of the Academic Integrity Board's finding and will remove the sanction. If the sanction is overturned, all records associated with the case, including report of the initial violation, shall be expunged from the files of the Associate Vice President for Academic Affairs.

#### **P. Imposition of Sanctions**

The convener of the panel communicates the decision of the panel to the chair of the Board after the deliberations of the panel have been completed. This written report of the panel's decision shall contain the numerical vote of the panel and its findings. The chair of the Board communicates in writing the determination of the panel to the Associate Vice President for Academic Affairs.

In cases where the Academic Integrity Board has recommended sanctions beyond those imposed by the instructor, the Associate Vice President, in consultation with the Executive Vice President for Academic Affairs and the dean of the student's home college will impose the sanction. Only for compelling reasons will these individuals overturn the determination of the Academic Integrity Board. The Associate Vice President for Academic Affairs or her/his designate communicates the decision to all parties involved.

The Associate Vice President for Academic Affairs or her/his designate ensures compliance with the decision. A record of the imposed sanction will be held by the office of the Associate Vice President for Academic Affairs, and a second violation of the policy may result in an additional sanction as described below.

## **Q. Sanctions That May Be Imposed For Violations**

Initial sanctions, like lowering a grade, failing a course or refusing to accept work product, are sanctions that may be imposed at the discretion of an instructor when a violation occurs in the context of a course, off-campus program, or learning context in which academic credit is offered.

Only the Academic Integrity Board may impose the sanctions listed below. These sanctions may be recommended only where the violation is a repeated reported offense that has resulted in sanctions or where the faculty member has initiated a hearing.

A *reprimand* is an official statement to the student censuring him or her for violating academic integrity policies. Reprimands will be held by the Associate Vice President for Academic Affairs. The finding of a subsequent violation will result in suspension or dismissal.

A suspension establishes a fixed period of time during which the student may not participate in any academic or extra curricular activities of the University. At the end of the suspension period, the student will automatically be restored to good standing, unless it is proven that he/she violated the suspension.

A *dismissal* denies the student the right to participate in any academic or extracurricular activities of the University permanently.

In addition to or instead of the above sanctions, the panel may impose as a sanction educational projects designed to assist the student in better understanding the overall impact of his/her academic infraction(s). Such assigned projects might include research papers, the creation of educational materials, or the planning and/or presentation of educational programs related to the policy infraction.

Assigned projects may not include physical labor unless they are directly related to the violation(s) and may not cause humiliation or degradation to the student.

## **ADDITIONAL DISCIPLINARY ACTION**

The University also 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.

## **STUDENTS RIGHT TO PRIVACY AND ACCESS TO EDUCATIONAL RECORDS (FERPA)**

DePaul University complies with the Family Educational Rights and Privacy Act of 1974 ( [FERPA](#) ), which affords students certain rights with respect to their education records. These rights are as follows :

**The Right to Inspect Education Records.** Students have the right to inspect and review education records within 45 days of the day that the University receives the request. Requests to inspect education records shall be in writing and directed to the Academic Resource Center . Any such requests shall identify the records the student wishes to inspect.

**The Right to Request Amendment of Education Records.** Students have the right to request amendment of the education records that the student believes are inaccurate, misleading, or in violation of privacy rights. Students should direct any such requests to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy rights. If the University denies such a request, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment.

**The Right to Consent to Disclosures.** Students have the right to consent to disclosure of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. For example, one exception permits disclosure to school officials with legitimate educational interests.

A school official is a person employed by the University in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**The Right to File a Complaint Under FERPA.** Students have the right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

Washington , D.C. 20202-4605

**Designation of Directory Information.** Students are advised that notwithstanding the above, the University has designated certain information contained in the education records of its students as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as:

- ∨ Name
- ∨ Addresses
- ∨ Email Addresses
- ∨ Telephone Number
- ∨ Date of Birth
- ∨ Major
- ∨ Year of School
- ∨ Dates of Attendance
- ∨ Full or Part-time Status
- ∨ Participation in officially recognized activities/sports
- ∨ Weight and height of members of athletic teams
- ∨ Photographs (including ID pictures)
- ∨ Videos depicting and/or concerning University life
- ∨ Degrees and awards received
- ∨ Previous educational institution(s) attended

**Rights to Prevent Disclosure of Directory Information.** Any student wishing to prevent disclosure of directory information must do so via [CampusConnection](#) using the following navigation For Students followed by FERPA/Directory Restrictions. Students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the student initiated hold) may contain directory information as it was consented to before the student limited disclosure. Once the student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the student. For this reason, students are encouraged to review their demographic data periodically. Please note that enrollment and graduation files are regularly submitted to the National Student Clearinghouse, a third party service that provides enrollment and degree verification. The FERPA preference on your account at the point of file submission will be reflected and honored by the National Student Clearinghouse. In the event that no restriction is filed the university will assume that the student does not object to the release of directory information.

## **PROOF OF IMMUNIZATION**

DePaul University complies with [Illinois Public Act 85-1315](#), effective July 1, 1989, which requires post secondary institutions to submit an annual report on student immunization. Illinois law, all students born on or after January 1, 1957 and enrolled half-time (Undergraduate: 6 hours, Graduate: 4 hours) or more at a post-secondary institution must provide proof of immunization for the following: Tetanus/Diphtheria, Measles (Rubeola), Mumps and Rubella (German Measles). Illinois law requires that universities prevent students from registering for any subsequent terms if proof of immunization is not provided. Please consult the [Academic Resource Center](#) website for additional information.

## Registration

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Registration

### **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 required for undergraduate students to maintain full-time status for purposes of financial aid. Half Time status is defined as 6. Self-service Enrollment Certificates are available through [CampusConnection](#).

#### **GENERAL REGULATIONS**

1. Students register for, and drop, classes via [CampusConnection](#), DePauls online webportal.
2. Students are 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 cashiers office, and to use the library and computer lab facilities. Photo I.D. cards are available through the Identification Card Services Offices.

3. Students will receive credit only for courses taken in a section for which the student has been duly registered.
4. Changes to registration (courses dropped or added) must be initiated by the student in Campus Connection. It is the students responsibility to verify that the transaction has been processed.
5. Should a students name not appear on the class roster, it is the students responsibility, not the faculty members, 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 registered classes can be requested by the student after 70% of the term has elapsed, or 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 audit or vice-versa after 30% of the term has elapsed, or the third week of class (for a 10 week class). Full tuition is assessed for audited classes.

To receive credit applicable to a degree from DePaul University for courses taken at 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 other 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**

Withdrawal from a class:

Students who must withdraw either from a course or from the University may do so by using the Universitys web registration system. Students unable to use the web registration system should contact their home school/college office, whether in person or by phone. Withdrawals processed via the web or through direct contact with the home school/college office are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

Withdrawal from all classes:

#### 1. Withdrawal from the university:

- § In most cases, students wishing to withdraw from the university during a term must fill out an on-line form (whether from home or in the school/college office) and submit it to the students home school/college. Students who are physically unable to contact the university may designate someone to act on their behalf.
- § The students official withdrawal date will be the date the form is received by that office.

#### 2. Students who appear to be eligible to enroll but dont register.

- § A students status at the university will be changed to discontinued if:
  - a. There is no activity for three consecutive quarters (or for Law two semesters), excluding summers. In these cases students must seek readmission.
  - b. No progress has been made towards their degree for three consecutive terms, excluding summers. (Candidates for theses and students on year-long study abroad programs are excluded from this rule.) In these cases, students must meet with a college academic advisor to get permission to register and or readmission.

### **Leave of Absence**

- These come under three headings: personal, military, and medical. The conservatories (Music/Theatre Schools) already have leave of absence policies in place.
- Any student wishing to take a leave of absence must complete a Leave of Absence Application. Students must complete the online leave / withdrawal form in Campus Connect.

- Military: students called for military service should fill out an on-line Military Leave Form. Upon their return, they will meet with an academic advisor to discuss resuming their studies.
- Non-military leaves of absence are for at most one year and non-renewable during the students career. Military leaves are variable depending on their orders.

### Graduation Separation

- Students must have completed all requirements by the last day of term for which they apply for degree conferral.
- In the normal course, students will receive their diplomas 8-10 weeks after the date of degree conferral.
- The university's responsibility is to confer the degree and identify the student as graduated within 30 days of the end of the term in which they complete all the requirements for their degree.

### Late Withdrawals and Additions

Decision-making for late withdrawals and additions resides primarily in the School/College Offices, with appropriate referrals to the Withdrawal Appeal Committee, chaired by the Dean of Students. These principles underlie the decision-making processes:

- All policies are driven by academic concerns.
- Decisions are guided by the best interests of the students.
- Decisions will be made in compliance with federal regulations.

Students who must withdraw either from a course or from the University may do so by using the University's web registration system. Students unable to use the web registration system should contact their home college office, whether in person or by phone. Withdrawals processed via the web or through direct contact with the home college office are effective the day on which they are made. **Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.**

When the withdrawal request has been processed, the tuition charge for courses during a 10-week quarter will be reduced according to the following schedule:

Up to 20% or 2 weeks of a ten week term ..100% refund  
 After 20% of the term.....0% refund

For courses of more than two weeks, but five 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.

Registration or other term fees are not refundable.

NOTE: Students receiving financial aid are advised to contact a Financial Aid Counselor to discuss the consequences of a withdrawal impacting academic progress and aid 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 who drop a class or classes after 20% of the scheduled class has elapsed will be responsible for 100% tuition and a grade of W will be assigned.

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

## 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 credit-by-examination, transfer and advanced standing.

### CREDIT-BY-EXAMINATION

DePaul University recognizes the achievements of students as represented by their successful completion of exams through the College Boards Advanced Placement (AP) and College Level Examination Program (CLEP) and the International Baccalaureate (IB) program. Depending on the exam and the score achieved, students may earn credit applicable to their general education requirements, major field or elective requirements. For more information on credit awarded by examination, visit the Academic Resource Center website.

#### ADVANCED PLACEMENT PROGRAM (AP)

Incoming undergraduate students may receive credit through the Advanced Placement program. These tests are administered during the junior year and/or senior year in high school. Incoming freshmen and transfer students (who earned AP credit while in high school) should have their score report sent to the Office of Admission, 1 East Jackson Blvd. , Chicago , IL 60604 prior to enrolling at DePaul.

#### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program may be taken by students prior to their enrollment or while currently enrolled at DePaul. CLEP exams are offered in a variety of subject areas and represent knowledge gained through coursework as well as through life or work experience. In addition, current students must consult with their college advisor before taking any CLEP exam to ensure that the exam will fulfill individual academic plan requirements. The CLEP score report should be sent to the Office of Admission 1 East Jackson Blvd, Chicago, IL 60604 prior to enrolling at DePaul or immediately following completion of the exam.

#### INTERNATIONAL BACCALAUREATE PROGRAM (IB)

DePaul University awards credit to students who have taken an International Baccalaureate program either at the Diploma or Certificate level. Standard or Higher level score results determine the amount of credit awarded to students at DePaul. Incoming students should have their IB transcript sent to the Office of Admission, 1 East Jackson Blvd. , Chicago , IL 60604 prior to enrolling at DePaul.

#### TRANSFER CREDIT

Transfer credits completed prior to admission at DePaul or subsequent transfer coursework approved by the student's advisor should be sent to the Office of Admission 1 East Jackson Blvd, Chicago, IL 60604. Transfer grades do not calculate into the DePaul grade point average.

#### LIMITATIONS ON AMOUNT OF TRANSFER CREDIT AND CREDIT BY EXAMINATION

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

Senior Residency Requirement: At least the last 60 quarter hours must be earned in residency at DePaul University . The senior year residency requirement excludes the application of CLEP, AP or IB credits to the final 60 credit hours of course work.

At least one half of the major field course work must be completed at DePaul. In the School for New Learning 15 of the 50 competencies must be earned at DePaul

#### 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.

NOTE: Non-degree students who wish to take tests for placement recommendations in writing or mathematics should call the Academic Resource Center .

The following course descriptions summarize the content and objectives. Students are advised to consult the

abstracts in their college office for detailed course descriptions specifying topics, texts and methods of evaluation.

## **WRITING**

**ENG 101 Basic Writing I** . An introduction to academic writing; extensive practice in gathering and organizing ideas; attention to correctness in mechanics, grammar, and usage. Students placed in 101 are required to enroll subsequently in 102.

**ENG 102 Basic Writing II** . Continuation of 101, with emphasis on practice in the forms of written exposition. Students with demonstrated proficiency may be permitted to enroll in 102 without taking 101. Some sections of 102 are designated for students for whom English is a second language (ESL).

**ENG 200 Writing in the Disciplines** . Preparation for writing in academic disciplines. Special attention to forms, conventions, and expectations in university writing at the intermediate level.

## **READING**

**WRC 107 Beginning College Reading I** . Emphasis on vocabulary development, inferential and literal comprehension techniques, and study skills necessary for successful work in college. Students placed into WRC 107 are required to enroll subsequently in WRC 108.

**WRC 108 Beginning College Reading II** . Continuation of WRC 107, with emphasis on the development of vocabulary and comprehension skills through reading a variety of texts. Students with demonstrated proficiency may be permitted to enroll in WRC 108 without taking WRC 107. Some sections of WRC 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 the students' competence in working with numbers of ordinary arithmetic, using a large 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 and applications.

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.

## **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" (Rese arc h,

Graduated) is final, and cannot be changed or lapsed to "F" once the degree is posted

**W** Automatically recorded when the students 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 students 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

<b>Grade</b>	<b>Quality Points Per Credit Hour</b>	<b>Credit Hours Attempted</b>	<b>Quality Points Merited</b>
<b>A</b>	4.0	X 4	= 16
<b>A-</b>	3.7	X 4	= 14.8
<b>B+</b>	3.3	X 4	= 13.2
<b>B</b>	3.0	X 4	= 12.0
<b>B-</b>	2.7	X 4	= 10.8
<b>C+</b>	2.3	X 4	= 9.2
<b>C</b>	2.0	X 4	= 8.0
<b>C-</b>	1.7	X 4	= 6.8
<b>D+</b>	1.3	X 4	= 5.2
<b>D</b>	1.0	X 4	= 4.0
<b>F,FX</b>	0.0	X 4	= 0.0
<b>AU,W,IN,M, PA,R,ING,RG</b>	Quality Points not assigned.		

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

## Grade Point Average

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Grade Point Average

### Grade Point Average

Students grade point average is computed by dividing the total number of quality points by the total number of credit hours attempted with quality points assigned. The grade point average is based 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. Upon the initial repeat, only the second 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 students 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.

### **CHANGE OF GRADES**

Other than the completion of an incomplete IN or research "R" grade, a final grade that has been submitted to the Academic Resource Center can only be changed under the following conditions: a clerical error has been made, a successful grade challenge or a successful appeal of an academic integrity violation. Grades may not be changed because of a reassessment of course work, the submission of extra work or by the retaking of an examination. In very rare cases an instructor may request to make a change of grade but it requires approval by a college-based Exceptions Committee.

### **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 students 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 students major, minor or allied fields of concentration may not be taken pass/fail. In addition, courses offered through the Writing, Reading and Computation department and ENG 101 and ENG 102 may not be taken pass/fail. If the course is passed, the credit hours earned are entered on the students record; the grade is not included in computing the students grade point average. If the course is failed, the F grade is recorded on the students record and the credit hours attempted are included in computing the students grade point average. A student must apply for the elective option through his or her home college or school office.

For SNL students, 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. In addition, SNL students can select this option for most SNL courses. Exception: Required courses in the Lifelong Learning Area must be taken pass-fail. SNL students must notify faculty prior to the second week of the course for which the pass-fail is requested. If the course is passed, the credit hours earned are entered on your record; the grade is not included in computing your grade point average. If the course is failed, the F grade is recorded on your record and the credit hours attempted are included in computing your grade point average.

### **GRADE REPORTS**

Grades 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.

## **Standards**

### **Standards**

# Graduation Requirements

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Graduation Requirements

## Graduation Requirements

1. The student must have completed a minimum of 192 quarter hours. The total quality points must equal twice the number of graded quarter hours attempted.
2. The student must have a minimum of 2.000 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 must complete the online degree conferral application in Campus Connection.

Submitting this on-line application does not guarantee the conferral (granting) of a degree from DePaul University. A student can change the expected completion term up to the last day of that term. Degree requirements are reviewed at the end of the expected completion term indicated. If all requirements are met, the degree will be conferred within 30 days of the end of the term. Diplomas are mailed (to graduates without financial holds), generally within 45-60 days after the end of the term.

DePaul reports degree information to the National Student Clearinghouse monthly. Many companies and agencies use this service to verify awarded degrees. A student's degree will only be verified by the Clearinghouse if the student's Privacy Settings in Campus Connection indicate this as releasable information at the time the degree is conferred. Students should verify Privacy Settings before the end of their completion term.

6. Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after degree conferral. If the student begins a new program of study at DePaul, the students GPA will be restarted with the exception of Masters students whose DePaul Masters Degree is accepted to meet DePauls PhD requirements either in the same or a new field. In dual degree programs authorized by the colleges, the degrees will be conferred simultaneously.

## Double Majors

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Double Majors

### Double Majors

Double majors are permitted across 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 2.000.
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.
7. School of Education students are not eligible to double major.

## Second Bachelor's Degree

[Handbook for Undergraduate Studies- UGRD](#) □ [Handbook for Undergraduate Studies](#) □ [Second Bachelor's Degree](#)

### **Second Bachelor's Degree**

A student who has received one bachelors degree from DePaul University or another institution may receive a second bachelors 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

[Handbook for Undergraduate Studies- UGRD](#) □ [Handbook for Undergraduate Studies](#) □ [Graduation with Honors](#)

### **Graduation with Honors**

The distinction with highest honor is conferred upon students who have demonstrated rare scholastic ability by obtaining a 3.850 grade point average.

The distinction with high honor is conferred upon students who have demonstrated definitely superior ability by obtaining a 3.700 grade point average.

The distinction with honor is conferred upon students who have maintained a 3.500 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 3.500 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

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ University Annual Commencement

### 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 by the published deadline date. Graduates will receive detailed instructions concerning the commencement exercise from the college office.

## Transcripts

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Transcripts

### Transcripts

The Academic Resource Center processes official transcript requests for DePaul University . Official Transcripts can be requested on-line through campus connection at [campusconnect.depaul.edu](http://campusconnect.depaul.edu) .

Visit the Academic Resource Center at [arc.depaul.edu](http://arc.depaul.edu) for additional information. The Family Educational Rights and Privacy Act of 1974 prohibits release of confidential transcript information without the student's authorization. Transcripts will be issued only after the student has fulfilled all financial obligations to the University.

## Graduate Study

Handbook for Undergraduate Studies- UGRD □ Handbook for Undergraduate Studies □ Graduate Study

### Graduate Study

DePaul University provides a number of programs in graduate study 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 some concentrations, begin studies in the Graduate School applicable toward a masters degree.

Masters 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.